

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

June 16, 2015

Hopewell Headquarters Library

209 E. Cawson Street  
Hopewell, VA 23860

5:00 p.m.

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

**June 16, 2015**

**5:00 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 – May 19, 2015 - Regular Meeting  
Statistical Report May 19, 2015  
Financial Report. May 19, 2015  
Bills for Review.

**Communications:**

**Citizen Comments:**

**Report of the Library Director:**

- R1.** Staff update
- R2.** McKenney Update
- R3.** Rohoic Update

**Committee Reports:**

- R1.** Finance Committee: FY2016 Financial Plan.

**New Business:**

**Unfinished Business:**

**Adjournment.**

**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
May 19, 2015**

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

**Trustees Absent:** Mrs. Yates

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

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

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

**Consent Agenda:** The consent agenda was adopted after a motion made by Mrs. Tuggle and seconded by Mrs. Gallup.

**Communications:**

Mr. Firestine informed the Board that the Board Finance Committee will need to meet before the next Board meeting. He proposed June 16, 2015 at 4 p.m. in the Hopewell Library.

Mr. Firestine communicated to the Board that two staff members attended the Virginia Library Association Paraprofessional Conference. Also, one of the staff librarians attended the Computers in Libraries Conference.

Mr. Firestine informed the Board that the library purchased a program called Pronunciator. The program assists in teaching foreign languages to users. Mr. Firestine stated that he may have a demonstration of the product, during the next Board meeting.

Mr. Firestine informed the Board that three staff members have been working on submitting a grant application for the library to the National Endowment for Humanities (NEH). Mr. Firestine explained to the Board that this grant will assist in a heritage project, where individuals are able to bring documents to have scanned and saved for preservation and for the individual's records. These documents will be open to the public.

Mr. Firestine informed the Board that the Toddler Fair took place at Prince George on April 25, 2015. The event was geared toward providing information and detecting readiness for kindergarten. Mrs. Judge explained to the Board that 66 families registered at the event. The library, along with Smart Beginnings collaborated with Social Services with this event. As well, Mr. Firestine was the Grand Marshal for the Teddy Bear Parade.

**Citizen Comments:** None

**Report of the Library Director:**

**R1. Staff update**

- a. Advertising for the open LA1 at Dinwiddie
- b. Hired Heather Maury from Suffolk who will complete her MLS in July and is currently working as an YSLA there.

**R2. Budget update**

- a. All localities have approved the budget as requested. State gave us an extra cut with the aid to locality reduction. That amounted to about \$12,000 less in state aid.

**R3. Staff Appreciation Dinner update**

- a. Maria's in Petersburg is not out as a venue for the dinner due to cost.
- b. Propose moving it to Ceasers in Chester.

**R4. McKenney Update:**

- a. Dinwiddie County unveiled the construction sign at McKenney
- b. Revised Mckenney drawings. Most of the things we asked for are incorporated. I have inquired about furnishings and whether the County is going to assist with funding those. Awaiting an answer. If not due to hire lag I believe we will have some funds to purchase furniture for McKenney in FY16.

**R5. Beacon Update:**

- a. ARLS has ended operational support for the Beacon. Awaiting reimbursement payment for work completed.
- b. The Director serves the City on the Beacon LLC as the only member from 2012.

**Committee Reports:** None

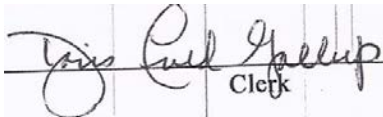
**New Business:** None

**Unfinished Business:** None

**Adjournment:** The meeting adjourned at 2:36 p.m.

**Next Meeting:** June 16, 2015, 2:00 p.m. at the Hopewell 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**

June 16, 2015

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

May 26	Petersburg National Battlefield Foundation meeting
May 28	Gil Entzminger Enteros Design
May 29	Prince George Historical VHDR meeting
June 1	Smart Beginnings AI Pals coordinator interviews
June 2	City of Hopewell Comprehensive Plan RFP interviews
June 3	Smart Beginnings Hopewell / Prince George and Crater Leadership Advisory committee meeting
June 11	Hopewell Dept Social Services Homeless solution committee meeting
June 12	Joint CALD/TALDOC meeting at Carson

