

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

May 19, 2015

Hopewell Headquarters Library

209 E. Cawson Street  
Hopewell, VA 23860

2:00 p.m.

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

**May 19, 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 – April 21, 2015 - Regular Meeting  
Statistical Report April 30, 2015  
Financial Report. April 30, 2015  
Bills for Review.

**Communications:**

**Citizen Comments:**

**Report of the Library Director:**

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

**Committee Reports:**

**New Business:**

**Unfinished Business:**

**Adjournment.**

**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
April 21, 2015**

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

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

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

**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. Judge and seconded by Mrs. Yates.

**Communications:**

Mr. Firestine informed the Board that the community read program will conclude April 28.

Mr. Firestine communicated that The Woman's Club of Prince George County celebrated 150 years on Saturday, April 18, 2015.

Mr. Firestine informed the Board that April 13-April 18 was National Library Week. Events for adults and children were planned all week and took place at various library locations.

Mr. Firestine communicated to the Board that Dinwiddie County hosted Dinwiddie Battle Days on Saturday, March 28, 2015. The Dinwiddie library was open during the event.

Mr. Firestine informed the Board that the Toddler Fair will take place at Prince George on April 25, 2015. Mr. Firestine will be the Grand Marshal at the event.

Mr. Firestine briefly explained to the Board a new program promoting literacy called, 1,000 Books Before Kindergarten.

Mr. Firestine communicated to the Board that the unveiling of the site for the McKenney Recreation Center will take place on April 24, 2015, 3 p.m. at the former button factory in McKenney. The McKenney library will relocate to the recreation center, after completion of the project.

**Citizen Comments:** None

**Report of the Library Director:**

**R1. Staff update:**

- a. Teri Frey, LA1 at Dinwiddie, has resigned for another position at Blackwater Regional Library system
- b. Interview for the YS position will take place next week.

**R2. Budget Update:**

- a. ARLS received a reduction of \$11,523 in the fourth quarter of state aid payments.

**R3. McKenney update:**

- a. Met with Ray Vines deputy director of Dinwiddie County Parks and Rec for a status update.
- b. The first set of plans have been valued engineered to reduce costs. There were unexpected complications with the site. Plans are set to go out to bid June 1, 2015. Construction should begin by fall of 2015.
- c. The library will be responsible for providing furnishings. ARLS will seek input from vendors for furnishings and prepare pricing for the 2017 budget request.

**R4. Rohioc Update:**

- a. Enteros Design was hired to produce a redesigned floor plan and separate entrance for the Rohioc branch

**R5. Staff Appreciation Dinner:**

- a. Maria's in Petersburg
- b. June 16, 2015 @ 6:00

**Committee Reports:** None

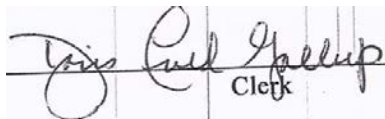
**New Business:** None

**Unfinished Business:** None

**Adjournment:** The meeting adjourned at 2:42 p.m.

**Next Meeting:** May 19, 2015, 2:00 p.m. at the Hopewell Library.

**Respectfully submitted,**



Doris Field Gallup  
Clerk

**Doris Field Gallup**

May 19, 2015

**DIRECTOR'S EXTRACURRICULAR ACTIVITIES**  
**April 22, 2015 to May 13, 2015**

- April 22-24            Virginia Public Library Director's annual meeting
- April 25                Smart Beginnings / Prince George DSS Toddler fair Prince George  
Library. Grand Marshal Teddy Bear parade
- April 30                Gil Entzminger Enteros Design – Rohoic Branch remodel and new  
entrance
- May 2                    Dinwiddie Friends Annual 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	15704	0	0	165303	-4%
<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	760	0	0	9259	-22%
<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	180	0	0	2847	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	1164	0	0	14096	3%
<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	1811	0	0	20150	-4%
<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	774	0	0	6617	131%
<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	856	0	0	9129	88%

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Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
<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	4014	0	0	46987	-23%
<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	1021	0	0	14864	-17%
<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	26284	0	0	289252	-5%

