

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

March 15, 2016

Rohoic Library

7301 Boydton Plank Rd  
Petersburg, VA  
23803

2:00 p.m.

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

**March 15, 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 – February 16, 2016 - Regular Meeting  
Statistical Report – February 2016  
Financial Report – February 2016  
Bills for Review.

**Communications.**

**Citizen Comments.**

**Report of the Library Director:**

- R1.** Staff update
- R2.** Budget Update
- R3.** Rohoic Project
- R4.** VOIP replacement

**Committee Reports:**

**New Business.**

**Unfinished Business.**

**Adjournment.**

March 15, 2016

**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
February 16, 2016**

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

**Trustees Absent:** Dr. Shepperson

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

**Guest Present:** Mr. M. James Hartson, Jr., CPA, Mitchell, Wiggins & Company, LLP

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

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

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

**Communications:**

Mr. James Hartson, Jr, from Mitchell, Wiggins & Company, LLP presented the audit of the library's financial statements for fiscal year 2015.

Ms. Noble presented to the Board an overview of the Library's program, Smart Beginnings. Ms. Noble explained to the Board that Smart Beginnings is involved with assisting with literacy boxes for the library's story times, providing books for the Baby and Me program, and collaborating with the library on the annual Toddler Fair. As well, Smart Beginnings works with local child care centers and overall focuses on children from the ages of 0 to 5 years.

Mr. Firestine communicated to the Board that the group, Home Education System of Virginia mentioned in their public communication that the Appomattox Regional Library System is doing well with the home school program that is currently running.

Mr. Firestine informed the Board that the State Library Lobbyist asked for Library Directors to contact their local legislators to increase state aid to public libraries. House Bill number 30 (HB30) would help to restore funding that was lost in 2009.

March 15, 2016

**Citizen Comments:** None

**Report of the Library Director:**

**R1. 2015 Audit**

- a. Mitchell Wiggins presentation and review of FY15 audit report

**R2. Staff update**

- a. Reposted the delivery driver position

**R3. Dinwiddie County Projects:**

- a. Met with Gil Entzminger of Enteros to request drawings and cost estimates for Phase 1 the entrance, remodel construction.
- b. McKenney project update: Chandra McPherson met with Ray Vines and the furniture salesman from JMJ regarding the outfitting of the library. Furnishings and relocations should occur by the end of 2016 for construction completion

**R4. Voice Over IP telephone system replacement**

- a. Altigen, our current VOIP telephone system provider, informed the library that the system is out of date and needs a replacement server, software and licenses. Estimated cost \$10,208. This quote did not include the replacement of 10 year old handsets.
- b. ARLS will seek two more quotes for the replacement of the system. Decision will be based on cost benefit and return on investment over 5 years.

**R5. Smart Beginnings MOU**

- a. SB has merged and are a new 501C3 called South Central Smart Beginnings.
- b. An MOU was prepared and presented for consideration between ARLS and Smart Beginnings South Central.

**Committee Reports:** None

**New Business:**

**N1.** A motion was made by Mrs. Benjamin and seconded by Mrs. Yates to approve the 2015 audit of the library's financial statements by Mitchell, Wiggins & Company, LLP.

**N2.** A motion was made by Mrs. Tuggle and seconded by Mrs. Gallup to approve, with minor revisions discussed, the Memorandum of Understanding between the Appomattox Regional Library System and Smart Beginnings Southeast.

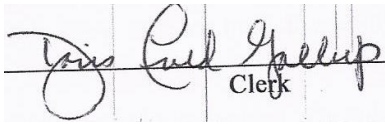
**Unfinished Business:** None

March 15, 2016

**Adjournment:** The meeting adjourned at 3:16 p.m.

**Next Meeting:** March 15, 2016, 2:00 p.m. at the Rohoic Library.

**Respectfully submitted,**

A handwritten signature in cursive script that reads "Doris Field Gallup". Below the signature, the word "Clerk" is printed in a small, sans-serif font.

