

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

December 8, 2015

Hopewell Headquarters Library

209 E. Cawson Street  
Hopewell, VA  
23860

2:00 p.m.

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

**December 8, 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 – October 20, 2015 - Regular Meeting  
Statistical Report - October 20, 2015  
Financial Report - October 20, 2015  
Bills for Review.

**Communications.**

**Citizen Comments.**

**Report of the Library Director:**

- R1. Staff update**
- R2. Increase/Streamline Branch Open hours**
- R3. McKenney Project**

**Closed Session** pursuant to Section 2.2-3711 of the Code of Virginia

**Committee Reports:**

- C1. 2017 Local Budget Request**

**New Business.**

**Unfinished Business.**

**Adjournment.**

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**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
October 20, 2015**

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

**Trustees Absent:** 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. Yates and seconded by Mrs. Sykes.

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

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

**Communications:**

Mr. Firestine informed the Board that the library did not close, due to severe weather from the tropical storm. However, staff checked and updated emergency supply kits at each location.

John Randolph Foundation informed the library its Endowment has over \$455,010.

Mr. Firestine communicated that the Virginia Library Association's annual conference is October 21-23, 2015.

The decommissioned Dodge delivery van will go into the City of Hopewell auction before the end of the year. The new delivery van was in a small accident and will be repaired as soon as possible. The estimated damage was between \$2,000 and \$3,000.

John Randolph Medical Center thanked Mrs. Jeanie Langford for the work she performed in preparation of the medical center's 100<sup>th</sup> Anniversary Celebration.

On October 17, 2015 staff members, Chandra McPherson and Jeanie Langford attended the Czech/Slavic festival. Ms. McPherson stated that most attendees that approached their table noticed the video on the library's local history room and the library's new product called Pronunciator.

**Citizen Comments:** None

**Report of the Library Director:**

**R1. Staff update:**

- a. Advertising for open LA1 positions in Hopewell. Interviews will be complete by the last week of October.
- b. Anne Moore, YS2 staff member, resigned effective October 30, 2015. Staffing in the

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department has been short for the last year and is impacting our service. We will re-advertising and plan to hire two YS2 positions and interviews will be in November.

**R2. SPOT WIFI update:**

- a. The SPOT installation is complete in Hopewell, Diputanta and McKenney.

**R3. Mckenney Update**

- a. Rohoic library parking lot is being paved and there may closings to the center during construction. Discussion continue with the County for a new entrance.
- b. Bid and contract negotiations continue. Expect to have a signed contract by the end of October 2015 and construction could start in December.

**Committee Reports:**

**C1.** The Development Committee recommended approval of update to the five year plan for 2015. All approved as presented from the committee.

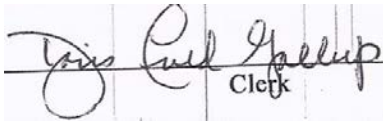
**New Business:** None

**Unfinished Business:** None

**Adjournment:** The meeting adjourned at 2:41 p.m.

**Next Meeting:** December 8, 2015, 2:00 p.m. at the Hopewell Library.

**Respectfully submitted,**



Clerk

**Doris Field Gallup**

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**DIRECTOR'S EXTRACURRICULAR ACTIVITIES**  
**October 20, 2015 to November 25, 2015**

October 21-23 VLA Library Director's meeting and VLA Conference – Williamsburg, VA.

