

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

February 16, 2016

Dinwiddie Courthouse Library

14103 Boydton Plank Rd  
Dinwiddie, VA  
23841

2:00 p.m.

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

**February 16, 2016**

**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 – January 19, 2016 - Regular Meeting  
Statistical Report – January 19, 2016  
Financial Report – January 19, 2016  
Bills for Review.

**Communications.**

**Citizen Comments.**

**Report of the Library Director:**

- R1.** 2015 Audit
- R2.** Staff update
- R3.** Rohoic Project
- R4.** VOIP replacement
- R5.** Smart Beginnings MOU

**Committee Reports:**

**New Business.**

- N1.** 2015 Audit by Mitchell Wiggins

**Unfinished Business.**

**Adjournment.**

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**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
January 19, 2016**

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

**Trustees Absent:** Mrs. Gallup

**Staff Present:** Mr. Firestine, Mrs. Crockett, Ms. McPherson

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

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

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

**Communications:**

Mrs. Beth Hoover-Lipp with her sisters presented a \$50,000 monetary gift from their mother, the late Mrs. Helen Hoover to the Hopewell/Prince George Friends of the Library. The gift will go towards all Prince George library locations. In addition, Mrs. Helen Hoover's portrait and the Prince George County flag that was gifted to Mrs. Helen Hoover, will be framed and displayed inside of the Prince George Library. Donated books from Mrs. Helen Hoover will be distributed throughout the entire library system. Also, historic items from the Hoover family will go to the library's genealogy room.

Mr. Firestine communicated to the Board that the Prince George Woman's Club donated \$4,000 to go toward all Prince George libraries.

Mr. Firestine informed the Board that Zinio has improved their service, where magazines can be directly downloaded to patrons' devices.

**Citizen Comments:** None

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**Report of the Library Director:**

**R1. Staff update**

- a. Hired Alexa Williams hired for YSLA2
- b. Interviewing for delivery driver.

**R2. McKenney Project**

- a. Under construction should be complete by end of 2016.
- b. Future hours of Mckenney Recreation Center, 12-8 M-F, 12-5 S

**R3. Rohoic Project**

- a. Proceeding with plans and costs to add a separate entrance.
- b. ARLS and Dinwiddie Parks and Recreation will prepare a proposal for the 2017 Dinwiddie CIP to remodel the Eastside Enhancement center.

**R4. 2016-2021 Five Year Strategic Plan**

- a. ARLS will hire a consultant to assist in developing a 5 year strategic plan.n

**R5. Branch RFID tagging**

- a. Goal to complete RFID tagging of all books in ARLS branch locations.
- b. Install more self-check out stations and RFID checkin stations throughout the ARLS system.

**Committee Reports:** None

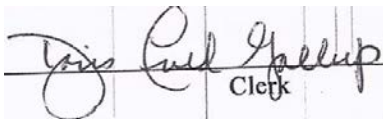
**New Business:** None

**Unfinished Business:** None

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

**Next Meeting:** February 16, 2016, 2:00 p.m. at the Dinwiddie Library.

**Respectfully submitted,**



Clerk

**Doris Field Gallup**

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**DIRECTOR'S EXTRACURRICULAR ACTIVITIES**  
**January 18, 2016 to February 10, 2016**

January 22	John Randolph Foundation Grant reception
January 22-25	Library Closed for Snow
January 29	SOVALUE Overdrive meeting host
February 2	Enteros Design, Gil Entzminger
February 10	Hopewell / Prince George Smart Beginnings Leadership Advisory Committee

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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	275	313	0	0	0	0	0	2361	15%
<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	946	1102	0	0	0	0	0	8202	-1%
<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	1595	1629	0	0	0	0	0	14106	2%
<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	621	629	0	0	0	0	0	5783	36%
<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	

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	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	12588	13069	0	0	0	0	0	104014	-14%
<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	496	724	0	0	0	0	0	4980	4%
<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	263	278	0	0	0	0	0	1935	-78%
<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	4075	4877	0	0	0	0	0	36234	7%
<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	1164	1027	0	0	0	0	0	9093	1%

<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	22023	23648	0	0	0	0	0	186708	-10%	

