

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

June 21, 2016

Dinwiddie Historic School

12318 Boydton Plank Road  
PO Box 107  
Dinwiddie, VA 23841

4:00 p.m.

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

**June 21, 2016**

**4:00 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 17, 2016 - Regular Meeting  
Statistical Report – May 17, 2016  
Financial Report – May 17, 2016  
Bills for Review.

**Communications:**

**Citizen Comments:**

**Report of the Library Director:**

- R1.** Staff update
- R2.** Budget Update
- R3.** McKenney Update
- R4.** Hopewell Floor Plan update
- R5.** Book Leasing

**Committee Reports:**

**New Business:**

**Unfinished Business.**

**Adjournment.**

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**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
May 17, 2016**

**Trustees Present:** Mrs. Benjamin, Mrs. Dragoo, Mrs. Tuggle, Mrs. Sykes, Mrs. Halupka, Dr. Shepperson, and Mrs. Judge, with Mrs. Dragoo presiding

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

**Staff Present:** Mr. Firestine, Ms. McPherson, Mr. Wiegard, Mrs. Ford, Mrs. Maury  
Others Present: Wendy Austin

**Approval of Agenda:** A motion was made by Mrs. Tuggle and seconded by Mrs. Sykes to approve the agenda with corrections. Motion carried.

**Approval of Consent Agenda:** Mrs. Judge made a motion to approve the consent agenda. It was seconded by Mrs. Tuggle. Motion carried.

**Communications:** Mr. Firestine noted several cards and notes from community members regarding his resignation, one which included a \$1,000 donation from the Leek family made to the library in his honor. Mrs. Dragoo wanted to thank Mrs. Tuggle and Mrs. Yates for taking over the director's reception for her.

**Citizen Reports:** None

**Report of the Library Director:**

**R1. Staff Update:** Mr. Firestine informed the board of the following staff departures: Alexa Williams, Youth Services LA2, resigned May 1 to take a full time position in another field; Mr. Firestine, himself, resigned effective June 1 but is staying on to help out until a new director is hired; Pat Morris, Bookkeeper, gave notice of her retirement effective June 30; Melissa Crochett, Administrative Services Director, has resigned her position following the birth of her child; Kim Farmer, LA1 at PG, resigned effective this month to accept a full time position at the new Henrico county branch in Varina; and Bethany Woosley, Outreach Driver, resigned to move back to Ohio to her family effective June 10.

**R2. Budget:** Mr. Firestine reported that state aid has been approved, funding from the localities has been approved, and that the board may expect a financial plan for 2017 to be available next month.

**R3. McKenney Update:** Mrs. McPherson reported that they are on schedule to open the new McKenney library by November. A more current floorplan is now available for board members, though Chandra explained there may be a few outstanding details not included in this most recent version. She confirmed an overall cost of \$21 per square foot, acknowledging that it was slightly over the goal of \$20 per square foot, but that changes could still be made if the cost needed to be reduced. Chandra expects that by next week we will have a complete invoice. Mrs. Benjamin asked for confirmation that some features asked for by the McKenney community will be included, and Chandra agreed that they would be.

**R4. Hopewell Floor Plan Update:** Mr. Firestine stated that the staff met with the architects and were in the process of putting together both a new floorplan and updated furniture, and that staff would reconvene with the

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architects via Skype or conference call next week (the week of May 23) to continue the discussion. Mrs. Drago brought up her concern regarding floorplan changes for the 2<sup>nd</sup> floor of the building due to the current configuration not being conducive to staff needs. Mr. Firestine confirmed that no 2<sup>nd</sup> floor floorplan had been discussed yet, but said he intended for decisions in that area to be made by the next director.

**R5. Book Leasing:** Mr. Firestine updated the board on the lease book program which is currently being held up only by receipt of an invoice from Baker & Taylor, which he explained may be a result of a recent takeover by Follett.

**R6. Strategic Planning Meeting:** Mr. Firestine reported progress on the strategic plan and said he's completed both a letter to be sent out to community members and a SWOK. Wendy Austin confirmed that the questionnaire is ready and will be emailed to staff. Interviews are to begin June 6, and the board retreat will still be held on June 21, which is same day as the staff appreciation dinner. Mrs. Halupka asked about a van to the Historic Southside High School for that event leaving from Hopewell, and Scott agreed there would be one available.