**Doris Field Gallup**

March 15, 2016

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

February 23	Amy Nissensen, Wendy Austin strategic planning consultants
February 24	Conference call June Garcia library consultanting
February 26	County Manager Prince George

March 15, 2016

## 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	330	0	0	0	0	2691	80%
<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	1225	0	0	0	0	9427	-27%
<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	2105	0	0	0	0	16211	19%
<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	581	0	0	0	0	6364	7%

March 15, 2016

<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	12588	13069	13626	0	0	0	0	117640	-4%
<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	732	0	0	0	0	5712	8%
<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	213	0	0	0	0	2148	-80%
<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	4590	0	0	0	0	40824	6%
<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	992	0	0	0	0	10085	3%

March 15, 2016



<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	24394	0	0	0	0	211102	-4%

**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	2,691.	9,499.	0.28
Carson Depot	9,427.	9,192.	1.03
Dinwiddie	16,211.	12,096.	1.34
Disputanta	6,364.	7,753.	0.82
Hopewell	117,640.	87,331.	1.35
McKenney	5,712.	9,513.	0.60
Outreach	2,148.	945.	2.27
Prince George	40,824.	31,603.	1.29
Rohoic	10,085.	13,615.	0.74
<b>ARLS TOTAL</b>	<b>211,102.</b>	<b>181,547.</b>	<b>1.16</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	0					<b>14</b>
Carson Depot	6	6	4	10	8	7	8	12					<b>61</b>
Dinwiddie	36	22	26	22	18	16	24	25					<b>189</b>
Disputanta	7	4	11	15	6	3	6	7					<b>59</b>
Hopewell	210	169	215	174	135	112	159	182					<b>1356</b>
McKenney	6	3	2	4	3	7	9	7					<b>41</b>
Outreach	1	2	0	0	0	1	1	2					<b>7</b>
Prince George	127	84	102	90	57	52	86	66					<b>664</b>
Rohoic	17	7	11	15	11	3	16	8					<b>88</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>309</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2479</b>

March 15, 2016

**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	136	0	0	0	0	1,332
Carson Depot	568	501	612	607	741	780	793	1,104	0	0	0	0	5,706
Dinwiddie	1,071	1,641	1,687	1,648	1,134	1227	740	1,305	0	0	0	0	10,453
Disputanta	357	571	623	589	690	672	534	572	0	0	0	0	4,608
Hopewell	16,167	12,950	15,178	1,496	1,378	8896	8755	10,158	0	0	0	0	74,978
McKenney	372	320	1,273	1,110	378	493	605	671	0	0	0	0	5,222
Outreach	0	0	0	0	0	0	0	196	0	0	0	0	196
Prince George	4,875	4,536	3,897	3,729	3,478	2775	2976	3,548	0	0	0	0	29,814
Rohoic	958	841	1,030	1,002	668	775	841	909	0	0	0	0	7,024
<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>18,599</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>139,333</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	2,229	0	0	0	0	14,391
Meetings	148	145	168	168	130	111	141	197	0	0	0	0	1,208
Book Group	98	75	50	36	52	40	22	15	0	0	0	0	388
Adult Program	146	81	165	323	247	196	195	244	0	0	0	0	1,597
Non-SRP Child Program	0	0	25	194	60	48	313	64	0	0	0	0	704
Non-SRP Teen Program	0	90	0	597	47	0	0	6	0	0	0	0	740
Storytime	253	26	191	348	220	48	286	295	0	0	0	0	1,667
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	294	0	0	0	0	1,552
Hoopla Circs	397	380	398	341	382	450	451	483	0	0	0	0	3,282
Hoopla users	846	872	895	916	933	957	997	980	0	0	0	0	7,396
<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>4,807</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,091</b>

