

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

September 19, 2017

Dinwiddie Library

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

September 19, 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 – July 18, 2017 Regular Meeting
Statistical Report – dated September 19, 2017
Financial Report – dated September 19, 2017
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Introduction of Ginger Mauler, Branch Services Manager
- R2.** Staff Update
- R3.** Hopewell YS Area
- R4.** Hopewell Adult Area
- R5.** Prince George parking
- R6.** Reading Along the Appomattox
- R7.** VLA Conference – Norfolk – October 11 – October 13
- R8.** Policy update project – Collection Development/Public Computer Access/Public Meeting Spaces

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees – Minutes of July 18, 2017

The ARLS regular monthly meeting was called to order by Chairman Mrs. Dragoo on July 18, 2017 at 1:00 PM at the Carson Library, Carson, VA with a quorum of board present.

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

Trustees absent: Dr. Shepperson.

Staff present: Brian Manning and Nicole Coleman

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

Consent Agenda: A motion was made by Mrs. Benjamin and seconded by Mrs. Judge to approve the consent agenda. Motion passed.

Communications:

- Brian introduced the two newly appointed trustees: Lillian Boyd from Prince George and Carly Winfield from Dinwiddie.
- Brian read a *Thank you* card from the staff of Smart Beginnings expressing their gratitude for the use of a Hopewell Library meeting room for their Parent Education Classes. Beginning in September the classes will be held at Woodlawn Learning Center to provide space for child care for the participants.

Citizen Comments: None.

Report of the Library Director:

R1. Board of Trustees, New Members: Brian thanked Ms. Winfield and Ms. Boyd for serving.

R2. Staff Update.

- Ginger Mauler has been hired as Branch Services Manager and will be coordinating services with staff at the Dinwiddie and Prince George libraries.
- There are openings for Library Assistant Circulation and Library Assistant Technical Services. The latter will be cross trained to enable that person to work in Circulation when needed.
- A Youth Services employee will be leaving in the fall to work in Japan.

R3 Hopewell Youth Services Area: The new Youth Services Area furniture is scheduled to arrive in September.

R4. Hopewell Adult Area: Planning for the FY 2018 renovation of the first floor Adult area has begun with consideration given to removing the circular Information desk (to be used by Youth Services) and replacing it with an Information kiosk near the entrance and circulation desk.

R5. FY 2017 Budget report: The fiscal year ended with \$100,000 being returned to savings to offset the borrowing from savings of \$100,000 at the end of FY 2016. There will be no FY 2018 endowment payment from the John Randolph Foundation due to changes in their administrative policies.

R6. Newsletter Progress: All board members indicated their receipt of the newsletter. Brian mentioned that the Burrowsville Library will be open for the National Night Out Ice Cream Social at the Burrowsville Community Center on August 1.

R7. VLA Conference, Norfolk, October 11-13: The ARLS Five Year Plan provides opportunities for Board members to participate in professional development including webinars and conferences. Therefore Brian will send conference registration information to trustees and encourages participation.

R8. Library Endowment update:

- The John Randolph Foundation has made administration changes to their endowment policies. Their fiscal year no longer coincides with the ARLS fiscal year. Endowment payments will be made in July rather than March, thus eliminating an endowment payment in ARLS fiscal year 2018.
- The foundation is recommending the Board approve modifying the terms of the endowment agreement's distribution policy from 5% of the three year moving average to a fixed 4.3% of the previous year's assets. This will make the endowment self-sustaining with no need to add \$3,500 to the principal each year. A motion was made by Mrs. Judge and seconded by Mrs. Benjamin to modify the terms of our endowment agreement to accept the 4.3% distribution policy. It passed unanimously.

Committee Reports: None.