**Committee Reports:**

**C1. Director Search Committee Report:** Closed session

**New Business:**

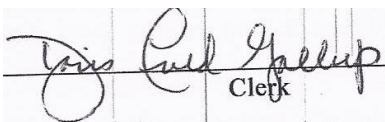
**N1.** Mr. Firestine informed the board of two dates in which he requests the library be closed: June 21 at 5pm for the Staff Appreciate Dinner, and July 2 all day due to road closures around the Hopewell Library for the 100<sup>th</sup> Anniversary Celebration Festival. He confirmed that only the Hopewell location needs to be closed on July 2. Mrs. Benjamin made a motion to approve both dates, Dr. Shepperson seconded the motion. Motion carried.

**Unfinished Business:** None

**Next Meeting:** Historic Southside High School, June 21, 2016

**Adjournment:** 2:45pm

**Respectfully submitted,**



Clerk

**Doris Field Gallup**

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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
<b>Burrowsville</b>	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	521	0	4061	104%
<b>Carson Depot</b>	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	1136	0	13350	-11%
<b>Dinwiddie</b>	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	2112	0	22273	14%
<b>Disputanta</b>	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	446	0	7842	-12%
<b>Econtent</b>	FY16	397	380	547	619	623	771	902	862	674	1197	1275	0	8247	

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<b>Hopewell</b>	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	12775	0	155948	-11%
<b>McKenney</b>	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	818	0	8024	6%
<b>Outreach SVS</b>	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	89	0	2402	-89%
<b>Prince George</b>	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	5484	0	57105	35%
<b>Rohoic</b>	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	1419	0	14105	39%

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<b>ARLS Totals</b>	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	24800	0	293357	0%

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**Turnover Rate and Collection Circulation Analysis:**

<b>July 2015 - June 2016</b>	<b>Total Circulations</b>	<b>Total Items</b>	<b>Turnover Rate*</b>
Burrowsville	4,061.	9,499.	0.43
Carson Depot	13,350.	9,192.	1.45
Dinwiddie	22,273.	12,096.	1.84
Disputanta	7,842.	7,753.	1.01
Hopewell	155,948.	87,331.	1.79
McKenney	8,024.	9,513.	0.84
Outreach	2,402.	945.	2.54
Prince George	57,105.	31,603.	1.81
Rohoic	14,105.	13,615.	1.04
<b>ARLS TOTAL</b>	<b>285,110.</b>	<b>181,547.</b>	<b>1.57</b>
*Turnover Rate is Total Circulations / Total Items (higher is better)			



**New Patron Cards:**

<b>New Patron Cards</b>													
<b>FY2016</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>
Burrowsville	2	2	2	2	2	3	1	0	5	4	8		<b>31</b>
Carson Depot	6	6	4	10	8	7	8	12	9	5	9		<b>84</b>
Dinwiddie	36	22	26	22	18	16	24	25	14	11	20		<b>234</b>
Disputanta	7	4	11	15	6	3	6	7	7	1	6		<b>73</b>
Hopewell	210	169	215	174	135	112	159	182	183	151	144		<b>1834</b>
McKenney	6	3	2	4	3	7	9	7	9	11	11		<b>72</b>
Outreach	1	2	0	0	0	1	1	2	1	0	0		<b>8</b>
Prince George	127	84	102	90	57	52	86	66	91	77	58		<b>890</b>
Rohoic	17	7	11	15	11	3	16	8	21	12	21		<b>142</b>
<b>Total</b>	<b>412</b>	<b>299</b>	<b>373</b>	<b>332</b>	<b>240</b>	<b>204</b>	<b>310</b>	<b>309</b>	<b>340</b>	<b>272</b>	<b>277</b>	<b>0</b>	<b>3368</b>

