

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

JULY 19, 2019

Hopewell Library

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

**July 19, 2016**

**12:00 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 motion on 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 – June 21, 2016 Regular Meeting  
Statistical Report – dated July 15, 2016  
Financial Report – dated July 15, 2016  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** Hopewell Floor Plan Update
- R3.** McKenney Update
- R4.** Rohoic Update
- R5.** Strategic Plan
- R6.** Book Leasing
- R7.** Historic Hopewell Foundation proposal – St. Dennis Chapel Proposal
- R8.** Recommended Locations for FY2017 Board of Trustees meetings

**Committee Reports:**

Personnel Committee – recommendations Executive Committee – FY2017

**New Business:**

- **Executive Session Regarding Personnel Question**

**Unfinished Business**

**Adjournment**

**Appomattox Reginal Library System  
Minutes of the Board of Trustees Meeting  
June 21, 2016**

**All Trustees were present:** Mrs. Benjamin, Mrs. Dragoo, Mrs. Gallup, Mrs. Halupka, Mrs. Judge, Dr. Shepperson, Mrs. Sykes, Mrs. Tuggle, and Mrs. Yates

**Staff Present:** Mr. Firestine, Mr. Manning

**Approval of Agenda:** A motion was made by Mrs. Tuggle and approved by Mrs. Yates to approve the agenda. Motion carried.

**Approval of Consent Agenda:** Mrs. Gallup made a motion to approve the consent agenda with corrections. It was seconded by Mrs. Sykes. Motion carried.

**Communications:** Mr. Firestine read a *Thank You* card sent from the ASL Class (American Sign Language).

**Citizen Reports:** None.

**Report of the Library Director:**

**R1. Staff Update:** Brian Manning has been hired as the new director. Mr. Firestine reported that they are working on the transition. Melissa Crockett has officially resigned. Shawn Showalter has accepted the position of Accounting Clerk and is presently training with Pat Morris who will retire on June 30. Positions currently being advertised are one LA1 position for Prince George, a delivery person and a Youth Services LA1 position at headquarters. Advertising will close on June 24. Two Youth Workforce Academy students have been hired at the Prince George Library.

**R2. Budget Update:** Mr. Firestine distributed the Proposed Fiscal Year 2017 Draft Financial Plan. At the present time, all municipal requests have been granted for the 2% increase. There was a review of line items for Revenues and Expenses. Mr. Firestine answered all questions from the board members.

**R3. McKenney Update:** Mr. Firestine reported that the site is still under construction. The opening date is still set for November.

**R4. Hopewell Floor Plan Update:** Mr. Firestine reported that they are still working on the estimate.

**R5. Book Leasing:** Mr. Firestine reported that the book leasing program has started.

**Committee Reports:** None.

**New Business:** None.

**Unfinished Business:** Mrs. Tuggle expressed the consensus of the Board of Trustees in thanking Mrs. Dragoo for her leadership during the resignation of Mr. Firestine, and other staff members, and the hiring of a new ARLS Library Director. Mrs. Dragoo thanked the board members of the Director Search Committee and the board members who planned and facilitated the Director's Farewell Reception: Mrs. Benjamin, Mrs. Judge, Mrs. Yates and Mrs. Tuggle.

**Next Meeting:** Headquarters, Hopewell, July 19. Kim Armentrout of the Virginia Library Association will be conducting *Trustee/Director Training* for board members beginning at 10 AM. Mr. Manning has arranged for lunch to be provided. The monthly board meeting will convene at the close of the VLA training session.