**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	165,303.	103,943.	1.59
Outreach	9,259.	1,533.	6.04
Burrowsville	2,847.	9,982.	0.29
Carson Depot	14,096.	10,779.	1.31
Dinwiddie	20,150.	12,982.	1.55
Disputanta	6,617.	8,685.	0.76
McKenney	9,129.	10,773.	0.85
Prince George	46,987.	37,872.	1.24
Rohoic	14,864.	14,904.	1.00
<b>ARLS TOTAL</b>	<b>289,252.</b>	<b>211,453.</b>	<b>1.37</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	128			<b>1648</b>
Outreach	1	0	0	1	0	0	1	2	0	0			<b>5</b>
Burrowsville	10	1	0	4	8	1	2	3	0	4			<b>33</b>
Carson Depot	9	14	18	18	0	12	10	14	7	6			<b>108</b>
Dinwiddie	32	38	26	36	9	15	26	22	31	30			<b>265</b>
Disputanta	13	10	9	13	3	8	4	7	13	8			<b>88</b>
McKenney	5	7	17	1	7	5	7	12	9	10			<b>80</b>
Prince George	120	73	107	111	58	74	89	65	80	60			<b>837</b>
Rohoic	13	16	16	16	20	11	18	20	9	12			<b>151</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>258</b>	<b>0</b>	<b>0</b>	<b>3215</b>

May 19, 2015

**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	23,226			174,696
Outreach	485	233	407	943	238	850	568	516	606	671			5,517
Burrowsville	178	123	178	265	153	228	171	154	226	222			1,898
Carson Depot	753	879	783	825	561	560	508	432	422	431			6,154
Dinwiddie	1,065	961	788	794	585	687	731	722	927	803			8,063
Disputanta	242	276	260	265	189	283	229	225	263	276			2,508
McKenney	465	361	360	340	290	315	310	275	354	283			3,353
Prince George	5,724	3,459	4,053	4,376	3,985	3,789	3,399	3,105	4,014	4,207			40,111
Rohoic	819	745	707	775	643	564	560	505	670	620			6,608
<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>30,739</b>	<b>0</b>	<b>0</b>	<b>248,908</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	2,560			18,422
Meetings	153	165	256	266	137	116	183	306	171	444			2,197
Book Group	15	12	15	14	12	31	11	79	39	40			268
Adult Program	35	147	98	130	68	36	52	59	212	237			1,074
Non-SRP Child Program	24	48	61	25	83.	0	0	0	54	185			480
Non-SRP Teen Program	18	51	83	35	7.	0	0	0	15	47			256
Storytime	156	130	181	245	197.	172	92	211	225	221			1,830
Family SRP	224	0	0	0	0.	0	0	0	0	0			224
SRP Child	117	0	0	0	0	0	0	0	0	0			117
SRP Teen	65	0	0	0	0	0	0	0	0	0			65
Freeding (ebooks)	0	0	0	0	0	0	0	0	0	0			0
Zinio (emagazines)	105	155	128	203	166	140	0	0	0	0			897
Hoopla Circs	492	471	420	393	388	393	401	425	431	348			4,162
Hoopla users +/-month	478	51	40	32	30	18	37	31	31	18			766
<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>4,100</b>	<b>0</b>	<b>0</b>	<b>24,933</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	289			3597
Outreach	0	0	0	0	0	0	0	0	0	0			0
Burrowsville	47	32	47	64	44	57	51	45	66	48			501
Carson Depot	263	251	178	154	96	144	173	97	94	79			1529
Dinwiddie	295	228	260	231	182	179	217	245	283	243			2363
Disputanta	14	22	25	48	23	27	32	26	20	42			279
McKenney	43	22	25	17	22	15	21	36	54	52			307
Prince George	149	166	250	176	111	179	153	123	121	79			1507
Rohoic	163	151	160	183	137	134	182	186	194	185			1675
<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>1017</b>	<b>0</b>	<b>0</b>	<b>11758</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	4643			49,764
Burrowsville	25	83	94	148	54	68	73	79	96	54			774
Carson Depot	180	154	207	133	78	92	123	115	95	145			1,322
Dinwiddie	479	303	297	268	174	189	243	214	214	316			2,697
Disputanta	201	86	130	125	86	85	115	80	64	81			1,053
McKenney	180	175	172	175	148	134	133	128	142	148			1,535
Prince George	1493	1427	1473	1467	954	954	978	784	786	918			11,234
Rohoic	234	221	237	297	243	249	250	208	237	266			2,442
<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>6571</b>	<b>0</b>	<b>0</b>	<b>70821</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	658	1320	707	1306	14
May					
June					
<b>Totals</b>	<b>6122</b>	<b>12108</b>	<b>7222</b>	<b>12918</b>	<b>160</b>