## 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	14275	0	179578	-10%
<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	844	0	10103	-15%
<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	256	0	3103	29%
<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	1273	0	15369	8%
<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	1856	0	22006	1%
<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	508	0	7125	5%

May 19, 2015

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	856	770	0	9899	26%
<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	4066	0	51053	-3%
<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	1018	0	15882	-7%
<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	24866	0	314118	-6%

May 19, 2015

**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	179,578.	103,943.	1.73
Outreach	10,103.	1,533.	6.59
Burrowsville	3,103.	9,982.	0.31
Carson Depot	15,369.	10,779.	1.43
Dinwiddie	22,006.	12,982.	1.70
Disputanta	7,125.	8,685.	0.82
McKenney	9,899.	10,773.	0.92
Prince George	51,053.	37,872.	1.35
Rohoic	15,882.	14,904.	1.07
<b>ARLS TOTAL</b>	<b>314,118.</b>	<b>211,453.</b>	<b>1.49</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>
Hopewell	221	183	205	197	136	127	179	122	150	128	124	
Outreach	1	0	0	1	0	0	1	2	0	0	0	
Burrowsville	10	1	0	4	8	1	2	3	0	4	0	
Carson Depot	9	14	18	18	0	12	10	14	7	6	0	
Dinwiddie	32	38	26	36	9	15	26	22	31	30	9	
Disputanta	13	10	9	13	3	8	4	7	13	8	3	
McKenney	5	7	17	1	7	5	7	12	9	10	7	
Prince George	120	73	107	111	58	74	89	65	80	60	58	
Rohoic	13	16	16	16	20	11	18	20	9	12	20	
<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>221</b>	<b>0</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	20,947		195,643
Outreach	485	233	407	943	238	850	568	516	606	671	338		5,855
Burrowsville	178	123	178	265	153	228	171	154	226	222	153		2,051
Carson Depot	753	879	783	825	561	560	508	432	422	431	561		6,715
Dinwiddie	1,065	961	788	794	585	687	731	722	927	803	585		8,648
Disputanta	242	276	260	265	189	283	229	225	263	276	189		2,697
McKenney	465	361	360	340	290	315	310	275	354	283	290		3,643
Prince George	5,724	3,459	4,053	4,376	3,985	3,789	3,399	3,105	4,014	4,207	2,683		42,794
Rohoic	819	745	707	775	643	564	560	505	670	620	643		7,251
<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>26,389</b>	<b>0</b>	<b>275,297</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	2,612		21,034
Meetings	153	165	256	266	137	116	183	306	171	444	260		2,457
Book Group	15	12	15	14	12	31	11	79	39	40	19		287
Adult Program	35	147	98	130	68	36	52	59	212	237	104		1,178
Non-SRP Child Program	24	48	61	25	83.	0	0	0	54	185	106		586
Non-SRP Teen Program	18	51	83	35	7.	0	0	0	15	47	7		263
Storytime	156	130	181	245	197.	172	92	211	225	221	193		2,023
Family SRP	224	0	0	0	0.	0	0	0	0	0	0		224
SRP Child	117	0	0	0	0	0	0	0	0	0	0		117
SRP Teen	65	0	0	0	0	0	0	0	0	0	0		65
Freeding (ebooks)	0	0	0	0	0	0	0	0	0	0	0		0
Zinio (emagazines)	105	155	128	203	166	140	0	0	0	0	0		897
Hoopla Circs	492	471	420	393	388	393	401	425	431	348	342		4,504
Hoopla users +/-month	478	51	40	32	30	18	37	31	31	18	25		791
<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>3,301</b>	<b>0</b>	<b>28,234</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	292		3889
Outreach	0	0	0	0	0	0	0	0	0	0	0		0
Burrowsville	47	32	47	64	44	57	51	45	66	48	44		545
Carson Depot	263	251	178	154	96	144	173	97	94	79	96		1625
Dinwiddie	295	228	260	231	182	179	217	245	283	243	182		2545
Disputanta	14	22	25	48	23	27	32	26	20	42	23		302
McKenney	43	22	25	17	22	15	21	36	54	52	22		329
Prince George	149	166	250	176	111	179	153	123	121	79	111		1618
Rohoic	163	151	160	183	137	134	182	186	194	185	137		1812
<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>907</b>	<b>0</b>	<b>12665</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	4126		53,890
Burrowsville	25	83	94	148	54	68	73	79	96	54	54		828
Carson Depot	180	154	207	133	78	92	123	115	95	145	110		1,432
Dinwiddie	479	303	297	268	174	189	243	214	214	316	307		3,004
Disputanta	201	86	130	125	86	85	115	80	64	81	85		1,138
McKenney	180	175	172	175	148	134	133	128	142	148	149		1,684
Prince George	1493	1427	1473	1467	954	954	978	784	786	918	894		12,128
Rohoic	234	221	237	297	243	249	250	208	237	266	274		2,716
<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>5999</b>	<b>0</b>	<b>76820</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	433	841	626	1180	14
June					
<b>Totals</b>	<b>6555</b>	<b>12949</b>	<b>7848</b>	<b>14098</b>	<b>174</b>

