

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

January 19, 2016

Prince George Library

6605 Courts Drive
Prince George, VA
23825

2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

January 19, 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 – December 8, 2015 - Regular Meeting
Statistical Report - December 8, 2015
Financial Report - December 8, 2015
Bills for Review.

Communications.

Presentation from Beth Hoover-Lipp, Helen Hoover Memorial Gift

Citizen Comments.

Report of the Library Director:

- R1. Staff update**
- R2. McKenney Project**
- R3. Rohoic Project**
- R4. 2016-2021 Five Year Strategic Plan**
- R5. Branch RFID tagging**

Committee Reports:

New Business.

Unfinished Business.

Adjournment.

January 19, 2016

**Appomattox Regional Library System
Minutes of the Board of Trustees Meeting
December 8, 2016**

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

Trustees Absent: Mrs. Yates, Mrs. Tuggle

Staff Present: Mr. Firestine, Mrs. Crockett, Ms. McPherson

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

Minutes: The minutes were approved as presented.

Consent Agenda: The consent agenda was adopted after a motion made by Mrs. Benjamin and seconded by Mrs. Sykes.

Communications:

Mr. Firestine communicated to the Board that the Staff/Volunteer Holiday Party is on December 11, 2015, 7 p.m. at the Hyatt Place in Chester, VA.

The library will be closed on Christmas Eve and Christmas Day. The library system will close at 6 p.m. on New Year's Eve and will be closed on New Year's Day.

Ms. Jeannie Lubman sent a letter from a patron thanking one of the Prince George library staff members, Debi Heart for giving excellent customer service.

Ms. Pam Boose, a former volunteer at Prince George library, sent a nice thank you card for the going away party to celebrate her service to the library.

Ms. June Goho sent a letter thanking the library for supporting the American Sign Language class held during the fall. She was very appreciative.

Citizen Comments: None.

January 19, 2016

Report of the Library Director:

R1. Staff update:

- a. Hired: 2 LA1s for Hopewell Brittany Rathmann and James Robinson
- b. Hired: 1 YS2 Marina Pagan hired starting
- c. Resigned: Elle Taylor from Dinwiddie, advertised

R2. Increase/Streamline Branch Open hours

- a. More consistent hours.
- b. Show presentation

R3. McKenney Project – construction begun

R4. Rohoic Parking lot update:

- a. Drainage worked on
- b. Closings intermittently

Closed Session: Pursuant to Section 2.2-3711 of the Code of Virginia, a motion was made by Mrs. Gallup and seconded by Ms. Halupka to go into closed session to discuss a personnel matter. A motion was made by Mrs. Benjamin and seconded by Ms. Halupka to reconvene open session. All approved on a roll call vote that only matters exempt from Public Meeting, pursuant to Section 2.2-3711 Code of VA, were discussed.

Committee Reports:

C1. The Finance Committee recommended to accept the FY 2017 Local Budget Request as presented. A motion was made by Mrs. Halupka and seconded by Mrs. Sykes to approve the Committee's recommendation. Approved.

New Business:

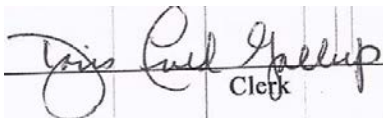
A motion was made by Mrs. Gallup and seconded by Mrs. Benjamin to approve expanded hours in the branch libraries. Approved.

Unfinished Business: None

Adjournment: The meeting adjourned at 3:04 p.m.

Next Meeting: January 19, 2016, 2:00 p.m. at the Prince George Library.

Respectfully submitted,



Clerk

Doris Field Gallup

January 19, 2016

DIRECTOR'S EXTRACURRICULAR ACTIVITIES
December 9, 2015 to January 15, 2016

December 9	Smart Beginnings Leadership Advisory Council meeting
January 7	Hopewell / Prince George Friends of the Library
January 11	Smart Beginnings Leadership Advisory Council meeting
January 11	Friends of Library Dinwiddie meeting
January 13	City Hopewell City Manager's meeting
January 14	Dinwiddie County Assistant County Manager
January 15	Petersburg National Battlefield Foundation, Washington DC

January 19, 2016

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	0	0	0	0	0	0	2048	1%
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	0	0	0	0	0	0	7100	-26%
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	0	0	0	0	0	0	12477	-29%
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	0	0	0	0	0	0	5154	22%
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	0	0	0	0	0	0	90945	-18%
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	0	0	0	0	0	0	4256	-53%
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	0	0	0	0	0	0	1657	-57%
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	0	0	0	0	0	0	31357	2%
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	0	0	0	0	0	0	8066	-42%
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	23159	22023	0	0	0	0	0	0	163060	-19%