**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	2,361.	9,499.	0.25
Carson Depot	8,202.	9,192.	0.89
Dinwiddie	14,106.	12,096.	1.17
Disputanta	5,783.	7,753.	0.75
Hopewell	104,014.	87,331.	1.19
McKenney	4,980.	9,513.	0.52
Outreach	1,935.	945.	2.05
Prince George	36,234.	31,603.	1.15
Rohoic	9,093.	13,615.	0.67
<b>ARLS TOTAL</b>	<b>186,708.</b>	<b>181,547.</b>	<b>1.03</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	3	1						<b>14</b>
Carson Depot	6	6	4	10	8	7	8						<b>49</b>
Dinwiddie	36	22	26	22	18	16	24						<b>164</b>
Disputanta	7	4	11	15	6	3	6						<b>52</b>
Hopewell	210	169	215	174	135	112	159						<b>1174</b>
McKenney	6	3	2	4	3	7	9						<b>34</b>
Outreach	1	2	0	0	0	1	1						<b>5</b>
Prince George	127	84	102	90	57	52	86						<b>598</b>
Rohoic	17	7	11	15	11	3	16						<b>80</b>
<b>Total</b>	<b>412</b>	<b>299</b>	<b>373</b>	<b>332</b>	<b>240</b>	<b>204</b>	<b>310</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2170</b>

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**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	111	118	0	0	0	0	0	1,196
Carson Depot	568	501	612	607	741	780	793	0	0	0	0	0	4,602
Dinwiddie	1,071	1,641	1,687	1,648	1,134	1227	740	0	0	0	0	0	9,148
Disputanta	357	571	623	589	690	672	534	0	0	0	0	0	4,036
Hopewell	16,167	12,950	15,178	1,496	1,378	8896	8755	0	0	0	0	0	64,820
McKenney	372	320	1,273	1,110	378	493	605	0	0	0	0	0	4,551
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	2775	2976	0	0	0	0	0	26,266
Rohoic	958	841	1,030	1,002	668	775	841	0	0	0	0	0	6,115
<b>TOTAL</b>	<b>24,557</b>	<b>21,599</b>	<b>24,601</b>	<b>10,314</b>	<b>8,572</b>	<b>15,729</b>	<b>15,362</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,734</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	1,109	2,186	0	0	0	0	0	12,162
Meetings	148	145	168	168	130	111	141	0	0	0	0	0	1,011
Book Group	98	75	50	36	52	40	22	0	0	0	0	0	373
Adult Program	146	81	165	323	247	196	195	0	0	0	0	0	1,353
Non-SRP Child Program	0	0	25	194	60	48	313	0	0	0	0	0	640
Non-SRP Teen Program	0	90	0	597	47	0	0	0	0	0	0	0	734
Storytime	253	26	191	348	220	48	286	0	0	0	0	0	1,372
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	255	371	0	0	0	0	0	1,258
Hoopla Circs	397	380	398	341	382	450	451	0	0	0	0	0	2,799
Hoopla users	846	872	895	916	933	957	997	0	0	0	0	0	6,416
<b>TOTALS</b>	<b>3,673</b>	<b>1,661</b>	<b>2,424</b>	<b>3,723</b>	<b>2,506</b>	<b>3,214</b>	<b>4,962</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,747</b>