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## 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	361	324	0	0	0	0	0	0	0	1773	-23%
<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	1300	898	0	0	0	0	0	0	0	6154	-47%
<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	1997	1599	0	0	0	0	0	0	0	10882	-27%
<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	1119	796	0	0	0	0	0	0	0	4533	14%
<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	16241	13384	0	0	0	0	0	0	0	78357	-20%
<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	724	577	0	0	0	0	0	0	0	3760	-46%
<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	287	265	0	0	0	0	0	0	0	1394	-49%
<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	5323	4253	0	0	0	0	0	0	0	27282	-1%
<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	1192	1063	0	0	0	0	0	0	0	6902	-46%
<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	28544	23159	0	0	0	0	0	0	0	141037	-22%

**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	1,773.	9,499.	0.19
Carson Depot	6,154.	9,192.	0.67
Dinwiddie	10,882.	12,096.	0.90
Disputanta	4,533.	7,753.	0.58
Hopewell	78,357.	87,331.	0.90
McKenney	3,760.	9,513.	0.40
Outreach	1,394.	945.	1.48
Prince George	27,282.	31,603.	0.86
Rohoic	141,037.	13,615.	10.36
<b>ARLS TOTAL</b>	<b>275,172.</b>	<b>181,547.</b>	<b>1.52</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	2	2								<b>10</b>
Carson Depot	6	6	4	10	8								<b>34</b>
Dinwiddie	36	22	26	22	18								<b>124</b>
Disputanta	7	4	11	15	6								<b>43</b>
Hopewell	210	169	215	174	135								<b>903</b>
McKenney	6	3	2	4	3								<b>18</b>
Outreach	1	2	0	0	0								<b>3</b>
Prince George	127	84	102	90	57								<b>460</b>
Rohoic	17	7	11	15	11								<b>61</b>
<b>Total</b>	<b>412</b>	<b>299</b>	<b>373</b>	<b>332</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1656</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	133	105	0	0	0	0	0	0	0	967
Carson Depot	568	501	612	607	741	0	0	0	0	0	0	0	3,029
Dinwiddie	1,071	1,641	1,687	1,648	1,134	0	0	0	0	0	0	0	7,181
Disputanta	357	571	623	589	690	0	0	0	0	0	0	0	2,830
Hopewell	16,167	12,950	15,178	1,496	1,378	0	0	0	0	0	0	0	47,169
McKenney	372	320	1,273	1,110	378	0	0	0	0	0	0	0	3,453
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	4,875	4,536	3,897	3,729	3,478	0	0	0	0	0	0	0	20,515
Rohoic	958	841	1,030	1,002	668	0	0	0	0	0	0	0	4,499
<b>TOTAL</b>	<b>24,557</b>	<b>21,599</b>	<b>24,601</b>	<b>10,314</b>	<b>8,572</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89,643</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	2,057	1,557	0	0	0	0	0	0	0	8,867
Meetings	148	145	168	168	130	0	0	0	0	0	0	0	759
Book Group	98	75	50	36	52	0	0	0	0	0	0	0	311
Adult Program	146	81	165	323	247	0	0	0	0	0	0	0	962
Non-SRP Child Program	0	0	25	194	60	0	0	0	0	0	0	0	279
Non-SRP Teen Program	0	90	0	597	47	0	0	0	0	0	0	0	734
Storytime	253	26	191	348	220	0	0	0	0	0	0	0	1,038
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	214	225	193	0	0	0	0	0	0	0	632
Zinio (emagazines)	0	0	0	0	0	0	0	0	0	0	0	0	0
Hoopla Circs	397	380	398	341	382	0	0	0	0	0	0	0	1,898
Hoopla users	846	872	895	916	933	0	0	0	0	0	0	0	4,462
<b>TOTALS</b>	<b>3,673</b>	<b>1,661</b>	<b>2,424</b>	<b>3,723</b>	<b>2,506</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,426</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	41	46	0	0	0	0	0	0	0	229
Carson Depot	105	93	113	89	65	0	0	0	0	0	0	0	465
Dinwiddie	132	126	121	138	108	0	0	0	0	0	0	0	625
Disputanta	38	31	56	51	33	0	0	0	0	0	0	0	209
Hopewell	322	292	227	242	243	0	0	0	0	0	0	0	1326
McKenney	60	66	35	50	46	0	0	0	0	0	0	0	257
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	0	0	130	303	0	0	0	0	0	0	0	433
Rohoic	218	207	151	141	150	0	0	0	0	0	0	0	867
<b>TOTALS</b>	<b>930</b>	<b>861</b>	<b>744</b>	<b>882</b>	<b>994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4411</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	5	40	0	0	0	0	0	0	0	222
WIFI	0	0	0	50	0	0	0	0	0	0	0	0	50
Carson Depot Workstation	164	130	147	151	139	0	0	0	0	0	0	0	731
WIFI	0	0	0	15	38	0	0	0	0	0	0	0	53
Dinwiddie Workstation	324	367	337	309	212	0	0	0	0	0	0	0	1,549
WIFI	0	0	0	34	101	0	0	0	0	0	0	0	135
Disputanta Workstation	78	76	95	106	101	0	0	0	0	0	0	0	456
WIFI	0	0	0	10	22	0	0	0	0	0	0	0	32
Hopewell Workstation	4517	4642	4635	4570	3766	0	0	0	0	0	0	0	22,130
WIFI	0	0	546	730	639	0	0	0	0	0	0	0	1,915
McKenney Workstation	118	130	114	141	115	0	0	0	0	0	0	0	618
WIFI	0	0	0	14	45	0	0	0	0	0	0	0	59
Prince George Workstation	1223	1049	1037	1018	859	0	0	0	0	0	0	0	5,186
WIFI	0	0	0	226	266	0	0	0	0	0	0	0	492
Rohoic Workstation	260	220	188	236	187	0	0	0	0	0	0	0	1,091
WIFI	0	0	0	3	5	0	0	0	0	0	0	0	8
<b>TOTALS</b>	<b>6754</b>	<b>6671</b>	<b>7149</b>	<b>7618</b>	<b>6535</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34727</b>