**Adjournment:** 5:00 PM

Respectfully submitted,

Doris Field Gallup

**Statistical Report**  
**July 1, 2015 - June 30, 2016**

**Circulation Data All Locations:**

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD %	
															of Chg by Month	YTD CHANGE
<b>Burrowsville</b>	FY12	195	296	263	286	380	335	244	249	206	224	156	191	3,025		
	FY13	181	270	264	213	142	160	183	215	199	188	163	214	2,392		
	FY14	272	259	210	270	194	178	164	154	221	156	199	189	5,417		
	FY15	242	234	393	397	419	273	271	183	255	180	256	236	3,339		
	FY16	357	357	374	361	324	275	313	330	424	425	521	664	4,725	181%	42%
<b>Carson Depot</b>	FY12	1,839	1,669	1,156	1,425	1,321	917	1,225	1,258	1,253	1,147	1,180	1,339	15,729		
	FY13	1,468	1,149	999	1,179	1,059	883	1,115	1,058	1,124	953	1,234	1,507	13,728		
	FY14	1,921	1,508	1,315	1,459	1,109	1,308	1,544	1,640	1,054	1,132	1,179	1,281	16,450		
	FY15	1,598	1,558	1,428	1,409	1,686	1,284	1,115	1,687	1,167	1,164	1,273	1,378	16,747		
	FY16	1,590	1,229	1,137	1,300	898	946	1,102	1,225	1,323	1,464	1,136	1,036	14,386	-25%	-14%
<b>Dinwiddie</b>	FY12	2,228	1,948	1,673	1,746	1,694	1,284	1,790	2,072	1,698	1,706	1,755	1,998	21,592		
	FY13	2,219	1,869	1,741	1,989	1,600	1,596	2,072	2,085	1,943	1,834	1,784	2,004	22,736		
	FY14	2,608	2,410	1,645	2,011	1,449	2,584	1,656	1,665	1,894	1,889	1,843	2,036	23,690		
	FY15	2,632	2,489	1,834	1,755	2,197	2,254	1,604	1,768	1,806	1,811	1,856	2,065	24,071		
	FY16	2,809	2,342	2,135	1,997	1,599	1,595	1,629	2,105	2,059	1,891	2,112	2,666	24,939	29%	4%
<b>Disputanta</b>	FY12	667	528	474	458	406	340	326	458	376	358	485	437	5,313		
	FY13	545	593	429	482	369	698	442	403	297	283	431	338	5,310		
	FY14	559	693	518	643	576	550	402	301	344	335	482	600	6,003		
	FY15	984	712	645	536	697	508	461	545	755	774	508	784	7,909		
	FY16	859	835	924	1,119	796	621	629	581	499	533	446	528	8,370	-33%	6%
<b>Hopewell</b>	FY12	23,108	22,029	18,971	19,777	18,601	15,246	17,511	16,477	17,750	17,686	17,576	19,975	224,707		
	FY13	22,405	21,125	17,122	18,057	16,512	14,968	17,819	18,421	18,529	17,615	17,424	18,863	218,860		
	FY14	22,538	19,755	16,580	17,641	15,543	14,198	14,647	14,247	14,507	16,372	15,941	16,562	198,531		
	FY15	20,126	18,790	15,280	18,075	16,755	15,307	15,179	14,205	15,882	15,704	14,275	19,051	198,629		
	FY16	17,892	16,280	14,560	16,241	13,384	12,588	13,069	13,626	13,423	12,110	12,775	13,863	169,811	-27%	-15%

**Statistical Report**  
**July 1, 2015 - June 30, 2016**

<b>McKenny</b>	FY12	1,474	1,210	1,420	1,106	1,163	1,000	1,153	962	1,045	1,085	1,017	1,020	13,655		
	FY13	789	651	555	685	612	576	641	404	471	426	559	575	6,944		
	FY14	658	594	520	745	540	550	575	409	452	455	610	886	6,994		
	FY15	909	1,043	1,000	941	1,060	1,048	698	675	899	856	770	815	10,714		
	FY16	933	815	711	724	577	496	724	732	771	723	818	897	8,921	10%	-17%

<b>Prince George</b>	FY12	1,658	4,168	3,428	3,430	3,363	2,733	3,697	3,473	4,163	3,667	3,814	5,635	43,229		
	FY13	6,840	5,583	4,531	4,653	3,629	3,143	3,959	3,655	3,910	4,336	3,786	5,617	53,642		
	FY14	7,049	5,437	4,457	4,659	4,437	4,628	5,268	3,965	4,756	5,207	4,196	4,681	58,740		
	FY15	7,103	5,311	4,395	4,667	4,316	3,980	4,544	4,318	4,339	4,014	4,066	5,397	56,450		
	FY16	6,823	5,887	4,996	5,323	4,253	4,075	4,877	4,590	6,025	4,772	5,484	6,824	63,929	26%	13%