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**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	50	50	0	0	0	0	0	329
Carson Depot	105	93	113	89	65	97	91	0	0	0	0	0	653
Dinwiddie	132	126	121	138	108	108	130	0	0	0	0	0	863
Disputanta	38	31	56	51	33	41	40	0	0	0	0	0	290
Hopewell	322	292	227	242	243	196	123	0	0	0	0	0	1645
McKenney	60	66	35	50	46	40	51	0	0	0	0	0	348
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	0	0	130	303	214	250	0	0	0	0	0	897
Rohoic	218	207	151	141	150	119	147	0	0	0	0	0	1133
<b>TOTALS</b>	<b>930</b>	<b>861</b>	<b>744</b>	<b>882</b>	<b>994</b>	<b>865</b>	<b>882</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6158</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	35	22	0	0	0	0	0	284
WIFI	0	0	0	50	0	0	0	0	0	0	0	0	50
Carson Depot Workstation	164	130	147	151	139	165	141	0	0	0	0	0	1,037
WIFI	0	0	0	15	38	42	46	0	0	0	0	0	141
Dinwiddie Workstation	324	367	337	309	212	239	195	0	0	0	0	0	1,983
WIFI	0	0	0	34	101	137	105	0	0	0	0	0	377
Disputanta Workstation	78	76	95	106	101	107	91	0	0	0	0	0	654
WIFI	0	0	0	10	22	84	105	0	0	0	0	0	221
Hopewell Workstation	4517	4642	4635	4570	3766	3950	3994	0	0	0	0	0	30,074
WIFI	0	0	546	730	639	667	589	0	0	0	0	0	3,171
McKenney Workstation	118	130	114	141	115	81	81	0	0	0	0	0	780
WIFI	0	0	0	14	45	34	32	0	0	0	0	0	125
Prince George Workstation	1223	1049	1037	1018	859	761	793	0	0	0	0	0	6,740
WIFI	0	0	0	226	266	259	288	0	0	0	0	0	1,039
Rohoic Workstation	260	220	188	236	187	150	198	0	0	0	0	0	1,439
WIFI	0	0	0	3	5	18	25	0	0	0	0	0	51
<b>TOTALS</b>	<b>6754</b>	<b>6671</b>	<b>7149</b>	<b>7618</b>	<b>6535</b>	<b>6694</b>	<b>6,683</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48166</b>

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**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	510	1158	626	1195	9
January	440	1059	536	1095	17
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

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**Appomattox Regional Library System**  
**Revenues and Expenses**  
**January 1, 2016 – January 31, 2016**

	<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>1/31/2016</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	\$144,020	\$448,489	77.8%	\$ 127,620
103	Dinwiddie	\$ 262,971	\$131,486	\$65,743	\$197,229	75.0%	\$ 65,742
104	Prince George	\$ 568,423	\$284,210	\$142,106	\$426,316	75.0%	\$ 142,107
105	State Funds	\$ 374,909	\$187,674	\$95,177	\$282,851	75.4%	\$ 92,058
106	Fines/Fees/Lost	\$ 23,373	\$12,648	\$1,917	\$14,565	62.3%	\$ 8,808
107	Copying Receipts	\$ 19,166	\$13,065	\$1,570	\$14,635	76.4%	\$ 4,531
108	Endowment Funds	\$ 20,499	\$0	\$0	\$0	0.0%	\$ 20,499
109	E-Rate Refunds	\$ 36,000	\$21,467	\$0	\$21,467	59.6%	\$ 14,533
110	Gifts/Donations	\$ 8,653	\$1,410	\$4,000	\$5,410	62.5%	\$ 3,243
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$13,053	\$0	\$13,053	52.3%	\$ 11,896
	<b>TOTALS</b>	<b>\$ 2,025,052</b>	<b>\$969,482</b>	<b>\$454,533</b>	<b>\$1,424,015</b>	<b>70.3%</b>	<b>\$601,037</b>