New Business:

- Chairman Mrs. Dragoo informed the board that with the departure of Mrs. Tuggle there was a need to elect a Vice Chairman. Mrs. Judge was nominated and since there were no other nominations, Mrs. Benjamin made a motion to elect Mrs. Judge to the position of Vice Chairman. It was seconded by Mrs. Gallup and motion passed.
- Chairman Mrs. Dragoo assigned the new board members to working committees of the board. Personnel Committee members are Mrs. Sykes (chair), Mrs. Halupka, and Ms. Boyd. Development Committee members are Dr. Shepperson (chair), Mrs. Judge and Ms. Winfield. Financial Committee members are Mrs. Benjamin (chair), Mrs. Dragoo and Mrs. Gallup. Executive Committee members are Chairman Mrs. Dragoo, Vice Chairman Mrs. Judge, Treasurer Mrs. Benjamin and Secretary Mrs. Gallup.
- The Personnel Committee will meet on July 31 at 10 AM for the annual evaluation of Library Directory Brian Manning.

Unfinished Business:

- An up-to-date roster of the Board will be forthcoming.
- Mrs. Judge expressed appreciation for the change to earlier board meetings. She is looking forward to serving as Vice Chairman.
- There is a demand for WiFi at library locations after the libraries are closed. Brian reported that local police recommend that for security purposes, WiFi should not be available 24 hours. However, he will investigate the possibility of specific time periods before and after normal library hours.
- Signage at the new McKenney library and other sites was discussed.

The July meeting of the ARLS Board of Trustees was adjourned at 1:45 PM. The next meeting will be September 19 at the Dinwiddie Library at 1 PM.

Submitted by:

Doris Gallup, Secretary

Statistical Report
September 19, 2017

| REFERENCE QUESTIONS - FY2016 | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
|------------------------------|--------------|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------|
| Burrowsville | 121 | 123 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 244 |
| Carson Depot | 91 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 191 |
| Dinwiddie | 209 | 189 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 398 |
| Disputanta | 31 | 79 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 110 |
| Hopewell | 867 | 819 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,686 |
| McKenney | 85 | 72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 157 |
| Outreach | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Prince George | 198 | 284 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 482 |
| Rohoic | 0 | 280 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 204 |
| TOTALS | 1,602 | 1,946 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,548 |
| Computer Use | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| Burrowsville Workstation | 40 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 90 |
| WIFI | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Carson Depot Workstation | 136 | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 286 |
| WIFI | 22 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 36 |
| Dinwiddie Workstation | 184 | 208 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 392 |
| WIFI | 65 | 55 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 120 |
| Disputanta Workstation | 49 | 96 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 145 |
| WIFI | 13 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 29 |
| Hopewell Workstation | 3,130 | 3,699 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,829 |
| WIFI | 156 | 394 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 550 |
| McKenney Workstation | 172 | 193 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 365 |
| WIFI | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Prince George Workstation | 785 | 781 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,566 |
| WIFI | 276 | 229 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 505 |
| Rohoic Workstation | 96 | 141 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 237 |
| WIFI | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 5,124 | 6,026 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11,150 |

Statistical Report
September 19, 2017

| PATRON VISITS | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
|-----------------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------------|
| | FY2017 | | | | | | | | | | | | |
| Burrowsville | 142 | 153 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 295 |
| Carson Depot | 1,044 | 1,031 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,075 |
| Dinwiddie | 1,733 | 1,394 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,127 |
| Disputanta | 237 | 302 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 539 |
| Hopewell | 13,205 | 13,944 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27,149 |
| McKenney | 2,176 | 2,666 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,842 |
| Prince George | 3,976 | 4,111 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,087 |
| Rohoic | 1,173 | 1,131 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,304 |
| TOTAL | 23,686 | 24,732 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 48,418 |
| MISC TRANSACTIONS | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| Meeting Room users | 2,172 | 1,762 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,934 |
| Meetings | 179 | 152 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 331 |
| Book Group | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 |
| Adult Program | 303 | 324 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 627 |
| Non-SRP Child Program | 120 | 322 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 442 |
| Non-SRP Teen Program | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Storytime | 505 | 289 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 794 |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 563 |
| Database Usage | 499 | 301 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 800 |
| TOTALS | 4,937 | 3,765 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,702 |

In July, the library's outreach service connected with 18 people at area nursing facilities; the library connected with 15 people at the Third Thursday event in addition to the 68 patrons attending the children's program.

