

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

October 17, 2017

Burrowsville Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

October 17, 2017

1:00 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 – September 19, 2017 Regular Meeting
Statistical Report – dated October 17, 2017
Financial Report – dated October 17, 2017
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Staff Development Day
- R3.** VLA Conference
- R4.** September Library Card Sign-Up Month
- R5.** Dinwiddie Anniversary Celebration
- R6.** Reading Along the Appomattox
- R7.** Hopewell YS Area
- R8.** Audit
- R9.** Tech Services Report
- R10.** Policy update project – Collection Development Policy

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees – Minutes of September 19, 2017

The ARLS regular monthly meeting was called to order by Chairman Mrs. Dragoo on September 19, 2017 at 1:00 PM at the Dinwiddie Library, Dinwiddie, VA with a quorum of board present.

Trustees present: Mrs. Benjamin, Mrs. Dragoo, Mrs. Gallup, Mrs. Halupka, Mrs. Judge, Mrs. Sykes, and Ms. Winfield.

Trustees absent: Dr. Boyd, Dr. Shepperson.

Staff present: Brian Manning, Chris Wiegard, Ginger Mauler and Nicole Coleman

Approval of Agenda: A motion was made by Mrs. Benjamin and seconded by Mrs. Sykes to approve the agenda. Motion passed.

Consent Agenda: A motion was approved by Mrs. Benjamin and seconded by Mrs. Gallup to approve the consent agenda. Mr. Manning announced that the Turnover Rate report will be eliminated due to its lack of relevance; it will be discussed at library staff meetings but not at trustees' meetings. The TI report will no longer be printed but will be verbal during the *Report of Library Director*. Motion passed.

Communications:

- Mr. Manning introduced the ARLS Branch Services Manager, Ginger Mauler, who spoke briefly to the board.
- ARLS staff development will be held on Columbus Day from 10 AM until 2 PM.
- Mr. Manning has received *Letters of Thanks* from the Virginia Department of Health, the Dinwiddie Schools System, the Hopewell Convocation and the Hopewell Third Thursday Events.

Citizen Comments: None.

Report of the Library Director:

R1. Introduction of Ginger Mauler, Branch Services Manager. See above

R2. Staff Update. Kim Robertson was hired in Technical Services. Interviews are ongoing for a position in Circulation in Hopewell. With that exception, ARLS is fully staffed.

R3. Hopewell Youth Services. Furniture is expected in October.

R4. Hopewell Adult Area. This is the area next in line for refurbishing at the Hopewell Library.

R5. Prince George Parking. Mr. Manning will attend the September 26 Prince George Board of Supervisors meeting to request signage to discourage parking by non-library patrons.

R6. Reading Along the Appomattox. The title of the book is “Hidden Figures.” To accompany this community read there will be a screening of the film “Hidden Figures” and a special program by Dr. David Morgan, Associate Professor of Physics and Astronomy, Richard Bland College.

R7. VLA Conference, Norfolk, October 11-13. Mr. Manning as well as personnel from Youth Services and Adult Services will attend.

R8. Policy Update – Collection Development/Public Computer Access/Public Meeting Spaces. The board is ready to work on this updating process as prescribed in the Five Year Strategic Plan. Mrs. Dragoo reported positive public feedback at the Hopewell Library with regard to the extending of the library book loan period from two weeks to three weeks.

Committee Reports:

The Personnel Committee met on July 31 at 10 AM at the Hopewell Library. Committee members present were Mrs. Halupka, Mrs. Dragoo, Dr. Boyd and Mrs. Sykes. The committee completed the annual evaluation of the Library Director, Mr. Manning. It was concluded that Mr. Manning’s performance met the standards of the Director’s Annual Evaluation. Therefore, he will continue in the position of Director of ARLS.

New Business:

- Mr. Manning, the ARLS staff present and board members discussed Outreach, with specific mention of Christmas parades in the three localities, communication with new residents in the three localities, and Holiday events for the employees,
- A motion was made by Mrs. Bertha Judge and seconded by Mrs. Doris Gallup to change the December board meeting from December 12 to December 5. Motion passed. All other meetings from October 2017 through June 2018 remain the same at this time.

Unfinished Business: None.

