

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

May 17, 2016

Hopewell Library

209 East Cawson Street
Hopewell, VA
23860

2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

May 17, 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 – April 19, 2016 - Regular Meeting
Statistical Report – April 19, 2016
Financial Report – April 19, 2016
Bills for Review.

Communications:

Citizen Comments:

Report of the Library Director:

- R1.** Staff update
 - a. Alex Williams a YS2 resigned
 - b. Director Scott Firestine announced his resignation to accept the Director position at Richmond public Library. Effective June 1, 2016
- R2.** Budget Update
- R3.** McKenney Update
- R4.** Hopewell Floor Plan update
- R5.** Book Leasing
- R6.** Strategic Planning Meeting June 21, 2016

Committee Reports:

C. 1 Director Search Committee Report: Closed session.

New Business:

- N.1 Early closing at 5:00 all locations on June 21, 2016 for Staff Appreciation Dinner.
- N.2 Closure Hopewell Location Saturday July 2, 2016 for the Hopewell 100th Extravaganza.

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Unfinished Business.

Adjournment.

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

Trustees Present: Mrs. Gallup, Mrs. Yates, Mrs. Halupka, Mrs. Dragoo, Mrs. Benjamin, Mrs. Judge, and Dr. Shepperson with Mrs. Dragoo presiding.

Trustees Absent: Mrs. Tuggle

Staff Present: Mr. Firestine, Ms. McPherson
Others Present: Amy Nissenson and Wendy Austin

Approval of Agenda: A motion was made by Mrs. Judge and seconded by Mrs. Gallup to approve the agenda. Motion carried.

Approval of Consent Agenda: Mrs. Benjamin made a motion to approved consent agenda. It was seconded by Ms. Judge and passed unanimously.

Communications:

The Director reported that volunteer Mr. Sales has been recognized by NBC Channel 12 for his many hours of volunteer service.

The director spoke to Prince George County Manager in regards to \$50,000 Helen Hoover bequest. The County Board of Supervisors would like to assist the late Ms. Hoover's family and the library determine the best way to honor Ms. Hoover with that donation.

Citizen Comments: None

Report of the Library Director:

R1. Strategic Plan 2016-2021: Ms. Nissenson and Mrs. Austin gave a presentation on their plans to complete the report. They also asked the board to give their comments and ideas.

R2. Staff Update: The Director gave the updates on personnel hired and resignations. This report also include the resignation of the Director effective June 1, 2016.

R3. VOIP Telephone Replacement Update: Completed

R4. Public Document Scanning Service: Hopewell, Prince George and Dinwiddie Courthouse locations will be able to offer patrons the ability to scan documents for free. Equipment and software were installed to will be complete by the end of May 2016.

R5. Hopewell Local History Accession System: Past Perfect software an archival product designed to inventory and catalog historic documents and ephemera in this collection was purchased and installed on a new computer.

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R6. Hopewell Library Update Project:

- a. McKenney project is moving along on schedule. A quote to outfit the new branch is being prepared and should be ready for payment before the end of FY16.
- b. Rohoic project is on hold until a new director can start.
- c. Hopewell is in progress. Duron and Grimm and Parker architects are developing a plan and furniture package to replace and relocate furnishing and some collections. After 10 years, the library is in need of replacement of some.

R7. Staff Appreciation Dinner Update: The Director reported that the date would be June 21, 2016 at Rohoic. Board would meet for the strategic planning at Noon, have lunch. Then continue with the Board Meeting at 4:00. Staff Appreciation dinner would be at 6 p.m. The board will have to close libraries at 5:00 on June 21, 2016

Committee Reports: None

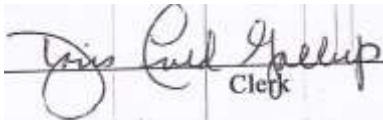
New Business: None

Unfinished Business: None

Next Meeting: Hopewell Library, May 17, 2016

Adjournment: 3:15

Respectfully submitted,

A handwritten signature in cursive script that reads "Doris Field Gallup" with the word "Clerk" written in a smaller font below the signature.

