

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

April 21, 2015

Prince George Library

6605 Courts Drive  
Prince George, VA 23875

2:00 p.m.

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

**April 21, 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 – March 17, 2015 - Regular Meeting  
Statistical Report March 17, 2015  
Financial Report. March 17, 2015  
Bills for Review.

**Communications.**

**Citizen Comments.**

**Report of the Library Director:**

- R1.** Staff update
- R2.** Budget Update
- R3.** McKenney update
- R4.** Rohoic Update
- R5.** Staff Appreciation Dinner

**Committee Reports:**

**New Business.**

**Unfinished Business.**

**Adjournment.**

**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
March 17, 2015**

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

**Trustees Absent:** Mrs. Tuggle, Mrs. Yates

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

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

**Communications:**

Mr. Firestine updated the Board regarding the Bibliostat that was submitted. He informed that financial report adjustments were explained and accepted.

Mr. Firestine informed the Board that the Explore program guide was finalized. In addition, he reminded everyone of the big community read program, Reading Along the Appomattox. Mr. Firestine provided each Board member with a copy of the book, *The Other Wes Moore*, by Wes Moore, for the community read program,

Mrs. Dragoo communicated to the Board that she received a thank you from a library patron, extending their gratitude toward the library for allowing homeless individuals into the library.

Ms. Lawrence gave a brief update on the Beat the Triathlete walking program.

Mr. Firestine informed the Board that Staff Appreciation Dinner is coming up and the Board agreed for the dinner to take place on Tuesday, June 16, 2015. Mr. Firestine asked for suggestions for a location to hold the dinner.

**Citizen Comments:** Mrs. Gallup gave a report on the experience she had at the Key West, FL public library.

## **Report of the Library Director:**

### **R1. Staff update:**

- a. Search for a Youth Services Manager continues. Advertising deadline is March 27, 2015.

### **R2. Health Insurance Update:**

- a. City of Hopewell and County of Prince George have selected Anthem the Local Choice after an RFP process. This adds confirmation to ARLS research and decision to retain Anthem as the health insurance provider.
- b. The annual renewal for Anthem the Local Choice as arrived
  - i. Increase of 5% for the plan
  - ii. Plan users may elect for preventative or comprehensive dental.

### **R3. Overdrive:**

- a. ARLS has joined the SOVALU consortium to have access to the ebook content provider Overdrive.
- b. Overdrive will allow our patrons access to 4,000 ebook fiction and non fiction titles.
- c. Yearly costs will be approximately \$2,500 for membership and \$2,500 in purchasing titles for the shared collection.

### **R4. 1,000 Book Before Kindergarten:**

- a. In May ARLS will kick off an early literacy program for children pre-school through kindergarten. The goal of the program will be for the child to have read or had 1,000 books read to them before they begin kindergarten.
- b. Participants will receive incentives and prizes as they log and progress through the 1,000 books. The program has been successful in other communities around Virginia.

**Committee Reports:** None

### **New Business:**

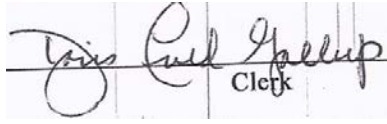
A motion was made by Mrs. Judge and seconded by Dr. Shepperson to renew the Library's health insurance with The Local Choice program and to absorb the premium increase of 5% for the Key Advantage Expanded plan. The motion was approved by all.

**Unfinished Business:** None

**Adjournment:** The meeting adjourned at 2:51 p.m.

**Next Meeting:** April 21, 2015, 2:00 p.m. at the Prince George Library.

**Respectfully submitted,**

A handwritten signature in cursive script that reads "Doris Field Gallup". Below the signature, the word "Clerk" is written in a smaller, simpler font.