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**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>FY2016</b>													
Burrowsville	189	239	301	133	105	111	118	136	126	142	149	0	1,749
Carson Depot	568	501	612	607	741	780	793	1,104	1243	1531	1,106	0	9,586
Dinwiddie	1,071	1,641	1,687	1,648	1,134	1227	740	1,305	1533	1220	1,425	0	14,631
Disputanta	357	571	623	589	690	672	534	572	635	773	753	0	6,769
Hopewell	16,167	12,950	15,178	1,496	1,378	8896	8755	10,158	10529	9510	11,401	0	106,418
McKenney	372	320	1,273	1,110	378	493	605	671	735	719	778	0	7,454
Prince George	4,875	4,536	3,897	3,729	3,478	2775	2976	3,548	3,909	3658	3,426	0	40,807
Rohoic	958	841	1,030	1,002	668	775	841	909	1,006	950	697	0	9,677
<b>TOTAL</b>	<b>24,557</b>	<b>21,599</b>	<b>24,601</b>	<b>10,314</b>	<b>8,572</b>	<b>15,729</b>	<b>15,362</b>	<b>18,403</b>	<b>19,716</b>	<b>18,503</b>	<b>19,735</b>	<b>0</b>	<b>197,091</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	2,184	1,244	1,825	2,057	1,557	1,109	2,186	2,229	2,113	1,782	1,489	0	19,775
Meetings	148	145	168	168	130	111	141	197	186	172	132	0	1,698
Book Group	98	75	50	36	52	40	22	15	16	19	13	0	436
Adult Program	146	81	165	323	247	196	195	244	389	68	224	0	2,278
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	292	0	2,630
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	246	0	2,338
Hoopla Circs	397	380	398	341	382	450	451	483	384	580	742	0	4,988
Hoopla users	846	872	895	916	933	957	997	980	1,008	1,037	1,065	0	1,065
<b>TOTALS</b>	<b>3,673</b>	<b>1,661</b>	<b>2,424</b>	<b>3,723</b>	<b>2,506</b>	<b>3,214</b>	<b>4,962</b>	<b>4,807</b>	<b>4,729</b>	<b>4,391</b>	<b>2,150</b>	<b>0</b>	<b>31,598</b>

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**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>FY2016</b>													
Burrowsville	55	46	41	41	46	50	50	45	66	78	93	0	611
Carson Depot	105	93	113	89	65	97	91	98	93	104	74	0	1022
Dinwiddie	132	126	121	138	108	108	130	179	195	180	164	0	1581
Disputanta	38	31	56	51	33	41	40	38	38	23	20	0	409
Hopewell	322	292	227	242	243	196	123	288	217	144	164	0	2458
McKenney	60	66	35	50	46	40	51	60	80	89	45	0	622
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	705	0	3242
Rohoic	218	207	151	141	150	119	147	201	267	227	167	0	1995
<b>TOTALS</b>	<b>930</b>	<b>861</b>	<b>744</b>	<b>882</b>	<b>994</b>	<b>865</b>	<b>882</b>	<b>1387</b>	<b>1588</b>	<b>1375</b>	<b>1432</b>	<b>0</b>	<b>11940</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>
Burrowsville Workstation	70	57	50	5	40	40	22	13	31	42	22	0	392
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	141	0	1,698
WIFI	0	0	0	15	38	26	30	60	55	22	46	0	292
Dinwiddie Workstation	324	367	337	309	212	107	91	234	287	172	195	0	2,635
WIFI	0	0	0	34	101	0	0	115	122	113	105	0	590
Disputanta Workstation	78	76	95	106	101	165	141	86	71	111	81	0	1,111
WIFI	0	0	0	10	22	42	46	18	22	47	32	0	239
Hopewell Workstation	4517	4642	4635	4570	3766	3950	3994	4071	4189	3903	3471	0	45,708
WIFI	0	0	546	730	639	667	589	677	621	520	644	0	5,633
McKenney Workstation	118	130	114	141	115	81	81	151	144	180	91	0	1,346
WIFI	0	0	0	14	45	34	32	19	20	28	105	0	297
Prince George Workstation	1223	1049	1037	1018	859	761	793	961	973	883	792	0	10,349
WIFI	0	0	0	226	266	259	288	313	360	257	288	0	2,257
Rohoic Workstation	260	220	188	236	187	150	198	246	212	203	198	0	2,298
WIFI	0	0	0	3	5	18	25	34	44	11	15	0	155
<b>TOTALS</b>	<b>6754</b>	<b>6671</b>	<b>7149</b>	<b>7618</b>	<b>6535</b>	<b>6421</b>	<b>6,485</b>	<b>7171</b>	<b>7351</b>	<b>6684</b>	<b>6226</b>	<b>0</b>	<b>75065</b>

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**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	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	470	1061	489	1100	36
June	0	0	0	0	0
<b>Totals</b>	<b>5742</b>	<b>12616</b>	<b>7028</b>	<b>13741</b>	<b>214</b>