Announcements: The next ARLS Board of Trustees Meeting will be at the Burrowsville Community Center on Tuesday, October 17 beginning at 1 PM.

Adjournment: 1:38 PM

Statistical Report
October 17, 2017

Statistical Report - October 17, 2017
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
Burrowsville	FY14	272	259	219	270	193	178	164	154	221	156	199	189	2,466		
	FY15	242	234	393	397	419	273	271	183	255	180	256	236	3,339		
	FY16	357	357	374	361	234	275	313	330	424	463	521	664	5,813		
	FY17	507	581	374	536	465	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	0	0	0	0	0	0	0	0	0	1,321	-8%	-10%
Carson Depot	FY14	1,921	1,508	1,315	1,179	1,109	1,308	1,544	1,640	1,054	1,132	1,179	1,281	16,170		
	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		
	FY156	1,590	1,229	1,137	1,409	898	946	1,102	1,225	1,323	1,464	1,136	1,036	14,495		
	FY17	1,200	1,055	868	720	908	670	739	703	985	848	679	774	10,149		
	FY18	967	753	788	0	0	0	0	0	0	0	0	0	2,508	-9%	-20%
Dinwiddie	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		
	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176	1,812	2,367	1,883	1,962	2,034	26,510		
	FY18	2,428	1,951	2,862	0	0	0	0	0	0	0	0	0	7,241	-10%	-12%
Disputanta	FY14	545	593	429	482	369	698	442	403	297	283	431	338	5,310		
	FY15	559	693	518	643	576	550	402	301	344	335	482	600	6,003		
	FY16	984	712	645	536	697	508	461	545	755	774	508	784	7,909		
	FY17	608	710	599	454	771	415	550	413	453	471	444	482	6,370		
	FY18	486	636	461	0	0	0	0	0	0	0	0	0	1,583	-23%	-17%
Hopewell	FY14	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		
	FY16	22,538	19,755	16,580	17,641	15,543	14,198	14,647	14,247	14,057	16,372	15,941	16,562	198,081		
	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		
	FY17	13,980	13,461	11,526	11,856	11,331	11,605	11,933	11,906	12,988	11,004	11,699	11,281	144,570		
	FY18	12,389	12,713	12,481	0	0	0	0	0	0	0	0	0	37,583	8%	-4%

**Statistical Report
October 17, 2017**

McKenney	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	
	FY17	878	936	864	959	877	840	677	587	684	568	900	1,090	9,860	
***	FY18	1,060	1,181	686	0	0	0	0	0	0	0	0	0	2,927	-21%

*** A misconfiguration of self-checkout stations caused materials checked out at McKenney during September 2017 being assigned to Hopewell.

Prince George	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	
	FY17	7,301	7,213	6,057	5,556	5,133	4,271	5,098	5,009	5,060	5,112	5,384	5,650	66,844	
***	FY18	7,272	5,055	1,933	0	0	0	0	0	0	0	0	0	14,260	-30%

*** A misconfiguration of self-checkout stations caused materials checked out at Prince George during September 2017 being assigned to Hopewell.

Rohoic	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	
	FY17	1,343	1,669	1,739	1,590	1,201	948	1,178	1,120	1,049	1,029	955	1,525	15,346	
***	FY18	1,101	1,357	1,147	0	0	0	0	0	0	0	0	0	3,605	-34%

Outreach SVS	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	384	279	287	265	163	278	213	101	64	89	80	2,382	
	FY17	261	179	174	245	179	211	148	115	77	24	140	3	1,756	
***	FY18	2	2	0	0	0	0	0	0	0	0	0	0	4	-99%

Econtent	FY17	1,232	330	877	823	722	626	675	833	984	924	992	934	9,952	
	FY18	977	975	845	0	0	0	0	0	0	0	0	0	2,797	-4%

ARLS Totals	FY14	37,399	33,888	27,535	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	31,019	332,951	
	FY15	39,996	33,326	25,310	29,100	26,391	24,666	25,114	23,450	25,538	25,091	23,760	29,314	331,056	
	FY16	35,773	32,157	27,073	29,507	25,094	25,952	25,993	23,885	24,963	27,751	26,538	31,610	336,296	
	FY17	29,928	28,612	26,250	24,845	23,507	22,072	23,651	23,090	25,243	22,326	23,620	24,224	297,601	
***	FY18	27,165	25,116	21,548	0	0	0	0	0	0	0	0	0	73,829	-18%