**Doris Field Gallup**

April 21, 2015

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**DIRECTOR'S EXTRACURRICULAR ACTIVITIES**  
**March 18, 2015 to April 16, 2015**

March 20	Burrowsville Friends Frederick Douglas Program
March 26	Meet with Ray Vines McKenney renovation project
April 7	John Randolph Scholarship committee meeting
April 10	Beacon Theater Citizen's advisory meeting

## Statistical Report

### Circulation Data All Locations:

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
<b>Hopewell</b>	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	0	0	0	149599	9%
<b>Outreach SVS</b>	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	0	0	0	8499	-3%
<b>Burrowsville</b>	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	0	0	0	2667	15%
<b>Carson Depot</b>	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	2281	17450	
	FY15	1598	1558	1428	1409	1686	1284	1115	1687	1167	0	0	0	12932	11%
<b>Dinwiddie</b>	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	0	0	0	18339	-5%
<b>Disputanta</b>	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	0	0	0	5843	119%

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
<b>McKenney</b>	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	0	0	0	8273	99%
<b>Prince George</b>	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	0	0	0	42973	-9%
<b>Rohoic</b>	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	0	0	0	13843	60%
<b>ARLS Totals</b>	FY13	36308	33031	27082	29148	25301	23096	27680	27823	28077	27164	26984	30585	342279	
	FY14	37546	32618	27073	29507	25094	25952	25993	23885	24963	27751	26538	30314	337234	
	FY15	38009	32380	26956	29876	29608	27262	26151	25432	27294	0	0	0	262968	9%



**Turnover Rate and Collection Circulation Analysis:**

<b>July 2014 - June 2015</b>	<b>Total Circulations</b>	<b>Total Items</b>	<b>Turnover Rate*</b>
Hopewell	149,599.	103,943.	1.44
Outreach	8,499.	1,533.	5.54
Burrowsville	2,667.	9,982.	0.27
Carson Depot	12,932.	10,779.	1.20
Dinwiddie	18,339.	12,982.	1.41
Disputanta	5,843.	8,685.	0.67
McKenney	8,273.	10,773.	0.77
Prince George	42,973.	37,872.	1.13
Rohoic	13,843.	14,904.	0.93
<b>ARLS TOTAL</b>	<b>262,968.</b>	<b>211,453.</b>	<b>1.24</b>
*Turnover Rate is Total Circulations / Total Items (higher is better)			