<b>Rohoic</b>	FY12	1,611	1,701	1,140	1,383	1,299	1,082	1,182	1,265	1,348	1,131	1,250	1,408	15,800		
	FY13	1,942	1,545	1,155	1,564	1,107	769	944	1,121	1,179	1,183	1,093	1,127	14,729		
	FY14	1,750	1,648	935	1,136	943	1,640	736	731	802	1,225	1,097	1,102	13,745		
	FY15	2,485	1,412	1,225	1,498	1,954	2,000	1,018	964	1,287	1,021	1,018	1,373	17,255		
	FY16	1,952	1,661	1,034	1,192	1,063	1,164	1,027	992	1,419	1,182	1,419	1,384	15,489	1%	-10%

<b>Outreach SVS</b>	FY12	252	335	377	289	333	272	363	499	608	346	445	315	4,434		
	FY13	279	246	286	326	271	303	505	461	425	346	510	340	4,298		
	FY14	191	314	893	943	303	316	1,001	773	933	980	991	1,977	9,615		
	FY15	1,930	831	756	598	524	608	1,261	1,087	904	760	844	511	10,614		
	FY16	199	364	279	287	265	263	278	213	101	64	89	80	2,482	-92%	-77%

<b>Econtent</b>	FY16	397	380	547	619	623	771	902	862	674	1,197	1,275	1,114	9,361		
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<b>ARLS Totals</b>	FY12	33,032	33,884	28,902	29,900	28,560	23,209	27,491	26,713	28,447	27,350	27,678	32,318	347,484		
	FY13	34,572	30,563	25,310	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	31,019	324,574		
	FY14	37,546	32,618	27,073	29,507	25,094	25,952	25,993	23,885	24,963	27,751	26,538	29,314	336,234		
	FY15	38,009	32,380	26,956	29,876	29,608	27,262	26,151	25,432	27,294	26,284	24,866	31,610	345,728		
	FY16	33,811	30,150	26,697	29,163	23,782	22,794	24,550	25,256	26,718	24,361	26,075	29,056	322,413	-8%	-7%

**Statistical Report**  
**July 1, 2015 - June 30, 2016**

<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	1	<b>32</b>
Carson Depot	6	6	4	10	8	7	8	12	9	5	9	19	<b>103</b>
Dinwiddie	36	22	26	22	18	16	24	25	14	11	20	27	<b>261</b>
Disputanta	7	4	11	15	6	3	6	7	7	1	6	7	<b>80</b>
Hopewell	210	169	215	174	135	112	159	182	183	151	144	208	<b>2,042</b>
McKenney	6	3	2	4	3	7	9	7	9	11	11	11	<b>83</b>
Outreach	1	2	0	0	0	1	1	2	1	0	0	1	<b>9</b>
Prince George	127	84	102	90	57	52	86	66	91	77	58	116	<b>1,006</b>
Rohoic	17	7	11	15	11	3	16	8	21	12	21	8	<b>150</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>398</b>	<b>3,766</b>

<b>July 2015 - June 2016</b>	<b>Total Circulations</b>	<b>Total Items</b>	<b>Turnover Rate*</b>
Burrowsville	4,725.	10,242.	0.46
Carson Depot	14,386.	10,894.	1.32
Dinwiddie	24,939.	14,396.	1.73
Disputanta	8,370.	8,883.	0.94
Hopewell	169,811.	94,620.	1.79
McKenney	8,921.	10,188.	0.88
Outreach	2,482.	739.	3.36
Prince George	63,929.	35,888.	1.78
Rohoic	15,489.	15,921.	0.97
<b>ARLS TOTAL</b>	<b>313,052.</b>	<b>201,771.</b>	<b>1.55</b>