**Appomattox Regional Library System  
Revenues and Expenses  
April 1, 2015 – April 30, 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>4/30/2015</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	\$551,300	\$0	\$551,300	100.0%	\$ -
103	Dinwiddie	\$ 259,085	\$194,259	\$64,771	\$259,030	100.0%	\$ 55
104	Prince George	\$ 560,023	\$420,015	\$140,005	\$560,020	100.0%	\$ 3
105	State Funds	\$ 378,673	\$284,004	\$83,145	\$367,149	97.0%	\$ 11,524
106	Fines/Fees/Lost	\$ 23,373	\$19,985	\$1,942	\$21,927	93.8%	\$ 1,446
107	Copying Receipts	\$ 19,166	\$18,730	\$2,278	\$21,008	109.6%	\$ (1,842)
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	\$4,875	\$3,885	\$8,760	103.1%	\$ (260)
111	Grants	\$ 10,000	\$0	\$0	\$0	0.0%	\$ 10,000
112	Other	\$ 23,449	\$19,385	\$1,521	\$20,906	89.2%	\$ 2,543
	<b>TOTALS</b>	\$ 1,944,621	\$1,596,031	\$297,547	\$1,893,578	97.4%	\$71,043

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>4/30/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
	<b>Personnel</b>						
200	M.L.S. Salaries and Wages	\$ 400,481	\$ 248,513	\$ 38,340	\$ 286,853	71.6%	\$ 113,628
201	Non M.L.S. Salaries and Wages	\$ 512,000	\$ 365,925	\$ 62,582	\$ 428,507	83.7%	\$ 83,493
202	Benefits for Staff and Retirees	\$ 285,203	\$ 199,562	\$ 24,284	\$ 223,846	78.5%	\$ 61,357
	<b>Total Personnel</b>	\$ 1,197,684	\$ 814,000	\$ 125,206	\$ 939,206	78.4%	\$ 258,478
	<b>Books &amp; Materials</b>						
300	Books	\$ 108,000	\$ 83,233	\$ 7,985	\$ 91,218	84.5%	\$ 16,782
301	Standing Order Books	\$ 36,050	\$ 24,838	\$ 2,539	\$ 27,377	75.9%	\$ 8,673
302	Print Newspapers Periodicals	\$ 14,276	\$ 15,833	\$ 712	\$ 16,545	115.9%	\$ (2,269)
303	Audiovisual Materials	\$ 26,780	\$ 20,485	\$ 1,583	\$ 22,068	82.4%	\$ 4,712
304	Electronic Materials	\$ 6,500	\$ 1,930	\$ 342	\$ 2,272	35.0%	\$ 4,228
305	Microforms	\$ 1,133	\$ -	\$ -	\$ -	0.0%	\$ 1,133
306	Binding/repair	\$ 500	\$ -	\$ -	\$ -	0.0%	\$ 500
307	PG Restricted Gift	\$ 10,000	\$ 9,738	\$ 1,899	\$ 11,637	116.4%	\$ (1,637)
307	Family Resource Bks	\$ 2,001	\$ 2,321	\$ 286	\$ 2,607	130.3%	\$ (606)
308	Econtent	\$ 13,125	\$ 12,233	\$ -	\$ 12,233	93.2%	\$ 892
	<b>Total Books &amp; Materials</b>	\$ 218,365	\$ 170,611	\$ 15,346	\$ 185,957	85.2%	\$ 32,408
	<b>Capital Expenditures</b>						
400	Library Non-Computer Equipment	\$ 12,875	\$ 14,082	\$ -	\$ 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	\$ 16,173	\$ -	\$ 16,173	68.1%	\$ 7,577
	<b>Contractual</b>						
500	Lyrrasis I.L.L. Services	\$ 2,000	\$ 1,462	\$ 163	\$ 1,625	81.3%	\$ 375
501	Software Licensing Contracts	\$ 15,700	\$ 8,991	\$ -	\$ 8,991	57.3%	\$ 6,709
502	Audit	\$ 16,151	\$ 15,902	\$ -	\$ 15,902	98.5%	\$ 249
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605