**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	596	1315	809	1437	26
November	562	1192	691	1301	15
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>2814</b>	<b>6009</b>	<b>3494</b>	<b>6438</b>	<b>93</b>

**Appomattox Regional Library System  
Revenues and Expenses  
October 1, 2015 – November 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>11/30/2015</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	\$304,469	\$0	\$304,469	52.8%	\$ 271,640
103	Dinwiddie	\$ 262,971	\$131,486	\$0	\$131,486	50.0%	\$ 131,485
104	Prince George	\$ 568,423	\$284,210	\$0	\$284,210	50.0%	\$ 284,213
105	State Funds	\$ 374,909	\$187,674	\$0	\$187,674	50.1%	\$ 187,235
106	Fines/Fees/Lost	\$ 23,373	\$8,948	\$2,086	\$11,034	47.2%	\$ 12,339
107	Copying Receipts	\$ 19,166	\$8,733	\$2,247	\$10,980	57.3%	\$ 8,186
108	Endowment Funds	\$ 20,499	\$0	\$0	\$0	0.0%	\$ 20,499
109	E-Rate Refunds	\$ 36,000	\$20,802	\$665	\$21,467	59.6%	\$ 14,533
110	Gifts/Donations	\$ 8,653	\$1,410	\$0	\$1,410	16.3%	\$ 7,243
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$7,954	\$3,660	\$11,614	46.6%	\$ 13,335
	<b>TOTALS</b>	\$ 2,025,052	\$955,686	\$8,658	\$964,344	47.6%	\$1,060,708

