

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

October 20, 2015

**Burrowsville Branch Library**

18701 James River Drive  
Burrowsville, VA 23842

2:00 p.m.

**APPOMATTOX REGIONAL LIBRARY SYSTEM**  
**Board of Trustees**  
**Agenda**

**October 20, 2015**

**2:00 p.m.**

**Call to Order.**

**Approval of Agenda.**

**Consent Agenda:** All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by on motion in the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – September 15, 2015 - Regular Meeting  
Statistical Report September 15, 2015  
Financial Report. September 15, 2015  
Bills for Review.

**Communications.**

**Citizen Comments.**

**Report of the Library Director:**

- R1.** Staff update
- R2.** SPOT WIFI update
- R3.** Mckenney Update

**Committee Reports:**

- C1.** Development Committee report - Action Plan update 2015.

**New Business:**

**Unfinished Business.**

**Adjournment.**

October 20, 2015

**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
September 15, 2015**

**Trustees Present:** Mrs. Dragoo, Mrs. Sykes, Ms. Halupka, Mrs. Judge, Dr. Shepperson, Mrs. Tuggle, Mrs. Yates

**Trustees Absent:** Mrs. Benjamin, Mrs. Gallup

**Staff Present:** Mr. Firestine, Ms. Lawrence, Ms. McPherson

**Approval of Agenda:** A motion was made to approve the agenda as presented by Mrs. Sykes and seconded by Mrs. Tuggle.

**Minutes:** The minutes were approved as presented.

**Consent Agenda:** The consent agenda was adopted after a motion made by Mrs. Tuggle and seconded by Ms. Halupka.

**Communications:**

Mr. Firestine informed the Board that September is Library Card Sign-Up Month. He explained briefly that the library is promoting library card sign ups. There will be a prize drawing for movie tickets.

Mr. Firestine informed the Board that the annual Virginia Library Association Conference is October 22-23, 2015 in Richmond, VA. The Library Board Members are welcome to attend.

Mr. Firestine communicated to the Board that the library has begun to prepare for the annual audit of financial statements. Mrs. Sheila Minor closed the library's books to prepare for the audit in October.

**Citizen Comments:** None

**Report of the Library Director:**

**R1. Staff update**

- a. Tara Walker LA1 Hopewell resigned
- b. Anne Moore YSA2 resigned
- c. Josh Sloan hired as library intern

**R2. McKenney Update**

- a. Contract bids were too high. The scope of the project is being reduced to meet the County of Dinwiddie's budget.

**R3. Local History Room Omeka Project**

- a. Josh Sloan was hired as a part time intern to begin digitization of materials in

October 20, 2015

the local history room

**R4. SPOT Wifi update**

- a. Internet and Computer Use Policy Update reviewed.
- b. Discussed access to the wifi only when the library was open. Wifi service will be turned off when the library is closed.

**R5. Summer Reading Program 2015**

- a. Statistics reviewed. Attendance at programs was strong. Reading program participation was below expectations

**Committee Reports:**

**C1.. Action Plan update 2015** – The library director will distribute a copy of the 2015 Updated Action Plan to Mrs. Yates, Mrs. Judge and Ms. Shepperson for review. A meeting and/or conference call will be arranged for further discussion.

**New Business:**

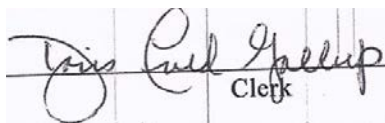
**N1. A motion was made to approve the Computer and Internet Use Policy Section 16 Public Services Policy by Mrs. Tuggle and seconded by Mrs. Sykes. The motion was approved by all.**

**Unfinished Business:** None

**Adjournment:** The meeting adjourned at 2:55 p.m.

**Next Meeting:** October 20, 2015, 2:00 p.m. at the Burrowsville Library.

**Respectfully submitted,**



Clerk

**Doris Field Gallup**

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**DIRECTOR'S EXTRACURRICULAR ACTIVITIES**  
**September 10, 2015 to October 23, 2015**

