

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

April 19, 2016

Disputanta Library

10010 County Drive
Disputanta, VA 23842

2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

April 19, 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 – March 15, 2016 - Regular Meeting
Statistical Report – March 2016
Financial Report – March 2016
Bills for Review.

Communications.

Citizen Comments.

Report of the Library Director:

- R1.** Strategic Plan 2016-2021
- R2.** Staff update
- R3.** VOIP telephone replacement update
- R4.** Public Document Scanning Service
- R5.** Hopewell Local History Accession System
- R6.** Hopewell Library Update Project
- R7.** Staff Appreciation Dinner Update

Committee Reports:

New Business.

Unfinished Business.

Adjournment.

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**Appomattox Regional Library System
Minutes of the Board of Trustees Meeting
March 15, 2016**

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

Trustees Absent: None

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

Approval of Agenda: A motion was made to approve the agenda as amended 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. Gallup.

Communications:

Mr. Firestine thanked the Library Board of Trustees for sending e-mails to legislators, regarding the increase to state aid to public libraries.

Mr. Firestine mentioned to the Board a law where parents are able to request school teachers to re-assign a book to their children, if the parent disagrees with the book assigned. Mr. Firestine will send a link to the Board if they would like to assist with lobbying against the law, due to the potential of banning certain books and materials in schools and libraries.

Citizen Comments:

Mrs. Tuggle commented that she likes the new patron catalog kiosks. In addition, she mentioned that she noticed a locksmith at Prince George Library. Ms. McPherson explained that the electronic key pad to access the staff entrance has been removed and replaced with a mechanical push button key pad, due to the frequent malfunction of the electronic key pad.

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Report of the Library Director:

- R1.** Staff update:
 - a.** Kandace Clarkson resigned
 - b.** Mary Bedwell reassigned to the Burrowsville Branch to fill the open 20 hour position.
 - c.** Delivery/Rolling Reads driver hired. Bethany Woosley
 - d.** Closed session for PR problem.
- R2.** Budget Update:
 - a.** Notice from the State Library that the GA increased the state aid to public libraries by \$500,000 over the two year budget.
- R3.** Rohoic/McKenney Project Update: **Both on schedule.**
- R4.** VOIP replacement
 - a.** In April the Altigen VOIP telephone system will be replaced by the Allworx VOIP telephone system.
- R5.** Health Insurance update:
 - a.** It was reported that the Anthem Local Choice premium has increased by 6%.
- R6.** RFID update:
 - a.** Ms. McPherson reported that the Burrowsville and Disputanta collection tagging should be complete by April 1. Tagging should be complete by the end of June.
 - b.** Self-checkout stations in Hopewell and Prince George will be replaced and new self-check stations will be purchased for smaller branches with high circulation. The goal is to have RFID checkin/checkout at every location by the end of 2017.

Committee Reports: None

New Business:

- N1.** A motion was made by Ms. **Gallup** and seconded by Ms. **Sykes**, to convene the Library Board of Trustees into Executive Session to discuss a personnel matter in accordance with the Virginia Freedom of Information Act. The motion was unanimously approved.

After the discussion, a motion was made by Ms. **Tuggle** and seconded by Ms. **Yates** to return the Board to open session. The motion was unanimously passed. Each individual present was asked, "Were only matters discussed in the Executive Session public business matters, lawfully exempted from open meeting requirements identified in the motion to convene into executive session"? Each Trustee answered "Yes."

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- N2.** A motion was made by Mrs. Gallup and seconded by Mrs. Yates to renew the Library's health insurance with The Local Choice program and to absorb the premium increase of 6% for the Key Advantage Expanded plan. The motion was approved by all.

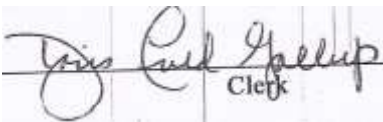
Unfinished Business:

U1. Mr. Firestine will meet with the Library Board Development Committee after the March 15, 2016 Board meeting, to discuss the developments of the 2016-2021 Strategic Plan.

Adjournment: The meeting adjourned at 3:32 p.m.