January 19, 2016

Turnover Rate and Collection Circulation Analysis:

July 2015 - June 2016	Total Circulations	Total Items	Turnover Rate*
Burrowsville	2,048.	9,499.	0.22
Carson Depot	7,100.	9,192.	0.77
Dinwiddie	12,477.	12,096.	1.03
Disputanta	5,154.	7,753.	0.66
Hopewell	90,945.	87,331.	1.04
McKenney	4,256.	9,513.	0.45
Outreach	1,657.	945.	1.75
Prince George	31,357.	31,603.	0.99
Rohoic	163,060.	13,615.	11.98
ARLS TOTAL	318,054.	181,547.	1.75
*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							13
Carson Depot	6	6	4	10	8	7							41
Dinwiddie	36	22	26	22	18	16							140
Disputanta	7	4	11	15	6	3							46
Hopewell	210	169	215	174	135	112							1015
McKenney	6	3	2	4	3	7							25
Outreach	1	2	0	0	0	1							4
Prince George	127	84	102	90	57	52							512
Rohoic	17	7	11	15	11	3							64
Total	412	299	373	332	240	204	0	0	0	0	0	0	1860

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	0	0	0	0	0	0	1,078
Carson Depot	568	501	612	607	741	780	0	0	0	0	0	0	3,809
Dinwiddie	1,071	1,641	1,687	1,648	1,134	1227	0	0	0	0	0	0	8,408
Disputanta	357	571	623	589	690	672	0	0	0	0	0	0	3,502
Hopewell	16,167	12,950	15,178	1,496	1,378	8896	0	0	0	0	0	0	56,065
McKenney	372	320	1,273	1,110	378	493	0	0	0	0	0	0	3,946
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	4,875	4,536	3,897	3,729	3,478	2775	0	0	0	0	0	0	23,290
Rohoic	958	841	1,030	1,002	668	775	0	0	0	0	0	0	5,274
TOTAL	24,557	21,599	24,601	10,314	8,572	15,729	0	0	0	0	0	0	105,372
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	0	0	0	0	0	0	9,976
Meetings	148	145	168	168	130	111	0	0	0	0	0	0	870
Book Group	98	75	50	36	52	40	0	0	0	0	0	0	351
Adult Program	146	81	165	323	247	196	0	0	0	0	0	0	1,158
Non-SRP Child Program	0	0	25	194	60	48	0	0	0	0	0	0	327
Non-SRP Teen Program	0	90	0	597	47	0	0	0	0	0	0	0	734
Storytime	253	26	191	348	220	48	0	0	0	0	0	0	1,086
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	0	0	0	0	0	0	887
Hoopla Circs	397	380	398	341	382	450	0	0	0	0	0	0	2,348
Hoopla users	846	872	895	916	933	957	0	0	0	0	0	0	5,419
TOTALS	3,673	1,661	2,424	3,723	2,506	3,214	0	0	0	0	0	0	16,233

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	0	0	0	0	0	0	279
Carson Depot	105	93	113	89	65	97	0	0	0	0	0	0	562
Dinwiddie	132	126	121	138	108	108	0	0	0	0	0	0	733
Disputanta	38	31	56	51	33	41	0	0	0	0	0	0	250
Hopewell	322	292	227	242	243	196	0	0	0	0	0	0	1522
McKenney	60	66	35	50	46	40	0	0	0	0	0	0	297
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	0	0	130	303	214	0	0	0	0	0	0	647
Rohoic	218	207	151	141	150	119	0	0	0	0	0	0	986
TOTALS	930	861	744	882	994	865	0	0	0	0	0	0	5276
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	70	57	50	5	40	3950	0	0	0	0	0	0	4,172
WIFI	0	0	0	50	0	667	0	0	0	0	0	0	717
Carson Depot Workstation	164	130	147	151	139	761	0	0	0	0	0	0	1,492
WIFI	0	0	0	15	38	259	0	0	0	0	0	0	312
Dinwiddie Workstation	324	367	337	309	212	40	0	0	0	0	0	0	1,589
WIFI	0	0	0	34	101	0	0	0	0	0	0	0	135
Disputanta Workstation	78	76	95	106	101	165	0	0	0	0	0	0	621
WIFI	0	0	0	10	22	42	0	0	0	0	0	0	74
Hopewell Workstation	4517	4642	4635	4570	3766	239	0	0	0	0	0	0	22,369
WIFI	0	0	546	730	639	137	0	0	0	0	0	0	2,052
McKenney Workstation	118	130	114	141	115	81	0	0	0	0	0	0	699
WIFI	0	0	0	14	45	34	0	0	0	0	0	0	93
Prince George Workstation	1223	1049	1037	1018	859	107	0	0	0	0	0	0	5,293
WIFI	0	0	0	226	266	84	0	0	0	0	0	0	576
Rohoic Workstation	260	220	188	236	187	150	0	0	0	0	0	0	1,241
WIFI	0	0	0	3	5	18	0	0	0	0	0	0	26
TOTALS	6754	6671	7149	7618	6535	6734	0	0	0	0	0	0	41461

