

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

March 21, 2017

Hopewell Library
2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

March 21, 2017

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 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 – February 21, 2017 Regular Meeting
Statistical Report – dated March 21, 2017
Financial Report – dated March 21, 2017
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. McKenney Update
- R3. State Bibliostat report
- R4. IT Support update
- R5. Hopewell 10th Anniversary update
- R6. Dinwiddie 25th Anniversary update

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees – Minutes of February 21, 2017

Trustees present: Mrs. Drago, Mrs. Gallup, Mrs. Halupka, Mrs. Judge, Dr. Shepperson, Mrs. Sykes, Mrs. Tuggle, Mrs. Yates.

Trustees Absent: Mrs. Benjamin

Staff Present: Mr. Manning, Ms. Coleman

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

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

Communications: The Federated Women's Club of Hopewell donated \$50 to the ARLS.

Citizen Comments: None.

Report of the Library Director:

R1. Staff Update: Jennifer Ford is leaving to become Assistant Branch Manager for the Chesterfield Library in Chester. The goal is to hire a librarian as quickly as possible. Nan Agaram will make a lateral move from programming to digital collections. Carol Farmer's husband, Dennis, passed away. Mr. Farmer was a former employee of ARLS. Chris Wiegard is helping with staffing at Hopewell Library. Report on the hiring of an Assistant Library Director will be next month.

R2. McKenney Update: ARLS director had a *walk-through* of new facilities last week. The contractor was working on the punch list of corrections to be made prior to the library taking possession of the space. The furniture arrives tomorrow. Dinwiddie County will provide trucks and dollies to facilitate move when it is time to move from the current location to the new location. ARLS will be responsible for packing and unpacking. Grand Opening will be in April in conjunction with Dinwiddie County. Soft Opening will be in March.

R3. Budget for fiscal year 2018: A motion was made by Mrs. Tuggle and seconded by Mrs. Sykes to approve the budget for fiscal year 2018. Motion passed.

R4. Financial Disclosure Bill pending in Virginia General Assembly: A bill pending in the General Assembly would require the library to post to its website information on vendors and amounts paid by the library. If the bill becomes law ARLS will be providing full disclosure of entire financial records to the public.

R5. Hopewell 10th Anniversary: Celebration of ten years occupancy in the present Hopewell Library will be the week of April 16-21 with the festivities culminating in reception at the library

on Saturday, April 21 with an historical presentation by Jeannie Langford, the Fort Lee Pop Band known as Mandatory Fun, and refreshments. A photo of the entire Hopewell staff, replicating a similar photograph taken in 2007, was taken Saturday, February 18 and will be on display.

R6. Dinwiddie 25th Anniversary: The event will be in August and will be coordinated by the Friends of the Library, Dinwiddie (FOLD).

Committee Reports: None.

New Business: A motion was made by Mrs. Gallup and seconded by Mrs. Judge to change the locations for the board of trustees meetings for the remainder of fiscal year 2017. Motion passed. The new schedule is as follows:

March 21, Hopewell.

April 18, McKenney

May 16, Rohoic

June 20, Disputanta

Unfinished Business: A motion was made by Mrs. Judge and seconded by Mrs. Yates to change the time of the meetings of the board of trustees from 2 PM to 1 PM. The format of the meeting will be a working lunch. This change will be effective July 2017. Motion passed.

The board photo will not be a group portrait but will be individual *head shots*. The photos will be on the ARLS web site. Arrangements were made to have a staff photographer on hand at the meeting in Hopewell on March 21.

The meeting was adjourned at 2:50 PM.

Statistical Report
December 6, 2016

Statistical Report - March 21, 2017
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of	YTD
															Chg by	TOTAL %
															Month	CHANGE
Burrowsville	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	2,466		
	FY15	242	234	393	397	419	273	271	183	255	180	256	236	4,858		
	FY16	357	357	374	361	324	275	313	330	424	425	521	664	4,725		
	FY17	507	581	607	536	465	504	477	592					4,269	79%	59%
Carson Depot	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	1,179	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	1,666	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	1,336	1,036	14,495		
	FY17	1,200	1,055	868	720	908	670	739	703					6,863	-43%	-28%
Dinwiddie	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		
	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176	1,812					18,264	-14%	15%
Disputanta	FY13	667	528	474	458	406	340	326	458	376	358	485	437	5,313		
	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					4,520	-24%	-11%
Hopewell	FY13	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		
	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		
	FY15	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		
	FY16	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					97,598	-16%	-36%