**Statistical Report**  
**July 1, 2015 - June 30, 2016**

<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	313	2,062
Carson Depot	568	501	612	607	741	780	793	1,104	1,243	1,531	1,106	1,331	10,917
Dinwiddie	1,071	1,641	1,687	1,648	1,134	1,227	740	1,305	1,533	1,220	1,425	1,554	16,185
Disputanta	357	571	623	589	690	672	534	572	635	773	753	779	7,548
Hopewell	16,167	12,950	15,178	1,496	1,378	8,896	8,755	10,158	10,529	9,510	11,401	14,091	120,509
McKenney	372	320	1,273	1,110	378	493	605	671	735	719	778	749	8,203
Prince George	4,875	4,536	3,897	3,729	3,478	2,775	2,976	3,548	3,909	3,658	3,426	4,352	45,159
Rohoic	958	841	1,030	1,002	668	775	841	909	1,006	950	697	732	10,409
<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>23,901</b>	<b>220,992</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	2,747	22,522
Meetings	148	145	168	168	130	111	141	197	186	172	132	174	1,872
Book Group	98	75	50	36	52	40	22	15	16	19	13	14	450
Adult Program	146	81	165	323	247	196	195	244	389	68	224	55	2,333
Non-SRP Child Program	0	0	25	194	60	48	313	64	56	99	0	57	916
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	389	3,019
Family SRP	844	0	0	0	0	0	0	0	0	0	0	362	1,206
SRP Child	0	0	0	0	0	0	0	0	0	0	0	121	121
SRP Teen	0	0	0	0	0	0	0	0	0	0	0	22	22
Overdrive (ebooks)	0	0	214	225	193	255	371	294	307	233	246	272	2,610
Hoopla Circs	397	380	398	341	382	450	451	483	384	580	742	694	5,682
Hoopla users	846	872	895	916	933	957	997	980	1,008	1,037	1,065	1,095	1,095
<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>3,941</b>	<b>35,811</b>

<b>REFERENCE QUESTIONS - 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	55	46	41	41	46	50	50	45	66	78	93	151	762
Carson Depot	105	93	113	89	65	97	91	98	93	104	74	80	1,102
Dinwiddie	132	126	121	138	108	108	130	179	195	180	164	174	1,755
Disputanta	38	31	56	51	33	41	40	38	38	23	20	33	442
Hopewell	322	292	227	242	243	196	123	288	217	144	164	253	2,711
McKenney	60	66	35	50	46	40	51	60	80	89	45	48	670
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	539	3,781
Rohoic	218	207	151	141	150	119	147	201	267	227	167	210	2,205
<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>1,387</b>	<b>1,588</b>	<b>1,375</b>	<b>1,432</b>	<b>1,488</b>	<b>13,428</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	33	425
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	175	1,873
WIFI	0	0	0	15	38	26	30	60	55	22	46	26	318
Dinwiddie Workstation	324	367	337	309	212	107	91	234	287	172	195	252	2,887
WIFI	0	0	0	34	101	0	0	115	122	113	105	91	681
Disputanta Workstation	78	76	95	106	101	165	141	86	71	111	81	74	1,185
WIFI	0	0	0	10	22	42	46	18	22	47	32	29	268
Hopewell Workstation	4,517	4,642	4,635	4,570	3,766	3,950	3,994	4,071	4,189	3,903	3,471	3,901	49,609
WIFI	0	0	546	730	639	667	589	677	621	520	644	828	6,461
McKenney Workstation	118	130	114	141	115	81	81	151	144	180	91	168	1,514
WIFI	0	0	0	14	45	34	32	19	20	28	105	38	335
Prince George Workstation	1,223	1,049	1,037	1,018	859	761	793	961	973	883	792	1,019	11,368
WIFI	0	0	0	226	266	259	288	313	360	257	288	359	2,616
Rohoic Workstation	260	220	188	236	187	150	198	246	212	203	198	149	2,447
WIFI	0	0	0	3	5	18	25	34	44	11	15	5	160
<b>TOTALS</b>	<b>6,754</b>	<b>6,671</b>	<b>7,149</b>	<b>7,618</b>	<b>6,535</b>	<b>6,421</b>	<b>6,485</b>	<b>7,171</b>	<b>7,351</b>	<b>6,684</b>	<b>6,226</b>	<b>7,147</b>	<b>82,212</b>