September 17	Ford Insurance – Lee Mehaney
October 5	Smart Beginnings Merger Strategic Planning meeting
October 15	Development Committee meeting/conference call
October 21	Virginia Library Director's meeting LVA.
October 22-23	Virginia Library Association meeting, Richmond, VA

October 20, 2015

## Statistical Report

### Circulation Data All Locations:

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
<b>Burrowsville</b>	FY12	195	296	263	286	380	335	244	249	206	224	156	191	3025	
	FY13	181	270	264	213	142	160	183	215	199	188	163	214	2392	
	FY14	272	259	210	270	194	178	164	154	221	156	199	189	2466	
	FY15	242	234	393	397	419	273	271	183	255	180	256	236	3339	
	FY16	357	357	374	0	0	0	0	0	0	0	0	0	1088	-5%
<b>Carson Depot</b>	FY12	1839	1669	1156	1425	1321	917	1225	1258	1253	1147	1180	1339	15729	
	FY13	1468	1149	999	1179	1059	883	1115	1058	1124	953	1234	1507	13728	
	FY14	1921	1508	1315	1459	1109	1308	1544	1640	1054	1132	1179	1281	16450	
	FY15	1598	1558	1428	1409	1686	1284	1115	1687	1167	1164	1273	1378	16747	
	FY16	1590	1229	1137	0	0	0	0	0	0	0	0	0	3956	-20%
<b>Dinwiddie</b>	FY12	2228	1948	1673	1746	1694	1284	1790	2072	1698	1706	1755	1998	21592	
	FY13	2219	1869	1741	1989	1600	1596	2072	2085	1943	1834	1784	2004	22736	
	FY14	2608	2410	1645	2011	1449	2584	1656	1665	1894	1889	1843	2036	23690	
	FY15	2632	2489	1834	1755	2197	2254	1604	1768	1806	1811	1856	2065	24071	
	FY16	2809	2342	2135	0	0	0	0	0	0	0	0	0	7286	16%
<b>Disputanta</b>	FY12	667	528	474	458	406	340	326	458	376	358	485	437	5313	
	FY13	545	593	429	482	369	698	442	403	297	283	431	338	5310	
	FY14	559	693	518	643	576	550	402	301	344	335	482	600	6003	
	FY15	984	712	645	536	697	508	461	545	755	774	508	784	7909	
	FY16	859	835	924	0	0	0	0	0	0	0	0	0	2618	43%

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
<b>Hopewell</b>	FY12	23108	22029	18971	19777	18601	15246	17511	16477	17750	17686	17576	19975	224707	
	FY13	22405	21125	17122	18057	16512	14968	17819	18421	18529	17615	17424	18863	218860	
	FY14	22538	19755	16580	17641	15543	14198	14647	14247	14507	16372	15941	16562	198531	
	FY15	20126	18790	15280	18075	16755	15307	15179	14205	15882	15704	14275	19051	198629	
	FY16	17892	16280	14560	0	0	0	0	0	0	0	0	0	48732	-5%
<b>McKenney</b>	FY12	1474	1210	1420	1106	1163	1000	1153	962	1045	1085	1017	1020	13655	
	FY13	789	651	555	685	612	576	641	404	471	426	559	575	6944	
	FY14	658	594	520	745	540	550	575	409	452	455	610	886	6994	
	FY15	909	1043	1000	941	1060	1048	698	675	899	856	770	815	10714	
	FY16	933	815	711	0	0	0	0	0	0	0	0	0	2459	-29%
<b>Outreach SVS</b>	FY12	252	335	377	289	333	272	363	499	608	346	445	315	4434	
	FY13	279	246	286	326	271	303	505	461	425	346	510	340	4298	
	FY14	191	314	893	943	303	316	1001	773	933	980	991	1977	9615	
	FY15	1930	831	756	598	524	608	1261	1087	904	760	844	511	10614	
	FY16	199	364	279	0	0	0	0	0	0	0	0	0	842	-63%
<b>Prince George</b>	FY12	1658	4168	3428	3430	3363	2733	3697	3473	4163	3667	3814	5635	43229	
	FY13	6480	5583	4531	4653	3629	3143	3959	3655	3910	4336	3786	5617	53282	
	FY14	7049	5437	4457	4659	4437	4628	5268	3965	4756	5207	4196	4681	58740	
	FY15	7103	5311	4395	4667	4316	3980	4544	4318	4339	4014	4066	5397	56450	
	FY16	6823	5887	4996	0	0	0	0	0	0	0	0	0	17706	14%