May 19, 2015

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
<b>FND#</b>	<b>4/30/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
504	Unique Management	\$ 9,000	\$ 4,993	\$ 635	\$ 5,628	62.5%	\$ 3,372
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	\$ 18,952	\$ 1,631	\$ 20,583	79.2%	\$ 5,417
508	Printing and Publications	\$ 9,500	\$ 8,085	\$ 1,346	\$ 9,431	99.3%	\$ 69
509	Security Guard Service	\$ 28,729	\$ 18,223	\$ 2,096	\$ 20,319	70.7%	\$ 8,410
	<b>Total Contractual</b>	\$ 123,685	\$ 79,077	\$ 5,871	\$ 84,948	68.7%	\$ 38,737
	<b>Facilities, Maint, Operations</b>						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 2,266	\$ 992	\$ 3,258	93.1%	\$ 242
601	TLC Maintenance Contract	\$ 19,500	\$ 17,354	\$ -	\$ 17,354	89.0%	\$ 2,146
602	Facilities and Rent	\$ 76,650	\$ 54,000	\$ 6,000	\$ 60,000	78.3%	\$ 16,650
603	Supplies	\$ 25,000	\$ 26,685	\$ 2,875	\$ 29,560	118.2%	\$ (4,560)
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 3,258	\$ 1,018	\$ 4,276	50.3%	\$ 4,224
605	Training-Education	\$ 6,500	\$ 4,692	\$ 398	\$ 5,090	78.3%	\$ 1,410
606	Utilities	\$ 6,000	\$ 3,895	\$ 614	\$ 4,509	75.2%	\$ 1,491
607	Telephone (Voice)	\$ 15,000	\$ 11,070	\$ 1,193	\$ 12,263	81.8%	\$ 2,737
608	Insurance	\$ 12,937	\$ 10,301	\$ -	\$ 10,301	79.6%	\$ 2,636
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 2,876	\$ 499	\$ 3,375	37.5%	\$ 5,625
610	Job and Contract Advertising	\$ 2,500	\$ 2,373	\$ 369	\$ 2,742	109.7%	\$ (242)
611	Promotional Advertising	\$ 2,000	\$ 4,643	\$ -	\$ 4,643	232.2%	\$ (2,643)
612	Org/Association Dues	\$ 2,000	\$ 2,222	\$ 1,108	\$ 3,330	166.5%	\$ (1,330)
613	Postage	\$ 4,500	\$ 3,601	\$ 921	\$ 4,522	100.5%	\$ (22)
614	Janitorial	\$ 66,000	\$ 43,957	\$ 4,740	\$ 48,697	73.8%	\$ 17,303
615	Other Building Maintenance	\$ 8,500	\$ 16,613	\$ 1,506	\$ 18,119	213.2%	\$ (9,619)
	<b>Total Facilities, Maint &amp; Ops</b>	\$ 268,087	\$ 209,806	\$ 22,233	\$ 232,039	86.6%	\$ 36,048
	<b>Program, Activites &amp; Other</b>						
700	YS Summer Reading Program	\$ 6,500	\$ 4,475	\$ 366	\$ 4,841	74.5%	\$ 1,659
701	YS Programming Supplies	\$ 4,191	\$ 5,456	\$ 115	\$ 5,571	132.9%	\$ (1,380)

May 19, 2015

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>4/30/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
702	Adult Programming Supplies	\$ 2,600	\$ 1,978	\$ 435	\$ 2,413	92.8%	\$ 187
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	\$ 13,827	\$ 815	\$ 14,642	92.9%	\$ 1,117
	<b>Total Prg, Act, Other</b>	\$ 98,050	\$ 85,944	\$ 1,731	\$ 87,675	89.4%	\$ 10,375
	<b>Grand Total</b>	\$ 1,929,621	\$ 1,375,611	\$ 170,387	\$ 1,545,998	80.1%	\$ 383,623