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>11/30/2015</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	\$ 134,198	\$ 29,822	\$ 164,020	36.5%	\$ 284,855
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 191,771	\$ 41,846	\$ 233,617	43.3%	\$ 305,383
202	Benefits for Staff and Retirees	\$ 267,845	\$ 85,965	\$ 19,847	\$ 105,812	39.5%	\$ 162,033
	<b>Total Personnel</b>	\$ 1,255,720	\$ 411,934	\$ 91,515	\$ 503,449	40.1%	\$ 752,271
	<b>Books &amp; Materials</b>						
300	Books	\$ 108,000	\$ 33,372	\$ 10,616	\$ 43,988	40.7%	\$ 64,012
301	Standing Order Books	\$ 32,000	\$ 11,216	\$ 2,218	\$ 13,434	42.0%	\$ 18,566
302	Print Newspapers Periodicals	\$ 14,276	\$ 924	\$ -	\$ 924	6.5%	\$ 13,352
303	Audiovisual Materials	\$ 28,850	\$ 8,153	\$ 2,972	\$ 11,125	38.6%	\$ 17,725
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	\$ 168	\$ -	\$ 168	4.8%	\$ 3,332
308	Family Resource Bks	\$ 2,001	\$ 736	\$ 447	\$ 1,183	59.1%	\$ 818
309	Econtent	\$ 28,500	\$ 2,260	\$ 232	\$ 2,492	8.7%	\$ 26,008
	<b>Total Books &amp; Materials</b>	\$ 225,260	\$ 57,033	\$ 16,485	\$ 73,518	32.6%	\$ 151,742
	<b>Capital Expenditures</b>						
400	Library Non-Computer Equipment	\$ 12,875	\$ 1,852	\$ -	\$ 1,852	14.4%	\$ 11,023
401	Computer Hardware	\$ 10,875	\$ 4,052	\$ 400	\$ 4,452	40.9%	\$ 6,423
	<b>Total Capital Expenditures</b>	\$ 23,750	\$ 5,904	\$ 400	\$ 6,304	26.5%	\$ 17,446
	<b>Contractual</b>						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 666	\$ 168	\$ 834	41.7%	\$ 1,166
501	Software Licensing Contracts	\$ 15,700	\$ 14,310	\$ 3,341	\$ 17,651	112.4%	\$ (1,951)
502	Audit	\$ 16,151	\$ 2,353	\$ 8,923	\$ 11,276	69.8%	\$ 4,875
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 2,380	\$ 716	\$ 3,096	34.4%	\$ 5,904

505	Computer Support Service Calls	\$ 9,500	\$ 1,260	\$ 1,665	\$ 2,925	30.8%	\$ 6,575
506	Other Computer Sftwre Services	\$ 12,500	\$ 250	\$ -	\$ 250	2.0%	\$ 12,250
507	Telecomm Internet Line Charges	\$ 26,000	\$ 6,717	\$ 1,739	\$ 8,456	32.5%	\$ 17,544
508	Printing and Publications	\$ 9,500	\$ 4,125	\$ -	\$ 4,125	43.4%	\$ 5,375
509	Security Guard Service	\$ 28,729	\$ 7,934	\$ 1,970	\$ 9,904	34.5%	\$ 18,825
	<b>Total Contractual</b>	\$ 132,685	\$ 39,995	\$ 18,522	\$ 58,517	44.1%	\$ 74,168
	<b>Facilities, Maint, Operations</b>						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 1,738	\$ -	\$ 1,738	49.7%	\$ 1,762
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ 24,000	\$ 6,000	\$ 30,000	39.1%	\$ 46,650
603	Supplies	\$ 35,000	\$ 5,749	\$ 2,442	\$ 8,191	23.4%	\$ 26,809
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 1,689	\$ 291	\$ 1,980	23.3%	\$ 6,520
605	Training-Education	\$ 6,500	\$ 1,262	\$ -	\$ 1,262	19.4%	\$ 5,238
606	Utilities	\$ 6,000	\$ 1,059	\$ 191	\$ 1,250	20.8%	\$ 4,750
607	Telephone (Voice)	\$ 15,000	\$ 4,379	\$ 1,111	\$ 5,490	36.6%	\$ 9,510
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	\$ 339	\$ -	\$ 339	13.6%	\$ 2,161
611	Promotional Advertising	\$ 2,000	\$ 522	\$ 250	\$ 772	38.6%	\$ 1,228
612	Org/Association Dues	\$ 3,500	\$ 945	\$ -	\$ 945	27.0%	\$ 2,555
613	Postage	\$ 4,500	\$ 1,894	\$ -	\$ 1,894	42.1%	\$ 2,606
614	Janitorial	\$ 66,000	\$ 19,364	\$ 4,949	\$ 24,313	36.8%	\$ 41,687
615	Other Building Maintenance	\$ 8,500	\$ 4,692	\$ -	\$ 4,692	55.2%	\$ 3,808
	<b>Total Facilities, Maint &amp; Ops</b>	\$ 279,587	\$ 70,309	\$ 15,234	\$ 85,543	30.6%	\$ 194,044
	<b>Program, Activites &amp; Other</b>						
700	YS Summer Reading Program	\$ 6,500	\$ 183	\$ 38	\$ 221	3.4%	\$ 6,279
701	YS Programming Supplies	\$ 4,191	\$ 1,777	\$ 306	\$ 2,083	49.7%	\$ 2,108
702	Adult Programming Supplies	\$ 2,600	\$ 940	\$ -	\$ 940	36.2%	\$ 1,660
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	\$ 5,764	\$ 805	\$ 6,569	41.7%	\$ 9,190
	<b>Total Prg, Act, Other</b>	\$ 108,050	\$ 8,664	\$ 1,149	\$ 9,813	9.1%	\$ 98,237
	<b>Grand Total</b>	\$ 2,025,052	\$ 593,839	\$ 143,305	\$ 737,144	36.4%	\$ 1,287,908