**New Patron Cards:**

<b>New Patron Cards</b>													
<b>FY2015</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>
Hopewell	221	183	205	197	136	127	179	122	150				<b>1520</b>
Outreach	1	0	0	1	0	0	1	2	0				<b>5</b>
Burrowsville	10	1	0	4	8	1	2	3	0				<b>29</b>
Carson Depot	9	14	18	18	0	12	10	14	7				<b>102</b>
Dinwiddie	32	38	26	36	9	15	26	22	31				<b>235</b>
Disputanta	13	10	9	13	3	8	4	7	13				<b>80</b>
McKenney	5	7	17	1	7	5	7	12	9				<b>70</b>
Prince George	120	73	107	111	58	74	89	65	80				<b>777</b>
Rohoic	13	16	16	16	20	11	18	20	9				<b>139</b>
<b>Total</b>	<b>424</b>	<b>342</b>	<b>398</b>	<b>397</b>	<b>241</b>	<b>253</b>	<b>336</b>	<b>267</b>	<b>299</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2957</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>FY2015</b>													
Hopewell	15,270	14,030	12,655	15,055	18,652	14,009	22,459	16,085	23,255				151,470
Outreach	485	233	407	943	238	850	568	516	606				4,846
Burrowsville	178	123	178	265	153	228	171	154	226				1,676
Carson Depot	753	879	783	825	561	560	508	432	422				5,723
Dinwiddie	1,065	961	788	794	585	687	731	722	927				7,260
Disputanta	242	276	260	265	189	283	229	225	263				2,232
McKenney	465	361	360	340	290	315	310	275	354				3,070
Prince George	5,724	3,459	4,053	4,376	3,985	3,789	3,399	3,105	4,014				35,904
Rohoic	819	745	707	775	643	564	560	505	670				5,988
<b>TOTAL</b>	<b>25,001</b>	<b>21,067</b>	<b>20,191</b>	<b>23,638</b>	<b>25,296</b>	<b>21,285</b>	<b>28,935</b>	<b>22,019</b>	<b>30,737</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>218,169</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	1,598	1,830	1,557	1,771	1,352	943	1,708	2,730	2,373				15,862
Meetings	153	165	256	266	137	116	183	306	171				1,753
Book Group	15	12	15	14	12	31	11	79	39				228
Adult Program	35	147	98	130	68	36	52	59	212				837
Non-SRP Child Program	24	48	61	25	83.	0	0	0	54				295
Non-SRP Teen Program	18	51	83	35	7.	0	0	0	15				209
Storytime	156	130	181	245	197.	172	92	211	225				1,609
Family SRP	224	0	0	0	0.	0	0	0	0				224
SRP Child	117	0	0	0	0	0	0	0	0				117
SRP Teen	65	0	0	0	0	0	0	0	0				65
Freeding (ebooks)	0	0	0	0	0	0	0	0	0				0
Zinio (emagazines)	105	155	128	203	166	140	0	0	0				897
Hoopla Circs	492	471	420	393	388	393	401	425	431				3,814
Hoopla users +/-month	478	51	40	32	30	18	37	31	31				748
<b>TOTALS</b>	<b>3,480</b>	<b>2,383</b>	<b>2,251</b>	<b>2,689</b>	<b>2,022</b>	<b>1,849</b>	<b>2,484</b>	<b>3,841</b>	<b>3,551</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,199</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>FY2015</b>													
Hopewell	440	362	384	481	292	262	384	307	396				3308
Outreach	0	0	0	0	0	0	0	0	0				0
Burrowsville	47	32	47	64	44	57	51	45	66				453
Carson Depot	263	251	178	154	96	144	173	97	94				1450
Dinwiddie	295	228	260	231	182	179	217	245	283				2120
Disputanta	14	22	25	48	23	27	32	26	20				237
McKenney	43	22	25	17	22	15	21	36	54				255
Prince George	149	166	250	176	111	179	153	123	121				1428
Rohoic	163	151	160	183	137	134	182	186	194				1490
<b>TOTALS</b>	<b>1414</b>	<b>1234</b>	<b>1329</b>	<b>1354</b>	<b>907</b>	<b>997</b>	<b>1213</b>	<b>1065</b>	<b>1228</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10741</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>
Hopewell	6967	5743	5429	6037	4451	4185	4907	3916	3486				45,121
Burrowsville	25	83	94	148	54	68	73	79	96				720
Carson Depot	180	154	207	133	78	92	123	115	95				1,177
Dinwiddie	479	303	297	268	174	189	243	214	214				2,381
Disputanta	201	86	130	125	86	85	115	80	64				972
McKenney	180	175	172	175	148	134	133	128	142				1,387
Prince George	1493	1427	1473	1467	954	954	978	784	786				10,316
Rohoic	234	221	237	297	243	249	250	208	237				2,176
<b>TOTALS</b>	<b>9759</b>	<b>8192</b>	<b>8039</b>	<b>8650</b>	<b>6188</b>	<b>5956</b>	<b>6,822</b>	<b>5524</b>	<b>5120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64250</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	520	1008	849	1227	29
August	435	828	691	1257	14
September	696	1388	680	1243	18
October	721	1401	827	1504	14
November	514	981	571	1067	18
December	623	1171	713	1208	10
January	739	1591	777	1424	15
February	608	1210	623	1250	12
March	608	1210	784	1432	16
April					
May					
June					
<b>Totals</b>	<b>5464</b>	<b>10788</b>	<b>6515</b>	<b>11612</b>	<b>146</b>