Next Meeting: April 19, 2016, 2:00 p.m. at the Disputanta 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

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DIRECTOR'S EXTRACURRICULAR ACTIVITIES
March 16, 2016 to April 15 2016

March 23	The Local Choice Insurance Information presentation
March 29	Meet with Wilson Greene Executive Director Pamplin Historic Park
April 6	Meet with NDSE regarding information tech services
April 9	Grand Marshal Teddy Bear Parade, Prince George Toddler Fair
April 9	Hopewell / Prince George Friends of the Library annual meeting
April 12	Amy Nissensen, Wendy Austin strategic planning consultants

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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
Burrowsville	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	424	0	0	0	3115	66%
Carson Depot	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	1323	0	0	0	10750	13%
Dinwiddie	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	2059	0	0	0	18270	14%
Disputanta	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	499	0	0	0	6863	-34%
Econtent	FY16	397	380	547	619	623	771	902	862	674	0	0	0	5775	

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Hopewell	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	13423	0	0	0	131063	-15%
McKenney	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	771	0	0	0	6483	-14%
Outreach SVS	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	101	0	0	0	2249	-89%
Prince George	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	6025	0	0	0	46849	39%
Rohoic	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	1419	0	0	0	11504	10%

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ARLS Totals	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	26044	0	0	0	237146	-5%

Turnover Rate and Collection Circulation Analysis:

July 2015 - June 2016	Total Circulations	Total Items	Turnover Rate*
Burrowsville	3,115.	9,499.	0.33
Carson Depot	10,750.	9,192.	1.17
Dinwiddie	18,270.	12,096.	1.51
Disputanta	6,863.	7,753.	0.89
Hopewell	131,063.	87,331.	1.50
McKenney	6,483.	9,513.	0.68
Outreach	2,249.	945.	2.38
Prince George	46,849.	31,603.	1.48
Rohoic	11,504.	13,615.	0.84
ARLS TOTAL	237,146.	181,547.	1.31
*Turnover Rate is Total Circulations / Total Items (higher is better)			

New Patron Cards:

New Patron Cards													
FY2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Burrowsville	2	2	2	2	2	3	1	0	5				19
Carson Depot	6	6	4	10	8	7	8	12	9				70
Dinwiddie	36	22	26	22	18	16	24	25	14				203
Disputanta	7	4	11	15	6	3	6	7	7				66
Hopewell	210	169	215	174	135	112	159	182	183				1539
McKenney	6	3	2	4	3	7	9	7	9				50
Outreach	1	2	0	0	0	1	1	2	1				8
Prince George	127	84	102	90	57	52	86	66	91				755
Rohoic	17	7	11	15	11	3	16	8	21				109
Total	412	299	373	332	240	204	310	309	340	0	0	0	2819

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Patron Visits and Program Statistics:

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2016													
Burrowsville	189	239	301	133	105	111	118	136	126	0	0	0	1,458
Carson Depot	568	501	612	607	741	780	793	1,104	1243	0	0	0	6,949
Dinwiddie	1,071	1,641	1,687	1,648	1,134	1227	740	1,305	1533	0	0	0	11,986
Disputanta	357	571	623	589	690	672	534	572	635	0	0	0	5,243
Hopewell	16,167	12,950	15,178	1,496	1,378	8896	8755	10,158	10529	0	0	0	85,507
McKenney	372	320	1,273	1,110	378	493	605	671	735	0	0	0	5,957
Outreach	0	0	0	0	0	0	0	196	181	0	0	0	377
Prince George	4,875	4,536	3,897	3,729	3,478	2775	2976	3,548	3,909	0	0	0	33,723
Rohoic	958	841	1,030	1,002	668	775	841	909	1,006	0	0	0	8,030
TOTAL	24,557	21,599	24,601	10,314	8,572	15,729	15,362	18,599	19,897	0	0	0	159,230
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	2,184	1,244	1,825	2,057	1,557	1,109	2,186	2,229	2,113	0	0	0	16,504
Meetings	148	145	168	168	130	111	141	197	186	0	0	0	1,394
Book Group	98	75	50	36	52	40	22	15	16	0	0	0	404
Adult Program	146	81	165	323	247	196	195	244	389	0	0	0	1,986
Non-SRP Child Program	0	0	25	194	60	48	313	64	56	0	0	0	760
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	270	0	0	0	1,937
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	307	0	0	0	1,859
Hoopla Circs	397	380	398	341	382	450	451	483	384	0	0	0	3,666
Hoopla users	846	872	895	916	933	957	997	980	1,008	0	0	0	8,404
TOTALS	3,673	1,661	2,424	3,723	2,506	3,214	4,962	4,807	4,729	0	0	0	26,428