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	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
Totals	3324	7167	4120	7633	102

Appomattox Regional Library System
Revenues and Expenses
October 1, 2015 – November 30, 2015

	REVENUES	FY 2016	Prev. Total	Monthly	Total	Percent	Balance
FND#	12/31/2015	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	\$304,469	\$0	\$304,469	52.8%	\$ 271,640
103	Dinwiddie	\$ 262,971	\$131,486	\$0	\$131,486	50.0%	\$ 131,485
104	Prince George	\$ 568,423	\$284,210	\$0	\$284,210	50.0%	\$ 284,213
105	State Funds	\$ 374,909	\$187,674	\$0	\$187,674	50.1%	\$ 187,235
106	Fines/Fees/Lost	\$ 23,373	\$11,034	\$1,614	\$12,648	54.1%	\$ 10,725
107	Copying Receipts	\$ 19,166	\$10,980	\$2,085	\$13,065	68.2%	\$ 6,101
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	\$1,410	\$0	\$1,410	16.3%	\$ 7,243
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$11,614	\$1,439	\$13,053	52.3%	\$ 11,896
	TOTALS	\$ 2,025,052	\$964,344	\$5,138	\$969,482	47.9%	\$1,055,570

	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	12/31/2015	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
	Personnel						
200	M.L.S. Salaries and Wages	\$ 448,875	\$ 164,020	\$ 29,822	\$ 193,842	43.2%	\$ 255,033
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 233,617	\$ 40,259	\$ 273,876	50.8%	\$ 265,124
202	Benefits for Staff and Retirees	\$ 267,845	\$ 105,812	\$ 20,858	\$ 126,670	47.3%	\$ 141,175
	Total Personnel	\$ 1,255,720	\$ 503,449	\$ 90,939	\$ 594,388	47.3%	\$ 661,332
	Books & Materials						
300	Books	\$ 108,000	\$ 43,988	\$ 9,523	\$ 53,511	49.5%	\$ 54,489
301	Standing Order Books	\$ 32,000	\$ 13,434	\$ 2,363	\$ 15,797	49.4%	\$ 16,203
302	Print Newspapers Periodicals	\$ 14,276	\$ 924	\$ 234	\$ 1,158	8.1%	\$ 13,118
303	Audiovisual Materials	\$ 28,850	\$ 11,125	\$ 3,695	\$ 14,820	51.4%	\$ 14,030
304	Electronic Materials	\$ 6,500	\$ 204	\$ -	\$ 204	3.1%	\$ 6,296
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	\$ 1,183	\$ 157	\$ 1,340	67.0%	\$ 661
309	Econtent	\$ 28,500	\$ 2,492	\$ 2,679	\$ 5,171	18.1%	\$ 23,329
	Total Books & Materials	\$ 225,260	\$ 73,518	\$ 18,651	\$ 92,169	40.9%	\$ 133,091
	Capital Expenditures						
400	Library Non-Computer Equipment	\$ 12,875	\$ 1,852	\$ -	\$ 1,852	14.4%	\$ 11,023
401	Computer Hardware	\$ 10,875	\$ 4,452	\$ -	\$ 4,452	40.9%	\$ 6,423
	Total Capital Expenditures	\$ 23,750	\$ 6,304	\$ -	\$ 6,304	26.5%	\$ 17,446
	Contractual						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 834	\$ 167	\$ 1,001	50.1%	\$ 999
501	Software Licensing Contracts	\$ 15,700	\$ 17,651	\$ 539	\$ 18,190	115.9%	\$ (2,490)
502	Audit	\$ 16,151	\$ 11,276	\$ 425	\$ 11,701	72.4%	\$ 4,450
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 3,096	\$ 823	\$ 3,919	43.5%	\$ 5,081
505	Computer Support Service Calls	\$ 9,500	\$ 2,925	\$ -	\$ 2,925	30.8%	\$ 6,575
506	Other Computer Sftwre Services	\$ 12,500	\$ 250	\$ -	\$ 250	2.0%	\$ 12,250