**Statistical Report**  
**July 1, 2015 - June 30, 2016**

<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	1,044	22
August	643	1,356	714	1,370	19
September	625	1,364	635	1,286	11
October	596	1,315	809	1,437	26
November	562	1,192	691	1,301	15
December	510	1,158	626	1,195	9
January	440	1,059	536	1,095	17
February	553	1,171	625	1,313	21
March	651	1,520	716	1,548	23
April	304	638	542	1,052	15
May	470	1,061	489	1,100	36
June	435	861	499	880	23
<b>Totals</b>	<b>6,177</b>	<b>13,477</b>	<b>7,527</b>	<b>14,621</b>	<b>237</b>

## Appomattox Reg Library System

## Check Register

For the Period From Jun 1, 2016 to Jun 30, 2016

Filter Criteria includes: Report order is by Check Number.

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
6/13/16	Electronic Federal Tax Payment	200568	9,165.57
6/20/16	Electronic Federal Tax Payment	200569	134.75
6/21/16	Electronic Federal Tax Payment	200570	10,331.53
6/20/16	Treasurer of Virginia	2013-179	39.08
6/21/16	Treasurer of Virginia	2013-180	39.08
6/3/16	American Library Association	38612	318.00
6/3/16	Baker & Taylor Books, Inc.	38613	773.75
6/3/16	Mary Bedwell	38614	25.35
6/3/16	Brown Brother's Roofing, Inc.	38615	1,700.00
6/3/16	Capital One Bank	38616	2,058.23
6/3/16	Capital One Bank	38617	602.20
6/3/16	Capital One Bank	38618	602.42
6/3/16	Comcast Communications	38619	348.20
6/3/16	Connect IT	38620	15,153.00
6/3/16	DEMCO, Inc.	38621	103.95
6/3/16	Dominion Virginia Power	38622	48.48
6/3/16	Dominion Virginia Power	38623	81.73
6/3/16	EBSCO	38624	2,592.00
6/3/16	Ingram Library Services	38625	4,381.29
6/3/16	LexisNexis Matthew Bender	38626	145.01
6/3/16	Midwest Tape	38627	922.46
6/3/16	Petersburg Alarm Company, Inc.	38628	114.00
6/3/16	Progress Index	38629	250.85
6/3/16	Purchase Power	38630	600.00
6/3/16	Randolph Market	38631	14.82
6/3/16	Reader Service	38632	22.60
6/3/16	Reading Warehouse	38633	1,900.00
6/3/16	Sam's Club Direct	38634	298.14
6/3/16	Scott Fields Design	38635	2,940.00
6/3/16	Securitas Security Services USA, Inc	38636	1,048.32
6/3/16	Smart Beginnings	38637	3,232.00
6/3/16	Staples, Inc.	38638	990.78
6/3/16	Verizon	38639	57.36
6/7/16	ARLS-Payroll	38640	31,713.89
6/17/16	Jeanine Albiges	38641	45.44
6/17/16	AT & T	38642	0.19
6/17/16	AT & T Mobility	38643	185.17
6/17/16	Baker & Taylor Books, Inc.	38644	1,138.90
6/17/16	Baker & Taylor Books, Inc.	38645	36,067.20
6/17/16	Erika Bedwell	38646	20.60
6/17/16	Cassandra Bland	38647	34.34
6/17/16	Sherry Chappell	38648	8.79
6/17/16	Comcast Communications	38649	1,297.25
6/17/16	Comcast Communications	38650	378.16
6/17/16	County of Dinwiddie	38651	600.00
6/17/16	County of Prince George	38652	1,650.00
6/17/16	CS Diamond Enterprises, Inc.	38653	5,990.00
6/17/16	Shelly Curtis	38654	25.96
6/17/16	Diamond Springs	38655	37.00
6/17/16	Monitor	38656	150.00
6/17/16	Dix's Landscaping	38657	200.00
6/17/16	Gale	38658	352.36

Appomattox Reg Library System  
**Check Register**  
For the Period From Jun 1, 2016 to Jun 30, 2016

Filter Criteria includes: Report order is by Check Number.