**APPOMATTOX REGIONAL LIBRARY  
CHECK REGISTER  
April 1, 2015 to April 30, 2015**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
4/2/15	200536	Electronic Federal Tax Payment	8,982.03
4/15/15	200537	Electronic Federal Tax Payment	9,012.44
4/29/15	200538	Electronic Federal Tax Payment	9,171.98
4/10/15	2013-100	Treasurer of Virginia	6,431.84
4/30/15	37525V	Mitchell Wiggins & Company	-5,950.00
4/10/15	37570	Jeanine Albiges	17.96
4/10/15	37571	AT & T Mobility	289.38
4/10/15	37572	Baker & Taylor Books, Inc.	4,364.27
4/10/15	37573	Capital One Bank	2,037.68
4/10/15	37574	Capital One Bank	645.14
4/10/15	37575	Capital One Bank	63.58
4/10/15	37576	Comcast Communications	1,498.25
4/10/15	37577	Doreen Creel-Wood Accounting	385.00
4/10/15	37578	DEMCO, Inc.	470.95
4/10/15	37579	Dominion Virginia Power	244.29
4/10/15	37580	Dominion Virginia Power	293.60
4/10/15	37581	DR MyCommerce, Inc	342.00
4/10/15	37582	Distribution Video & Audio, Inc.	39.96
4/10/15	37583	Jennifer Elvgren	150.00
4/10/15	37584	Gale	227.90
4/10/15	37585	Traci N. Hampton	15.95
4/10/15	37586	Harlequin Reader Service	121.96
4/10/15	37587	Hopewell News	66.00
4/10/15	37588	Houchins Pest Control	100.00
4/10/15	37589	Ingram Library Services	1,906.55
4/10/15	37590	Midwest Tape	501.18
4/10/15	37591	Anne Marie Pace	150.00
4/10/15	37592	Pitney Bowes Global Financial Services	351.00
4/10/15	37593	Progress Index	439.30
4/10/15	37594	Richmond Times Dispatch	228.80
4/10/15	37595	Securitas Security Services USA, Inc	1,048.32
4/10/15	37596	Shred-It USA Richmond	47.50
4/10/15	37597	Unique Management Services	635.45
4/10/15	37598	Verizon	164.72
4/10/15	37599	Virginia Library Association	1,108.00
4/10/15	37600	Volgistics	384.00
4/10/15	37601	R. M. Wilkinson Oil Company	129.83
4/10/15	37602	Webster Integrated Technologies	597.30
4/10/15	37603	Yoga One Petersburg	45.00
4/14/15	37604	ARLS-Payroll	29,903.85
4/24/15	37605	Jeanine Albiges	31.48
4/24/15	37606	Anthem BlueCross BlueShield	570.00

4/24/15	37607	Anthem BlueCross BlueShield	9,100.00
4/24/15	37608	ARLS-Investment	100,000.00
4/24/15	37609	ARLS-Payroll	100,000.00
4/24/15	37610	AT & T	80.37
4/24/15	37611	Baker & Taylor Books, Inc.	3,360.34
4/24/15	37612	Comcast Communications	254.04
4/24/15	37613	County of Dinwiddie	600.00
4/24/15	37614	County of Prince George	1,650.00
4/24/15	37615	CS Diamond Enterprises, Inc.	4,740.00
4/24/15	37616	Custom Flooring of VA Inc	716.00
4/24/15	37617	Diamond Springs	76.45
4/24/15	37618	Distribution Video & Audio, Inc.	79.92
4/24/15	37619	Dix's Landscaping	200.00
4/24/15	37620	Gale	169.43
4/24/15	37621	Harlequin Reader Service	77.14
4/24/15	37622	Hopewell City Treasurer	499.45
4/24/15	37623	Hopewell City Treasurer	3,750.00
4/24/15	37624	Ingram Library Services	2,381.64
4/24/15	37625	LeClair Ryan	6,450.00
4/24/15	37626	McCray Electric Company	360.31
4/24/15	37627	Midwest Tape	792.99
4/24/15	37628	Number One Design	1,280.00
4/24/15	37629	OCLC, Inc.	162.82
4/24/15	37630	Purchase Power	570.00
4/24/15	37631	Kathryn Rainey	27.99
4/24/15	37632	Securitas Security Services USA, Inc	1,048.32
4/24/15	37633	Sprint	527.65
4/24/15	37634	Staples, Inc.	2,421.10
4/24/15	37635	Virginia Employment Commission	1,597.26
4/24/15	37636	Virginia Library Association	200.00
4/24/15	37637	Webster Integrated Technologies	395.00
	Total		320,832.66