January 19, 2016

507	Telecomm Internet Line Charges	\$ 26,000	\$ 8,456	\$ 1,780	\$ 10,236	39.4%	\$ 15,764
508	Printing and Publications	\$ 9,500	\$ 4,125	\$ 3,280	\$ 7,405	77.9%	\$ 2,095
509	Security Guard Service	\$ 28,729	\$ 9,904	\$ 1,916	\$ 11,820	41.1%	\$ 16,909
	Total Contractual	\$ 132,685	\$ 58,517	\$ 8,930	\$ 67,447	50.8%	\$ 65,238
	Facilities, Maint, Operations						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 1,738	\$ -	\$ 1,738	49.7%	\$ 1,762
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ 30,000	\$ 6,000	\$ 36,000	47.0%	\$ 40,650
603	Supplies	\$ 35,000	\$ 8,191	\$ 867	\$ 9,058	25.9%	\$ 25,942
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 1,980	\$ 138	\$ 2,118	24.9%	\$ 6,382
605	Training-Education	\$ 6,500	\$ 1,262	\$ -	\$ 1,262	19.4%	\$ 5,238
606	Utilities	\$ 6,000	\$ 1,250	\$ 315	\$ 1,565	26.1%	\$ 4,435
607	Telephone (Voice)	\$ 15,000	\$ 5,490	\$ 1,122	\$ 6,612	44.1%	\$ 8,388
608	Insurance	\$ 12,937	\$ 2,197	\$ -	\$ 2,197	17.0%	\$ 10,740
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 480	\$ 800	\$ 1,280	14.2%	\$ 7,720
610	Job and Contract Advertising	\$ 2,500	\$ 339	\$ 610	\$ 949	38.0%	\$ 1,551
611	Promotional Advertising	\$ 2,000	\$ 772	\$ 125	\$ 897	44.9%	\$ 1,103
612	Org/Association Dues	\$ 3,500	\$ 945	\$ 610	\$ 1,555	44.4%	\$ 1,945
613	Postage	\$ 4,500	\$ 1,894	\$ -	\$ 1,894	42.1%	\$ 2,606
614	Janitorial	\$ 66,000	\$ 24,313	\$ 4,740	\$ 29,053	44.0%	\$ 36,947
615	Other Building Maintenance	\$ 8,500	\$ 4,692	\$ 489	\$ 5,181	61.0%	\$ 3,319
	Total Facilities, Maint & Ops	\$ 279,587	\$ 85,543	\$ 15,816	\$ 101,359	36.3%	\$ 178,228
	Program, Activites & Other						
700	YS Summer Reading Program	\$ 6,500	\$ 221	\$ -	\$ 221	3.4%	\$ 6,279
701	YS Programming Supplies	\$ 4,191	\$ 2,083	\$ 103	\$ 2,186	52.2%	\$ 2,005
702	Adult Programming Supplies	\$ 2,600	\$ 940	\$ 104	\$ 1,044	40.2%	\$ 1,556
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 5,000	\$ -	\$ -	\$ -	0.0%	\$ 5,000
705	Reserve	\$ 5,500	\$ -	\$ -	\$ -	0.0%	\$ 5,500
706	McKenney Library	\$ 65,000	\$ -	\$ -	\$ -	0.0%	\$ 65,000

January 19, 2016

707	Misc. Professional Serv. And Other	\$ 15,759	\$ 6,569	\$ 3,076	\$ 9,645	61.2%	\$ 6,114
	Total Prg, Act, Other	\$ 108,050	\$ 9,813	\$ 3,283	\$ 13,096	12.1%	\$ 94,954
	Grand Total	\$ 2,025,052	\$ 737,144	\$ 137,619	\$ 874,763	43.2%	\$ 1,150,289