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
6/17/16	Hopewell City Treasurer	38659	151.40
6/17/16	Hopewell City Treasurer	38660	3,750.00
6/17/16	Ingram Library Services	38661	1,444.33
6/17/16	Ingram Library Services	38662	1,217.28
6/17/16	Kimberly Jackson	38663	9.49
6/17/16	James River Press	38664	1,300.00
6/17/16	Chandra McPherson	38665	193.21
6/17/16	Midwest Tape	38666	2,261.52
6/17/16	Edward Minor III	38667	44.17
6/17/16	OCLC, Inc.	38668	167.70
6/17/16	OverDrive	38669	246.99
6/17/16	Carolyn Pecht	38670	180.00
6/17/16	Reader Service	38671	132.30
6/17/16	Richweb Inc.	38672	170.00
6/17/16	Securitas Security Services USA, Inc	38673	960.96
6/17/16	Shred-It USA LLC	38674	51.28
6/17/16	Terri Spicer	38675	240.00
6/17/16	Sprint	38676	357.63
6/17/16	Unique Management Services	38677	554.90
6/17/16	Verizon	38678	115.47
6/17/16	Virginia Department of the Treasury	38679	469.00
6/17/16	Virginia Library Association	38680	100.00
6/17/16	Karen Wall	38681	16.31
6/17/16	Webster Integrated Technologies	38682	1,835.00
6/20/16	ARLS-Payroll	38683	33,874.39
6/22/16	Anthem BlueCross BlueShield	38684	7,975.00
6/22/16	Anthem BlueCross BlueShield	38685	603.00
6/22/16	Brian Manning	38686	3,587.14
6/30/16	American Library Association	38687	197.00
6/30/16	Amy Nisenson Consulting	38688	6,000.00
6/30/16	Baker & Taylor Books, Inc.	38689	696.31
6/30/16	Cassandra Bland	38690	38.38
6/30/16	Capital One Bank	38691	1,362.57
6/30/16	Capital One Bank	38692	648.17
6/30/16	Sherry Chappell	38693	23.69
6/30/16	Comcast Communications	38694	348.20
6/30/16	Connect IT	38695	7,182.25
6/30/16	Dominion Virginia Power	38696	69.63
6/30/16	Dominion Virginia Power	38697	158.32
6/30/16	Susan Eggleston	38698	9.09
6/30/16	Tyesha Evans	38699	201.06
6/30/16	Latrina Gardner	38700	4.29
6/30/16	James River Press	38701	85.00
6/30/16	JanWay Company USA, Inc.	38702	209.02
6/30/16	Jaquata Witts	38703	36.95
6/30/16	Marissa McPherson	38704	14.00
6/30/16	Petersburg Alarm Company, Inc.	38705	114.00
6/30/16	Recorded Books, LLC	38706	6.95
6/30/16	Cheryl Sculthorpe-Moring	38707	12.02
6/30/16	Securitas Security Services USA, Inc	38708	1,048.32
6/30/16	Smart Beginnings	38709	5,978.00
6/30/16	Virginia Library Association	38710	807.50

Appomattox Reg Library System  
**Check Register**  
For the Period From Jun 1, 2016 to Jun 30, 2016

Filter Criteria includes: Report order is by Check Number.