In August, the library participated in the Dinwiddie County Schools' in service days. Over two days, library staff connected with 168 teachers and staff about library services. The library also presented programming at the final Third Thursday and provided information about the library services to 24 people in the community. The library served as the Lost Child location for the Prince George Co.'s Back to School Fair in Scott Park. 132 parents and children visited the Prince George Library for the book give away. The library's courier services outreach efforts connected with 37 people in the community.

Statistical Report
September 19, 2017

| July 2016 - June 2017 | Total Circulations | Total Items | Turnover Rate* |
|-----------------------|--------------------|----------------|----------------|
| Burrowsville | 976 | 10,143 | 0.10 |
| Carson Depot | 1,720 | 9,651 | 0.18 |
| Dinwiddie | 4,379 | 13,519 | 0.32 |
| Disputanta | 1,122 | 8,842 | 0.13 |
| Hopewell | 25,102 | 90,965 | 0.28 |
| McKenney | 2,241 | 10,358 | 0.22 |
| Outreach | 4 | 421 | 0.01 |
| Prince George | 12,327 | 35,955 | 0.34 |
| Rohoic | 2,458 | 15,778 | 0.16 |
| ARLS TOTAL | 50,329 | 195,632 | 0.26 |

* Number represents overall frequency of collection circulation - closer to one the better

Statistical Report
September 19, 2017

| New Patron Cards | | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | Total |
|------------------|--|------------|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|
| FY2017 | | | | | | | | | | | | | | |
| Burrowsville | | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Carson Depot | | 8 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 23 |
| Dinwiddie | | 26 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 44 |
| Disputanta | | 14 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 |
| Hopewell | | 63 | 37 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 |
| McKenney | | 36 | 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 63 |
| Outreach | | 156 | 154 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 310 |
| Prince George | | 99 | 87 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 186 |
| Rohoic | | 9 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31 |
| Total | | 411 | 369 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 780 |

Statistical Report
September 19, 2017

| Technical Services Report | New Titles Received | New Items Received | Titles Cataloged | Items Cataloged | InterLibrary Loans |
|---------------------------|---------------------|--------------------|------------------|-----------------|--------------------|
| July | 348 | 679 | 431 | 719 | 31 |
| August | 479 | 995 | 480 | 998 | 32 |
| September | 0 | 0 | 0 | 0 | 0 |
| October | 0 | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 | 0 |
| December | 0 | 0 | 0 | 0 | 0 |
| 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 | 827 | 1,674 | 911 | 1,717 | 63 |

Statistical Report
September 19, 2017

Statistical Report - September 19, 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 | 154 | 221 | 156 | 199 | 189 | 2,466 | | | |
| | FY15 | 242 | 234 | 393 | 397 | 419 | 273 | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 976 | -15% | -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 | | |
| | FY16 | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,720 | -29% | -24% |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,379 | -21% | -14% |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,122 | -10% | -15% |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,102 | -6% | -9% |

Statistical Report
September 19, 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,241 |
| | | | | | | | | | | | | | | 26% |
| | | | | | | | | | | | | | | 24% |

| | | | | | | | | | | | | | | |
|---------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| Prince George | FY14 | 7,049 | 5,437 | 4,457 | 4,859 | 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 | 5,356 | 5,133 | 4,271 | 5,098 | 5,009 | 5,060 | 5,112 | 5,384 | 5,650 | 66,844 |
| | FY18 | 7,272 | 5,055 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12,327 |
| | | | | | | | | | | | | | | -30% |
| | | | | | | | | | | | | | | -15% |