March 15, 2016

**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	45	0	0	0	0	374
Carson Depot	105	93	113	89	65	97	91	98	0	0	0	0	751
Dinwiddie	132	126	121	138	108	108	130	179	0	0	0	0	1042
Disputanta	38	31	56	51	33	41	40	38	0	0	0	0	328
Hopewell	322	292	227	242	243	196	123	288	0	0	0	0	1933
McKenney	60	66	35	50	46	40	51	60	0	0	0	0	408
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	0	0	130	303	214	250	478	0	0	0	0	1375
Rohoic	218	207	151	141	150	119	147	201	0	0	0	0	1334
<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>1387</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7545</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	3950	3994	13	0	0	0	0	8,179
WIFI	0	0	0	50	0	667	589	0	0	0	0	0	1,306
Carson Depot Workstation	164	130	147	151	139	761	793	173	0	0	0	0	2,458
WIFI	0	0	0	15	38	259	288	60	0	0	0	0	660
Dinwiddie Workstation	324	367	337	309	212	40	22	234	0	0	0	0	1,845
WIFI	0	0	0	34	101	0	0	115	0	0	0	0	250
Disputanta Workstation	78	76	95	106	101	165	141	86	0	0	0	0	848
WIFI	0	0	0	10	22	42	46	18	0	0	0	0	138
Hopewell Workstation	4517	4642	4635	4570	3766	239	195	4071	0	0	0	0	26,635
WIFI	0	0	546	730	639	137	105	677	0	0	0	0	2,834
McKenney Workstation	118	130	114	141	115	81	81	151	0	0	0	0	931
WIFI	0	0	0	14	45	34	32	143	0	0	0	0	268
Prince George Workstation	1223	1049	1037	1018	859	107	91	961	0	0	0	0	6,345
WIFI	0	0	0	226	266	84	105	313	0	0	0	0	994
Rohoic Workstation	260	220	188	236	187	150	198	246	0	0	0	0	1,685
WIFI	0	0	0	3	5	18	25	34	0	0	0	0	85
<b>TOTALS</b>	<b>6754</b>	<b>6671</b>	<b>7149</b>	<b>7618</b>	<b>6535</b>	<b>6734</b>	<b>6,705</b>	<b>7295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55461</b>

March 15, 2016

**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	553	1171	625	1313	21
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>4317</b>	<b>9397</b>	<b>5281</b>	<b>10041</b>	<b>140</b>

**Appomattox Regional Library System  
Revenues and Expenses  
February 1, 2016 – February 29, 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>2/29/2015</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	\$448,489	\$0	\$448,489	77.8%	\$ 127,620
103	Dinwiddie	\$ 262,971	\$197,229	\$0	\$197,229	75.0%	\$ 65,742
104	Prince George	\$ 568,423	\$426,316	\$0	\$426,316	75.0%	\$ 142,107
105	State Funds	\$ 374,909	\$282,851	\$0	\$282,851	75.4%	\$ 92,058
106	Fines/Fees/Lost	\$ 23,373	\$14,565	\$3,176	\$17,741	75.9%	\$ 5,632
107	Copying Receipts	\$ 19,166	\$14,635	\$2,316	\$16,951	88.4%	\$ 2,215
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	\$5,410	\$50,000	\$55,410	640.4%	\$ (46,757)
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$13,053	\$4,326	\$17,379	69.7%	\$ 7,570
	<b>TOTALS</b>	<b>\$ 2,025,052</b>	<b>\$1,424,015</b>	<b>\$59,818</b>	<b>\$1,483,833</b>	<b>73.3%</b>	<b>\$541,219</b>