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
<b>Rohoic</b>	FY12	1611	1701	1140	1383	1299	1082	1182	1265	1348	1131	1250	1408	15800	
	FY13	1942	1545	1155	1564	1107	769	944	1121	1179	1183	1093	1127	14729	
	FY14	1750	1648	935	1136	943	1640	736	731	802	1225	1097	1102	13745	
	FY15	2485	1412	1225	1498	1954	2000	1018	964	1287	1021	1018	1373	17255	
	FY16	1952	1661	1034	0	0	0	0	0	0	0	0	0	4647	-16%
<b>ARLS Totals</b>	FY12	33032	33884	28902	29900	28560	23209	27491	26713	28447	27350	27678	32318	347484	
	FY13	34572	30563	25310	29100	26391	24666	25114	23450	25538	25091	23760	31019	324574	
	FY14	37546	32618	27073	29507	25094	25952	25993	23885	24963	27751	26538	29314	336234	
	FY15	38009	32380	26956	29876	29608	27262	26151	25432	27294	26284	24866	31610	345728	
	FY16	33414	29770	26150	0	0	0	0	0	0	0	0	0	89334	-3%



**Turnover Rate and Collection Circulation Analysis:**

<b>July 2015 - June 2016</b>	<b>Total Circulations</b>	<b>Total Items</b>	<b>Turnover Rate*</b>
Burrowsville	1,088.	9,499.	0.11
Carson Depot	3,956.	9,192.	0.43
Dinwiddie	7,286.	12,096.	0.60
Disputanta	2,618.	7,753.	0.34
Hopewell	48,732.	87,331.	0.56
McKenney	2,459.	9,513.	0.26
Outreach	842.	945.	0.89
Prince George	17,706.	31,603.	0.56
Rohoic	89,334.	13,615.	6.56
<b>ARLS TOTAL</b>	<b>174,021.</b>	<b>181,547.</b>	<b>0.96</b>
*Turnover Rate is Total Circulations / Total Items (higher is better)			

**New Patron Cards:**

<b>New Patron Cards</b>													
<b>FY2016</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
Burrowsville	2	2	2										6
Carson Depot	6	6	4										16
Dinwiddie	36	22	26										84
Disputanta	7	4	11										22
Hopewell	210	169	215										594
McKenney	6	3	2										11
Outreach	1	2	0										3
Prince George	127	84	102										313
Rohoic	17	7	11										35
<b>Total</b>	<b>412</b>	<b>299</b>	<b>373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1084</b>