**APPOMATTOX REGIONAL LIBRARY  
CHECK REGISTER  
October 1, 2015 to November 30, 2015**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
10/1/15	200550	Electronic Federal Tax Payment	9,481.29
10/15/15	200551	Electronic Federal Tax Payment	9,252.75
10/1/15	2013-128	Treasurer of Virginia	39.08
10/13/15	2013-131	Treasurer of Virginia	6,719.96
10/15/15	2013-133	Treasurer of Virginia	39.08
10/29/15	2013-134	Treasurer of Virginia	39.08
10/28/15	20552	Electronic Federal Tax Payment	9,274.28
10/9/15	38014	AT & T Mobility	174.89
10/9/15	38015	Baker & Taylor Books, Inc.	1,453.84
10/9/15	38016	Capital One Bank	3,249.67
10/9/15	38017	Capital One Bank	149.65
10/9/15	38018	Comcast Communications	371.86
10/9/15	38019	Comcast Communications	1,286.20
10/9/15	38020	Distribution Video & Audio, Inc.	139.86
10/9/15	38021	Dominion Virginia Power	65.47
10/9/15	38022	Dominion Virginia Power	117.09
10/9/15	38023	Kiwanis International - Hopewell	150.00
10/9/15	38024	Hopewell News	50.40
10/9/15	38025	Ingram Library Services	3,699.00
10/9/15	38026	James River Press	85.00
10/9/15	38027	JanWay Company USA, Inc.	383.06
10/9/15	38028	Johnson Printing Service	110.25
10/9/15	38029	LexisNexis Matthew Bender	127.80
10/9/15	38030	M. G. Smith & Company	84.43
10/9/15	38031	Midwest Tape	215.94
10/9/15	38032	OverDrive	215.95
10/9/15	38033	Petersburg Alarm Company, Inc.	114.00
10/9/15	38034	Purchase Power	800.00
10/9/15	38035	Pitney Bowes Global Financial Services	351.00
10/9/15	38036	Progress Index	138.75
10/9/15	38037	Progress Index	501.70
10/9/15	38038	Randolph Market	8.87
10/9/15	38039	Reader's Digest PFS Foundation	20.00
10/9/15	38040	Reader Service	103.50
10/9/15	38041	Sam's Club Direct	412.68
10/9/15	38042	Securitas Security Services USA, Inc	902.72
10/9/15	38043	Unique Management Services	492.25
10/9/15	38044	Verizon	54.49
10/9/15	38045	Webster Integrated Technologies	768.65
10/9/15	38046	GFWC Junior Womans Club	55.00
10/9/15	38047	Minor & Associates	2,353.75
10/13/15	38048	ARLS-Payroll	31,538.00
10/13/15	38049	Smart Beginnings	1,429.00