March 15, 2016

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>2/29/2016</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	\$ 223,664	\$ 29,822	\$ 253,486	56.5%	\$ 195,389
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 314,153	\$ 43,082	\$ 357,235	66.3%	\$ 181,765
202	Benefits for Staff and Retirees	\$ 267,845	\$ 147,503	\$ 21,076	\$ 168,579	62.9%	\$ 99,266
	<b>Total Personnel</b>	<b>\$ 1,255,720</b>	<b>\$ 685,320</b>	<b>\$ 93,980</b>	<b>\$ 779,300</b>	<b>62.1%</b>	<b>\$ 476,420</b>
	<b>Books &amp; Materials</b>						
300	Books	\$ 108,000	\$ 64,587	\$ 8,883	\$ 73,470	68.0%	\$ 34,530
301	Standing Order Books	\$ 32,000	\$ 17,665	\$ 2,557	\$ 20,222	63.2%	\$ 11,778
302	Print Newspapers Periodicals	\$ 14,276	\$ 2,146	\$ 424	\$ 2,570	18.0%	\$ 11,706
303	Audiovisual Materials	\$ 28,850	\$ 18,290	\$ 1,703	\$ 19,993	69.3%	\$ 8,857
304	Electronic Materials	\$ 6,500	\$ 204	\$ 1,475	\$ 1,679	25.8%	\$ 4,821
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	\$ 1,821	\$ 334	\$ 2,155	107.7%	\$ (154)
309	Econtent	\$ 28,500	\$ 5,393	\$ 245	\$ 5,638	19.8%	\$ 22,862
	<b>Total Books &amp; Materials</b>	<b>\$ 225,260</b>	<b>\$ 110,274</b>	<b>\$ 15,621</b>	<b>\$ 125,895</b>	<b>55.9%</b>	<b>\$ 99,365</b>
	<b>Capital Expenditures</b>						
400	Library Non-Computer Equipment	\$ 12,875	\$ 6,061	\$ 2,483	\$ 8,544	66.4%	\$ 4,331
401	Computer Hardware	\$ 10,875	\$ 4,452	\$ 683	\$ 5,135	47.2%	\$ 5,740
	<b>Total Capital Expenditures</b>	<b>\$ 23,750</b>	<b>\$ 10,513</b>	<b>\$ 3,166</b>	<b>\$ 13,679</b>	<b>57.6%</b>	<b>\$ 10,071</b>
	<b>Contractual</b>						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 1,169	\$ 168	\$ 1,337	66.9%	\$ 663
501	Software Licensing Contracts	\$ 15,700	\$ 18,479	\$ 1,982	\$ 20,461	130.3%	\$ (4,761)
502	Audit	\$ 16,151	\$ 11,701	\$ -	\$ 11,701	72.4%	\$ 4,450
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605

March 15, 2016

504	Unique Management	\$ 9,000	\$ 4,536	\$ 761	\$ 5,297	58.9%	\$ 3,703
505	Computer Support Service Calls	\$ 9,500	\$ 3,031	\$ 150	\$ 3,181	33.5%	\$ 6,319
506	Other Computer Sftwre Services	\$ 12,500	\$ 250	\$ -	\$ 250	2.0%	\$ 12,250
507	Telecomm Internet Line Charges	\$ 26,000	\$ 12,314	\$ 1,552	\$ 13,866	53.3%	\$ 12,134
508	Printing and Publications	\$ 9,500	\$ 7,405	\$ -	\$ 7,405	77.9%	\$ 2,095
509	Security Guard Service	\$ 28,729	\$ 14,704	\$ 1,731	\$ 16,435	57.2%	\$ 12,294
	<b>Total Contractual</b>	<b>\$ 132,685</b>	<b>\$ 73,589</b>	<b>\$ 6,344</b>	<b>\$ 79,933</b>	<b>60.2%</b>	<b>\$ 52,752</b>
	<b>Facilities, Maint, Operations</b>						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 2,451	\$ 278	\$ 2,729	78.0%	\$ 771
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ 42,000	\$ 6,000	\$ 48,000	62.6%	\$ 28,650
603	Supplies	\$ 35,000	\$ 11,056	\$ 3,651	\$ 14,707	42.0%	\$ 20,293
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 3,028	\$ 2,199	\$ 5,227	61.5%	\$ 3,273
605	Training-Education	\$ 6,500	\$ 1,512	\$ 854	\$ 2,366	36.4%	\$ 4,134
606	Utilities	\$ 6,000	\$ 1,959	\$ 826	\$ 2,785	46.4%	\$ 3,215
607	Telephone (Voice)	\$ 15,000	\$ 7,857	\$ 1,071	\$ 8,928	59.5%	\$ 6,072
608	Insurance	\$ 12,937	\$ 2,197	\$ -	\$ 2,197	17.0%	\$ 10,740
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 3,208	\$ 336	\$ 3,544	39.4%	\$ 5,456
610	Job and Contract Advertising	\$ 2,500	\$ 1,356	\$ 295	\$ 1,651	66.0%	\$ 849
611	Promotional Advertising	\$ 2,000	\$ 1,306	\$ -	\$ 1,306	65.3%	\$ 694
612	Org/Association Dues	\$ 3,500	\$ 1,740	\$ 234	\$ 1,974	56.4%	\$ 1,526
613	Postage	\$ 4,500	\$ 2,845	\$ 78	\$ 2,923	65.0%	\$ 1,577
614	Janitorial	\$ 66,000	\$ 34,011	\$ 4,740	\$ 38,751	58.7%	\$ 27,249
615	Other Building Maintenance	\$ 8,500	\$ 6,555	\$ 456	\$ 7,011	82.5%	\$ 1,489
	<b>Total Facilities, Maint &amp; Ops</b>	<b>\$ 279,587</b>	<b>\$ 123,081</b>	<b>\$ 21,018</b>	<b>\$ 144,099</b>	<b>51.5%</b>	<b>\$ 135,488</b>
	<b>Program, Activites &amp; Other</b>						
700	YS Summer Reading Program	\$ 6,500	\$ 221	\$ 375	\$ 596	9.2%	\$ 5,904
701	YS Programming Supplies	\$ 4,191	\$ 2,294	\$ -	\$ 2,294	54.7%	\$ 1,897