**Patron Visits and Program Statistics:**

<b>PATRON VISITS</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
<b>FY2016</b>													
Burrowsville	189	239	301	0	0	0	0	0	0	0	0	0	729
Carson Depot	568	501	612	0	0	0	0	0	0	0	0	0	1,681
Dinwiddie	1,071	1,641	1,687	0	0	0	0	0	0	0	0	0	4,399
Disputanta	357	571	623	0	0	0	0	0	0	0	0	0	1,551
Hopewell	16,167	12,950	15,178	0	0	0	0	0	0	0	0	0	44,295
McKenney	372	320	1,273	0	0	0	0	0	0	0	0	0	1,965
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	4,875	4,536	3,897	0	0	0	0	0	0	0	0	0	13,308
Rohoic	958	841	1,030	0	0	0	0	0	0	0	0	0	2,829
<b>TOTAL</b>	<b>24,557</b>	<b>21,599</b>	<b>24,601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,757</b>
<b>MISC TRANSACTIONS</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
Meeting room users	2,184	1,244	1,825	0	0	0	0	0	0	0	0	0	5,253
Meetings	148	145	168	0	0	0	0	0	0	0	0	0	461
Book Group	98	75	50	0	0	0	0	0	0	0	0	0	223
Adult Program	146	81	165	0	0	0	0	0	0	0	0	0	392
Non-SRP Child Program	0	0	25	0	0	0	0	0	0	0	0	0	25
Non-SRP Teen Program	0	90	0	0	0	0	0	0	0	0	0	0	90
Storytime	253	26	191	0	0	0	0	0	0	0	0	0	470
Family SRP	844	0	0	0	0	0	0	0	0	0	0	0	844
SRP Child	0	0	0	0	0	0	0	0	0	0	0	0	0
SRP Teen	0	0	0	0	0	0	0	0	0	0	0	0	0
Overdrive (ebooks)	0	0	0	0	0	0	0	0	0	0	0	0	0
Zinio (emagazines)	0	0	0	0	0	0	0	0	0	0	0	0	0
Hoopla Circs	397	380	398	0	0	0	0	0	0	0	0	0	1,175
Hoopla users +/-month	846	26	23	0	0	0	0	0	0	0	0	0	895
<b>TOTALS</b>	<b>4,916</b>	<b>1,661</b>	<b>2,424</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,758</b>

**Reference and Other Transaction Statistics:**

<b>REFERENCE QUESTIONS</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
<b>FY2016</b>													
Burrowsville	55	46	41	0	0	0	0	0	0	0	0	0	142
Carson Depot	105	93	113	0	0	0	0	0	0	0	0	0	311
Dinwiddie	132	126	121	0	0	0	0	0	0	0	0	0	379
Disputanta	38	31	56	0	0	0	0	0	0	0	0	0	125
Hopewell	322	292	227	0	0	0	0	0	0	0	0	0	841
McKenney	60	66	35	0	0	0	0	0	0	0	0	0	161
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	0	0	0	0	0	0	0	0	0	0	0	0
Rohoic	218	207	151	0	0	0	0	0	0	0	0	0	576
<b>TOTALS</b>	<b>930</b>	<b>861</b>	<b>744</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2535</b>
<b>Computer Use</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
Burrowsville Workstation	70	57	50	0	0	0	0	0	0	0	0	0	177
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Carson Depot Workstation	164	130	147	0	0	0	0	0	0	0	0	0	441
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Dinwiddie Workstation	324	367	337	0	0	0	0	0	0	0	0	0	1,028
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Disputanta Workstation	78	76	95	0	0	0	0	0	0	0	0	0	249
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell Workstation	4517	4642	4635	0	0	0	0	0	0	0	0	0	13,794
WIFI	0	0	546	0	0	0	0	0	0	0	0	0	546
McKenney Workstation	118	130	114	0	0	0	0	0	0	0	0	0	362
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George Workstation	1223	1049	1037	0	0	0	0	0	0	0	0	0	3,309
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Rohoic Workstation	260	220	188	0	0	0	0	0	0	0	0	0	668
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0

**Technical Services Statistics:**

<b>Technical Services Report</b>	<b>New Titles Received</b>	<b>New Items Received</b>	<b>Titles Cataloged</b>	<b>Items Cataloged</b>	<b>InterLibrary Loans</b>
July	388	782	645	1044	22
August	643	1356	714	1370	19
September	625	1364	635	1286	11
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
<b>Totals</b>	<b>1656</b>	<b>3502</b>	<b>1994</b>	<b>3700</b>	<b>52</b>