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2016 - February 28, 2017

fund#	Revenue 02/28/17	FY2017 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	\$110,000	\$0	\$0	\$0	0.0%	\$110,000
102	Hopewell	\$587,630	\$430,724	\$0	\$430,724	73.3%	\$156,906
103	Dinwiddie	\$268,230	\$201,174	\$0	\$201,174	75.0%	\$67,056
104	Prince George	\$579,792	\$434,847	\$0	\$434,847	75.0%	\$144,945
105	State Funds	\$386,031	\$193,016	\$0	\$193,016	50.0%	\$193,015
106	Fines/Fees/Lost	\$22,372	\$16,380	\$1,729	\$18,109	80.9%	\$4,263
107	Copying Receipts	\$20,166	\$10,045	\$2,029	\$12,074	59.9%	\$8,092
108	Endowment Funds	\$20,499	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$28,000	\$0	\$0	\$0	0.0%	\$28,000
110	Gifts/Donations	\$10,000	\$70	\$100	\$170	1.7%	\$9,830
111	Grants	\$5,750	\$1,500	\$0	\$1,500	26.1%	\$4,250
112	Other	\$24,949	\$12,786	\$2,433	\$15,219	61.0%	\$9,730
TOTALS		\$2,083,419	\$1,300,542	\$6,290	\$1,306,832	62.7%	\$776,587

Fund#	EXPENSES 02/28/17	FY17 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 02/28/17	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MIS Salaries & Wages	\$449,655	\$221,492	\$29,919	\$251,411	55.9%	\$198,244
201	Non-MIS Salary & Wages	\$565,067	\$365,579	\$48,697	\$414,276	73.3%	\$150,791
202	Benefits for Staff/Retirees	\$267,845	\$151,719	\$20,582	\$172,301	64.3%	\$95,544
	Total Personnel	\$1,282,567	\$738,790	\$99,199	\$837,989	65.3%	\$444,578
	Books & Materials						
300	Books	\$80,000	\$50,137	\$2,965	\$53,102	66.4%	\$26,898
301	Leased Materials	\$36,000	\$0	\$0	\$0	0.0%	\$36,000
302	Standing Order Books	\$21,000	\$19,553	\$1,242	\$20,795	99.0%	\$205
303	Print Newspapers & Periodicals	\$12,276	\$2,640	\$1,037	\$3,677	30.0%	\$8,599
304	Audiovisual Materials	\$28,850	\$17,505	\$1,831	\$19,336	67.0%	\$9,514
305	Electronic Materials	\$4,500	\$2,308	\$0	\$2,308	51.3%	\$2,192
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	\$797	\$797	63.8%	\$453
309	Family Resource Books	\$1,000	\$1,019	\$0	\$1,019	101.9%	(\$19)
310	Econtent	\$21,000	\$16,596	\$0	\$16,596	79.0%	\$4,404
	Total Books & Materials	\$207,509	\$109,758	\$7,872	\$117,630	56.7%	\$89,879
	Capital Expenditures						
400	Library Non-Computer Equip.	\$12,875	\$2,019	\$165	\$2,184	17.0%	\$10,691
401	Computer Hardware	\$10,875	\$646	\$0	\$646	5.9%	\$10,229
	Total Capital Expenditures	\$23,750	\$2,665	\$165	\$2,830	11.9%	\$20,920
	Contractual						
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$15,700	\$13,937	\$833	\$14,770	94.1%	\$930
502	Audit	\$18,000	\$9,688	\$5,995	\$15,683	87.1%	\$2,317
503	Cataloging MARC Records	\$3,605	\$3,724	\$173	\$3,897	108.1%	(\$292)
504	Unique Management	\$9,000	\$3,697	\$752	\$4,449	49.4%	\$4,551
505	Computer Support Service Calls	\$15,000	\$3,191	\$150	\$3,341	22.3%	\$11,659
506	Other Computer Software Serv.	\$12,500	\$3,490	\$0	\$3,490	27.9%	\$9,010
507	Telecomm Internet Line Charges	\$22,200	\$12,524	\$1,715	\$14,239	64.1%	\$7,961
508	Printing and Publications	\$9,500	\$5,500	\$0	\$5,500	57.9%	\$4,000
509	Security Guard Service	\$25,512	\$15,375	\$2,217	\$17,592	69.0%	\$7,920
	Total Contractual	\$133,017	\$71,126	\$11,835	\$82,961	62.4%	\$50,056
	Facilities/Maint./Operations						
600	Equipment Repair &	\$5,500	\$2,999	\$700	\$3,699	67.3%	\$1,801
601	TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602	Facilities and Rent	\$76,650	\$42,000	\$6,000	\$48,000	62.6%	\$28,650
603	Supplies	\$32,000	\$22,143	\$0	\$22,143	69.2%	\$9,857
604	Travel / Workshops /Conf. Fees	\$8,500	\$6,670	\$1,556	\$8,226	96.8%	\$274
605	Training / Education	\$4,500	\$1,330	\$0	\$1,330	29.6%	\$3,170