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	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>1/31/2016</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	\$ 193,842	\$ 29,822	\$ 223,664	49.8%	\$ 225,211
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 273,876	\$ 40,277	\$ 314,153	58.3%	\$ 224,847
202	Benefits for Staff and Retirees	\$ 267,845	\$ 126,670	\$ 20,833	\$ 147,503	55.1%	\$ 120,342
	<b>Total Personnel</b>	\$ 1,255,720	\$ 594,388	\$ 90,932	\$ 685,320	54.6%	\$ 570,400
	<b>Books &amp; Materials</b>						
300	Books	\$ 108,000	\$ 53,511	\$ 11,076	\$ 64,587	59.8%	\$ 43,413
301	Standing Order Books	\$ 32,000	\$ 15,797	\$ 1,868	\$ 17,665	55.2%	\$ 14,335
302	Print Newspapers Periodicals	\$ 14,276	\$ 1,158	\$ 988	\$ 2,146	15.0%	\$ 12,130
303	Audiovisual Materials	\$ 28,850	\$ 14,820	\$ 3,470	\$ 18,290	63.4%	\$ 10,560
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	\$ 1,340	\$ 481	\$ 1,821	91.0%	\$ 180
309	Econtent	\$ 28,500	\$ 5,171	\$ 222	\$ 5,393	18.9%	\$ 23,107
	<b>Total Books &amp; Materials</b>	\$ 225,260	\$ 92,169	\$ 18,105	\$ 110,274	49.0%	\$ 114,986
	<b>Capital Expenditures</b>						
400	Library Non-Computer Equipment	\$ 12,875	\$ 1,852	\$ 4,209	\$ 6,061	47.1%	\$ 6,814
401	Computer Hardware	\$ 10,875	\$ 4,452	\$ -	\$ 4,452	40.9%	\$ 6,423
	<b>Total Capital Expenditures</b>	\$ 23,750	\$ 6,304	\$ 4,209	\$ 10,513	44.3%	\$ 13,237
	<b>Contractual</b>						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 1,001	\$ 168	\$ 1,169	58.5%	\$ 831
501	Software Licensing Contracts	\$ 15,700	\$ 18,190	\$ 289	\$ 18,479	117.7%	\$ (2,779)
502	Audit	\$ 16,151	\$ 11,701	\$ -	\$ 11,701	72.4%	\$ 4,450

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503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 3,919	\$ 617	\$ 4,536	50.4%	\$ 4,464
505	Computer Support Service Calls	\$ 9,500	\$ 2,925	\$ 106	\$ 3,031	31.9%	\$ 6,469
506	Other Computer Sftwre Services	\$ 12,500	\$ 250	\$ -	\$ 250	2.0%	\$ 12,250
507	Telecomm Internet Line Charges	\$ 26,000	\$ 10,236	\$ 2,078	\$ 12,314	47.4%	\$ 13,686
508	Printing and Publications	\$ 9,500	\$ 7,405	\$ -	\$ 7,405	77.9%	\$ 2,095
509	Security Guard Service	\$ 28,729	\$ 11,820	\$ 2,884	\$ 14,704	51.2%	\$ 14,025
	<b>Total Contractual</b>	<b>\$ 132,685</b>	<b>\$ 67,447</b>	<b>\$ 6,142</b>	<b>\$ 73,589</b>	<b>55.5%</b>	<b>\$ 59,096</b>
	<b>Facilities, Maint, Operations</b>						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 1,738	\$ 713	\$ 2,451	70.0%	\$ 1,049
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ 36,000	\$ 6,000	\$ 42,000	54.8%	\$ 34,650
603	Supplies	\$ 35,000	\$ 9,058	\$ 1,998	\$ 11,056	31.6%	\$ 23,944
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 2,118	\$ 910	\$ 3,028	35.6%	\$ 5,472
605	Training-Education	\$ 6,500	\$ 1,262	\$ 250	\$ 1,512	23.3%	\$ 4,988
606	Utilities	\$ 6,000	\$ 1,565	\$ 394	\$ 1,959	32.7%	\$ 4,041
607	Telephone (Voice)	\$ 15,000	\$ 6,612	\$ 1,245	\$ 7,857	52.4%	\$ 7,143
608	Insurance	\$ 12,937	\$ 2,197	\$ -	\$ 2,197	17.0%	\$ 10,740
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 1,280	\$ 1,928	\$ 3,208	35.6%	\$ 5,792
610	Job and Contract Advertising	\$ 2,500	\$ 949	\$ 407	\$ 1,356	54.2%	\$ 1,144
611	Promotional Advertising	\$ 2,000	\$ 897	\$ 409	\$ 1,306	65.3%	\$ 694
612	Org/Association Dues	\$ 3,500	\$ 1,555	\$ 185	\$ 1,740	49.7%	\$ 1,760
613	Postage	\$ 4,500	\$ 1,894	\$ 951	\$ 2,845	63.2%	\$ 1,655
614	Janitorial	\$ 66,000	\$ 29,053	\$ 4,958	\$ 34,011	51.5%	\$ 31,989
615	Other Building Maintenance	\$ 8,500	\$ 5,181	\$ 1,374	\$ 6,555	77.1%	\$ 1,945
	<b>Total Facilities, Maint &amp; Ops</b>	<b>\$ 279,587</b>	<b>\$ 101,359</b>	<b>\$ 21,722</b>	<b>\$ 123,081</b>	<b>44.0%</b>	<b>\$ 156,506</b>
	<b>Program, Activites &amp; Other</b>						
700	YS Summer Reading Program	\$ 6,500	\$ 221	\$ -	\$ 221	3.4%	\$ 6,279