**Appomattox Regional Library System  
Revenues and Expenses  
March 1, 2015 – March 31, 2015**

	<b>REVENUES</b>	<b>FY 2015</b>	<b>Prev. Total</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>Balance</b>
<b>FND#</b>	<b>3/31/2015</b>	<b>Proposed</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Received</b>	<b>Due</b>
100	Carry Over	\$ 39,553	\$39,553	\$0	\$39,553	100.0%	\$20,000
101	Reserve	\$ 15,000	\$15,000	\$0	\$15,000	0.0%	\$ -
102	Hopewell	\$ 551,300	\$413,468	\$137,832	\$551,300	100.0%	\$ -
103	Dinwiddie	\$ 259,085	\$194,259	\$0	\$194,259	75.0%	\$ 64,826
104	Prince George	\$ 560,023	\$420,015	\$0	\$420,015	75.0%	\$ 140,008
105	State Funds	\$ 378,673	\$284,004	\$0	\$284,004	75.0%	\$ 94,669
106	Fines/Fees/Lost	\$ 23,373	\$17,229	\$2,756	\$19,985	85.5%	\$ 3,388
107	Copying Receipts	\$ 19,166	\$16,307	\$2,423	\$18,730	97.7%	\$ 436
108	Endowment Funds	\$ 20,499	\$0	\$0	\$0	0.0%	\$ 20,499
109	E-Rate Refunds	\$ 36,000	\$28,925	\$0	\$28,925	80.3%	\$ 7,075
110	Gifts/Donations	\$ 8,500	\$4,400	\$475	\$4,875	57.4%	\$ 3,625
111	Grants	\$ 10,000	\$0	\$0	\$0	0.0%	\$ 10,000
112	Other	\$ 23,449	\$16,159	\$3,226	\$19,385	82.7%	\$ 4,064
	<b>TOTALS</b>	\$ 1,944,621	\$1,449,319	\$146,712	\$1,596,031	82.1%	\$368,590

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>3/31/2015</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	\$ 400,481	\$ 223,118	\$ 25,395	\$ 248,513	62.1%	\$ 151,968
201	Non M.L.S. Salaries and Wages	\$ 512,000	\$ 326,428	\$ 39,497	\$ 365,925	71.5%	\$ 146,075
202	Benefits for Staff and Retirees	\$ 285,203	\$ 180,071	\$ 19,491	\$ 199,562	70.0%	\$ 85,641
	<b>Total Personnel</b>	\$ 1,197,684	\$ 729,617	\$ 84,383	\$ 814,000	68.0%	\$ 383,684
	<b>Books &amp; Materials</b>						
300	Books	\$ 108,000	\$ 70,732	\$ 12,501	\$ 83,233	77.1%	\$ 24,767
301	Standing Order Books	\$ 36,050	\$ 21,943	\$ 2,895	\$ 24,838	68.9%	\$ 11,212
302	Print Newspapers Periodicals	\$ 14,276	\$ 15,552	\$ 281	\$ 15,833	110.9%	\$ (1,557)
303	Audiovisual Materials	\$ 26,780	\$ 16,732	\$ 3,753	\$ 20,485	76.5%	\$ 6,295
304	Electronic Materials	\$ 6,500	\$ 1,930	\$ -	\$ 1,930	29.7%	\$ 4,570
305	Microforms	\$ 1,133	\$ -	\$ -	\$ -	0.0%	\$ 1,133
306	Binding/repair	\$ 500	\$ -	\$ -	\$ -	0.0%	\$ 500
307	PG Restricted Gift	\$ 10,000	\$ 6,394	\$ 3,344	\$ 9,738	97.4%	\$ 262
307	Family Resource Bks	\$ 2,001	\$ 2,084	\$ 237	\$ 2,321	116.0%	\$ (320)
308	Econtent	\$ 13,125	\$ 12,233	\$ -	\$ 12,233	93.2%	\$ 892
	<b>Total Books &amp; Materials</b>	\$ 218,365	\$ 147,600	\$ 23,011	\$ 170,611	78.1%	\$ 47,754
	<b>Capital Expenditures</b>						
400	Library Non-Computer Equipment	\$ 12,875	\$ 13,925	\$ 157	\$ 14,082	109.4%	\$ (1,207)
401	Computer Hardware	\$ 10,875	\$ 2,091	\$ -	\$ 2,091	19.2%	\$ 8,784
	<b>Total Capital Expenditures</b>	\$ 23,750	\$ 16,016	\$ 157	\$ 16,173	68.1%	\$ 7,577
	<b>Contractual</b>						
500	Lyraasis I.L.L. Services	\$ 2,000	\$ 1,299	\$ 163	\$ 1,462	73.1%	\$ 538
501	Software Licensing Contracts	\$ 15,700	\$ 8,991	\$ -	\$ 8,991	57.3%	\$ 6,709
502	Audit	\$ 16,151	\$ 9,867	\$ 6,035	\$ 15,902	98.5%	\$ 249