March 15, 2016



702	Adult Programming Supplies	\$ 2,600	\$ 1,604	\$ -	\$ 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	\$ 10,336	\$ 572	\$ 10,908	69.2%	\$ 4,851
	<b>Total Prg, Act, Other</b>	\$ 108,050	\$ 14,455	\$ 947	\$ 15,402	14.3%	\$ 92,648
	<b>Grand Total</b>	\$ 2,025,052	\$ 1,017,232	\$ 141,076	\$ 1,158,308	57.2%	\$ 866,744

March 15, 2016

**SMARTY BEGINNINGS SOUTH CENTRAL**  
**Revenues and Expenses**  
**February 1, 2016 – February 29, 2016**

<b>Fund #</b>	<b>REVENUES</b>	<b>FY 2016</b>	<b>Prev. Total</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>Balance</b>
	<b>2/24/2016</b>	<b>Proposed</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Received</b>	<b>Due</b>
100	VA Earl Child Foundation	\$ 89,060	\$101,862	\$0	\$101,862	114.4%	\$ 12,802
101	Cameron Foundation	\$ 50,000	\$50,000	\$0	\$50,000	100.0%	\$ -
102	John Randolph Foundation	\$ 35,000	\$35,000	\$0	\$35,000	100.0%	\$ -
103	ARLS IN-KIND	\$ 14,300	\$0	\$0	\$0	0.0%	\$ (14,300)
104	VA Found for Healthy Youth (AlsPals)	\$ 41,640	\$20,658	\$1,464	\$22,122	53.1%	\$ (19,518)
105	VSQI (DSS)	\$ 92,836	\$65,342	\$5,940	\$71,282	76.8%	\$ (21,554)
106	Tobacco Commision Grant	\$ 11,500	\$0	\$0	\$0	0.0%	\$ (11,500)
107	United Way of Richmond & Petersburg	\$ 10,800	\$0	\$0	\$0	0.0%	\$ (10,800)
108	Community Block Grant	\$ 23,000	\$15,000	\$0	\$15,000	65.2%	\$ (8,000)
109	CDA application fees	\$ 3,000	\$2,030	\$300	\$2,330	77.7%	\$ (670)
110	Carry over	\$ 4,000	\$0	\$0	\$0	0.0%	\$ (4,000)
111	Miscellaneous	\$ 3,500	\$809	\$0	\$809	23.1%	\$ (2,691)
	<b>TOTAL</b>	<b>\$ 378,636</b>	<b>290,701</b>	<b>7,704</b>	<b>146,543</b>	<b>38.7%</b>	<b>\$ (232,093)</b>