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701	YS Programming Supplies	\$ 4,191	\$ 2,186	\$ 108	\$ 2,294	54.7%	\$ 1,897
702	Adult Programming Supplies	\$ 2,600	\$ 1,044	\$ 560	\$ 1,604	61.7%	\$ 996
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	\$ 9,645	\$ 691	\$ 10,336	65.6%	\$ 5,423
	<b>Total Prg, Act, Other</b>	\$ 108,050	\$ 13,096	\$ 1,359	\$ 14,455	13.4%	\$ 93,595
	<b>Grand Total</b>	\$ 2,025,052	\$ 874,763	\$ 142,469	\$ 1,017,232	50.2%	\$ 1,007,820



**APPOMATTOX REGIONAL LIBRARY  
CHECK REGISTER  
January 1, 2016 to January 31, 2016**

1/6/16	Electronic Federal Tax Payment	200557	8,422.53
1/21/16	Electronic Federal Tax Payment	200558	9,535.42
1/7/16	Treasurer of Virginia	2013-147	39.08
1/7/16	Treasurer of Virginia	2013-148	6,719.96
1/21/16	Treasurer of Virginia	2013-152	39.08
1/5/16	ARLS-Payroll	38218	29,025.07
1/7/16	Baker & Taylor Books, Inc.	38219	1,643.88
1/7/16	Capital One Bank	38220	1,404.02
1/7/16	Capital One Bank	38221	279.54
1/7/16	Comcast Communications	38222	348.02
1/7/16	Dominion Virginia Power	38223	147.59
1/7/16	Dominion Virginia Power	38224	195.19
1/7/16	Linda English	38225	20.78
1/7/16	Gale	38226	138.69
1/7/16	Ingram Library Services	38227	2,789.94
1/7/16	James River Press	38228	85.00
1/7/16	JanWay Company USA, Inc.	38229	380.55
1/7/16	LexisNexis Matthew Bender	38230	616.61
1/7/16	Chandra McPherson	38231	46.76
1/7/16	Midwest Tape	38232	1,024.80
1/7/16	OverDrive	38233	221.94
1/7/16	Petersburg Alarm Company, Inc.	38234	114.00
1/7/16	Progress Index	38235	250.85
1/7/16	Progress Index	38236	302.80
1/7/16	Purchase Power	38237	600.00
1/7/16	Reader Service	38238	82.70
1/7/16	Richmond Times Dispatch	38239	218.00
1/7/16	Sam's Club Direct	38240	89.30
1/7/16	Securitas Security Services USA, Inc	38241	1,049.34
1/7/16	Smart Beginnings	38242	1,340.00
1/7/16	Terri Spicer	38243	560.00
1/7/16	Staples, Inc.	38244	913.82
1/7/16	Verizon	38245	59.43
1/7/16	Virginia Library Association	38246	75.00
1/7/16	Virginia Library Association	38247	185.00
1/7/16	Webster Integrated Technologies	38248	4,152.72
1/19/16	ARLS-Payroll	38249	33,109.08
1/19/16	Anthem BlueCross BlueShield	38250	9,590.00
1/19/16	Anthem BlueCross BlueShield	38251	570.00
1/21/16	ARLS-Payroll	38252	150,000.00
1/21/16	Active Screening	38253	34.00
1/21/16	AT & T	38254	69.53
1/21/16	AT & T Mobility	38255	174.78