| | | | | | | | | | | | | | | |
|---------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| Rohioic | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,458 |
| | | | | | | | | | | | | | | -19% |
| | | | | | | | | | | | | | | -18% |

| | | | | | | | | | | | | | | |
|--------------|------|-------|-----|-----|-----|-----|-----|-------|-------|-----|-----|-----|-------|--------|
| 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 | 364 | 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% |
| | | | | | | | | | | | | | | -99% |

| | | | | | | | | | | | | | | |
|----------|------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Econtent | FY17 | 1,232 | 330 | 877 | 823 | 722 | 626 | 675 | 833 | 934 | 924 | 992 | 934 | 9,952 |
| | FY18 | 977 | 975 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,952 |
| | | | | | | | | | | | | | | 195% |
| | | | | | | | | | | | | | | 25% |

| | | | | | | | | | | | | | | |
|-------------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 52,281 |
| | | | | | | | | | | | | | | -12% |
| | | | | | | | | | | | | | | -11% |

Appomattox Regional Library System

Revenue and Expenses

July 1, 2017 - June 30, 2018

| fund# | Revenue 06/30/17 | FY2018 | | Prev. Total Receipts | Monthly Receipts | Total Receipts | Percentage Received | Balance Due |
|---------------|------------------|--------------------|------------------|----------------------|------------------|------------------|---------------------|--------------------|
| | | Proposed | Receipts | | | | | |
| 100 | Carry Over | \$20,000 | \$0 | \$0 | \$0 | \$0 | 0.0% | \$20,000 |
| 101 | Reserve | \$100,000 | \$0 | \$0 | \$0 | \$0 | 0.0% | \$100,000 |
| 102 | Hopewell | \$600,261 | \$150,065 | \$150,065 | \$0 | \$150,065 | 25.0% | \$450,196 |
| 103 | Dinwiddle | \$273,595 | \$68,399 | \$68,399 | \$0 | \$68,399 | 25.0% | \$205,196 |
| 104 | Prince George | \$592,224 | \$148,056 | \$148,056 | \$0 | \$148,056 | 25.0% | \$444,168 |
| 105 | State Funds | \$380,000 | \$96,735 | \$96,735 | \$0 | \$96,735 | 25.5% | \$283,265 |
| 106 | Fines/Fees/Lost | \$22,600 | \$1,959 | \$1,959 | \$1,517 | \$3,477 | 15.4% | \$19,123 |
| 107 | Copying Receipts | \$20,121 | \$1,640 | \$1,640 | \$2,083 | \$3,722 | 18.5% | \$16,399 |
| 108 | Endowment Funds | \$20,499 | \$0 | \$0 | \$0 | \$0 | 0.0% | \$20,499 |
| 109 | E-Rate Refunds | \$24,000 | \$0 | \$0 | \$0 | \$0 | 0.0% | \$24,000 |
| 110 | Gifts/Donations | \$7,000 | \$3,300 | \$3,300 | \$0 | \$3,300 | 47.1% | \$3,700 |
| 111 | Grants | \$5,000 | \$0 | \$0 | \$0 | \$0 | 0.0% | \$5,000 |
| 112 | Other | \$24,000 | \$1,625 | \$1,625 | \$1,991 | \$3,617 | 15.1% | \$20,383 |
| TOTALS | | \$2,089,300 | \$471,779 | \$471,779 | \$5,591 | \$477,370 | 22.8% | \$1,611,930 |