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

	<b>REVENUES</b>	<b>FY 2016</b>	<b>Prev. Total</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>Balance</b>
<b>FND#</b>	<b>5/31/2016</b>	<b>Proposed</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Received</b>	<b>Due</b>
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	\$576,109	\$0	\$576,109	100.0%	\$ (1)
103	Dinwiddie	\$ 262,971	\$262,971	\$0	\$262,971	100.0%	\$ 0
104	Prince George	\$ 568,423	\$568,423	\$0	\$568,423	100.0%	\$ 0
105	State Funds	\$ 374,909	\$282,851	\$0	\$282,851	75.4%	\$ 92,058
106	Fines/Fees/Lost	\$ 23,373	\$20,448	\$1,752	\$22,200	95.0%	\$ 1,173
107	Copying Receipts	\$ 19,166	\$19,998	\$1,553	\$21,551	112.4%	\$ (2,385)
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	\$1,075	\$56,485	652.8%	\$ (47,832)
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$19,431	\$2,458	\$21,889	87.7%	\$ 3,060
	<b>TOTALS</b>	<b>\$ 2,025,052</b>	<b>\$1,827,108</b>	<b>\$6,838</b>	<b>\$1,833,946</b>	<b>90.6%</b>	<b>\$191,106</b>

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	<b>EXPENSES</b>	<b>FY Projected</b>	<b>TOTAL</b>	<b>Monthly</b>	<b>Total</b>	<b>Percent</b>	<b>BALANCE</b>
FND#	<b>5/31/2016</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	\$ 448,875	\$ 328,040	\$ 29,822	\$ 357,862	79.7%	\$ 91,013
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 468,655	\$ 43,666	\$ 512,321	95.1%	\$ 26,679
202	Benefits for Staff and Retirees	\$ 267,845	\$ 213,175	\$ 22,257	\$ 235,432	87.9%	\$ 32,413
	<b>Total Personnel</b>	\$ 1,255,720	\$ 1,009,870	\$ 95,745	\$ 1,105,615	88.0%	\$ 150,105
	<b>Books &amp; Materials</b>						
300	Books	\$ 108,000	\$ 90,421	\$ 7,718	\$ 98,139	90.9%	\$ 9,861
301	Standing Order Books	\$ 32,000	\$ 24,272	\$ 2,232	\$ 26,504	82.8%	\$ 5,496
302	Print Newspapers Periodicals	\$ 14,276	\$ 3,845	\$ 12,301	\$ 16,146	113.1%	\$ (1,870)
303	Audiovisual Materials	\$ 28,850	\$ 25,264	\$ 2,191	\$ 27,455	95.2%	\$ 1,395
304	Electronic Materials	\$ 6,500	\$ 2,148	\$ -	\$ 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	\$ 2,777	\$ 1,214	\$ 3,991	199.5%	\$ (1,990)
309	Econtent	\$ 28,500	\$ 5,638	\$ 6,217	\$ 11,855	41.6%	\$ 16,645
	<b>Total Books &amp; Materials</b>	\$ 225,260	\$ 154,533	\$ 31,873	\$ 186,406	82.8%	\$ 38,854
	<b>Capital Expenditures</b>						
400	Library Non-Computer Equipment	\$ 12,875	\$ 19,245	\$ 40,651	\$ 59,896	465.2%	\$ (47,021)
401	Computer Hardware	\$ 10,875	\$ 5,135	\$ -	\$ 5,135	47.2%	\$ 5,740
	<b>Total Capital Expenditures</b>	\$ 23,750	\$ 24,380	\$ 40,651	\$ 65,031	273.8%	\$ (41,281)
	<b>Contractual</b>						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 1,672	\$ 168	\$ 1,840	92.0%	\$ 160
501	Software Licensing Contracts	\$ 15,700	\$ 23,813	\$ 5,090	\$ 28,903	184.1%	\$ (13,203)