Doris Field Gallup

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DIRECTOR'S EXTRACURRICULAR ACTIVITIES
April 18, 2016 to May 6, 2016

April 25 Petersburg National Battlefield Foundation meeting

April 28 Grim and Parker Architects, Duron meeting Hopewell library floorplan update

May 4 Director Farewell

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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	425	0	0	3540	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	1464	0	0	12214	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	1891	0	0	20161	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	533	0	0	7396	-31%

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Econtent	FY16	397	380	547	619	623	771	902	862	674	1197	0	0	6972	
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	12110	0	0	143173	-23%
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	723	0	0	7206	-16%
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	64	0	0	2313	-92%
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	4772	0	0	51621	19%
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	1182	0	0	12686	16%

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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	23782	22794	24550	25256	26718	24361	0	0	267282	-7%

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Turnover Rate and Collection Circulation Analysis:

July 2015 - June 2016	Total Circulations	Total Items	Turnover Rate*
Burrowsville	3,540.	9,499.	0.37
Carson Depot	12,214.	9,192.	1.33
Dinwiddie	20,161.	12,096.	1.67
Disputanta	7,396.	7,753.	0.95
Hopewell	143,173.	87,331.	1.64
McKenney	7,206.	9,513.	0.76
Outreach	2,313.	945.	2.45
Prince George	51,621.	31,603.	1.63
Rohoic	12,686.	13,615.	0.93
ARLS TOTAL	260,310.	181,547.	1.43
*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	4			23
Carson Depot	6	6	4	10	8	7	8	12	9	5			75
Dinwiddie	36	22	26	22	18	16	24	25	14	11			214
Disputanta	7	4	11	15	6	3	6	7	7	1			67
Hopewell	210	169	215	174	135	112	159	182	183	151			1690
McKenney	6	3	2	4	3	7	9	7	9	11			61
Outreach	1	2	0	0	0	1	1	2	1	0			8
Prince George	127	84	102	90	57	52	86	66	91	77			832
Rohoic	17	7	11	15	11	3	16	8	21	12			121
Total	412	299	373	332	240	204	310	309	340	272	0	0	3091

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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	142	0	0	1,600
Carson Depot	568	501	612	607	741	780	793	1,104	1243	1531	0	0	8,480
Dinwiddie	1,071	1,641	1,687	1,648	1,134	1227	740	1,305	1533	1220	0	0	13,206
Disputanta	357	571	623	589	690	672	534	572	635	773	0	0	6,016
Hopewell	16,167	12,950	15,178	1,496	1,378	8896	8755	10,158	10529	9510	0	0	95,017
McKenney	372	320	1,273	1,110	378	493	605	671	735	719	0	0	6,676
Prince George	4,875	4,536	3,897	3,729	3,478	2775	2976	3,548	3,909	3658	0	0	37,381
Rohoic	958	841	1,030	1,002	668	775	841	909	1,006	950	0	0	8,980
TOTAL	24,557	21,599	24,601	10,314	8,572	15,729	15,362	18,403	19,716	18,503	0	0	177,356
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	1,782	0	0	18,286
Meetings	148	145	168	168	130	111	141	197	186	172	0	0	1,566
Book Group	98	75	50	36	52	40	22	15	16	19	0	0	423
Adult Program	146	81	165	323	247	196	195	244	389	68	0	0	2,054
Non-SRP Child Program	0	0	25	194	60	48	313	64	56	99	0	0	859
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	401	0	0	2,338
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	233	0	0	2,092
Hoopla Circs	397	380	398	341	382	450	451	483	384	580	0	0	4,246
Hoopla users	846	872	895	916	933	957	997	980	1,008	1,037	0	0	9,441
TOTALS	3,673	1,661	2,424	3,723	2,506	3,214	4,962	4,807	4,729	4,391	0	0	29,202