| Fund# | EXPENSES 08/31/17 | 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 | \$30,162 | \$47,275 | \$77,437 | 16.9% | \$381,211 |
| 201 | Non-MLS Salary & Wages | \$576,368 | \$67,055 | \$42,938 | \$109,993 | 19.1% | \$466,375 |
| 202 | Benefits for Staff/Retirees | \$270,512 | \$22,906 | \$18,969 | \$41,875 | 15.5% | \$228,637 |
| | Total Personnel | \$1,305,528 | \$120,123 | \$109,182 | \$229,305 | 17.6% | \$1,076,223 |
| | Books & Materials | | | | | | \$0 |
| 300 | Books | \$70,000 | \$2,999 | \$5,668 | \$8,667 | 12.4% | \$61,333 |
| 301 | Leased Materials | \$27,000 | \$0 | \$0 | \$0 | 0.0% | \$27,000 |
| 302 | Standing Order Books | \$36,000 | \$1,911 | \$2,813 | \$4,724 | 13.1% | \$31,276 |
| 303 | Print News & Periodicals | \$12,276 | \$34 | \$132 | \$166 | 1.4% | \$12,110 |
| 304 | Audiovisual Materials | \$25,000 | \$130 | \$1,921 | \$2,051 | 8.2% | \$22,949 |
| 305 | Electronic Materials | \$4,500 | \$0 | \$1,680 | \$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 | \$0 | \$0 | 0.0% | \$1,250 |
| 309 | Family Resource Books | \$1,000 | \$0 | \$0 | \$0 | 0.0% | \$1,000 |
| 310 | Econtent | \$29,700 | \$7,200 | \$3,600 | \$10,800 | 36.4% | \$18,900 |
| | Total Books & Materials | \$208,359 | \$12,274 | \$15,814 | \$28,088 | 13.5% | \$180,271 |
| | Capital Expenditures | | | | | | |
| 400 | Library Non-Computer Equip. | \$11,750 | \$0 | \$180 | \$180 | 1.5% | \$11,570 |
| 401 | Computer Hardware | \$12,000 | \$0 | \$0 | \$0 | 0.0% | \$12,000 |
| | Total Capital Expenditures | \$23,750 | \$0 | \$180 | \$180 | 0.8% | \$23,570 |
| | Contractual | | | | | | |
| 500 | Lyasis ILL Services | \$2,000 | \$0 | \$0 | \$0 | 0.0% | \$2,000 |
| 501 | Software Licensing Contracts | \$16,500 | \$2,897 | \$10 | \$2,907 | 17.6% | \$13,593 |
| 502 | Audit | \$20,000 | \$0 | \$2,175 | \$2,175 | 10.9% | \$17,825 |
| 503 | Cataloging MARC Records | \$3,605 | \$173 | \$179 | \$351 | 9.7% | \$3,254 |
| 504 | Unique Management | \$9,000 | \$421 | \$501 | \$922 | 10.2% | \$8,078 |
| 505 | Computer Support Service Calls | \$17,500 | \$2,651 | \$2,510 | \$5,160 | 29.5% | \$12,340 |