March 15, 2016

**SMARTY BEGINNINGS SOUTH CENTRAL**  
**Revenues and Expenses**  
**February 1, 2016 – February 29, 2016**

<b>Fund #</b>	<b>Expenses</b>	<b>FY 2016</b>	<b>Prev. Total</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>Balance</b>
		<b>Proposed</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Spent</b>	<b>Remaining</b>
200	Wages	\$ 89,060	\$-	\$0	\$0	0.0%	\$ (89,060)
201	Support Staff	3000	\$2,637	\$0	\$2,637	87.9%	\$ (363)
202	Benefits, Taxes	18240	\$-	\$0	\$0	0.0%	\$ (18,240)
	<b>Personnel Total</b>	<b>110300</b>	<b>2637</b>	<b>0</b>	<b>\$2,637</b>	<b>87.9%</b>	<b>\$ (107,663)</b>
300	Postage	1000	\$6	\$0	\$6	0.6%	\$ (994)
301	Rent/Utilities/Telephone/Internet	6200	\$-	\$0	\$0	0.0%	\$ (6,200)
302	Copy/printing	2250	\$224	\$0	\$224	10.0%	\$ (2,026)
303	Admin Fiscal Agent	2000	\$-	\$0	\$0	0.0%	\$ (2,000)
304	Supplies	900	\$-	\$0	\$0	0.0%	\$ (900)
305	Staff Professional Development	1500	\$-	\$0	\$0	0.0%	\$ (1,500)
	<b>O&amp;M Total</b>	<b>13850</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$ (4,400)</b>
400	Contract VSQI program & coordinator	141,386	\$52,472	\$10,733	\$63,205	44.7%	\$ (78,181)
401	Contract CDA program	28000	\$13,383	\$1,290	\$14,673	52.4%	\$ (13,327)
402	Community College Support Prgm	4000	\$3,023	\$133	\$3,156	78.9%	\$ (844)
402	Parenting ED.	1700	\$-	\$0	\$0	0.0%	\$ (1,700)
403	Early-Family Literacy Init	1000	\$316	\$0	\$316	31.6%	\$ (684)
404	Health & Wellness Initiative (ASQ)	7500	\$-	\$164	\$164	2.2%	\$ (7,336)
405	AI'sPals	41640	\$8,071	\$1,599	\$9,670	23.2%	\$ (31,970)
406	Evaluation/Data Collection	600	\$-	\$0	\$0	0.0%	\$ (600)
407	Public Engagement	4250	\$6,632	\$1,130	\$7,762	182.6%	\$ 3,512
408	Kindergarten Transition	2000	\$-	\$178	\$178	8.9%	\$ (1,822)
409	ASQ	15000	\$4,125	\$0	\$4,125	27.5%	\$ (10,875)
410	Hopewell CDBG	15000	\$-	\$0	\$0	0.0%	\$ (15,000)
411	Reserve	2140	\$520	\$0	\$520	24.3%	\$ (1,620)
	<b>Program Total</b>	<b>264216</b>	<b>4645</b>	<b>15227</b>	<b>\$19,872</b>	<b>60.7%</b>	<b>\$ (29,317)</b>
	<b>Total</b>	<b>388366</b>	<b>7282</b>	<b>15227</b>	<b>22509</b>	<b>1</b>	<b>-141380</b>

March 15, 2016

**APPOMATTOX REGIONAL LIBRARY  
CHECK REGISTER  
February 1, 2016 to February 29, 2016**

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
2/4/16	Electronic Federal Tax Payment	200559	9,152.39
2/4/16	Treasurer of Virginia	2013-154	39.08
2/12/16	Treasurer of Virginia	2013-156	6,719.96
2/12/16	ARLS - BSV Carson Account	38292	50,000.00
2/12/16	Active Screening	38293	68.00
2/12/16	AT & T Mobility	38294	175.26
2/12/16	Baker & Taylor Books, Inc.	38295	1,068.92
2/12/16	Comcast Communications	38296	1,389.18
2/12/16	DEMCO, Inc.	38297	38.06
2/12/16	Dix's Landscaping	38298	200.00
2/12/16	Dominion Virginia Power	38299	332.54
2/12/16	Dominion Virginia Power	38300	420.99
2/12/16	Gale	38301	48.73
2/12/16	Hopewell City Treasurer	38302	335.50
2/12/16	Hopewell News	38303	270.00
2/12/16	Ingram Library Services	38304	1,853.49
2/12/16	James River Press	38305	85.00
2/12/16	JanWay Company USA, Inc.	38306	375.00
2/12/16	McKay Hardware, Inc.	38307	29.11
2/12/16	OCLC, Inc.	38308	167.70
2/12/16	OverDrive	38309	244.85
2/12/16	Petersburg Alarm Company, Inc.	38310	114.00
2/12/16	Postmaster	38311	78.00
2/12/16	Reader Service	38312	82.70
2/12/16	Richmond Canteen Refreshment Services	38313	50.65
2/12/16	Richweb Inc.	38314	150.00
2/12/16	Securitas Security Services USA, Inc	38315	697.72
2/12/16	Smart Beginnings	38316	1,464.00
2/12/16	Terri Spicer	38317	320.00
2/12/16	Unique Management Services	38318	760.75
2/12/16	Verizon	38319	170.03
2/12/16	Virginia Library Association	38320	25.00
2/12/16	Webster Integrated Technologies	38321	135.61
2/16/16	Anthem BlueCross BlueShield	38322	9,590.00
2/16/16	Anthem BlueCross BlueShield	38323	570.00
2/18/16	Treasurer of Virginia	2013-158	39.08
2/18/16	Electronic Federal Tax Payment	200560	9,511.66
2/26/16	American Library Association	38324	209.00
2/26/16	AT & T	38325	69.34
2/26/16	Baker & Taylor Books, Inc.	38326	1,520.66
2/26/16	Sherry Chappell	38327	12.60
2/26/16	Comcast Communications	38328	289.42