**Appomattox Regional Library System  
Revenues and Expenses  
September 1, 2015 – September 30, 2015**

	<b>REVENUES</b>	<b>FY 2016</b>	<b>Prev. Total</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>Balance</b>
<b>FND#</b>	<b>9/30/2015</b>	<b>Proposed</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Received</b>	<b>Due</b>
100	Carry Over	\$ 20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$ 85,000	\$0	\$0	\$0	0.0%	\$ 85,000
102	Hopewell	\$ 576,109	\$144,020		\$144,020	25.0%	\$ 432,089
103	Dinwiddie	\$ 262,971	\$65,743	\$0	\$65,743	25.0%	\$ 197,228
104	Prince George	\$ 568,423	\$142,105	\$0	\$142,105	25.0%	\$ 426,318
105	State Funds	\$ 374,909	\$93,837	\$0	\$93,837	25.0%	\$ 281,072
106	Fines/Fees/Lost	\$ 23,373	\$4,644	\$2,050	\$6,694	28.6%	\$ 16,679
107	Copying Receipts	\$ 19,166	\$4,451	\$2,310	\$6,761	35.3%	\$ 12,405
108	Endowment Funds	\$ 20,499	\$0	\$0	\$0	0.0%	\$ 20,499
109	E-Rate Refunds	\$ 36,000	\$0	\$20,802	\$20,802	57.8%	\$ 15,198
110	Gifts/Donations	\$ 8,653	\$315	\$0	\$315	3.6%	\$ 8,338
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$3,426	\$1,488	\$4,914	19.7%	\$ 20,035
	<b>TOTALS</b>	<b>\$ 2,025,052</b>	<b>\$458,541</b>	<b>\$26,650</b>	<b>\$485,191</b>	<b>24.0%</b>	<b>\$1,539,861</b>

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>9/30/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
	<b>Personnel</b>						
200	M.L.S. Salaries and Wages	\$ 448,875	\$ 59,643	\$ 29,822	\$ 89,465	19.9%	\$ 359,410
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 85,802	\$ 42,804	\$ 128,606	23.9%	\$ 410,394
202	Benefits for Staff and Retirees	\$ 267,845	\$ 41,107	\$ 20,898	\$ 62,005	23.1%	\$ 205,840
	<b>Total Personnel</b>	<b>\$ 1,255,720</b>	<b>\$ 186,552</b>	<b>\$ 93,524</b>	<b>\$ 280,076</b>	<b>22.3%</b>	<b>\$ 975,644</b>
	<b>Books &amp; Materials</b>						
300	Books	\$ 108,000	\$ 10,200	\$ 14,794	\$ 24,994	23.1%	\$ 83,006
301	Standing Order Books	\$ 32,000	\$ 3,860	\$ 4,402	\$ 8,262	25.8%	\$ 23,738
302	Print Newspapers Periodicals	\$ 14,276	\$ 57	\$ 132	\$ 189	1.3%	\$ 14,087
303	Audiovisual Materials	\$ 28,850	\$ 1,265	\$ 5,065	\$ 6,330	21.9%	\$ 22,520
304	Electronic Materials	\$ 6,500	\$ 204	\$ -	\$ 204	3.1%	\$ 6,296
305	Microforms	\$ 1,133	\$ -	\$ -	\$ -	0.0%	\$ 1,133
306	Binding/repair	\$ 500	\$ -	\$ -	\$ -	0.0%	\$ 500
307	Restricted Donation/Gift	\$ 3,500	\$ 135	\$ 33	\$ 168	4.8%	\$ 3,332
308	Family Resource Bks	\$ 2,001	\$ 215	\$ 210	\$ 425	21.2%	\$ 1,576
309	Econtent	\$ 28,500	\$ -	\$ 2,044	\$ 2,044	7.2%	\$ 26,456
	<b>Total Books &amp; Materials</b>	<b>\$ 225,260</b>	<b>\$ 15,936</b>	<b>\$ 26,680</b>	<b>\$ 42,616</b>	<b>18.9%</b>	<b>\$ 182,644</b>
	<b>Capital Expenditures</b>						
400	Library Non-Computer Equipment	\$ 12,875	\$ 469	\$ 94	\$ 563	4.4%	\$ 12,312
401	Computer Hardware	\$ 10,875	\$ 168	\$ 1,489	\$ 1,657	15.2%	\$ 9,218
	<b>Total Capital Expenditures</b>	<b>\$ 23,750</b>	<b>\$ 637</b>	<b>\$ 1,583</b>	<b>\$ 2,220</b>	<b>9.3%</b>	<b>\$ 21,530</b>
	<b>Contractual</b>						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 331	\$ 167	\$ 498	24.9%	\$ 1,502
501	Software Licensing Contracts	\$ 15,700	\$ 6,293	\$ -	\$ 6,293	40.1%	\$ 9,407
502	Audit	\$ 16,151	\$ -	\$ -	\$ -	0.0%	\$ 16,151
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 1,253	\$ 635	\$ 1,888	21.0%	\$ 7,112