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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	78	0	0	518
Carson Depot	105	93	113	89	65	97	91	98	93	104	0	0	948
Dinwiddie	132	126	121	138	108	108	130	179	195	180	0	0	1417
Disputanta	38	31	56	51	33	41	40	38	38	23	0	0	389
Hopewell	322	292	227	242	243	196	123	288	217	144	0	0	2294
McKenney	60	66	35	50	46	40	51	60	80	89	0	0	577
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	530	0	0	2537
Rohoic	218	207	151	141	150	119	147	201	267	227	0	0	1828
TOTALS	930	861	744	882	994	865	882	1387	1588	1375	0	0	10508
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	42	0	0	370
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	192	0	0	1,557
WIFI	0	0	0	15	38	26	30	60	55	22	0	0	246
Dinwiddie Workstation	324	367	337	309	212	107	91	234	287	172	0	0	2,440
WIFI	0	0	0	34	101	0	0	115	122	113	0	0	485
Disputanta Workstation	78	76	95	106	101	165	141	86	71	111	0	0	1,030
WIFI	0	0	0	10	22	42	46	18	22	47	0	0	207
Hopewell Workstation	4517	4642	4635	4570	3766	3950	3994	4071	4189	3903	0	0	42,237
WIFI	0	0	546	730	639	667	589	677	621	520	0	0	4,989
McKenney Workstation	118	130	114	141	115	81	81	151	144	180	0	0	1,255
WIFI	0	0	0	14	45	34	32	19	20	28	0	0	192
Prince George Workstation	1223	1049	1037	1018	859	761	793	961	973	883	0	0	9,557
WIFI	0	0	0	226	266	259	288	313	360	257	0	0	1,969
Rohoic Workstation	260	220	188	236	187	150	198	246	212	203	0	0	2,100
WIFI	0	0	0	3	5	18	25	34	44	11	0	0	140
TOTALS	6754	6671	7149	7618	6535	6421	6,485	7171	7351	6684	0	0	68839

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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	304	638	542	1052	15
May	0	0	0	0	0
June	0	0	0	0	0
Totals	5272	11555	6539	12641	178

**Appomattox Regional Library System
Revenues and Expenses
April 1, 2016 – April 30, 2016**

	REVENUES	FY 2016	Prev. Total	Monthly	Total	Percent	Balance
FND#	4/30/2016	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	\$592,509	\$0	\$592,509	102.8%	\$ (16,401)
103	Dinwiddie	\$ 262,971	\$197,229	\$65,743	\$262,972	100.0%	\$ (1)
104	Prince George	\$ 568,423	\$426,316	\$142,106	\$568,422	100.0%	\$ 2
105	State Funds	\$ 374,909	\$282,851	\$93,837	\$376,688	100.5%	\$ (1,779)
106	Fines/Fees/Lost	\$ 23,373	\$20,448	\$2,069	\$22,517	96.3%	\$ 856
107	Copying Receipts	\$ 19,166	\$19,998	\$2,285	\$22,283	116.3%	\$ (3,117)
108	Endowment Funds	\$ 20,499	\$0	\$22,954	\$22,954	112.0%	\$ (2,455)
109	E-Rate Refunds	\$ 36,000	\$21,467	\$0	\$21,467	59.6%	\$ 14,533
110	Gifts/Donations	\$ 8,653	\$55,410	\$25	\$55,435	640.6%	\$ (46,782)
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$19,431	\$1,589	\$21,020	84.3%	\$ 3,929
	TOTALS	\$ 2,025,052	\$1,635,659	\$330,608	\$1,966,267	97.1%	\$58,785