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
6/30/16	Karen Wall	38711	22.83
6/30/16	R. M. Wilkinson Oil Company	38712	92.00
6/30/16	Staples, Inc.	38713	409.75
6/30/16	Christine Woody	38714	75.75
6/30/16	OverDrive	38715	253.99
		<b>Total</b>	<b>229,043.71</b>

**Appomattox Regional Library System**

**Revenue and Expenses**

**June 1, 2016 - June 30, 2016**

fund#	Revenue 6/30/16	FY2016 Proposed	Prev. Total Receipts	Monthly Receipts	Total Receipts	Percentage Received	Balance 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	\$576,109	\$0	\$576,109	100.0%	\$0
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	\$22,200	\$2,040	\$24,240	103.7%	(\$867)
107	Copying Receipts	\$19,116	\$21,551	\$2,378	\$23,929	125.2%	(\$4,813)
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	\$56,485	\$775	\$57,260	661.7%	(\$48,607)
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,949	\$21,889	\$3,400	\$25,289	101.4%	(\$340)
<b>TOTALS</b>		<b>\$2,025,002</b>	<b>\$1,833,946</b>	<b>\$8,593</b>	<b>\$1,842,539</b>	<b>91.0%</b>	<b>\$182,463</b>

Fund#	EXPENSES 6/30/16	FY16 Projected Expenditures	TOTAL SPENT - 5/31/16	MONTHLY EXPENSES	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$448,875	\$357,862	\$30,053	\$387,915	86.4%	\$60,960
201	Non-MLS Salary & Wages	\$539,000	\$512,321	\$44,681	\$557,002	103.3%	(\$18,002)
202	Benefits for Staff/Retirees	\$267,845	\$235,432	\$18,415	\$253,847	94.8%	\$13,998
	<b>Total Personnel</b>	<b>\$1,255,720</b>	<b>\$1,105,615</b>	<b>\$93,149</b>	<b>\$1,198,764</b>	<b>95.5%</b>	<b>\$56,956</b>
	Books & Materials						
							\$0
300	Books	\$108,000	\$98,139	\$40,691	\$138,830	128.5%	(\$30,830)
301	Standing Order Books	\$32,000	\$26,504	\$2,880	\$29,384	91.8%	\$2,616
302	Print Newspapers & Periodicals	\$14,276	\$16,146	\$434	\$16,580	116.1%	(\$2,304)
303	Audiovisual Materials	\$28,850	\$27,455	\$3,579	\$31,034	107.6%	(\$2,184)
304	Electronic Materials	\$6,500	\$2,148	\$2,592	\$4,740	72.9%	\$1,760
305	Microforms	\$1,133				0.0%	\$1,133
306	Binding/Repair	\$500				0.0%	\$500
307	Restricted Donation/Gift	\$3,500	\$168	\$2,594	\$2,762	78.9%	\$738
308	Family Resource Books	\$2,001	\$3,991	\$1,242	\$5,233	261.5%	(\$3,232)
309	Econtent	\$28,500	\$11,855	\$501	\$12,356	43.4%	\$16,144
	<b>Total Books &amp; Materials</b>	<b>\$225,260</b>	<b>\$186,406</b>	<b>\$54,513</b>	<b>\$240,919</b>	<b>107.0%</b>	<b>(\$15,659)</b>
	Capital Expenditures						
							\$0
400	Library Non-Computer Equip.	\$12,875	\$59,896	\$0	\$59,896	465.2%	(\$47,021)
401	Computer Hardware	\$10,875	\$5,135	\$15,621	\$20,756	190.9%	(\$9,881)
	<b>Total Capital Expenditures</b>	<b>\$23,750</b>	<b>\$65,031</b>	<b>\$15,621</b>	<b>\$80,652</b>	<b>339.6%</b>	<b>(\$56,902)</b>
	Contractual						
							\$0
500	Lyrasis ILL Services	\$2,000	\$1,840	\$168	\$2,008	100.4%	(\$8)
501	Software Licensing Contracts	\$15,700	\$28,903	\$4,204	\$33,107	210.9%	(\$17,407)
502	Audit	\$16,151	\$17,891	\$0	\$17,891	110.8%	(\$1,740)
503	Cataloging MARC Records	\$3,605	\$0	\$0	\$0	0.0%	\$3,605
504	Unique Management	\$9,000	\$6,147	\$555	\$6,702	74.5%	\$2,298
505	Computer Support Service Calls	\$9,500	\$11,067	\$0	\$11,067	116.5%	(\$1,567)
506	Other Computer Software Services	\$12,500	\$6,230	\$4,144	\$10,374	83.0%	\$2,126
507	Telecomm Internet Line Charges	\$26,000	\$19,309	\$2,448	\$21,757	83.7%	\$4,243
508	Printing and Publications	\$9,500	\$10,811	\$4,240	\$15,051	158.4%	(\$5,551)
509	Security Guard Service	\$28,729	\$22,435	\$3,058	\$25,493	88.7%	\$3,236
	<b>Total Contractual</b>	<b>\$132,685</b>	<b>\$124,633</b>	<b>\$18,817</b>	<b>\$143,450</b>	<b>108.1%</b>	<b>(\$10,765)</b>
	Facilities/Maint./Operations						
							\$0
600	Equipment Repair & Maintenance	\$3,500	\$5,420	\$1,835	\$7,255	207.3%	(\$3,755)
601	TLC Maintenance Contract	\$19,500	\$17,354	\$0	\$17,354	89.0%	\$2,146
602	Facilities and Rent	\$76,650	\$66,000	\$6,000	\$72,000	93.9%	\$4,650
603	Supplies	\$35,000	\$27,344	\$1,690	\$29,034	83.0%	\$5,966
604	Travel / Workshops /Conf. Fees	\$8,500	\$8,285	\$2,429	\$10,714	126.0%	(\$2,214)
605	Training / Education	\$6,500	\$2,996	\$10	\$3,006	46.2%	\$3,494
606	Utilities	\$6,000	\$4,136	\$395	\$4,531	75.5%	\$1,469
607	Telephone (Voice)	\$15,000	\$12,388	\$1,182	\$13,570	90.5%	\$1,430
608	Insurance	\$12,937	\$14,195	\$469	\$14,664	113.3%	(\$1,727)
609	Vehicle Maintenance & Fuel	\$9,000	\$4,456	\$151	\$4,607	51.2%	\$4,393
610	Job & Contracting Advertising	\$2,500	\$2,815	\$3,120	\$5,935	237.4%	(\$3,435)
611	Promotional Advertising	\$2,000	\$1,306	\$37	\$1,343	67.2%	\$657
612	Organization/Association Dues	\$3,500	\$3,072	\$595	\$3,667	104.8%	(\$167)