10/23/15	38050	Anthem BlueCross BlueShield	9,590.00
10/23/15	38051	Anthem BlueCross BlueShield	570.00
10/23/15	38052	ARLS-Investment	100,000.00
10/23/15	38053	ARLS-Payroll	150,000.00
10/23/15	38054	Remmie L. Arnold, Inc.	603.49
10/23/15	38055	AT & T	68.55
10/23/15	38056	Baker & Taylor Books, Inc.	1,077.67
10/23/15	38057	Veronica Bright	22.53
10/23/15	38058	Simone Brown	17.99
10/23/15	38059	CDW Government Inc.	1,914.93
10/23/15	38060	Comcast Communications	254.08
10/23/15	38061	County of Dinwiddie	600.00
10/23/15	38062	County of Prince George	1,650.00
10/23/15	38063	CS Diamond Enterprises, Inc.	4,740.00
10/23/15	38064	DEMCO, Inc.	1,288.82
10/23/15	38065	Diamond Springs	42.65
10/23/15	38066	Distribution Video & Audio, Inc.	59.94
10/23/15	38067	Dix's Landscaping	200.00
10/23/15	38068	Gale	536.04
10/23/15	38069	Hopewell City Treasurer	3,750.00
10/23/15	38070	Ingram Library Services	4,403.08
10/23/15	38071	McKay Hardware, Inc.	64.98
10/23/15	38072	Chandra McPherson	62.52
10/23/15	38073	Midwest Tape	1,386.03
10/23/15	38074	OCLC, Inc.	167.70
10/23/15	38075	Reader Service	93.32
10/23/15	38076	Richmond Times Dispatch	234.00
10/23/15	38077	Safeguard Business Systems, Inc	225.74
10/23/15	38078	Scott Fields Design	1,120.00
10/23/15	38079	Securitas Security Services USA, Inc	1,014.83
10/23/15	38080	Terri Spicer	240.00
10/23/15	38081	Sprint	525.57
10/23/15	38082	Staples, Inc.	610.48
10/23/15	38083	Verizon	117.31
10/23/15	38084	Webnettraining	952.00
10/23/15	38085	Librarica LLC	7,960.00
11/6/15	38086	Active Screening	34.00
11/6/15	38087	Jeanine Albiges	17.00
11/6/15	38088	Baker & Taylor Books, Inc.	1,152.26
11/6/15	38089	Capital One Bank	2,325.98
11/6/15	38090	Capital One Bank	255.80
11/6/15	38091	Coast to Coast	1,199.94
11/6/15	38092	Comcast Communications	325.92
11/6/15	38093	Connect IT	1,514.55
11/6/15	38094	Dix's Landscaping	200.00
11/6/15	38095	Dominion Virginia Power	70.23
11/6/15	38096	Dominion Virginia Power	85.63
11/6/15	38097	Gale	48.73