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502	Audit	\$ 16,151	\$ 17,891	\$ -	\$ 17,891	110.8%	\$ (1,740)
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 6,147	\$ -	\$ 6,147	68.3%	\$ 2,853
505	Computer Support Service Calls	\$ 9,500	\$ 10,682	\$ 385	\$ 11,067	116.5%	\$ (1,567)
506	Other Computer Sftwre Services	\$ 12,500	\$ 6,080	\$ 150	\$ 6,230	49.8%	\$ 6,270
507	Telecomm Internet Line Charges	\$ 26,000	\$ 17,495	\$ 1,814	\$ 19,309	74.3%	\$ 6,691
508	Printing and Publications	\$ 9,500	\$ 10,811	\$ -	\$ 10,811	113.8%	\$ (1,311)
509	Security Guard Service	\$ 28,729	\$ 20,339	\$ 2,096	\$ 22,435	78.1%	\$ 6,294
	<b>Total Contractual</b>	<b>\$ 132,685</b>	<b>\$ 114,930</b>	<b>\$ 9,703</b>	<b>\$ 124,633</b>	<b>93.9%</b>	<b>\$ 8,052</b>
	<b>Facilities, Maint, Operations</b>						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 5,070	\$ 350	\$ 5,420	154.9%	\$ (1,920)
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	\$ 35,000	\$ 23,333	\$ 4,011	\$ 27,344	78.1%	\$ 7,656
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 7,593	\$ 692	\$ 8,285	97.5%	\$ 215
605	Training-Education	\$ 6,500	\$ 2,996	\$ -	\$ 2,996	46.1%	\$ 3,504
606	Utilities	\$ 6,000	\$ 3,866	\$ 270	\$ 4,136	68.9%	\$ 1,864
607	Telephone (Voice)	\$ 15,000	\$ 11,262	\$ 1,126	\$ 12,388	82.6%	\$ 2,612
608	Insurance	\$ 12,937	\$ 2,197	\$ 11,998	\$ 14,195	109.7%	\$ (1,258)
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 3,928	\$ 528	\$ 4,456	49.5%	\$ 4,544
610	Job and Contract Advertising	\$ 2,500	\$ 2,669	\$ 146	\$ 2,815	112.6%	\$ (315)
611	Promotional Advertising	\$ 2,000	\$ 1,306	\$ -	\$ 1,306	65.3%	\$ 694
612	Org/Association Dues	\$ 3,500	\$ 3,072	\$ -	\$ 3,072	87.8%	\$ 428
613	Postage	\$ 4,500	\$ 3,928	\$ -	\$ 3,928	87.3%	\$ 572
614	Janitorial	\$ 66,000	\$ 48,563	\$ 6,675	\$ 55,238	83.7%	\$ 10,762
615	Other Building Maintenance	\$ 8,500	\$ 11,154	\$ 725	\$ 11,879	139.8%	\$ (3,379)
	<b>Total Facilities, Maint &amp; Ops</b>	<b>\$ 279,587</b>	<b>\$ 190,937</b>	<b>\$ 49,875</b>	<b>\$ 240,812</b>	<b>86.1%</b>	<b>\$ 38,775</b>
	<b>Program, Activites &amp; Other</b>						

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700	YS Summer Reading Program	\$ 6,500	\$ 709	\$ 2,613	\$ 3,322	51.1%	\$ 3,178
701	YS Programming Supplies	\$ 4,191	\$ 2,381	\$ 1,680	\$ 4,061	96.9%	\$ 130
702	Adult Programming Supplies	\$ 2,600	\$ 3,356	\$ -	\$ 3,356	129.1%	\$ (756)
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 5,000	\$ 5,020	\$ -	\$ 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	\$ 20,628	\$ 1,531	\$ 22,159	140.6%	\$ (6,400)
	<b>Total Prg, Act, Other</b>	\$ 108,050	\$ 32,094	\$ 5,824	\$ 37,918	35.1%	\$ 70,132
	<b>Grand Total</b>	\$ 2,025,052	\$ 1,526,744	\$ 233,671	\$ 1,760,415	86.9%	\$ 264,637

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

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
5/12/16	200566	Electronic Federal Tax Payment	9,439.68
5/26/16	200567	Electronic Federal Tax Payment	9,341.76
5/12/16	2013-172	Treasurer of Virginia	39.08
5/20/16	2013-174	Treasurer of Virginia	6,719.96
5/26/16	2013-176	Treasurer of Virginia	39.08
5/6/16	38522	Acorn Sign Graphics	127.83
5/6/16	38523	Active Screening	38.00
5/6/16	38524	Nandhitha Agaram	121.60
5/6/16	38525	Baker & Taylor Books, Inc.	1,378.54
5/6/16	38526	Cassandra Bland	35.35
5/6/16	38527	Sherry Chappell	7.32
5/6/16	38528	Comcast Communications	348.20
5/6/16	38529	DEMCO, Inc.	427.07
5/6/16	38530	Dominion Virginia Power	86.11
5/6/16	38531	Dominion Virginia Power	132.89
5/6/16	38532	DXE Medical Inc.	2,100.00
5/6/16	38533	Dix's Landscaping	200.00
5/6/16	38534	EBSCO	12,046.49
5/6/16	38535	Evanced	995.00
5/6/16	38536	Scott Firestine	129.28
5/6/16	38537	Ford Agency, Inc.	11,998.00
5/6/16	38538	Gale	74.22
5/6/16	38539	Latrina Gardner	87.55
5/6/16	38540	Deborah Heart	23.53
5/6/16	38541	Houchins Pest Control	100.00
5/16/16	38541V	Houchins Pest Control	-100.00
5/6/16	38542	Ingram Library Services	3,805.20
5/6/16	38543	LexisNexis Matthew Bender	95.08
5/6/16	38544	MALIA	150.00
5/6/16	38545	Chandra McPherson	114.64
5/6/16	38546	Midwest Tape	844.39
5/6/16	38547	OverDrive	217.28
5/6/16	38548	Petersburg Alarm Company, Inc.	114.00
5/6/16	38549	Progress Index	146.25
5/6/16	38550	Reader Service	49.70
5/6/16	38551	Rich's Stitches Inc.	447.00
5/6/16	38552	Richweb Inc.	150.00
5/6/16	38553	Joseph Rickman	38.38
5/6/16	38554	Sam's Club Direct	279.46
5/6/16	38555	Jennifer Scott	13.95
5/6/16	38556	Securitas Security Services USA,	1,048.32