| | | | | | | |
|--|------------------|-----------------|-----------------|-----------------|--------------|------------------|
| 506 Other Computer Software Serv. | \$10,000 | \$271 | \$271 | \$542 | 5.4% | \$9,458 |
| 507 Telecomm Internet Line Charges | \$22,000 | \$1,735 | \$1,822 | \$3,557 | 16.2% | \$18,443 |
| 508 Printing and Publications | \$9,500 | \$0 | \$2,402 | \$2,402 | 25.3% | \$7,098 |
| 509 Security Guard Service | \$26,500 | \$2,182 | \$2,217 | \$4,399 | 16.6% | \$22,101 |
| Total Contractual | \$136,605 | \$10,329 | \$12,087 | \$22,416 | 16.4% | \$114,189 |
| 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 | \$6,300 | \$6,300 | \$12,600 | 16.4% | \$64,050 |
| 603 Supplies | \$32,000 | \$1,343 | \$2,406 | \$3,749 | 11.7% | \$28,251 |
| 604 Travel / Workshops /Conf. Fees | \$8,500 | \$814 | \$308 | \$1,122 | 13.2% | \$7,378 |
| 605 Training / Education | \$4,500 | \$0 | \$275 | \$275 | 6.1% | \$4,225 |
| 606 Utilities | \$6,000 | \$37 | \$513 | \$550 | 9.2% | \$5,450 |
| 607 Telephone (Voice) | \$13,000 | \$1,171 | \$1,157 | \$2,327 | 17.9% | \$10,673 |
| 608 Insurance | \$12,937 | \$0 | \$0 | \$0 | 0.0% | \$12,937 |
| 609 Vehicle Maintenance & Fuel | \$4,500 | \$470 | \$371 | \$841 | 18.7% | \$3,659 |
| 610 Job & Contracting Advertising | \$2,500 | \$206 | \$0 | \$206 | 8.2% | \$2,295 |
| 611 Promotional Advertising | \$2,000 | \$0 | \$94 | \$94 | 4.7% | \$1,906 |
| 612 Organization/Association Dues | \$3,500 | \$301 | \$0 | \$301 | 8.6% | \$3,199 |
| 613 Postage | \$4,500 | \$116 | \$882 | \$998 | 22.2% | \$3,502 |
| 614 Janitorial | \$64,500 | \$4,899 | \$5,034 | \$9,932 | 15.4% | \$54,568 |
| 615 Other Building Maintenance | \$12,500 | \$114 | \$999 | \$1,113 | 8.9% | \$11,387 |
| Total | \$272,087 | \$17,217 | \$18,338 | \$35,555 | 13.1% | \$236,532 |
| Facilities/Maint./Operations | | | | | | |
| Programs/Activities/Other | | | | | | |
| 700 YS Summer Reading Program | \$6,500 | \$463 | \$0 | \$463 | 7.1% | \$6,037 |
| 701 YS Programming Supplies | \$4,191 | \$0 | \$432 | \$432 | 10.3% | \$3,759 |
| 702 Adult Programming | \$2,600 | \$441 | \$339 | \$780 | 30.0% | \$1,820 |
| 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 | \$0 | \$698 | \$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 | \$2,359 | \$120 | \$2,479 | 15.7% | \$13,280 |
| Total Programs/Activ./Other | \$143,050 | \$3,263 | \$1,589 | \$4,852 | 3.4% | \$138,198 |
| GRAND TOTALS | \$2,089,379 | \$163,206 | \$157,190 | \$320,395 | 15.3% | \$1,768,984 |

Appomattox Reg Library System
 Check Register
 For the Period From Jul 1, 2017 to Jul 31, 2017

Filter Criteria includes: Report order is by Date.