11/6/15	38098	Hyatt Place Richmond/Chester	150.00
11/6/15	38099	City Directories	360.00
11/6/15	38100	Ingram Library Services	2,387.27
11/6/15	38101	McKay Hardware, Inc.	12.94
11/6/15	38102	Midwest Tape	713.56
11/6/15	38103	Minor & Associates	2,522.50
11/6/15	38104	OverDrive	232.44
11/6/15	38105	Petersburg Alarm Company, Inc.	114.00
11/6/15	38106	Reader Service	82.54
11/6/15	38107	Richweb Inc.	150.00
11/6/15	38108	Sam's Club Direct	627.78
11/6/15	38109	Securitas Security Services USA, Inc	924.56
11/6/15	38110	Shred-It USA LLC	50.32
11/6/15	38111	Smart Beginnings	17,235.00
11/6/15	38112	Verizon	54.43
11/6/15	2013-136	Treasurer of Virginia	6,719.96
11/6/15	38113	J. Chris Wiegard	17.00
11/12/15	2013-138	Treasurer of Virginia	39.08
11/12/15	200553	Electronic Federal Tax Payment	9,218.62
11/20/15	38114	Jeanine Albiges	102.40
11/20/15	38115	Anthem BlueCross BlueShield	9,590.00
11/20/15	38116	Anthem BlueCross BlueShield	570.00
11/20/15	38117	AT & T	68.65
11/20/15	38118	AT & T Mobility	174.78
11/20/15	38119	Baker & Taylor Books, Inc.	619.33
11/20/15	38120	Sherry Chappell	6.28
11/20/15	38121	Comcast Communications	1,214.36
11/20/15	38122	Comcast Communications	371.86
11/20/15	38123	County of Dinwiddie	600.00
11/20/15	38124	County of Prince George	1,650.00
11/20/15	38125	CS Diamond Enterprises, Inc.	4,740.00
11/20/15	38126	DEMCO, Inc.	196.35
11/20/15	38127	Destination Theater	250.00
11/20/15	38128	Diamond Springs	34.75
11/20/15	38129	Gale	462.57
11/20/15	38130	Graphic Products, Inc.	310.21
11/20/15	38131	Hopewell City Treasurer	3,750.00
11/20/15	38132	Ingram Library Services	7,687.53
11/20/15	38133	LexisNexis Matthew Bender	198.00
11/20/15	38134	Librarica LLC	1,842.28
11/20/15	38135	Chandra McPherson	155.11
11/20/15	38136	Midwest Tape	1,521.77
11/20/15	38137	Mitchell Wiggins & Company	6,400.00
11/20/15	38138	NADA Appraisal Guides	105.00
11/20/15	38139	OCLC, Inc.	167.70
11/20/15	38140	Reader Service	45.20
11/20/15	38141	Securitas Security Services USA, Inc	1,045.84
11/20/15	38142	Shred-It USA LLC	50.32

11/20/15	38143	Terri Spicer	280.00
11/20/15	38144	Sprint	525.57
11/20/15	38145	TMA Laser Group, Inc.	642.75
11/20/15	38146	Unique Management Services	716.00
11/20/15	38147	Verizon	114.45
11/27/15	2013-139	Treasurer of Virginia	39.08
11/27/15	200554	Electronic Federal Tax Payment	9,220.18
	Total		487,494.85

**BRANCH OPERATING HOURS CURRENT AND PROPOSED FOR CONSIDERATION**  
**1/1/2016**

Burrowsville	Current Schedule	Proposed Schedule	Current Total hours/day	Proposed Total hours/day	Current Potential Staff Hours/Day	Proposed Potential Staff Hours/Day	Staff Req'd
M	10-1; 4-8	10-8	7.00	10.00	7.50	15.50	Current staff = 1; proposed staff = 2. Morning shift opens alone on Mon.; alternating Saturdays. Approx. 22 hours per week per staff.
T	4-8	4-8	4.00	4.00	4.50	8.50	
W	4-8	4-8	4.00	4.00	4.50	8.50	
Th	4-8	4-8	4.00	4.00	4.50	8.50	
F			0.00	0.00	0.00	0.00	
S	10-1	10-1	3.00	3.00	3.50	3.50	
<b>TOTAL/WEEK</b>			<b>22.00</b>	<b>25.00</b>	<b>24.50</b>	<b>44.50</b>	