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1/21/16	Baker & Taylor Books, Inc.	38256	831.53
1/21/16	Comcast Communications	38257	1,297.30
1/21/16	Comcast Communications	38258	378.16
1/21/16	DEMCO, Inc.	38259	795.62
1/21/16	Diamond Springs	38260	50.75
1/21/16	Dix's Landscaping	38261	200.00
1/21/16	E. H. Saunders & Sons, Inc.	38262	1,060.00
1/21/16	Gale	38263	342.61
1/21/16	Hopewell News	38264	29.40
1/21/16	Ingram Library Services	38265	3,784.85
1/21/16	McKay Hardware, Inc.	38266	10.98
1/21/16	Chandra McPherson	38267	116.25
1/21/16	Midwest Tape	38268	1,594.34
1/21/16	OCLC, Inc.	38269	167.70
1/21/16	Pitney Bowes Global Financial Services	38270	351.00
1/21/16	Progress Index	38271	34.33
1/21/16	Reader Service	38272	49.60
1/21/16	Richmond Times Dispatch	38273	234.00
1/21/16	Richweb Inc.	38274	106.25
1/21/16	Securitas Security Services USA, Inc	38275	873.60
1/21/16	Shred-It USA LLC	38276	51.52
1/21/16	Sprint	38277	530.02
1/21/16	Unique Management Services	38278	617.55
1/21/16	Verizon	38279	117.65
1/29/16	Baker & Taylor Books, Inc.	38280	373.79
1/29/16	Capital One Bank	38281	3,820.02
1/29/16	Capital One Bank	38282	110.93
1/29/16	Comcast Communications	38283	348.20
1/29/16	County of Dinwiddie	38284	600.00
1/29/16	County of Prince George	38285	1,650.00
1/29/16	CS Diamond Enterprises, Inc.	38286	4,740.00
1/29/16	Hopewell City Treasurer	38287	3,750.00
1/29/16	Ingram Library Services	38288	2,121.20
1/29/16	Midwest Tape	38289	844.08
1/29/16	Securitas Security Services USA, Inc	38290	960.96
1/29/16	Staples, Inc.	38291	321.74
		Total	299,930.73

## **Memorandum of Agreement**

Between

The Appomattox Regional Library System

and

Smart Beginnings Hopewell Prince George/ Crater

This Memorandum of Agreement (MOA) sets the terms and understanding between The Appomattox Regional Library System (ARLS) and Smart Beginnings Hopewell Prince George/ Crater (SB HPGC).

### **Background**

The Appomattox Regional Library System has served as the fiscal agent for Smart Beginnings Hopewell Prince George/ Crater for over three years. SB HPGC partners with the Library whenever possible to create early literacy opportunities for children. The common mission and goals between SB HPGC and the Library this advantageous partnership

### **Responsibilities for Smart Beginnings Hopewell Prince George Crater**

- Search for and manage all grants and fundraising
- Comply with all policies laid out in the Library's Policies and Procedures Manual
- Carry out the work laid out in the strategic plan
- Provide reports to The Appomattox Regional Library System on the progress of the work and fundraising
- Comply with all stipulations of Foundations and Funders
- Partner with the Library to provide books and literacy opportunities for young children
- Provide payment to library to cover fiscal agent fees

### **Responsibilities for The Appomattox Regional Library System**

- Process all payments from funders
- Process all invoices relating to SB HPGC work
- Provide payroll services to all staff hired under SB HPGC
- Allow access to printers, copiers, fax, telephone, computers, and internet equipment
- Provide office and meeting space as needed
- Provide HR services to staff hired through the library for SB HPGC
- Administer health insurance and taxes to staff hired through the library for SB HPGC
- Partner with the SB HPGC to provide books and literacy opportunities for young children
- Invoice fiscal agent fees relating to the overhead costs to house SB HPGC

### **Duration**

This MOA is at-will and may be modified by mutual consent of authorized staff from ARLS and SB HPGC. This MOA shall become effective upon signature by the authorized staff and will

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remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized staff this MOA shall be continuous.

\_\_\_\_\_  
Date: \_\_\_\_\_

(Partner signature)

(Scott Firestine, The Appomattox Regional Library System, Executive Director)

\_\_\_\_\_  
Date: \_\_\_\_\_

(Partner signature)

(Alison Noble, Smart Beginnings Crater & Hopewell Prince George, Coalition Coordinator)