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Reference and Other Transaction Statistics:

REFERENCE QUESTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2016													
Burrowsville	55	46	41	41	46	50	50	45	66	0	0	0	440
Carson Depot	105	93	113	89	65	97	91	98	93	0	0	0	844
Dinwiddie	132	126	121	138	108	108	130	179	195	0	0	0	1237
Disputanta	38	31	56	51	33	41	40	38	38	0	0	0	366
Hopewell	322	292	227	242	243	196	123	288	217	0	0	0	2150
McKenney	60	66	35	50	46	40	51	60	80	0	0	0	488
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	0	0	130	303	214	250	478	632	0	0	0	2007
Rohoic	218	207	151	141	150	119	147	201	267	0	0	0	1601
TOTALS	930	861	744	882	994	865	882	1387	1588	0	0	0	9133
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	70	57	50	5	40	40	22	13	31	0	0	0	328
WIFI	0	0	0	50	0	0	0	0	15	0	0	0	65
Carson Depot Workstation	164	130	147	151	139	121	155	173	185	0	0	0	1,365
WIFI	0	0	0	15	38	26	30	60	55	0	0	0	224
Dinwiddie Workstation	324	367	337	309	212	107	91	234	287	0	0	0	2,268
WIFI	0	0	0	34	101	0	0	115	122	0	0	0	372
Disputanta Workstation	78	76	95	106	101	165	141	86	71	0	0	0	919
WIFI	0	0	0	10	22	42	46	18	22	0	0	0	160
Hopewell Workstation	4517	4642	4635	4570	3766	3950	3994	4071	4189	0	0	0	38,334
WIFI	0	0	546	730	639	667	589	677	621	0	0	0	4,469
McKenney Workstation	118	130	114	141	115	81	81	151	144	0	0	0	1,075
WIFI	0	0	0	14	45	34	32	19	20	0	0	0	164
Prince George Workstation	1223	1049	1037	1018	859	761	793	961	973	0	0	0	8,674
WIFI	0	0	0	226	266	259	288	313	360	0	0	0	1,712
Rohoic Workstation	260	220	188	236	187	150	198	246	212	0	0	0	1,897
WIFI	0	0	0	3	5	18	25	34	44	0	0	0	129
TOTALS	6754	6671	7149	7618	6535	6421	6,485	7171	7351	0	0	0	62155

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Technical Services Statistics:

Technical Services Report	New Titles Received	New Items Received	Titles Cataloged	Items Cataloged	InterLibrary Loans
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	651	1520	716	1548	23
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
Totals	4968	10917	5997	11589	163

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

	REVENUES	FY 2016	Prev. Total	Monthly	Total	Percent	Balance
FND#	3/31/2016	Proposed	Receipts	Receipts	Receipts	Received	Due
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	\$144,020	\$592,509	102.8%	\$ (16,401)
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	\$17,741	\$2,707	\$20,448	87.5%	\$ 2,925
107	Copying Receipts	\$ 19,166	\$16,951	\$3,047	\$19,998	104.3%	\$ (832)
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	\$55,410	\$0	\$55,410	640.4%	\$ (46,757)
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$17,379	\$2,052	\$19,431	77.9%	\$ 5,518
	TOTALS	\$ 2,025,052	\$1,483,833	\$151,826	\$1,635,659	80.8%	\$389,393