McKenney	Current Schedule	Proposed Schedule	Current Total hours/day	Proposed Total hours/day	Current Potential Staff Hours/Day	Proposed Potential Staff Hours/Day	Staff Req'd
M	3-7	3-7	4.00	4.00	9.00	8.50	Current staff = 2; each staff at approx. 20 hrs/wk. Recommended schedule would give 2 staff approx. 23.5 hrs/wk with one staff at pre-opening, alternating. Could accomplish without additional hire.
T	10-1; 3-7	10-7	7.00	9.00	15.00	15.00	
W	0	3-7	0.00	4.00	0.00	8.50	
Th	3-7	3-7	4.00	4.00	9.00	8.50	
F	3-6	3-6	3.00	3.00	7.00	7.00	
S	0	0	0.00	0.00	0.00	0.00	
<b>TOTAL/WEEK</b>			<b>18.00</b>	<b>24.00</b>	<b>40.00</b>	<b>47.50</b>	

Carson	Current Schedule	Proposed Schedule	Current Total hours/day	Proposed Total hours/day	Current Potential Staff Hours/Day	Proposed Potential Staff Hours/Day	Staff Req'd
M	3-7	3-7	4.00	4.00	8.50	8.50	Current staff = 2; each staff at approx. 23 hrs/wk. Recommended schedule would give 2 staff approx. 23 hrs/wk with one staff at pre-opening, alternating Saturdays.
T	3-7	3-7	4.00	4.00	8.50	8.50	
W	10-12; 3-7	3-7	6.00	4.00	12.50	8.50	
Th	3-7	3-7	4.00	4.00	8.50	8.50	
F	ST 10:30; 3-6	10-6	6.00	8.00	6.00	10.00	
S	3-6	3-6	3.00	3.00	3.50	3.50	
<b>TOTAL/WEEK</b>			<b>27.00</b>	<b>27.00</b>	<b>47.50</b>	<b>47.50</b>	

PG	Current Schedule	Proposed Schedule	Current Total hours/day	Proposed Total hours/day	Current Potential Staff Hours/Day	Proposed Potential Staff Hours/Day	Staff Req'd
M	10-7	10-7	9.00	9.00	18.00	18.00	Current = 5 staff @ approx. 20hrs/wk per each staff; Proposed = 5 staff @ approx. 22 hrs/wk per each staff.
T	10-7	10-7	9.00	9.00	18.00	18.00	
W	10-7	10-7	9.00	9.00	18.00	18.00	
Th	10-7	10-7	9.00	9.00	18.00	18.00	
F	10-6	10-6	8.00	8.00	18.00	18.00	
S	10-2	10-6	4.00	8.00	10.00	18.00	
<b>TOTAL/WEEK</b>			<b>48.00</b>	<b>52.00</b>	<b>100.00</b>	<b>108.00</b>	

**ARLS Hours with Schedule Changes (These satisfy current goals of opening Mck on Wed, and eliminating gaps in longer days at Bville, Carson, and McKenney.)**

	M	T	W	TH	F	S
Hopewell	10-9	10-9	10-9	10-9	10-6	10-6
Burrowsville	10-8	4-8	4-8	4-8	closed	10-1
Carson	3-7	3-7	3-7	3-7	10-6	3-6
Disputanta	10-1; 3-7	3-7	3-7	3-7	3-6	closed
Prince George	10-7	10-7	10-7	10-7	10-6	10-6
Dinwiddie	2-7	2-7	10-7	2-7	2-6	10-1
McKenney	3-7	10-7	3-7	3-7	3-6	closed
Rohoic	3-8	3-8	3-8	12-8	3-6	closed

**ARLS Hours with Future Changes (These changes would make hours more consistent throughout the system.)**

	M	T	W	TH	F	S
Hopewell	10-9	10-9	10-9	10-9	10-6	10-6
Burrowsville	10-7	3-7	3-7	3-7	closed	10-1
Carson	3-7	3-7	3-7	3-7	10-6	3-6
Disputanta	3-7	10-7	3-7	3-7	3-6	closed
Prince George	10-7	10-7	10-7	10-7	10-6	10-6
Dinwiddie	3-7	3-7	10-7	3-7	3-6	10-1
McKenney	3-7	10-7	3-7	3-7	3-6	closed
Rohoic	3-9	3-9	3-9	10-9	3-6	closed