606 Utilities	\$6,000	\$2,331	\$774	\$3,105	51.7%	\$2,895
607 Telephone (Voice)	\$13,000	\$7,810	\$1,114	\$8,924	68.6%	\$4,076
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$2,313	\$422	\$2,735	60.8%	\$1,765
610 Job & Contracting Advertising	\$2,500	\$701	\$0	\$701	28.0%	\$1,799
611 Promotional Advertising	\$2,000	\$658	\$0	\$658	32.9%	\$1,342
612 Organizational/Association Dues	\$3,500	\$2,482	\$220	\$2,702	77.2%	\$798
613 Postage	\$4,500	\$2,673	\$676	\$3,349	74.4%	\$1,151
614 Janitorial	\$64,500	\$33,916	\$4,841	\$38,757	60.1%	\$25,743
615 Other Building Maintenance	\$11,000	\$8,223	\$259	\$8,482	77.1%	\$2,518
Total	\$271,087	\$136,249	\$16,562	\$152,811	56.4%	\$118,276
Facilities/Maint./Operations						\$0
Programs/Activities/Other						\$0
700 YS Summer Reading Program	\$6,500	\$641	\$0	\$641	9.9%	\$5,859
701 YS Programming Supplies	\$4,191	\$320	\$0	\$320	7.6%	\$3,871
702 Adult Programming	\$2,600	\$1,760	\$360	\$2,120	81.5%	\$480
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$0	\$370	\$370	7.4%	\$4,630
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
706 Mckenny Library	\$22,500	\$63,511	\$0	\$63,511	282.3%	(\$41,011)
707 Hopewell Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
708 Prince George Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
707 Misc. Professional Serv. & Other	\$15,759	\$6,518	\$1,635	\$8,153	51.7%	\$7,606
Total Programs/Activ./Other	\$165,550	\$72,750	\$2,365	\$75,114	45.4%	\$90,436
GRAND TOTALS	\$2,083,480	\$1,131,338	\$137,998	\$1,269,336	60.9%	\$814,144

New Patron

Cards

FY2017	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Burrowsville	3	5	3	1	2	2	8	5					29
Carson Depot	7	18	13	4	4	4	7	4					61
Dinwiddie	25	32	21	23	8	12	21	14					156
Disputanta	5	9	12	3	5	4	8	5					51
Hopewell	210	218	194	159	40	113	185	22					1,141
McKenney	8	12	9	5	4	7	6	7					58
Outreach	0	0	0	0	125	0	2	0					127
Prince George	113	121	129	92	63	56	72	43					689
Rohoic	6	30	45	12	13	7	17	12					142
Total	377	445	426	299	264	205	326	112	0	0	0	0	2,454

July 2016 - June 2017	Total Circulations	Total Items	Turnover Rate*
Burrowsville	4,269	10,290	0.41
Carson Depot	6,863	10,603	0.65
Dinwiddie	18,264	14,034	1.30
Disputanta	4,520	8,984	0.50
Hopewell	97,598	90,598	1.08
McKenney	6,618	10,954	0.60
Outreach	1,512	483	3.13
Prince George	45,648	36,360	1.26
Rohoic	10,788	16,279	0.66
ARIS TOTAL	196,080	198,585	0.99