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	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	4/30/2016	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
	Personnel						
200	M.L.S. Salaries and Wages	\$ 448,875	\$ 298,218	\$ 29,822	\$ 328,040	73.1%	\$ 120,835
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 423,873	\$ 44,782	\$ 468,655	86.9%	\$ 70,345
202	Benefits for Staff and Retirees	\$ 267,845	\$ 192,773	\$ 20,402	\$ 213,175	79.6%	\$ 54,670
	Total Personnel	\$ 1,255,720	\$ 914,864	\$ 95,006	\$ 1,009,870	80.4%	\$ 245,850
	Books & Materials						
300	Books	\$ 108,000	\$ 83,775	\$ 6,646	\$ 90,421	83.7%	\$ 17,579
301	Standing Order Books	\$ 32,000	\$ 22,325	\$ 1,947	\$ 24,272	75.9%	\$ 7,728
302	Print Newspapers Periodicals	\$ 14,276	\$ 3,595	\$ 250	\$ 3,845	26.9%	\$ 10,431
303	Audiovisual Materials	\$ 28,850	\$ 22,547	\$ 2,717	\$ 25,264	87.6%	\$ 3,586
304	Electronic Materials	\$ 6,500	\$ 1,932	\$ 216	\$ 2,148	33.0%	\$ 4,352
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	\$ 2,459	\$ 318	\$ 2,777	138.8%	\$ (776)
309	Econtent	\$ 28,500	\$ 5,638	\$ -	\$ 5,638	19.8%	\$ 22,862
	Total Books & Materials	\$ 225,260	\$ 142,439	\$ 12,094	\$ 154,533	68.6%	\$ 70,727
	Capital Expenditures						
400	Library Non-Computer Equipment	\$ 12,875	\$ 14,553	\$ 4,692	\$ 19,245	149.5%	\$ (6,370)
401	Computer Hardware	\$ 10,875	\$ 5,135	\$ -	\$ 5,135	47.2%	\$ 5,740
	Total Capital Expenditures	\$ 23,750	\$ 19,688	\$ 4,692	\$ 24,380	102.7%	\$ (630)
	Contractual						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 1,504	\$ 168	\$ 1,672	83.6%	\$ 328
501	Software Licensing Contracts	\$ 15,700	\$ 23,261	\$ 552	\$ 23,813	151.7%	\$ (8,113)
502	Audit	\$ 16,151	\$ 12,041	\$ 5,850	\$ 17,891	110.8%	\$ (1,740)
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605

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504	Unique Management	\$ 9,000	\$ 5,834	\$ 313	\$ 6,147	68.3%	\$ 2,853
505	Computer Support Service Calls	\$ 9,500	\$ 3,181	\$ 7,501	\$ 10,682	112.4%	\$ (1,182)
506	Other Computer Sftwre Services	\$ 12,500	\$ 250	\$ 5,830	\$ 6,080	48.6%	\$ 6,420
507	Telecomm Internet Line Charges	\$ 26,000	\$ 15,681	\$ 1,814	\$ 17,495	67.3%	\$ 8,505
508	Printing and Publications	\$ 9,500	\$ 10,811	\$ -	\$ 10,811	113.8%	\$ (1,311)
509	Security Guard Service	\$ 28,729	\$ 18,305	\$ 2,034	\$ 20,339	70.8%	\$ 8,390
	Total Contractual	\$ 132,685	\$ 90,868	\$ 24,062	\$ 114,930	86.6%	\$ 17,755
	Facilities, Maint, Operations						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 3,804	\$ 1,266	\$ 5,070	144.9%	\$ (1,570)
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ 54,000	\$ 6,000	\$ 60,000	78.3%	\$ 16,650
603	Supplies	\$ 35,000	\$ 20,129	\$ 3,204	\$ 23,333	66.7%	\$ 11,667
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 6,753	\$ 840	\$ 7,593	89.3%	\$ 907
605	Training-Education	\$ 6,500	\$ 2,571	\$ 425	\$ 2,996	46.1%	\$ 3,504
606	Utilities	\$ 6,000	\$ 3,442	\$ 424	\$ 3,866	64.4%	\$ 2,134
607	Telephone (Voice)	\$ 15,000	\$ 10,092	\$ 1,170	\$ 11,262	75.1%	\$ 3,738
608	Insurance	\$ 12,937	\$ 2,197	\$ -	\$ 2,197	17.0%	\$ 10,740
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 3,786	\$ 142	\$ 3,928	43.6%	\$ 5,072
610	Job and Contract Advertising	\$ 2,500	\$ 2,031	\$ 638	\$ 2,669	106.8%	\$ (169)
611	Promotional Advertising	\$ 2,000	\$ 1,306	\$ -	\$ 1,306	65.3%	\$ 694
612	Org/Association Dues	\$ 3,500	\$ 1,974	\$ 1,098	\$ 3,072	87.8%	\$ 428
613	Postage	\$ 4,500	\$ 3,577	\$ 351	\$ 3,928	87.3%	\$ 572
614	Janitorial	\$ 66,000	\$ 43,823	\$ 4,740	\$ 48,563	73.6%	\$ 17,437
615	Other Building Maintenance	\$ 8,500	\$ 9,914	\$ 1,240	\$ 11,154	131.2%	\$ (2,654)
	Total Facilities, Maint & Ops	\$ 279,587	\$ 169,399	\$ 21,538	\$ 190,937	68.3%	\$ 88,650
	Program, Activites & Other						
700	YS Summer Reading Program	\$ 6,500	\$ 596	\$ 113	\$ 709	10.9%	\$ 5,791
701	YS Programming Supplies	\$ 4,191	\$ 2,381	\$ -	\$ 2,381	56.8%	\$ 1,810