613 Postage	\$4,500	\$3,928	\$647	\$4,575	101.7%	(\$75)
614 Janitorial	\$66,000	\$55,238	\$6,187	\$61,425	93.1%	\$4,575
615 Other Building Maintenance	\$8,500	\$11,879	\$2,220	\$14,099	165.9%	(\$5,599)
<b>Total Facilities/Maint./Operations</b>	<b>\$279,587</b>	<b>\$240,812</b>	<b>\$26,967</b>	<b>\$267,779</b>	<b>95.8%</b>	<b>\$11,808</b>
<b>Programs/Activites/Other</b>						\$0
700 YS Summer Reading Program	\$6,500	\$3,322	\$2,295	\$5,617	86.4%	\$883
701 YS Programming Supplies	\$4,191	\$4,061	\$478	\$4,539	108.3%	(\$348)
702 Adult Programming Supplies	\$2,600	\$3,356	\$345	\$3,701	142.3%	(\$1,101)
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$5,020	\$0	\$5,020	100.4%	(\$20)
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
706 McKenny Library	\$65,000	\$0	\$0	\$0	0.0%	\$65,000
707 Misc. Professional Serv. & Other	\$15,759	\$22,159	\$8,424	\$30,583	194.1%	(\$14,824)
<b>Total Programs/Activ./Other</b>	<b>\$108,050</b>	<b>\$37,918</b>	<b>\$11,542</b>	<b>\$49,460</b>	<b>45.8%</b>	<b>\$58,590</b>
<b>GRAND TOTALS</b>	<b>\$2,025,052</b>	<b>\$1,760,415</b>	<b>\$220,609</b>	<b>\$1,981,024</b>	<b>97.8%</b>	<b>\$44,028</b>