**Appomattox Regional Library System**  
**Revenues and Expenses**  
**May 1, 2015 – May 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>5/31/2015</b>	<b>Proposed</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Received</b>	<b>Due</b>
100	Carry Over	\$ 39,553	\$39,000	\$0	\$39,000	98.6%	\$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	\$259,030	\$0	\$259,030	100.0%	\$ 55
104	Prince George	\$ 560,023	\$560,020	\$0	\$560,020	100.0%	\$ 3
105	State Funds	\$ 378,673	\$367,149	\$0	\$367,149	97.0%	\$ 11,524
106	Fines/Fees/Lost	\$ 23,373	\$21,927	\$2,097	\$24,024	102.8%	\$ (651)
107	Copying Receipts	\$ 19,166	\$21,008	\$2,008	\$23,016	120.1%	\$ (3,850)
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	\$8,760	\$175	\$8,935	105.1%	\$ (435)
111	Grants	\$ 10,000	\$0	\$0	\$0	0.0%	\$ 10,000
112	Other	\$ 23,449	\$20,906	\$1,957	\$22,863	97.5%	\$ 586
	<b>TOTALS</b>	\$ 1,944,621	\$1,893,025	\$6,237	\$1,899,262	97.7%	\$64,806

	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>5/31/2015</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	\$ 286,853	\$ 25,560	\$ 312,413	78.0%	\$ 88,068
201	Non M.L.S. Salaries and Wages	\$ 512,000	\$ 428,507	\$ 40,427	\$ 468,934	91.6%	\$ 43,066
202	Benefits for Staff and Retirees	\$ 285,203	\$ 223,846	\$ 18,627	\$ 242,473	85.0%	\$ 42,730
	<b>Total Personnel</b>	\$ 1,197,684	\$ 939,206	\$ 84,614	\$ 1,023,820	85.5%	\$ 173,864
	<b>Books &amp; Materials</b>						
300	Books	\$ 108,000	\$ 91,218	\$ 6,760	\$ 97,978	90.7%	\$ 10,022
301	Standing Order Books	\$ 36,050	\$ 27,377	\$ 2,476	\$ 29,853	82.8%	\$ 6,197
302	Print Newspapers Periodicals	\$ 14,276	\$ 16,545	\$ 439	\$ 16,984	119.0%	\$ (2,708)
303	Audiovisual Materials	\$ 26,780	\$ 22,068	\$ 2,332	\$ 24,400	91.1%	\$ 2,380
304	Electronic Materials	\$ 6,500	\$ 2,272	\$ 4,374	\$ 6,646	102.2%	\$ (146)
305	Microforms	\$ 1,133	\$ -	\$ -	\$ -	0.0%	\$ 1,133
306	Binding/repair	\$ 500	\$ -	\$ -	\$ -	0.0%	\$ 500
307	PG Restricted Gift	\$ 10,000	\$ 11,637	\$ 2,098	\$ 13,735	137.4%	\$ (3,735)
307	Family Resource Bks	\$ 2,001	\$ 2,607	\$ 275	\$ 2,882	144.0%	\$ (881)
308	Econtent	\$ 13,125	\$ 12,233	\$ -	\$ 12,233	93.2%	\$ 892
	<b>Total Books &amp; Materials</b>	\$ 218,365	\$ 185,957	\$ 18,754	\$ 204,711	93.7%	\$ 13,654
	<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	\$ 1,625	\$ 163	\$ 1,788	89.4%	\$ 212
501	Software Licensing Contracts	\$ 15,700	\$ 8,991	\$ 3,049	\$ 12,040	76.7%	\$ 3,660
502	Audit	\$ 16,151	\$ 9,867	\$ 7,650	\$ 17,517	108.5%	\$ (1,366)
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>
FND#	<b>5/31/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