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702	Adult Programming Supplies	\$ 2,600	\$ 2,996	\$ 360	\$ 3,356	129.1%	\$ (756)
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 5,000	\$ 2,215	\$ 2,805	\$ 5,020	100.4%	\$ (20)
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	\$ 18,138	\$ 2,490	\$ 20,628	130.9%	\$ (4,869)
	Total Prg, Act, Other	\$ 108,050	\$ 26,326	\$ 5,768	\$ 32,094	29.7%	\$ 75,956
	Grand Total	\$ 2,025,052	\$ 1,363,584	\$ 163,160	\$ 1,526,744	75.4%	\$ 498,308

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SMARTY BEGINNINGS SOUTH CENTRAL
Revenues and Expenses
April 1, 2016 – April 30, 2016

Smart Beginnings FY 2015-2016 Financial Plan							
Fund #	REVENUES	FY 2016	Prev. Total	Monthly	Total	Percent	Balance
	4/30/2016	Proposed	Receipts	Receipts	Receipts	Received	Due
100	VA Earl Child Foundation	\$ 89,060	\$134,236	\$0	\$134,236	150.7%	\$ 45,176
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	\$25,398	\$1,617	\$27,015	64.9%	\$ (14,625)
105	VSQI (DSS)	\$ 92,836	\$84,002	\$3,390	\$87,392	94.1%	\$ (5,444)
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	\$3,035	\$0	\$3,035	101.2%	\$ 35
110	Carry over	\$ 4,000	\$0	\$0	\$0	0.0%	\$ (4,000)
111	Miscellaneous	\$ 3,500	\$809	\$0	\$809	23.1%	\$ (2,691)
	TOTAL	\$ 378,636	347,480	5,007	168,251	44.4%	\$ (210,385)

May 17, 2016

SMARTY BEGINNINGS SOUTH CENTRAL
Revenues and Expenses
April 1, 2016 – April 30, 2016