Statistical Report
October 17, 2017

PATRON VISITS FY2017	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	142	153	102	0	0	0	0	0	0	0	0	0	397
Carson Depot	1,044	1,031	951	0	0	0	0	0	0	0	0	0	3,026
Dinwiddie	1,733	1,394	1,394	0	0	0	0	0	0	0	0	0	4,521
Disputanta	237	302	289	0	0	0	0	0	0	0	0	0	828
Hopewell	13,205	13,944	9,327	0	0	0	0	0	0	0	0	0	36,476
McKenney	2,176	2,666	596	0	0	0	0	0	0	0	0	0	5,438
Prince George	3,976	4,111	3,781	0	0	0	0	0	0	0	0	0	11,868
Roholic	1,173	1,131	491	0	0	0	0	0	0	0	0	0	2,795
TOTAL	23,686	24,732	16,931	0	0	0	0	0	0	0	0	0	65,349
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	2,172	1,762	1,782	0	0	0	0	0	0	0	0	0	5,716
Meetings	179	152	133	0	0	0	0	0	0	0	0	0	464
Book Group	13	0	12	0	0	0	0	0	0	0	0	0	25
Adult Program	303	324	61	0	0	0	0	0	0	0	0	0	688
Non-SRP Child Program	120	322	392	0	0	0	0	0	0	0	0	0	834
Non-SRP Teen Program	0	0	4	0	0	0	0	0	0	0	0	0	4
Storytime	505	289	332	0	0	0	0	0	0	0	0	0	1,126
Family SRP	611	0	0	0	0	0	0	0	0	0	0	0	611
SRP Child	270	86	0	0	0	0	0	0	0	0	0	0	356
SRP Teen	231	0	0	0	0	0	0	0	0	0	0	0	231
Community Outreach**	34	529	185	0	0	0	0	0	0	0	0	0	748
Database Usage	499	301	177	0	0	0	0	0	0	0	0	0	977
TOTALS	4,937	3,765	3,078	0	0	0	0	0	0	0	0	0	11,780

** The Youth Services staff shared information about the library throughout the community and several schools, daycares, and participated in the Tricities Back to School - Homeschool Fair.

Statistical Report
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REFERENCE QUESTIONS - FY2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	121	123	82	0	0	0	0	0	0	0	0	0	326
Carson Depot	91	100	82	0	0	0	0	0	0	0	0	0	273
Dinwiddie	209	189	182	0	0	0	0	0	0	0	0	0	580
Disputanta	31	79	62	0	0	0	0	0	0	0	0	0	172
Hopewell	867	819	732	0	0	0	0	0	0	0	0	0	2,418
McKenney	85	72	52	0	0	0	0	0	0	0	0	0	209
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	198	284	166	0	0	0	0	0	0	0	0	0	648
Rohoic	0	280	194	0	0	0	0	0	0	0	0	0	204
TOTALS	1,602	1,946	1,552	0	0	0	0	0	0	0	0	0	5,100
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	40	50	25	0	0	0	0	0	0	0	0	0	115
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Carson Depot Workstation	136	150	131	0	0	0	0	0	0	0	0	0	417
WIFI	22	14	7	0	0	0	0	0	0	0	0	0	43
Dinwiddie Workstation	184	208	203	0	0	0	0	0	0	0	0	0	595
WIFI	65	55	40	0	0	0	0	0	0	0	0	0	160
Disputanta Workstation	49	96	83	0	0	0	0	0	0	0	0	0	228
WIFI	13	16	18	0	0	0	0	0	0	0	0	0	47
Hopewell Workstation	3,130	3,699	3,132	0	0	0	0	0	0	0	0	0	9,961
WIFI	156	394	292	0	0	0	0	0	0	0	0	0	842
McKenney Workstation	172	193	151	0	0	0	0	0	0	0	0	0	516
WIFI	0	0	2	0	0	0	0	0	0	0	0	0	2
Prince George Workstation	785	781	799	0	0	0	0	0	0	0	0	0	2,365
WIFI	276	229	237	0	0	0	0	0	0	0	0	0	742
Rohoic Workstation	96	141	150	0	0	0	0	0	0	0	0	0	387
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	5,124	6,026	5,270	0	0	0	0	0	0	0	0	0	16,420