| Date | Payee | Check # | Amount |
|---------|---------------------------------------|----------|-----------|
| 7/6/17 | Electronic Federal Tax Payment | 200598 | 9,500.25 |
| 7/18/17 | Electronic Federal Tax Payment | 200599 | 8,992.39 |
| 7/5/17 | Treasurer of Virginia | 2013-273 | 4,799.36 |
| 7/6/17 | Treasurer of Virginia | 2013-275 | 151.46 |
| 7/6/17 | Treasurer of Virginia | 2013-276 | 353.98 |
| 7/20/17 | Treasurer of Virginia | 2013-279 | 265.86 |
| 7/20/17 | Treasurer of Virginia | 2013-280 | 151.46 |
| 7/3/17 | ARLS-Payroll | 39578 | 32,951.22 |
| 7/13/17 | Baker & Taylor | 39579 | 125.93 |
| 7/13/17 | Gale/CENGAGE Learning | 39580 | 318.62 |
| 7/13/17 | Ingram Library Services | 39581 | 861.08 |
| 7/13/17 | Matthew Bender & Co., Inc. | 39582 | 635.74 |
| 7/13/17 | Active Screening | 39583 | 44.50 |
| 7/13/17 | AT & T | 39584 | 64.22 |
| 7/13/17 | AT & T Mobility | 39585 | 195.51 |
| 7/13/17 | Comcast Communications | 39586 | 727.56 |
| 7/13/17 | George Conway | 39587 | 117.48 |
| 7/13/17 | County of Dinwiddie | 39588 | 900.00 |
| 7/13/17 | County of Prince George | 39589 | 1,650.00 |
| 7/13/17 | CS Diamond Enterprises, Inc. | 39590 | 4,740.00 |
| 7/13/17 | E-N Computers, Inc. | 39591 | 2,000.00 |
| 7/13/17 | Latrina Gardner | 39592 | 39.89 |
| 7/13/17 | Danielle Phillips-Skiba | 39593 | 27.27 |
| 7/13/17 | Ford Agency, Inc. | 39594 | 65.00 |
| 7/13/17 | Hopewell City Treasurer | 39595 | 4,220.36 |
| 7/13/17 | James River Press | 39596 | 85.00 |
| 7/13/17 | Hopewell News | 39597 | 35.00 |
| 7/13/17 | JanWay Company USA, Inc. | 39598 | 208.19 |
| 7/13/17 | Life Studios | 39599 | 6.00 |
| 7/13/17 | Minor & Associates | 39600 | 63.75 |
| 7/13/17 | OCLC, Inc. | 39601 | 172.59 |
| 7/13/17 | OverDrive | 39602 | 7,200.00 |
| 7/13/17 | Petersburg Alarm Company, Inc. | 39603 | 114.00 |
| 7/13/17 | U.S. Postal Service | 39604 | 116.00 |
| 7/13/17 | The Progress Index | 39605 | 170.50 |
| 7/13/17 | Reader Service | 39606 | 108.74 |
| 7/13/17 | Securitas Security Services USA, Inc | 39607 | 1,082.55 |
| 7/13/17 | Shred-It USA LLC | 39608 | 57.21 |
| 7/13/17 | Society for Human Resource Management | 39609 | 199.00 |
| 7/13/17 | Terri Spicer | 39610 | 360.00 |
| 7/13/17 | SunTrust Bank | 39611 | 4,357.15 |
| 7/13/17 | Tech Logic | 39612 | 3,394.00 |
| 7/13/17 | Unique Management Services | 39613 | 420.65 |
| 7/13/17 | Verizon | 39614 | 132.25 |
| 7/13/17 | Virginia Library Association | 39615 | 400.00 |
| 7/13/17 | Webster Integrated Technologies | 39616 | 1,086.81 |
| 7/14/17 | Comcast Communications | 39617 | 958.55 |
| 7/17/17 | ARLS-Payroll | 39618 | 31,221.82 |
| 7/28/17 | Gale/CENGAGE Learning | 39619 | 278.89 |
| 7/28/17 | Ingram Library Services | 39620 | 2,171.04 |
| 7/28/17 | Matthew Bender & Co., Inc. | 39621 | 239.10 |
| 7/28/17 | Midwest Tape | 39622 | 47.97 |

Appomattox Reg Library System
 Check Register
 For the Period From Jul 1, 2017 to Jul 31, 2017

Filter Criteria includes: Report order is by Date.