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>3/31/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 4,510	\$ 483	\$ 4,993	55.5%	\$ 4,007
505	Computer Support Service Calls	\$ 9,500	\$ 1,719	\$ -	\$ 1,719	18.1%	\$ 7,781
506	Other Computer Sftwre Services	\$ 3,500	\$ 750	\$ -	\$ 750	21.4%	\$ 2,750
507	Telecomm Internet Line Charges	\$ 26,000	\$ 16,027	\$ 2,925	\$ 18,952	72.9%	\$ 7,048
508	Printing and Publications	\$ 9,500	\$ 4,980	\$ 3,105	\$ 8,085	85.1%	\$ 1,415
509	Security Guard Service	\$ 28,729	\$ 15,340	\$ 2,883	\$ 18,223	63.4%	\$ 10,506
	<b>Total Contractual</b>	\$ 123,685	\$ 63,483	\$ 15,594	\$ 79,077	63.9%	\$ 44,608
	<b>Facilities, Maint, Operations</b>						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 1,891	\$ 375	\$ 2,266	64.7%	\$ 1,234
601	TLC Maintenance Contract	\$ 19,500	\$ 17,354	\$ -	\$ 17,354	89.0%	\$ 2,146
602	Facilities and Rent	\$ 76,650	\$ 42,000	\$ 12,000	\$ 54,000	70.5%	\$ 22,650
603	Supplies	\$ 25,000	\$ 23,442	\$ 3,243	\$ 26,685	106.7%	\$ (1,685)
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 3,181	\$ 77	\$ 3,258	38.3%	\$ 5,242
605	Training-Education	\$ 6,500	\$ 4,442	\$ 250	\$ 4,692	72.2%	\$ 1,808
606	Utilities	\$ 6,000	\$ 2,895	\$ 1,000	\$ 3,895	64.9%	\$ 2,105
607	Telephone (Voice)	\$ 15,000	\$ 9,739	\$ 1,331	\$ 11,070	73.8%	\$ 3,930
608	Insurance	\$ 12,937	\$ 10,301	\$ -	\$ 10,301	79.6%	\$ 2,636
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 2,876	\$ -	\$ 2,876	32.0%	\$ 6,124
610	Job and Contract Advertising	\$ 2,500	\$ 1,773	\$ 600	\$ 2,373	94.9%	\$ 127
611	Promotional Advertising	\$ 2,000	\$ 3,052	\$ 1,591	\$ 4,643	232.2%	\$ (2,643)
612	Org/Association Dues	\$ 2,000	\$ 1,657	\$ 565	\$ 2,222	111.1%	\$ (222)
613	Postage	\$ 4,500	\$ 3,551	\$ 50	\$ 3,601	80.0%	\$ 899
614	Janitorial	\$ 66,000	\$ 34,443	\$ 9,514	\$ 43,957	66.6%	\$ 22,043
615	Other Building Maintenance	\$ 8,500	\$ 14,418	\$ 2,195	\$ 16,613	195.4%	\$ (8,113)
	<b>Total Facilities, Maint &amp; Ops</b>	\$ 268,087	\$ 177,015	\$ 32,791	\$ 209,806	78.3%	\$ 58,281