Appomattox Regional Library System

Revenue and Expenses

July 1, 2017 - June 30, 2018

fund#	FY2018		Prev. Total		Monthly		Total		Percentage Received	Balance Due
	Revenue 10/30/17	Proposed	Receipts	Receipts	Receipts	Receipts	Receipts			
100	Carry Over	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$600,261	\$150,065	\$150,065	\$150,065	\$300,131	\$300,131	\$300,131	50.0%	\$300,131
103	Dinwiddie	\$273,595	\$68,399	\$68,399	\$0	\$68,399	\$68,399	\$68,399	25.0%	\$205,196
104	Prince George	\$592,224	\$148,056	\$148,056	\$0	\$148,056	\$148,056	\$148,056	25.0%	\$444,168
105	State Funds	\$380,000	\$96,735	\$96,735	\$0	\$96,735	\$96,735	\$96,735	25.5%	\$283,265
106	Fines/Fees/Lost	\$22,600	\$3,477	\$3,477	\$1,120	\$4,597	\$4,597	\$4,597	20.3%	\$18,003
107	Copying Receipts	\$20,121	\$3,722	\$3,722	\$1,896	\$5,618	\$5,618	\$5,618	27.9%	\$14,503
108	Endowment Funds	\$20,499	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$24,000	\$0	\$0	\$24,416	\$24,416	\$24,416	\$24,416	101.7%	(\$416)
110	Gifts/Donations	\$7,000	\$3,300	\$3,300	\$100	\$3,400	\$3,400	\$3,400	48.6%	\$3,600
111	Grants	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$3,617	\$3,617	\$1,562	\$5,179	\$5,179	\$5,179	21.6%	\$18,821
TOTALS		\$2,089,300	\$477,371	\$477,371	\$179,159	\$656,530	\$656,530	\$656,530	31.4%	\$1,432,770

Fund#	EXPENSES 09/30/17	FY18 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/31/17	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$458,648	\$77,437	\$34,225	\$111,662	24.3%	\$346,986
201	Non-MLS Salary & Wages	\$576,368	\$109,993	\$42,390	\$152,383	26.4%	\$423,985
202	Benefits for Staff/Retirees	\$270,512	\$41,875	\$20,784	\$62,659	23.2%	\$207,853
	Total Personnel	\$1,305,528	\$229,305	\$97,399	\$326,704	25.0%	\$978,824
	Books & Materials						
300	Books	\$70,000	\$8,667	\$7,649	\$16,316	23.3%	\$53,684
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,000	\$4,724	\$4,045	\$8,769	24.4%	\$27,231
303	Print News & Periodicals	\$12,276	\$166	\$749	\$915	7.5%	\$11,361
304	Audiovisual Materials	\$25,000	\$2,051	\$1,404	\$3,455	13.8%	\$21,545
305	Electronic Materials	\$4,500	\$1,680	\$0	\$1,680	37.3%	\$2,820
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$500	\$0	\$0	\$0	0.0%	\$500
308	Restricted - Donation/Grant	\$1,250	\$0	\$336	\$336	26.9%	\$914
309	Family Resource Books	\$1,000	\$0	\$15	\$15	1.5%	\$985
310	Econtent	\$29,700	\$10,800	\$6,000	\$16,800	56.6%	\$12,900
	Total Books & Materials	\$208,359	\$28,088	\$20,197	\$48,285	23.2%	\$160,074
	Capital Expenditures						
400	Library Non-Computer Equip.	\$11,750	\$180	\$112	\$292	2.5%	\$11,458
401	Computer Hardware	\$12,000	\$0	\$3,196	\$3,196	26.6%	\$8,804
	Total Capital Expenditures	\$23,750	\$180	\$3,308	\$3,488	14.7%	\$20,262
	Contractual						
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$16,500	\$2,907	\$8,260	\$11,167	67.7%	\$5,333
502	Audit	\$20,000	\$2,175	\$0	\$2,175	10.9%	\$17,825
503	Cataloging MARC Records	\$3,605	\$351	\$179	\$530	14.7%	\$3,075
504	Unique Management	\$9,000	\$922	\$474	\$1,396	15.5%	\$7,604
505	Computer Support Service Calls	\$17,500	\$5,160	\$3,540	\$8,700	49.7%	\$8,800