March 15, 2016

2/26/16	County of Dinwiddie	38329	600.00
2/26/16	County of Prince George	38330	1,650.00
2/26/16	CS Diamond Enterprises, Inc.	38331	4,740.00
2/26/16	Diamond Springs	38332	72.50
2/26/16	Gale	38333	423.58
2/26/16	Hopewell City Treasurer	38334	3,750.00
2/26/16	Hopewell News	38335	49.00
2/26/16	Ingram Library Services	38336	6,223.01
2/26/16	Mauck & Company	38337	277.82
2/26/16	McKay Hardware, Inc.	38338	56.55
2/26/16	Chandra McPherson	38339	171.00
2/26/16	Midwest Tape	38340	1,703.34
2/26/16	Moore Sign Corporation	38341	130.00
2/26/16	NewsBank, Inc.	38342	1,475.00
2/26/16	Reader Service	38343	72.20
2/26/16	Richmond Times Dispatch	38344	280.80
2/26/16	Joseph Rickman	38345	38.38
2/26/16	Securitas Security Services USA, Inc	38346	1,033.76
2/26/16	Sprint	38347	530.02
2/26/16	Staples, Inc.	38348	572.52
2/26/16	Vanguard ID Systems	38349	2,070.67
2/26/16	Virginia Library Association	38350	100.00
2/26/16	Capital One Bank	38351	7,627.48
2/26/16	Capital One Bank	38352	1,578.00
2/26/16	Capital One Bank	38353	83.41
		Total	134,183.02

March 15, 2016

**SMART BEGINNINGS SOUTH CENTRAL  
CHECK REGISTER  
February 1, 2016 to February 29, 2016**

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
2/12/16	Nan Brennan	1813	514.10
2/12/16	Sharon K. Daniels	1814	346.50
2/12/16	Discount School Supply	1815	1,129.28
2/12/16	Brenda Faison	1816	363.50
2/12/16	Kaplan Early Learning Company	1817	233.52
2/12/16	Rhonda W. Lee	1818	230.00
2/12/16	Greta Morris	1819	4,745.33
2/12/16	Greta Morris	1820	663.93
2/12/16	Alison Noble	1821	739.66
2/12/16	Yolanda T. Richey	1822	2,369.67
2/12/16	Katie Sloan	1823	23.17
2/12/16	Teeny Tiny Farm	1824	50.00
2/26/16	Nan Brennan	1825	329.50
2/26/16	Catered Affairs By Shelby	1826	141.00
2/26/16	Discount School Supply	1827	287.58
2/26/16	Hatch	1828	706.35
2/26/16	Kaplan Early Learning Company	1829	22.91
2/26/16	Greta Morris	1830	44.70
2/26/16	Alison Noble	1831	271.46
2/26/16	Yolanda T. Richey	1832	1,318.71
2/26/16	Katie Sloan	1833	33.06
2/26/16	Capital One Bank	1834	663.84
		<b>Total</b>	<b>15,227.77</b>

March 15, 2016