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	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	3/31/2016	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
	Personnel						
200	M.L.S. Salaries and Wages	\$ 448,875	\$ 253,486	\$ 44,732	\$ 298,218	66.4%	\$ 150,657
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 357,235	\$ 66,638	\$ 423,873	78.6%	\$ 115,127
202	Benefits for Staff and Retirees	\$ 267,845	\$ 168,579	\$ 24,194	\$ 192,773	72.0%	\$ 75,072
	Total Personnel	\$ 1,255,720	\$ 779,300	\$ 135,564	\$ 914,864	72.9%	\$ 340,856
	Books & Materials						
300	Books	\$ 108,000	\$ 73,470	\$ 10,305	\$ 83,775	77.6%	\$ 24,225
301	Standing Order Books	\$ 32,000	\$ 20,222	\$ 2,103	\$ 22,325	69.8%	\$ 9,675
302	Print Newspapers Periodicals	\$ 14,276	\$ 2,570	\$ 1,025	\$ 3,595	25.2%	\$ 10,681
303	Audiovisual Materials	\$ 28,850	\$ 19,993	\$ 2,554	\$ 22,547	78.2%	\$ 6,303
304	Electronic Materials	\$ 6,500	\$ 1,679	\$ 253	\$ 1,932	29.7%	\$ 4,568
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	\$ 2,155	\$ 304	\$ 2,459	122.9%	\$ (458)
309	Econtent	\$ 28,500	\$ 5,638	\$ -	\$ 5,638	19.8%	\$ 22,862
	Total Books & Materials	\$ 225,260	\$ 125,895	\$ 16,544	\$ 142,439	63.2%	\$ 82,821
	Capital Expenditures						
400	Library Non-Computer Equipment	\$ 12,875	\$ 8,544	\$ 6,009	\$ 14,553	113.0%	\$ (1,678)
401	Computer Hardware	\$ 10,875	\$ 5,135	\$ -	\$ 5,135	47.2%	\$ 5,740
	Total Capital Expenditures	\$ 23,750	\$ 13,679	\$ 6,009	\$ 19,688	82.9%	\$ 4,062
	Contractual						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 1,337	\$ 167	\$ 1,504	75.2%	\$ 496
501	Software Licensing Contracts	\$ 15,700	\$ 20,461	\$ 2,800	\$ 23,261	148.2%	\$ (7,561)
502	Audit	\$ 16,151	\$ 11,701	\$ 340	\$ 12,041	74.6%	\$ 4,110

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503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 5,297	\$ 537	\$ 5,834	64.8%	\$ 3,166
505	Computer Support Service Calls	\$ 9,500	\$ 3,181	\$ -	\$ 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	\$ 13,866	\$ 1,815	\$ 15,681	60.3%	\$ 10,319
508	Printing and Publications	\$ 9,500	\$ 7,405	\$ 3,406	\$ 10,811	113.8%	\$ (1,311)
509	Security Guard Service	\$ 28,729	\$ 16,435	\$ 1,870	\$ 18,305	63.7%	\$ 10,424
	Total Contractual	\$ 132,685	\$ 79,933	\$ 10,935	\$ 90,868	68.5%	\$ 41,817
	Facilities, Maint, Operations						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 2,729	\$ 1,075	\$ 3,804	108.7%	\$ (304)
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ 48,000	\$ 6,000	\$ 54,000	70.5%	\$ 22,650
603	Supplies	\$ 35,000	\$ 14,707	\$ 5,422	\$ 20,129	57.5%	\$ 14,871
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 5,227	\$ 1,526	\$ 6,753	79.4%	\$ 1,747
605	Training-Education	\$ 6,500	\$ 2,366	\$ 205	\$ 2,571	39.6%	\$ 3,929
606	Utilities	\$ 6,000	\$ 2,785	\$ 657	\$ 3,442	57.4%	\$ 2,558
607	Telephone (Voice)	\$ 15,000	\$ 8,928	\$ 1,164	\$ 10,092	67.3%	\$ 4,908
608	Insurance	\$ 12,937	\$ 2,197	\$ -	\$ 2,197	17.0%	\$ 10,740
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 3,544	\$ 242	\$ 3,786	42.1%	\$ 5,214
610	Job and Contract Advertising	\$ 2,500	\$ 1,651	\$ 380	\$ 2,031	81.2%	\$ 469
611	Promotional Advertising	\$ 2,000	\$ 1,306	\$ -	\$ 1,306	65.3%	\$ 694
612	Org/Association Dues	\$ 3,500	\$ 1,974	\$ -	\$ 1,974	56.4%	\$ 1,526
613	Postage	\$ 4,500	\$ 2,923	\$ 654	\$ 3,577	79.5%	\$ 923
614	Janitorial	\$ 66,000	\$ 38,751	\$ 5,072	\$ 43,823	66.4%	\$ 22,177
615	Other Building Maintenance	\$ 8,500	\$ 7,011	\$ 2,903	\$ 9,914	116.6%	\$ (1,414)