Fund #	Expenses	FY 2016	Prev. Total	Monthly	Total	Percent	Balance
	4/30/2016	Proposed	Expenses	Expenses	Expenses	Spent	Remaining
200	Wages	\$ 89,060	\$10,000	\$0	\$10,000	11.2%	\$ (79,060)
201	Support Staff	3000	\$7,907	\$160	\$8,067	268.9%	\$ 5,067
202	Benefits, Taxes	18240	\$7,420	\$0	\$7,420	40.7%	\$ (10,820)
	Personnel Total	110300	25327	160	\$25,487	320.8%	\$ (84,813)
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	\$988	\$95	\$1,083	48.1%	\$ (1,167)
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)
	O&M Total	13850	0	95	\$95	0.0%	\$ (4,400)
400	Contract VSQI program & coordinator	141,386	\$73,866	\$11,006	\$84,872	60.0%	\$ (56,514)
401	Contract CDA program	28000	\$16,058	\$1,570	\$17,628	63.0%	\$ (10,372)
402	Community College Support Prgm	4000	\$3,848	\$0	\$3,848	96.2%	\$ (152)
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	\$0	\$164	2.2%	\$ (7,336)
405	Al'sPals	41640	\$10,989	\$1,749	\$12,738	30.6%	\$ (28,902)
406	Evaluation/Data Collection	600	\$-	\$115	\$115	19.2%	\$ (485)
407	Public Engagement	4250	\$8,407	\$433	\$8,840	208.0%	\$ 4,590
408	Kindergarten Transition	2000	\$178	\$0	\$178	8.9%	\$ (1,822)
409	ASQ	15000	\$4,614	\$690	\$5,304	35.4%	\$ (9,696)
410	Hopewell CDBG	15000	\$-	\$984	\$984	6.6%	\$ (14,016)
411	Reserve	2140	\$520	\$0	\$520	24.3%	\$ (1,620)
	Program Total	264216	5312	16547	\$21,859	75.1%	\$ (27,154)
	Total	388366	30639	16802	47441	4	-116367

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**APPOMATTOX REGIONAL LIBRARY
CHECK REGISTER
April 1, 2016 to April 30, 2016**

Date	Check #	Payee	Amount
4/14/16	200564	Electronic Federal Tax Payment	9,402.03
4/28/16	200565	Electronic Federal Tax Payment	9,635.05
4/11/16	2013-166	Treasurer of Virginia	6,716.96
4/14/16	2013-167	Treasurer of Virginia	39.08
4/28/16	2013-170	Treasurer of Virginia	39.08
4/8/16	38443	ARLS-Payroll	100,000.00
4/8/16	38444	Baker & Taylor Books, Inc.	1,192.58
4/8/16	38445	Erika Bedwell	60.20
4/8/16	38446	Cassandra Bland	91.91
4/8/16	38447	HR Specialist: Employment Law	211.00
4/8/16	38448	Susan Butterworth	53.89
4/8/16	38449	Comcast Communications	348.20
4/8/16	38450	Connect IT	1,181.44
4/8/16	38451	Shelly Curtis	27.06
4/8/16	38452	Dominion Virginia Power	122.55
4/8/16	38453	Dominion Virginia Power	192.31
4/8/16	38454	R. D. Dereski Termite & Pest Control	50.00
4/8/16	38455	Gale	143.94
4/8/16	38456	Latrina Gardner	14.99
4/8/16	38457	Deborah Heart	17.98
4/8/16	38458	Hopewell City Treasurer	141.74
4/8/16	38459	BLR Business & Legal Resources	479.00
4/8/16	38460	Ingram Library Services	3,949.89
4/8/16	38461	Kimberly Jackson	23.53
4/8/16	38462	James River Press	85.00
4/8/16	38463	McKay Hardware, Inc.	5.98
4/8/16	38464	Chandra McPherson	221.39
4/8/16	38465	Midwest Tape	936.54
4/8/16	38466	Mitchell Wiggins & Company	5,850.00
4/8/16	38467	Petersburg Alarm Company, Inc.	114.00
4/8/16	38468	Progress Index	250.85
4/8/16	38469	Reader Service	132.30
4/8/16	38470	Securitas Security Services USA, Inc	1,003.33
4/8/16	38471	Smart Beginnings	1,896.00
4/8/16	38472	Verizon	171.70
4/8/16	38473	Webster Integrated Technologies	1,266.25
4/22/16	38474	Jeanine Albiges	61.74
4/22/16	38475	Anthem BlueCross BlueShield	9,590.00
4/22/16	38476	Anthem BlueCross BlueShield	570.00
4/22/16	38477	AT & T	69.24
4/22/16	38478	AT & T Mobility	190.27
4/22/16	38479	Baker & Taylor Books, Inc.	397.01