| <u>Date</u> | <u>Payee</u> | <u>Check #</u> | <u>Amount</u> |
|-------------|--------------------------------------|----------------|-------------------|
| 7/28/17 | American Library Association | 39623 | 72.00 |
| 7/28/17 | Anthem BlueCross BlueShield | 39624 | 10,682.00 |
| 7/28/17 | Anthem BlueCross BlueShield | 39625 | 603.00 |
| 7/28/17 | Comcast Communications | 39626 | 300.38 |
| 7/28/17 | Connect IT | 39627 | 143.75 |
| 7/28/17 | Diamond Springs | 39628 | 29.96 |
| 7/28/17 | Dominion Energy Power | 39629 | 6.59 |
| 7/28/17 | IDville | 39630 | 335.27 |
| 7/28/17 | Mauck & Company | 39631 | 360.00 |
| 7/28/17 | Reader Service | 39632 | 23.60 |
| 7/28/17 | Josh Sloan | 39633 | 75.00 |
| 7/28/17 | Wanda Whitney | 39634 | 13.95 |
| 7/28/17 | Rich's Stitches Inc. | 39635 | 332.00 |
| 7/28/17 | Sam's Club Direct | 39636 | 225.79 |
| 7/28/17 | Securitas Security Services USA, Inc | 39637 | 1,042.50 |
| 7/28/17 | Smart Beginnings | 39638 | 1,639.00 |
| 7/28/17 | Sprint | 39639 | 526.76 |
| 7/28/17 | Staples Credit Plan | 39640 | 529.57 |
| 7/28/17 | Library of Virginia | 39641 | 1,746.37 |
| 7/28/17 | Virginia Library Association | 39642 | 347.00 |
| 7/28/17 | Womack Publishing Company, Inc. | 39643 | 34.00 |
| 7/31/17 | ARLS-Payroll | 39644 | 33,005.09 |
| 7/20/17 | Deluxe | 72017E | 74.66 |
| | | Total | 180,734.14 |

Appomattox Reg Library System

Check Register

For the Period From Aug 1, 2017 to Aug 31, 2017

Filter Criteria includes: Report order is by Date.

| <u>Date</u> | <u>Payee</u> | <u>Check #</u> | <u>Amount</u> |
|-------------|--------------------------------------|----------------|-------------------|
| 8/23/17 | Midwest Tape | 39690 | 1,921.23 |
| 8/23/17 | Anthem BlueCross BlueShield | 39691 | 10,682.00 |
| 8/23/17 | Anthem BlueCross BlueShield | 39692 | 603.00 |
| 8/23/17 | Comcast Communications | 39693 | 1,579.52 |
| 8/23/17 | DearReader.com | 39694 | 3,600.00 |
| 8/23/17 | DEMCO, Inc. | 39695 | 290.73 |
| 8/23/17 | Diamond Springs | 39696 | 99.34 |
| 8/23/17 | Womack Publishing Company, Inc. | 39697 | 34.00 |
| 8/23/17 | Dominion Energy Power | 39698 | 5.15 |
| 8/23/17 | Sherry Chappell | 39699 | 16.16 |
| 8/23/17 | Karen Wall | 39700 | 15.15 |
| 8/23/17 | Hopewell News | 39701 | 98.00 |
| 8/23/17 | Purchase Power | 39702 | 600.00 |
| 8/23/17 | Proquest LLC | 39703 | 1,680.00 |
| 8/23/17 | Reader Service | 39704 | 53.90 |
| 8/23/17 | Scott Fields Design | 39705 | 1,880.00 |
| 8/23/17 | Securitas Security Services USA, Inc | 39706 | 1,080.00 |
| 8/23/17 | Smart Beginnings | 39707 | 1,232.00 |
| 8/23/17 | Sprint | 39708 | 526.76 |
| 8/23/17 | Staples Credit Plan | 39709 | 618.55 |
| 8/23/17 | Unique Management Services | 39710 | 501.20 |
| 8/29/17 | ARLS-Payroll | 39711 | 35,751.62 |
| 8/30/17 | Electronic Federal Tax Payment | 200602 | 10,305.75 |
| | | Total | <u>165,455.63</u> |

Appomattox Reg Library System

Due from SB

For the Period From Aug 1, 2017 to Aug 31, 2017

Filter Criteria includes: 1) IDs: 12300-100. Report order is by ID. Report is pr

| Date | Trans Description | Debit Amt | Credit Amt | Balance |
|-------------|--------------------------|------------------|-------------------|----------------|
| 8/1/17 | Beginning Balance | | | 7,985.85 |
| 8/29/17 | Payment from SB | | 7,985.85 | |
| 8/31/17 | August Salary & Benefits | 11,667.44 | | |
| 8/31/17 | Ending Balance | | | 11,667.44 |