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		Inc	
5/6/16	38557	Smart Beginnings	1,617.00
5/6/16	38558	Terri Spicer	240.00
5/6/16	38559	Staples, Inc.	1,652.95
5/6/16	38560	The Library Corporation	17,354.00
5/6/16	38561	TMA Laser Group, Inc.	891.96
5/6/16	38562	ULINE	698.88
5/6/16	38563	Verizon	57.27
5/6/16	38564	Karen Wall	26.32
5/20/16	38565	Jeanine Albiges	53.53
5/20/16	38566	Anthem BlueCross BlueShield	10,754.00
5/20/16	38567	Anthem BlueCross BlueShield	570.00
5/20/16	38568	AT & T	29.92
5/20/16	38569	AT & T Mobility	185.17
5/20/16	38570	Baker & Taylor Books, Inc.	1,369.22
5/20/16	38571	BBQ Bliss	859.00
5/20/16	38572	Bat World Hampton Roads	320.00
5/20/16	38573	Erika Bedwell	15.00
5/20/16	38574	Mary Bedwell	25.35
5/20/16	38575	Book Page	1,440.00
5/20/16	38576	Bright Star Children's Theatre	695.00
5/20/16	38577	Scott Broderick	378.00
5/20/16	38578	Sherry Chappell	23.63
5/20/16	38579	Comcast Communications	1,297.25
5/20/16	38580	Comcast Communications	378.16
5/20/16	38581	County of Dinwiddie	600.00
5/20/16	38582	County of Prince George	1,650.00
5/20/16	38583	CS Diamond Enterprises, Inc.	1,250.00
5/20/16	38584	CS Diamond Enterprises, Inc.	4,740.00
5/20/16	38585	Diamond Springs	50.75
5/20/16	38586	Flow Circus	900.00
5/20/16	38587	Gale	351.61
5/20/16	38588	Gressco	872.00
5/20/16	38589	Hopewell City Treasurer	527.53
5/20/16	38590	Hopewell City Treasurer	3,750.00
5/20/16	38591	Ingram Library Services	3,009.39
5/20/16	38592	McKay Hardware, Inc.	7.19
5/20/16	38593	Chandra McPherson	63.58
5/20/16	38594	Midwest Tape	6,000.00
5/20/16	38595	Midwest Tape	1,346.14
5/20/16	38596	OCLC, Inc.	167.70
5/20/16	38597	Pronunciator	1,995.00
5/20/16	38598	Reader Service	82.54
5/20/16	38599	Richmond Times Dispatch	254.80
5/20/16	38600	Cheryl Sculthorpe-Moring	48.99
5/20/16	38601	Securitas Security Services USA, Inc	1,048.32

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5/20/16	38602	Shred-It USA LLC	51.28
5/20/16	38603	Sprint	529.13
5/20/16	38604	Tech Logic	37,089.77
5/20/16	38605	Tech Logic	3,561.37
5/20/16	38606	Unique Management Services	384.85
5/20/16	38607	Value Line Publishing, Inc.	950.00
5/20/16	38608	Verizon	114.72
5/20/16	38609	Virginia Living Museum-ED Dept	320.00
5/20/16	38610	Webster Integrated Technologies	350.00
5/23/16	38611	ARLS-Payroll	32,260.35
	Total		208,708.81