	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>3/31/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
	<b>Program, Activites &amp; Other</b>						
700	YS Summer Reading Program	\$ 6,500	\$ 4,428	\$ 47	\$ 4,475	68.8%	\$ 2,025
701	YS Programming Supplies	\$ 4,191	\$ 2,678	\$ 2,778	\$ 5,456	130.2%	\$ (1,265)
702	Adult Programming Supplies	\$ 2,600	\$ 1,393	\$ 585	\$ 1,978	76.1%	\$ 622
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 30,000	\$ 21,253	\$ -	\$ 21,253	70.8%	\$ 8,747
705	Reserve	\$ 5,500	\$ -	\$ -	\$ -	0.0%	\$ 5,500
706	New Delivery Vehicle	\$ 30,000	\$ 38,955	\$ -	\$ 38,955	129.9%	\$ (8,955)
707	Misc. Professional Serv. And Other	\$ 15,759	\$ 12,965	\$ 862	\$ 13,827	87.7%	\$ 1,932
	<b>Total Prg, Act, Other</b>	\$ 98,050	\$ 81,672	\$ 4,272	\$ 85,944	87.7%	\$ 12,106
	<b>Grand Total</b>	\$ 1,929,621	\$ 1,215,403	\$ 160,208	\$ 1,375,611	71.3%	\$ 554,010

**APPOMATTOX REGIONAL LIBRARY  
CHECK REGISTER  
March 1, 2015 to March 31, 2015**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
3/5/15	200534	Electronic Federal Tax Payment	7,964.11
3/20/15	200535	Electronic Federal Tax Payment	8,634.04
3/13/15	2013-96	Treasurer of Virginia	6,431.84
3/5/15	37473	Active Screening	34.00
3/5/15	37474	American Library Association	205.00
3/5/15	37475	AT & T	13.63
3/5/15	37476	Baker & Taylor Books, Inc.	3,448.95
3/5/15	37477	Capital One Bank	1,079.89
3/5/15	37478	Capital One Bank	721.83
3/5/15	37479	Comcast Communications	579.76
3/5/15	37480	County of Dinwiddie	600.00
3/5/15	37481	County of Prince George	1,650.00
3/5/15	37482	CS Diamond Enterprises, Inc.	4,740.00
3/5/15	37483	Distribution Video & Audio, Inc.	209.79
3/5/15	37484	Dominion Virginia Power	405.12
3/5/15	37485	Dominion Virginia Power	552.60
3/5/15	37486	Gale	345.60
3/5/15	37487	Angel Gilliland	6.99
3/5/15	37488	Harlequin Reader Service	53.04
3/5/15	37489	Holiday Signs	1,672.28
3/5/15	37490	Hopewell City Treasurer	3,750.00
3/5/15	37491	Hopewell News	49.00
3/5/15	37492	Ingram Library Services	2,952.14
3/5/15	37493	LeClair Ryan	5,727.25
3/5/15	37494	Midwest Tape	1,034.26
3/5/15	37495	Number One Design	1,560.00
3/5/15	37496	Petersburg Alarm Company, Inc.	114.00
3/5/15	37497	Positive Promotions, Inc.	889.53
3/5/15	37498	Reading Warehouse	1,500.00
3/5/15	37499	Richmond Times Dispatch	280.80
3/5/15	37500	Sam's Club Direct	169.29
3/5/15	37501	Securitas Security Services USA, Inc	1,048.32
3/5/15	37502	Shred-It USA Richmond	47.50
3/5/15	37503	Sprint	527.95
3/5/15	37504	Sprint	490.00
3/5/15	37505	Staples, Inc.	452.65
3/5/15	37506	Darlene Thomas	7.99
3/5/15	37507	Tech Logic	1,515.00
3/5/15	37508	Verizon	53.18
3/5/15	37509	Virginia Library Association	155.00
3/13/15	37510	AT & T Mobility	289.38
3/13/15	37511	Baker & Taylor Books, Inc.	4,575.02
3/13/15	37512	Comcast Communications	1,330.63