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>9/30/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
505	Computer Support Service Calls	\$ 9,500	\$ 771	\$ 489	\$ 1,260	13.3%	\$ 8,240
506	Other Computer Sftwre Services	\$ 12,500	\$ 250	\$ -	\$ 250	2.0%	\$ 12,250
507	Telecomm Internet Line Charges	\$ 26,000	\$ 3,237	\$ 1,741	\$ 4,978	19.1%	\$ 21,022
508	Printing and Publications	\$ 9,500	\$ 1,460	\$ 1,545	\$ 3,005	31.6%	\$ 6,495
509	Security Guard Service	\$ 28,729	\$ 2,971	\$ 3,046	\$ 6,017	20.9%	\$ 22,712
	<b>Total Contractual</b>	<b>\$ 132,685</b>	<b>\$ 16,566</b>	<b>\$ 7,623</b>	<b>\$ 24,189</b>	<b>18.2%</b>	<b>\$ 108,496</b>
	<b>Facilities, Maint, Operations</b>						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 970	\$ -	\$ 970	27.7%	\$ 2,530
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ 12,000	\$ 6,000	\$ 18,000	23.5%	\$ 58,650
603	Supplies	\$ 35,000	\$ 789	\$ 3,365	\$ 4,154	11.9%	\$ 30,846
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 247	\$ 1,357	\$ 1,604	18.9%	\$ 6,896
605	Training-Education	\$ 6,500	\$ 280	\$ 30	\$ 310	4.8%	\$ 6,190
606	Utilities	\$ 6,000	\$ 484	\$ 350	\$ 834	13.9%	\$ 5,166
607	Telephone (Voice)	\$ 15,000	\$ 2,141	\$ 1,113	\$ 3,254	21.7%	\$ 11,746
608	Insurance	\$ 12,937	\$ -	\$ 2,197	\$ 2,197	17.0%	\$ 10,740
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 480	\$ -	\$ 480	5.3%	\$ 8,520
610	Job and Contract Advertising	\$ 2,500	\$ 99	\$ 240	\$ 339	13.6%	\$ 2,161
611	Promotional Advertising	\$ 2,000	\$ 128	\$ -	\$ 128	6.4%	\$ 1,872
612	Org/Association Dues	\$ 3,500	\$ 689	\$ 256	\$ 945	27.0%	\$ 2,555
613	Postage	\$ 4,500	\$ 743	\$ -	\$ 743	16.5%	\$ 3,757
614	Janitorial	\$ 66,000	\$ 9,587	\$ 4,740	\$ 14,327	21.7%	\$ 51,673
615	Other Building Maintenance	\$ 8,500	\$ 1,299	\$ 1,203	\$ 2,502	29.4%	\$ 5,998
	<b>Total Facilities, Maint &amp; Ops</b>	<b>\$ 279,587</b>	<b>\$ 29,936</b>	<b>\$ 20,851</b>	<b>\$ 50,787</b>	<b>18.2%</b>	<b>\$ 228,800</b>
	<b>Program, Activites &amp; Other</b>						
700	YS Summer Reading Program	\$ 6,500	\$ 93	\$ -	\$ 93	1.4%	\$ 6,407
701	YS Programming Supplies	\$ 4,191	\$ 312	\$ 440	\$ 752	17.9%	\$ 3,439
702	Adult Programming Supplies	\$ 2,600	\$ 640	\$ 60	\$ 700	26.9%	\$ 1,900