504	Unique Management	\$ 9,000	\$ 5,628	\$ 358	\$ 5,986	66.5%	\$ 3,014
505	Computer Support Service Calls	\$ 9,500	\$ 1,719	\$ 150	\$ 1,869	19.7%	\$ 7,631
506	Other Computer Sftwre Services	\$ 3,500	\$ 750	\$ -	\$ 750	21.4%	\$ 2,750
507	Telecomm Internet Line Charges	\$ 26,000	\$ 20,583	\$ 1,857	\$ 22,440	86.3%	\$ 3,560
508	Printing and Publications	\$ 9,500	\$ 9,431	\$ 960	\$ 10,391	109.4%	\$ (891)
509	Security Guard Service	\$ 28,729	\$ 20,319	\$ 2,493	\$ 22,812	79.4%	\$ 5,917
	<b>Total Contractual</b>	\$ 123,685	\$ 78,913	\$ 16,680	\$ 95,593	77.3%	\$ 28,092
	<b>Facilities, Maint, Operations</b>						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 3,258	\$ 600	\$ 3,858	110.2%	\$ (358)
601	TLC Maintenance Contract	\$ 19,500	\$ 17,354	\$ -	\$ 17,354	89.0%	\$ 2,146
602	Facilities and Rent	\$ 76,650	\$ 60,000	\$ 6,000	\$ 66,000	86.1%	\$ 10,650
603	Supplies	\$ 25,000	\$ 29,560	\$ 3,259	\$ 32,819	131.3%	\$ (7,819)
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 4,276	\$ 263	\$ 4,539	53.4%	\$ 3,961
605	Training-Education	\$ 6,500	\$ 5,090	\$ -	\$ 5,090	78.3%	\$ 1,410
606	Utilities	\$ 6,000	\$ 4,509	\$ 349	\$ 4,858	81.0%	\$ 1,142
607	Telephone (Voice)	\$ 15,000	\$ 12,263	\$ 1,217	\$ 13,480	89.9%	\$ 1,520
608	Insurance	\$ 12,937	\$ 10,301	\$ -	\$ 10,301	79.6%	\$ 2,636
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 3,375	\$ 535	\$ 3,910	43.4%	\$ 5,090
610	Job and Contract Advertising	\$ 2,500	\$ 2,742	\$ 2,161	\$ 4,903	196.1%	\$ (2,403)
611	Promotional Advertising	\$ 2,000	\$ 4,643	\$ -	\$ 4,643	232.2%	\$ (2,643)
612	Org/Association Dues	\$ 2,000	\$ 3,330	\$ -	\$ 3,330	166.5%	\$ (1,330)
613	Postage	\$ 4,500	\$ 4,522	\$ -	\$ 4,522	100.5%	\$ (22)
614	Janitorial	\$ 66,000	\$ 48,697	\$ 4,913	\$ 53,610	81.2%	\$ 12,390
615	Other Building Maintenance	\$ 8,500	\$ 18,119	\$ 314	\$ 18,433	216.9%	\$ (9,933)
	<b>Total Facilities, Maint &amp; Ops</b>	\$ 268,087	\$ 232,039	\$ 19,611	\$ 251,650	93.9%	\$ 16,437
	<b>Program, Activites &amp; Other</b>						
700	YS Summer Reading Program	\$ 6,500	\$ 4,841	\$ 1,531	\$ 6,372	98.0%	\$ 128
701	YS Programming Supplies	\$ 4,191	\$ 5,571	\$ -	\$ 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>5/31/2015</b>	<b>Expenditures</b>	<b>SPENT</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Spent</b>	
702	Adult Programming Supplies	\$ 2,600	\$ 2,413	\$ 2,120	\$ 4,533	174.3%	\$ (1,933)
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	\$ 14,642	\$ 684	\$ 15,326	97.3%	\$ 433
	<b>Total Prg, Act, Other</b>	\$ 98,050	\$ 87,675	\$ 4,335	\$ 92,010	93.8%	\$ 6,040