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

PATRON VISITS	FY2016												TOTAL	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Burrowsville	283	164	119	146	145	114	113	162						1,246
Carson Depot	760	1,180	1,068	1,055	819	802	515	873						7,072
Dinwiddie	1,585	1,685	1,408	1,037	971	1,050	1,320	1,274						10,330
Disputanta	640	705	842	743	753	739	567	718						5,707
Hopewell	11,071	11,260	9,389	9,285	8,308	7,764	8,854	9,096						75,027
Mckenney	617	465	379	359	378	722	800	434						4,154
Prince George	4,837	4,934	3,741	3,698	3,078	2,896	3,144	3,316						29,644
Rohoit	693	993	782	947	767	829	1,219	1,143						7,373
TOTAL	20,486	21,386	17,728	17,270	15,219	14,916	16,532	17,016	0	0	0	0	0	140,553
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	
Meeting Room users	2,724	2,048	1,825	2,349	1,343	1,722	2,175	2,168						16,354
Meetings	164	177	141	179	116	133	182	190						1,282
Book Group	17	16	16	7	8	0	8	10						82
Adult Program	183	369	306	178	217	379	262	209						2,103
Non-SRP Child Program	11	62	79	220	127	170	303	55						1,027
Non-SRP Teen Program	0	0	0	5	21	11	15	241						293
Storytime	472	119	249	256	270	297	250	273						2,186
Family SRP	262	0	0	0	0	0	0	0						262
SRP Child	250	6	0	0	0	0	0	0						256
SRP Teen	0	0	0	0	0	0	0	0						0
Database Usage	242	325	402	342	229	137	256							1,933
TOTALS	4,325	3,122	3,018	3,536	2,331	2,849	3,451	3,146	0	0	0	0	0	25,778

REFERENCE QUESTIONS - FY2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	92	111	136	95	102	94	105	115					850
Carson Depot	92	117	87	88	76	83	94	98					735
Dinwiddie	198	152	154	115	174	153	138	148					1,232
Disputanta	19	37	37	29	30	24	100	32					308
Hopewell	202	185	279	131	796	963	1,052	759					4,367
Mckenney	58	55	53	49	74	59	38	65					451
Outreach	0	0	0	0	0	0	0	0					0
Prince George	421	851	814	559	314	184	496	354					3,993
Rohoic	275	260	286	250	205	142	202	258					1,828
TOTALS	1,307	1,768	1,846	1,316	1,771	1,702	2,225	1,829	0	0	0	0	13,764
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	42	54	63	44	36	35	37	37					348
Carson Depot Workstation	0	0	0	0	0	0	0	0					0
Dinwiddie Workstation	139	133	127	90	94	119	96	164					962
Disputanta Workstation	33	34	40	60	50	28	35	44					324
Hopewell Workstation	244	368	252	210	243	192	260	291					2,060
Mckenney Workstation	92	124	59	48	71	70	85	60					609
Prince George Workstation	48	66	79	68	78	57	59	113					568
Rohoic Workstation	29	16	19	22	21	23	20	97					247
TOTALS	3,824	4,246	3,494	3,704	3,349	3,104	3,618	4,199	29,538	5,474	1,300	1,300	5,474
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	765	527	584	683	692	606	830	787					5,474
Carson Depot Workstation	133	167	171	125	163	164	188	189					1,300
Dinwiddie Workstation	34	38	23	31	19	9	15	24					193
Hopewell Workstation	1,036	974	940	901	799	760	691	1,102					7,203
Mckenney Workstation	420	350	358	361	341	310	318	300					2,758
Prince George Workstation	130	265	181	197	125	128	251	179					1,456
Rohoic Workstation	0	0	0	0	0	0	0	0					0
TOTALS	6,969	7,362	6,390	6,544	6,081	5,605	6,503	7,586	0	0	0	0	53,040

Technical Services Report	New Titles Received	New Items Received	Titles Cataloged	Items Cataloged	Interlibrary Loans
July	296	581	465	1,016	17
August	487	935	610	1,169	31
September	476	929	559	951	27
October	574	1,184	433	845	31
November	469	981	597	1,104	16
December	507	1,048	551	1,012	18
January	234	458	665	1,193	27
February	330	627	438	855	28
March					
April					
May					
June					
Totals	3,373	6,743	4,318	8,145	195

Appomattox Reg Library System
 Check Register
 For the Period From Feb 1, 2017 to Feb 28, 2017