	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>9/30/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 5,000	\$ -	\$ -	\$ -	0.0%	\$ 5,000
705	Reserve	\$ 5,500	\$ -	\$ -	\$ -	0.0%	\$ 5,500
706	McKenney Library	\$ 65,000	\$ -	\$ -	\$ -	0.0%	\$ 65,000
707	Misc. Professional Serv. And Other	\$ 15,759	\$ 3,306	\$ 2,033	\$ 5,339	33.9%	\$ 10,420
	<b>Total Prg, Act, Other</b>	\$ 108,050	\$ 4,351	\$ 2,533	\$ 6,884	6.4%	\$ 101,166
	<b>Grand Total</b>	\$ 2,025,052	\$ 253,978	\$ 152,794	\$ 406,772	20.1%	\$ 1,618,280

**APPOMATTOX REGIONAL LIBRARY  
CHECK REGISTER  
September 1, 2015 to September 30, 2015**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
8/5/15	200546	Electronic Federal Tax Payment	9,534.78
8/19/15	200547	Electronic Federal Tax Payment	9,617.71
8/14/15	2013-118	Treasurer of Virginia	6,988.76
8/3/15	37877	ARLS-Payroll	32,369.68
8/14/15	37878	Active Screening	34.00
8/14/15	37879	ARLS-Payroll	100,000.00
8/14/15	37880	AT & T Mobility	174.89
8/14/15	37881	Baker & Taylor Books, Inc.	921.93
8/14/15	37882	Comcast Communications	1,332.32
8/14/15	37883	DEMCO, Inc.	212.84
8/14/15	37884	Diamond Springs	55.60
8/14/15	37885	Distribution Video & Audio, Inc.	269.73
8/14/15	37886	Dix's Landscaping	200.00
8/14/15	37887	Dominion Virginia Power	177.21
8/14/15	37888	Gale	3,460.00
8/14/15	37889	Hermes Publications	99.00
8/14/15	37890	Hopewell City Treasurer	480.01
8/14/15	37891	Hopewell News	128.00
8/14/15	37892	Ingram Library Services	4,804.01
8/14/15	37893	Hannah McMillian	38.45
8/14/15	37894	Chandra McPherson	35.35
8/14/15	37895	Midwest Tape	191.95
8/14/15	37896	OCLC, Inc.	167.70
8/14/15	37897	Postmaster	206.00
8/14/15	37898	Postmaster	72.00
8/14/15	37899	Richweb Inc.	150.00
8/14/15	37900	Securitas Security Services USA, Inc	1,048.32
8/14/15	37901	Unique Management Services	563.85
8/14/15	37902	Verizon	171.72
8/14/15	37903	Treasurer of Virginia	6,988.76
8/14/15	37903V	Treasurer of Virginia	-6,988.76
8/19/15	37904	Anthem BlueCross BlueShield	9,590.00
8/19/15	37905	Anthem BlueCross BlueShield	570.00
8/19/15	37906	AT & T	68.25
8/19/15	37907	Baker & Taylor Books, Inc.	337.29
8/19/15	37908	Comcast Communications	256.69
8/19/15	37909	Connect IT	113.85
8/19/15	37910	County of Dinwiddie	600.00
8/19/15	37911	County of Prince George	1,650.00
8/19/15	37912	CS Diamond Enterprises, Inc.	4,740.00
8/19/15	37913	Nona Eldridge	6.99
8/19/15	37914	Enteros Design, P.C.	2,497.50

8/19/15	37915	Grit	32.00
8/19/15	37916	Hopewell City Treasurer	3,750.00
8/19/15	37917	Chandra McPherson	49.13
8/19/15	37918	Sprint	526.76
8/19/15	37919	Virginia Gardener	24.95
	Total		198,319.22