3/13/15	37513	Doreen Creel-Wood Accounting	770.00
3/13/15	37514	Distribution Video & Audio, Inc.	329.67
3/13/15	37515	Dix's Landscaping	200.00
3/13/15	37516	Ellison Educational Equip Inc.	31.00
3/13/15	37517	Gale	315.62
3/13/15	37518	Harlequin Reader Service	96.86
3/13/15	37519	Houchins Pest Control	95.00
3/13/15	37520	Ingram Library Services	1,348.04
3/13/15	37521	James River Press	1,545.00
3/13/15	37522	James McCain	15.99
3/13/15	37523	Midwest Tape	418.56
3/13/15	37524	Minor & Associates	85.00
3/13/15	37525	Mitchell Wiggins & Company	5,950.00
3/13/15	37526	Postmaster	50.00
3/13/15	37527	Progress Index	1,238.44
3/13/15	37528	Securitas Security Services USA, Inc	786.24
3/13/15	37529	Verizon	111.81
3/13/15	37530	Unique Management Services	483.30
3/13/15	37531	Virginia Library Association	80.00
3/13/15	37532	Webster Integrated Technologies	375.00
3/16/15	37533	ARLS-Payroll	28,849.39
3/20/15	37534	Anthem BlueCross BlueShield	9,100.00
3/20/15	37535	Anthem BlueCross BlueShield	570.00
3/27/15	37536	American Library Association	250.00
3/27/15	37537	Jeanine Albiges	26.61
3/27/15	37538	AT & T	79.10
3/27/15	37539	Baker & Taylor Books, Inc.	2,747.21
3/27/15	37540	Ball Office Products	349.74
3/27/15	37541	Bat World Hampton Roads	170.00
3/27/15	37542	Comcast Communications	253.96
3/27/15	37543	County of Dinwiddie	600.00
3/27/15	37544	County of Prince George	1,650.00
3/27/15	37545	CS Diamond Enterprises, Inc.	4,740.00
3/27/15	37546	DEMCO, Inc.	83.20
3/27/15	37547	Diamond Springs	41.70
3/27/15	37548	Distribution Video & Audio, Inc.	269.73
3/27/15	37549	David L. Eason	32.90
3/27/15	37550	Gale	131.19
3/27/15	37551	Harlequin Reader Service	32.94
3/27/15	37552	Hopewell City Treasurer	3,750.00
3/27/15	37553	Information Today, Inc.	424.00
3/27/15	37554	Ingram Library Services	2,331.87
3/27/15	37555	LeClair Ryan	13,056.00
3/27/15	37556	Midwest Tape	1,428.17
3/27/15	37557	Alison Noble	219.07
3/27/15	37558	Number One Design	940.00
3/27/15	37559	OCLC, Inc.	162.82
3/27/15	37560	Petersburg Alarm Company, Inc.	114.00

3/27/15	37561	Recorded Books, LLC	6.95
3/27/15	37562	Veronica Reed	16.99
3/27/15	37563	Sam's Club Direct	155.87
3/27/15	37564	Securitas Security Services USA, Inc	1,048.32
3/27/15	37565	Sprint	527.95
3/27/15	37566	Staples, Inc.	642.86
3/27/15	37567	VA Public Lib. Directors Assoc	50.00
3/27/15	37568	Webster Integrated Technologies	135.33
3/31/15	37569	ARLS-Payroll	29,860.42
	Total		187,041.18