January 19, 2016

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

Date	Check #	Payee	Amount
12/10/15	200555	Electronic Federal Tax Payment	8,820.47
12/23/15	200556	Electronic Federal Tax Payment	9,270.84
12/7/15	2013-142	Treasurer of Virginia	6,719.96
12/10/15	2013-143	Treasurer of Virginia	39.08
12/24/15	2013-145	Treasurer of Virginia	39.08
12/4/15	38148	Active Screening	130.00
12/4/15	38149	Baker & Taylor Books, Inc.	1,450.47
12/4/15	38150	Capital One Bank	952.82
12/4/15	38151	Capital One Bank	470.87
12/4/15	38152	Capital One Bank	502.88
12/4/15	38153	Comcast Communications	345.92
12/4/15	38154	Dominion Virginia Power	95.94
12/4/15	38155	Dominion Virginia Power	131.51
12/4/15	38156	Tyesha Evans	9.99
12/4/15	38157	Jennifer Ford	22.73
12/4/15	38158	Gale	141.69
12/4/15	38159	Hopewell News	20.10
12/4/15	38160	Hopewell City Treasurer	679.04
12/4/15	38161	Ingram Library Services	2,758.46
12/4/15	38162	LexisNexis Matthew Bender	167.37
12/4/15	38163	Midwest Tape	1,122.38
12/4/15	38164	OverDrive	2,640.47
12/4/15	38165	Petersburg Alarm Company, Inc.	114.00
12/4/15	38166	Progress Index	355.00
12/4/15	38167	Reader Service	99.36
12/4/15	38168	Safeguard Business Systems, Inc	163.62
12/4/15	38169	Securitas Security Services USA, Inc	960.96
12/4/15	38170	Shelby Simmons	175.00
12/4/15	38171	Smart Beginnings	1,794.00
12/4/15	38172	Staples, Inc.	689.46
12/4/15	38173	Nandhitha Agaram	44.16
12/18/15	38174	Alexander Hamilton Institute	147.00
12/18/15	38175	AT & T	68.47
12/18/15	38176	AT & T Mobility	174.78
12/18/15	38177	Baker & Taylor Books, Inc.	177.87
12/18/15	38178	Veronica Bright	26.71
12/18/15	38179	Catered Affairs By Shelby	984.75
12/18/15	38180	Comcast Communications	1,245.29
12/18/15	38181	Comcast Communications	371.86
12/18/15	38182	CS Diamond Enterprises, Inc.	4,740.00
12/18/15	38183	County of Dinwiddie	600.00
12/18/15	38184	County of Prince George	1,650.00

12/18/15	38185	Diamond Springs	87.65
12/18/15	38186	Dix's Landscaping	200.00
12/18/15	38187	Susan Eggleston	12.64
12/18/15	38188	Gale	276.64
12/18/15	38189	Hermes Publications	52.80
12/18/15	38190	Hopewell City Treasurer	3,750.00
12/18/15	38191	Hopewell City Treasurer	120.57
12/18/15	38192	Hopewell News	120.50
12/18/15	38193	Hopewell/PG Chamber Commerce	195.00
12/18/15	38194	HR Specialist: Employment Law	211.00
12/18/15	38195	Ingram Library Services	6,159.63
12/18/15	38196	James River Press	1,300.00
12/18/15	38197	Library of Virginia	1,610.02
12/18/15	38198	Midwest Tape	1,947.99
12/18/15	38199	Minor & Associates	425.00
12/18/15	38200	OCLC, Inc.	167.70
12/18/15	38201	OverDrive	38.98
12/18/15	38202	Progress Index	182.80
12/18/15	38203	Randolph Market	9.47
12/18/15	38204	Reader's Digest Large Print	59.92
12/18/15	38205	Reader Service	45.20
12/18/15	38206	Richmond Times Dispatch	234.00
12/18/15	38207	Scott Fields Design	1,980.00
12/18/15	38208	Securitas Security Services USA, Inc	954.84
12/18/15	38209	Shred-It USA LLC	50.08
12/18/15	38210	Sprint	525.57
12/18/15	38211	Unique Management Services	823.40
12/18/15	38212	Verizon	170.14
12/18/15	38213	Virginia Historical Society	50.00
12/18/15	38214	Virginia Library Association	415.00
12/18/15	38215	Virginia Library Association	75.00
12/18/15	38216	Anthem BlueCross BlueShield	9,590.00
12/18/15	38217	Anthem BlueCross BlueShield	570.00
	Total		83,525.90

January 19, 2016