May 19, 2015



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

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
5/14/15	200539	Electronic Federal Tax Payment	8,813.80
5/27/15	200540	Electronic Federal Tax Payment	8,971.28
5/8/15	2013-103	Treasurer of Virginia	6,431.84
5/8/15	37638	Baker & Taylor Books, Inc.	2,346.77
5/8/15	37639	Book Page	1,440.00
5/8/15	37640	Veronica Bright	15.13
5/8/15	37641	Capital One Bank	3,823.09
5/8/15	37642	Capital One Bank	364.71
5/8/15	37643	Capital One Bank	36.89
5/8/15	37644	Comcast Communications	325.88
5/8/15	37645	Distribution Video & Audio, Inc.	89.91
5/8/15	37646	Dix's Landscaping	200.00
5/8/15	37647	Dominion Virginia Power	165.48
5/8/15	37648	Dominion Virginia Power	141.86
5/8/15	37649	Evanced	995.00
5/8/15	37650	Scott Firestine	117.16
5/8/15	37651	Hopewell City Treasurer	534.98
5/8/15	37652	Hopewell News	66.00
5/8/15	37653	James River Press	2,095.00
5/8/15	37654	Johnson Printing Service	161.25
5/8/15	37655	LexisNexis Matthew Bender	83.28
5/8/15	37656	Midwest Tape	584.12
5/8/15	37657	Milliman, Inc	1,700.00
5/8/15	37658	Mitchell Wiggins & Company	5,950.00
5/8/15	37659	Petersburg Alarm Company, Inc.	114.00
5/8/15	37660	Progress Index	219.65
5/8/15	37661	Randolph Market	5.29
5/8/15	37662	Richweb Inc.	150.00
5/8/15	37663	Sam's Club Direct	243.13
5/8/15	37664	Securitas Security Services USA, Inc	1,444.59
5/8/15	37665	Terri Spicer	320.00
5/8/15	37666	Verizon	52.62
5/8/15	37667	Jennifer Wolfe	130.29
5/8/15	37668	Vanguard ID Systems	2,052.32
5/22/15	37669	Anthem BlueCross BlueShield	9,100.00
5/22/15	37670	Anthem BlueCross BlueShield	570.00
5/22/15	37671	AT & T	68.24
5/22/15	37672	AT & T Mobility	242.73
5/22/15	37673	Baker & Taylor Books, Inc.	3,915.17
5/22/15	37674	Baker & Taylor Books, Inc.	2,544.73
5/22/15	37675	Comcast Communications	1,216.09
5/22/15	37676	Comcast Communications	530.65

5/22/15	37677	County of Dinwiddie	600.00
5/22/15	37678	County of Prince George	1,650.00
5/22/15	37679	CS Diamond Enterprises, Inc.	4,740.00
5/22/15	37680	DEMCO, Inc.	968.54
5/22/15	37681	Diamond Springs	41.70
5/22/15	37682	Distribution Video & Audio, Inc.	449.55
5/22/15	37683	Gale	113.19
5/22/15	37684	Harlequin Reader Service	121.96
5/22/15	37685	Hopewell City Treasurer	3,750.00
5/22/15	37686	Ingram Library Services	2,163.58
5/22/15	37687	Simon King	102.09
5/22/15	37688	LeClair Ryan	60.00
5/22/15	37689	McKay Hardware, Inc.	7.35
5/22/15	37690	Midwest Tape	1,099.85
5/22/15	37691	OCLC, Inc.	162.82
5/22/15	37692	OverDrive	4,374.72
5/22/15	37693	Number One Design	960.00
5/22/15	37694	Progress Index	219.65
5/22/15	37695	Reading Warehouse	540.00
5/22/15	37696	Securitas Security Services USA, Inc	1,048.32
5/22/15	37697	Gary Sisler	60.00
5/22/15	37698	Terri Spicer	360.00
5/22/15	37699	Sprint	525.57
5/22/15	37700	Unique Management Services	358.00
5/22/15	37701	Verizon	112.64
5/22/15	37702	Webster Integrated Technologies	350.00
5/22/15	37703	Michaele White	17.99
	Total		93,330.45