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	Total Facilities, Maint & Ops	\$ 279,587	\$ 144,099	\$ 25,300	\$ 169,399	60.6%	\$ 110,188
	Program, Activites & Other						
700	YS Summer Reading Program	\$ 6,500	\$ 596	\$ -	\$ 596	9.2%	\$ 5,904
701	YS Programming Supplies	\$ 4,191	\$ 2,294	\$ 87	\$ 2,381	56.8%	\$ 1,810
702	Adult Programming Supplies	\$ 2,600	\$ 1,604	\$ 1,392	\$ 2,996	115.2%	\$ (396)
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 5,000	\$ -	\$ 2,215	\$ 2,215	44.3%	\$ 2,785
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	\$ 10,908	\$ 7,230	\$ 18,138	115.1%	\$ (2,379)
	Total Prg, Act, Other	\$ 108,050	\$ 15,402	\$ 10,924	\$ 26,326	24.4%	\$ 81,724
	Grand Total	\$ 2,025,052	\$ 1,158,308	\$ 205,276	\$ 1,363,584	67.3%	\$ 661,468

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

Date	Payee	Check #	Amount
3/3/16	Electronic Federal Tax Payment	200561	9,267.13
3/17/16	Electronic Federal Tax Payment	200562	9,543.41
3/30/16	Electronic Federal Tax Payment	200563	9,742.20
3/3/16	Treasurer of Virginia	2013-159	39.08
3/11/16	Treasurer of Virginia	2013-162	6,719.96
3/17/16	Treasurer of Virginia	2013-163	39.08
3/11/16	Jeanine Albiges	38354	24.16
3/11/16	Baker & Taylor Books, Inc.	38355	746.42
3/11/16	Erika Bedwell	38356	9.60
3/11/16	Comcast Communications	38357	1,356.08
3/11/16	Comcast Communications	38358	378.16
3/11/16	DEMCO, Inc.	38359	425.94
3/11/16	Dix's Landscaping	38360	200.00
3/11/16	Dominion Virginia Power	38361	260.74
3/11/16	Dominion Virginia Power	38362	350.38
3/11/16	Susan Eggleston	38363	9.00
3/11/16	Gale	38364	496.30
3/11/16	Latrina Gardner	38365	15.65
3/11/16	Deborah Heart	38366	4.75
3/11/16	Hermes Publications	38367	48.00
3/11/16	Hopewell City Treasurer	38368	241.60
3/11/16	Hopewell News	38369	20.40
3/11/16	Houchins Pest Control	38370	95.00
3/11/16	Ingram Library Services	38371	6,090.43
3/11/16	InPath Devices	38372	594.05
3/11/16	James River Press	38373	1,300.00
3/11/16	McKay Hardware, Inc.	38374	61.36
3/11/16	Midwest Tape	38375	1,797.10
3/11/16	Minor & Associates	38376	340.00
3/11/16	Moore Sign Corporation	38377	152.65
3/11/16	OCLC, Inc.	38378	167.70
3/11/16	OverDrive	38379	225.92
3/11/16	Petersburg Alarm Company, Inc.	38380	114.00
3/11/16	Progress Index	38381	193.75
3/11/16	Progress Index	38382	752.55
3/11/16	Reader Service	38383	154.90
3/11/16	Recorded Books, LLC	38384	6.95
3/11/16	Sam's Club Direct	38385	414.50
3/11/16	Scott Fields Design	38386	2,160.00
3/11/16	Securitas Security Services USA, Inc	38387	906.07
3/11/16	Servpro of Chesterfield	38388	1,248.36