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
2/1/17	Electronic Federal Tax Payment	200587	8,823.88
2/14/17	Electronic Federal Tax Payment	200588	9,253.30
2/3/17	Treasurer of Virginia	2013-232	238.42
2/3/17	Treasurer of Virginia	2013-233	102.69
2/9/17	Treasurer of Virginia	2013-234	5,898.38
2/16/17	Treasurer of Virginia	2013-237	238.42
2/16/17	Treasurer of Virginia	2013-238	102.69
2/7/17	AT & T	39205	42.96
2/7/17	Comcast Communications	39206	370.02
2/7/17	Dinwiddie Chamber of Commerce	39207	220.00
2/7/17	Dix's Landscaping	39208	200.00
2/7/17	Dominion Virginia Power	39209	721.88
2/7/17	Latrina Gardner	39210	14.99
2/7/17	Sherry Chappell	39211	18.99
2/7/17	Karen Wall	39212	15.15
2/7/17	Hopewell City Treasurer	39213	146.85
2/7/17	Mitchell Wiggins & Company	39214	5,995.00
2/7/17	Petersburg Alarm Company, Inc.	39215	59.00
2/7/17	Richweb Inc.	39216	150.00
2/7/17	Securitas Security Services USA, Inc	39217	1,080.00
2/7/17	Shred-It USA LLC	39218	57.21
2/7/17	SunTrust Bank	39219	2,301.26
2/7/17	Verizon	39220	13.66
2/7/17	Voided Check	39221	
2/10/17	Baker & Taylor	39222	288.84
2/10/17	Gale/CENGAGE Learning	39223	47.98
2/10/17	Ingram Library Services	39224	1,038.07
2/10/17	VOID	39224a	
2/10/17	VOID	39224b	
2/10/17	VOID	39224c	
2/10/17	Midwest Tape	39225	169.73
2/10/17	AT & T Mobility	39226	185.34
2/10/17	County of Prince George	39227	1,650.00
2/10/17	County of Dinwiddie	39228	600.00
2/10/17	CS Diamond Enterprises, Inc.	39229	4,740.00
2/10/17	DEMCO, Inc.	39230	246.21
2/10/17	Susan Eggleston	39231	9.09
2/10/17	Nicole Coleman	39232	49.49
2/10/17	Hopewell City Treasurer	39233	3,750.00
2/10/17	McKay Hardware, Inc.	39234	76.94
2/10/17	Purchase Power	39235	600.00
2/10/17	U.S. Postal Service	39236	76.00
2/10/17	Progress Index	39237	499.20
2/10/17	Reader Service	39238	123.70
2/10/17	Unique Management Services	39239	751.80
2/10/17	Verizon	39240	117.98
2/10/17	VA Public Lib. Directors Assoc	39241	80.00
2/13/17	ARLS-Payroll	39242	32,396.77
2/23/17	Baker & Taylor	39243	1,136.16
2/23/17	Gale/CENGAGE Learning	39244	404.09
2/23/17	Ingram Library Services	39245	1,145.20
2/23/17	VOID	39245a	

Appomattox Reg Library System
 Check Register
 For the Period From Feb 1, 2017 to Feb 28, 2017

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
2/23/17	Midwest Tape	39246	1,661.72
2/24/17	Rachel Bennett	39247	19.99
2/24/17	Anthem BlueCross BlueShield	39248	603.00
2/24/17	Anthem BlueCross BlueShield	39249	10,150.00
2/24/17	AVG Technologies USA, Inc	39250	833.45
2/24/17	CelebriTEES	39251	1,420.00
2/24/17	Comcast Communications	39252	1,573.48
2/24/17	Diamond Springs	39253	51.80
2/24/17	Brian Manning	39254	46.26
2/24/17	OCLC, Inc.	39255	172.59
2/24/17	Progress Index	39256	249.60
2/24/17	Reader Service	39257	22.60
2/24/17	Richmond Times Dispatch	39258	239.20
2/24/17	Securitas Security Services USA, Inc	39259	1,080.00
2/24/17	Smart Beginnings	39260	4,268.00
2/24/17	Terri Spicer	39261	360.00
2/24/17	Staples Credit Plan	39262	743.06
2/24/17	Sprint	39263	525.57
2/24/17	Webster Integrated Technologies	39264	700.00
2/24/17	Hopewell News	39265	49.00
2/24/17	Cheryl Sculthorpe-Moring	39266	7.78
2/24/17	Tara S. Bonner	39267	17.47
2/24/17	Danielle Phillips-Skiba	39268	9.59
2/24/17	Susan Eggleston	39269	9.09
2/24/17	Shelly Curtis	39270	26.16
2/24/17	Susan Butterworth	39271	50.50
2/24/17	Cheryl Sculthorpe-Moring	39272	11.11
2/24/17	Erika Bedwell	39273	8.84
2/27/17	ARLS-Payroll	39274	32,413.09
		Total	143,570.29