506 Other Computer Software Serv.	\$10,000	\$542	\$271	\$813	8.1%	\$9,187
507 Telecomm Internet Line Charges	\$22,000	\$3,557	\$1,836	\$5,393	24.5%	\$16,607
508 Printing and Publications	\$9,500	\$2,402	\$1,575	\$3,977	41.9%	\$5,523
509 Security Guard Service	\$26,500	\$4,399	\$2,202	\$6,601	24.9%	\$19,899
Total Contractual	\$136,605	\$22,415	\$18,337	\$40,752	29.8%	\$95,853
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$1,447	\$0	\$1,447	28.9%	\$3,553
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603 Supplies	\$32,000	\$3,749	\$1,448	\$5,197	16.2%	\$26,803
604 Travel / Workshops /Conf. Fees	\$8,500	\$1,122	\$625	\$1,747	20.6%	\$6,753
605 Training / Education	\$4,500	\$275	\$0	\$275	6.1%	\$4,225
606 Utilities	\$6,000	\$550	\$231	\$781	13.0%	\$5,219
607 Telephone (Voice)	\$13,000	\$2,327	\$1,162	\$3,489	26.8%	\$9,511
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$841	\$311	\$1,152	25.6%	\$3,348
610 Job & Contracting Advertising	\$2,500	\$206	\$0	\$206	8.2%	\$2,295
611 Promotional Advertising	\$2,000	\$94	\$675	\$769	38.5%	\$1,231
612 Organization/Association Dues	\$3,500	\$301	\$150	\$451	12.9%	\$3,049
613 Postage	\$4,500	\$998	\$25	\$1,023	22.7%	\$3,477
614 Janitorial	\$64,500	\$9,932	\$4,980	\$14,912	23.1%	\$49,588
615 Other Building Maintenance	\$12,500	\$1,113	\$1,038	\$2,151	17.2%	\$10,349
Total	\$272,087	\$35,554	\$16,944	\$52,499	19.3%	\$219,588
Facilities/Maint./Operations						
Programs/Activites/Other						
700 YS Summer Reading Program	\$6,500	\$463	\$0	\$463	7.1%	\$6,037
701 YS Programming & Supplies	\$4,191	\$432	\$17	\$449	10.7%	\$3,742
702 Adult Programming	\$2,600	\$780	\$400	\$1,180	45.4%	\$1,420
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0

707 Hopewell Project	\$50,000	\$698	\$0	\$698	1.4%	\$49,302
708 Prince George Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
707 Misc. Professional Serv. & Other	\$15,759	\$2,479	\$734	\$3,213	20.4%	\$12,546
Total Programs/Activ./Other	\$143,050	\$4,852	\$1,151	\$6,003	4.2%	\$137,047
GRAND TOTALS	\$2,089,379	\$320,394	\$157,337	\$477,731	22.9%	\$1,611,648

Smart Beginnings Balance Report

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/17	Beginning Balance			24,221.47
7/14/17	Payment from SB		24,221.47	
7/31/17	July Salary & Benefits	7,985.85		
8/29/17	Payment from SB		7,985.85	
8/31/17	August Salary & Benefits	11,667.44		
9/25/17	Payment from SB		11,667.44	
9/30/17	September Salary & Benefits	8,104.52		
9/30/17	Ending Balance			8,104.52