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4/22/16	38480	Tara S. Bonner	50.39
4/22/16	38481	Capital One Bank	2,047.39
4/22/16	38482	Capital One Bank	5,092.69
4/22/16	38483	Capital One Bank	255.81
4/22/16	38484	Sherry Chappell	8.74
4/22/16	38485	Comcast Communications	1,297.25
4/22/16	38486	Comcast Communications	378.16
4/22/16	38487	Connect IT	6,320.00
4/22/16	38488	County of Dinwiddie	600.00
4/22/16	38489	County of Prince George	1,650.00
4/22/16	38490	Shelly Curtis	47.27
4/22/16	38491	CS Diamond Enterprises, Inc.	4,740.00
4/22/16	38492	Diamond Springs	108.75
4/22/16	38493	Dix's Landscaping	1,077.72
4/22/16	38494	Susan Eggleston	9.50
4/22/16	38495	Gale	3,633.00
4/22/16	38496	Gale	491.81
4/22/16	38497	Hopewell City Treasurer	3,750.00
4/22/16	38498	Hopewell News	175.00
4/22/16	38499	Ingram Library Services	1,476.03
4/22/16	38500	Isler Dare, PC	468.00
4/22/16	38501	Kimberly Jackson	9.60
4/22/16	38502	Midwest Tape	1,737.46
4/22/16	38503	OCLC, Inc.	167.70
4/22/16	38504	OverDrive	215.09
4/22/16	38505	Pitney Bowes Global Financial Services	351.00
4/22/16	38506	Reader Service	22.60
4/22/16	38507	Recorded Books, LLC	2,250.00
4/22/16	38508	Recorded Books, LLC	6.95
4/22/16	38509	SCANNX	3,135.00
4/22/16	38510	Cheryl Sculthorpe-Moring	20.41
4/22/16	38511	Securitas Security Services USA, Inc	1,031.28
4/22/16	38512	Shred-It USA LLC	51.28
4/22/16	38513	Terri Spicer	360.00
4/22/16	38514	Sprint	529.13
4/22/16	38515	Tech Logic	3,058.95
4/22/16	38516	Unique Management Services	313.25
4/22/16	38517	Virginia Employment Commission	329.45
4/22/16	38518	Volgistics	432.00
4/22/16	38519	Karen Wall	6.56
4/22/16	38520	Alexa Williams	5.56
4/22/16	38521	Christine Wooddy	70.70
	Total		204,727.49

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**SMART BEGINNINGS SOUTH CENTRAL
CHECK REGISTER
April 1, 2016 to April 30, 2016**

Date	Check #	Payee	Amount
4/8/16	1866	Nan Brennan	848.75
4/8/16	1867	Angela Brown	21.60
4/8/16	1868	Discount School Supply	775.42
4/8/16	1869	Brenda Faison	245.50
4/8/16	1870	Johnson Printing Service	241.00
4/8/16	1871	Kaplan Early Learning Company	1,204.17
4/8/16	1872	Rhonda W. Lee	160.00
4/8/16	1873	Greta Morris	4,608.33
4/8/16	1874	Greta Morris	35.60
4/8/16	1875	Alison Noble	85.14
4/8/16	1876	Yolanda T. Richey	2,515.29
4/8/16	1877	Richweb Inc.	110.00
4/8/16	1878	Tenishia Rose	77.51
4/8/16	1879	Dawne Stirling	896.50
4/22/16	1880	Heidi Condrey	450.00
4/22/16	1881	Discount School Supply	576.96
4/22/16	1882	Ruth Frierson	252.81
4/22/16	1883	Kaplan Early Learning Company	728.12
4/22/16	1884	Alison Noble	114.36
4/22/16	1885	Owen Printing Company	95.00
4/22/16	1886	Yolanda T. Richey	1,749.17
4/22/16	1887	Capital One Bank	1,010.22
	Total		16,801.45