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3/11/16	Shred-It USA LLC	38389	51.28
3/11/16	Smart Beginnings	38390	1,380.00
3/11/16	Terri Spicer	38391	320.00
3/11/16	Tech Logic	38392	6,418.91
3/11/16	Unique Management Services	38393	537.00
3/11/16	Verizon	38394	170.10
3/11/16	Virginia Library Association	38395	500.00
3/11/16	Webster Integrated Technologies	38396	1,075.00
3/11/16	Nikki Williams	38397	11.20
3/25/16	Teeny Tiny Farm	38398	315.00
3/25/16	Nandhitha Agaram	38399	139.10
3/25/16	Amy Nisenson	38400	6,000.00
3/25/16	Anthem BlueCross BlueShield	38401	9,590.00
3/25/16	Anthem BlueCross BlueShield	38402	570.00
3/25/16	AT & T	38403	69.96
3/25/16	AT & T Mobility	38404	185.26
3/25/16	Baker & Taylor Books, Inc.	38405	1,008.49
3/25/16	Erika Bedwell	38406	15.00
3/25/16	Capital One Bank	38407	3,236.51
3/25/16	Capital One Bank	38408	1,546.56
3/25/16	Capital One Bank	38409	195.68
3/25/16	Sherry Chappell	38410	7.32
3/25/16	Comcast Communications	38411	289.42
3/25/16	Connect IT	38412	5,903.00
3/25/16	County of Dinwiddie	38413	600.00
3/25/16	County of Prince George	38414	1,650.00
3/25/16	CS Diamond Enterprises, Inc.	38415	4,740.00
3/25/16	Diamond Springs	38416	45.95
3/25/16	Susan Eggleston	38417	15.00
3/25/16	Tara Farmer	38418	16.95
3/25/16	Gale	38419	48.73
3/25/16	Latrina Gardner	38420	44.58
3/25/16	Richard Grant	38421	43.99
3/25/16	Hopewell City Treasurer	38422	3,750.00
3/25/16	Ingram Library Services	38423	3,762.13
3/25/16	Isler Dare, PC	38424	363.50
3/25/16	Johnson Printing Service	38425	161.25
3/25/16	Lockout Specialties	38426	1,093.70
3/25/16	Heather Maury	38427	45.25
3/25/16	Midwest Tape	38428	719.43
3/25/16	Hopewell Optimist Club	38429	100.00
3/25/16	OverDrive	38430	26.99
3/25/16	Purchase Power	38431	600.00
3/25/16	Postmaster	38432	54.00
3/25/16	Richmond Times Dispatch	38433	239.20
3/25/16	Richweb Inc.	38434	106.25
3/25/16	Securitas Security Services USA, Inc	38435	964.60

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3/25/16	Shred-It USA LLC	38436	51.28
3/25/16	Sprint	38437	530.02
3/25/16	Staples, Inc.	38438	409.08
3/25/16	VA Public Lib. Directors Assoc	38439	80.00
3/25/16	Karen Wall	38440	6.62
3/25/16	Webster Integrated Technologies	38441	103.80
3/25/16	Christine Woody	38442	37.57
		Total	116,657.99

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**SMART BEGINNINGS SOUTH CENTRAL
CHECK REGISTER
March 1, 2016 to March 31, 2016**

Date	Payee	Check #	Amount
3/11/16	ARLS - Operating	1835	17,419.49
3/11/16	Nan Brennan	1836	716.20
3/11/16	Angela Brown	1837	71.00
3/11/16	Heidi Condrey	1838	450.00
3/11/16	Sharon K. Daniels	1839	263.00
3/11/16	Discount School Supply	1840	163.56
3/11/16	Brenda Faison	1841	438.00
3/11/16	Rhonda W. Lee	1842	610.00
3/11/16	Greta Morris	1843	4,818.33
3/11/16	Greta Morris	1844	732.46
3/11/16	Yolanda T. Richey	1845	2,356.36
3/11/16	Tenishia Rose	1846	129.18
3/11/16	Scott Fields Design	1847	40.00
3/11/16	Katie Sloan	1848	4,050.00
3/11/16	Dawne Stirling	1849	1,378.00
3/11/16	Virginia Forestry Association	1850	180.00
3/25/16	AD Spice Promotional Products	1851	250.00
3/25/16	ARLS - Operating	1852	141.14
3/25/16	Child Savers	1853	226.93
3/25/16	Discount School Supply	1854	295.68
3/25/16	Hopewell/Prince George Healthy Families	1855	100.00
3/25/16	Vanessa Jackson	1856	89.00
3/25/16	Elnora Jarrell Worship Center	1857	96.79
3/25/16	Greta Morris	1858	185.00
3/25/16	Alison Noble	1859	58.21
3/25/16	Owen Printing Company	1860	623.00
3/25/16	Paul D. Camp Community College	1861	433.95
3/25/16	Yolanda T. Richey	1862	1,318.71
3/25/16	Scholastic Inc.	1863	706.75
3/25/16	Teeny Tiny Farm	1864	250.00
3/25/16	Capital One Bank	1865	54.50
		Total	38,645.24