Appomattox Reg Library System

Check Register

For the Period From Sep 1, 2017 to Sep 30, 2017

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
9/13/17	Electronic Federal Tax Payment	200603	9,407.35
9/27/17	Electronic Federal Tax Payment	200604	9,942.19
9/14/17	Treasurer of Virginia	2013-291	309.92
9/14/17	Treasurer of Virginia	2013-292	151.46
9/14/17	Treasurer of Virginia	2013-293	5,860.52
9/28/17	Treasurer of Virginia	2013-294	151.46
9/28/17	Treasurer of Virginia	2013-295	309.92
9/8/17	Baker & Taylor	39712	692.23
9/8/17	Gale/CENGAGE Learning	39713	141.69
9/8/17	Ingram Library Services	39714	4,758.12
9/8/17	Midwest Tape	39715	514.99
9/8/17	Active Screening	39716	114.50
9/8/17	AT & T	39717	54.35
9/8/17	AT & T Mobility	39718	195.42
9/8/17	BambooInk	39719	1,660.00
9/8/17	Comcast Communications	39720	349.00
9/8/17	Connect IT	39721	431.00
9/8/17	CS Diamond Enterprises, Inc.	39722	4,740.00
9/8/17	DEMCO, Inc.	39723	85.81
9/8/17	Dominion Energy Virginia	39724	178.79
9/8/17	Latrina Gardner	39725	94.83
9/8/17	Erika Bedwell	39726	26.86
9/8/17	Sherry Chappell	39727	17.17
9/8/17	Joseph Rickman	39728	38.38
9/8/17	Cassandra Bland	39729	13.13
9/8/17	Ginger Mauler	39730	90.95
9/8/17	Nicole Coleman	39731	45.75
9/8/17	E-N Computers, Inc.	39732	2,359.94
9/8/17	GreatAmerica Financial Svcs.	39733	2,944.98
9/8/17	Heaton's Lawn Maintenance, LLC	39734	800.00
9/8/17	McKay Hardware, Inc.	39735	11.99
9/8/17	Midwest Tape	39736	6,000.00
9/8/17	MALiA	39737	150.00
9/8/17	Petersburg Alarm Company, Inc.	39738	238.00
9/8/17	Pitney Bowes Global Financial Services	39739	24.75
9/8/17	The Progress Index	39740	525.00
9/8/17	The Progress Index	39741	499.20
9/8/17	Reader Service	39742	30.30
9/8/17	Edgardo Academia	39743	22.94
9/8/17	Richmond Times Dispatch	39744	249.60
9/8/17	Sam's Club Direct	39745	382.50
9/8/17	Securitas Security Services USA, Inc	39746	1,080.00
9/8/17	Shred-It USA LLC	39747	57.21
9/8/17	Terri Spicer	39748	400.00
9/8/17	SunTrust Bank	39749	2,213.47
9/8/17	Verizon	39750	14.27
9/8/17	Whitaker Library - ILL	39751	100.00
9/11/17	ARLS-Payroll	39752	32,438.32
9/22/17	Baker & Taylor	39753	1,147.79
9/22/17	Gale/CENGAGE Learning	39754	531.54
9/22/17	Ingram Library Services	39755	4,195.05
9/22/17	Matthew Bender & Co., Inc.	39756	50.08

Appomattox Reg Library System
Check Register
 For the Period From Sep 1, 2017 to Sep 30, 2017

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
9/22/17	Midwest Tape	39757	883.46
9/22/17	Rowman & Littlefield Publishing Group	39758	13.44
9/22/17	Anthem BlueCross BlueShield	39759	603.00
9/22/17	Anthem BlueCross BlueShield	39760	11,445.00
9/22/17	Canteen Refreshment Services	39761	317.00
9/22/17	Comcast Communications	39762	1,738.91
9/22/17	County of Dinwiddie	39763	900.00
9/22/17	County of Prince George	39764	1,650.00
9/22/17	Diamond Springs	39765	52.43
9/22/17	Hopewell City Treasurer	39766	4,061.31
9/22/17	Kiwanis Club of Hopewell	39767	150.00
9/22/17	OCLC, Inc.	39768	178.63
9/22/17	OrangeBoy, Inc.	39769	8,000.00
9/22/17	Reader Service	39770	102.04
9/22/17	Amanda Brando	39771	21.26
9/22/17	Sarah Ness	39772	19.38
9/22/17	Securitas Security Services USA, Inc	39773	1,065.00
9/22/17	Sprint	39774	526.76
9/22/17	Staples Credit Plan	39775	419.99
9/22/17	Unique Management Services	39776	474.35
9/22/17	Verizon	39777	119.16
9/25/17	ARLS-Payroll	39778	34,548.54
		Total	<u>164,132.38</u>