

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

March 20, 2018

Disputanta Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

March 20, 2018

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 – February, 2018 Regular Meeting
Statistical Report – dated March 20, 2018
Financial Report – dated March 20, 2018
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. Tech Services Report
- R3. Hopewell Adult Area
- R4. Vacancies on the Board –Prince George County
- R5. Public Library Association Conference
- R6. Virginia Library Association Conference
- R7. Staff presentations

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees - Minutes of February 20, 2018

Rohoic Library

The ARLS regular monthly meeting was called to order by Chairman Mrs. Libbie Dragoo on February 20, 2018 at 1:00 PM at the Rohoic Library.

Trustees present: Mrs. Libbie Dragoo, Mrs. Fran Halupka, Mrs. Bertha Judge, Mrs. Mary Benjamin, Mrs. Martha Sykes, and Ms. Carly Winfield

Trustees absent: Mrs. Ann Williams and Mrs. Lillian Boyd

Trustee positions vacant: One position for Prince George

Staff present: Brian Manning, Chris Wiegard

Approval of Agenda: Mrs. Benjamin moved to approve the agenda. Mrs. Sykes seconded the motion and the motion passed unanimously.

Consent Agenda: After review of the documents, Mrs. Judge moved to approve the consent agenda. Mrs. Benjamin seconded the motion and the motion passed unanimously.

Communications: Mr. Manning shared two letters:

1. One was a letter from Rachel Cyr, a resident of Canada, who contacted Jean Langford for assistance in tracing her family ancestry. Ms. Cyr said she, "was blown away" by the information Ms. Langford found about her family, its connection with the area around Pocahontas State and one of the family members who lived in the area. Ms. Cyr's letter says the family is "so very grateful".
2. The other second letter was from the Gates of Faith Ministries and CHAMAL Community Development Corporation for the donations of hats, scarves, washcloths, and toiletries from Southside from the Heart to the groups' ministries to those in need.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. The library has offered the full-time Youth Services Library Assistant position to a finalist and is awaiting the applicant's final decision.

Seven applications were received for the vacant Youth Services Manager position. The library expects to start interviews shortly and hopes to have the library fully staffed by the end of March.

R2. Tech Services Report. Technical Services is on track to purchase all items, as expected, for the FY2018 year.

R3. Hopewell Adult Area. The library has met with JML--the same company that worked on furnishings for the McKenney Library--concerning the Hopewell Adult Area. JML is putting together a proposal on furniture recommendations for the library. One notable change is that the Octagon room is being converted to a meeting space for the general public.

R4. Vacancies on the Board. The Hopewell vacancy on the Board will be filled by Mrs. Ann Williams. There has been one applicant for the Prince George vacancy.

R5. Policy update project. The board made a final review of the proposed Collection Development Policy. Mrs. Benjamin moved the Board adopt the Collection Development policy. Mrs. Sykes seconded the motion and the board voted unanimously to adopt the Collection Development Policy.

R6. FY2019 Budget. The Board reviewed the proposed budget for FY2019. The Finance Committee recommended adopting the proposed budget in January 2018 but a lack of a quorum at the January board meeting required the matter to be tabled. Mrs. Halupka seconded the recommendation of the Finance Committee. The board voted unanimously to adopt the proposed FY2019 budget.

Committee Reports: None.

New Business:

- Mrs. Benjamin moved to elect Ms. Winfield as Secretary. Mrs. Halupka seconded this motion and the motion unanimously passed.

Unfinished Business: None

Announcements: The next ARLS Board of Trustees Meeting will be at the Disputanta Library on Tuesday, March 20, 2018 beginning at 1 PM.

Adjournment: 1:37 PM

Statistical Report
March 20, 2018

Statistical Report - March 20, 2018
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	467	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	435	497	394	476	326	0	0	0	0	3,449	-45%	-15%
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	788	723	583	584	552	559	0	0	0	0	5,509	-20%	-20%
Dimwiddle	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	2,682	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	1,832	1,580	1,256	1,265	861	0	0	0	0	14,035	-52%	-23%
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	487	416	440	520	372	0	0	0	0	3,818	-10%	-16%
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	13,200	11,347	9,806	11,288	10,849	0	0	0	0	94,073	-9%	-15%

Statistical Report
March 20, 2018

Mckeeney	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	891	727	560	669	0	0	0	0	0	5,774	-1%	-4%

*** A misconfiguration of self-checkout stations caused materials checked out at Mckeeney 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	2,626	2,603	4,503	2,429	3,258	0	0	0	0	29,679	-35%	-35%

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

Rohoitc	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	1,651	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	875	914	653	814	860	0	0	0	0	7,721	-23%	-28%

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	2	0	15	0	0	0	0	0	0	21		

Econtent	FY17	1,232	330	877	823	722	626	675	833	984	924	992	934	9,952		
	FY18	977	975	845	573	1,023	990	1,157	1,026	0	0	0	0	7,566	23%	24%

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	23,509	22,072	23,651	23,090	25,243	22,326	23,620	24,224	297,601		
	FY18	27,165	25,116	21,548	21,644	19,650	19,201	19,170	18,111	0	0	0	0	171,645	-22%	-15%

Statistical Report
March 20, 2018

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2018													
Burrowsville	142	153	102	126	0	201	118	106	0	0	0	0	948
Carson Depot	1,044	1,031	951	966	1,620	816	263	477	0	0	0	0	7,168
Dinwiddie	1,733	1,394	1,394	809	846	870	941	1,004	0	0	0	0	8,991
Disputanta	237	302	289	294	234	216	164	197	0	0	0	0	1,933
Hopewell	13,205	13,944	9,327	11,413	14,685	14,043	8,693	12,751	0	0	0	0	98,062
McKenney	2,176	2,666	596	668	543	437	578	611	0	0	0	0	8,275
Prince George	3,976	4,111	3,781	2,473	2,595	2,588	4,734	2,597	0	0	0	0	26,855
Roholic	1,173	1,131	491	665	0	319	298	454	0	0	0	0	4,531
TOTAL	23,686	24,732	16,931	17,414	20,524	19,490	15,789	18,197	0	0	0	0	156,763
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	2,172	1,762	1,782	2,311	1,962	1,288	1,648	1,838	0	0	0	0	14,763
Meetings	179	152	133	172	167	123	145	153	0	0	0	0	1,224
Book Group	13	0	12	12	12	12	12	4	0	0	0	0	77
Adult Program	303	324	61	249	102	132	218	213	0	0	0	0	1,602
Non-SRP Child Program	120	322	392	478	653	690	49	98	0	0	0	0	2,802
Non-SRP Teen Program	0	0	4	5	25	0	0	0	0	0	0	0	34
Storytime	505	289	332	282	249	219	296	335	0	0	0	0	2,507
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	1,352	459	145	352	534	0	0	0	0	3,590
Database Usage	499	301	177	139	85	85	162	122	0	0	0	0	1,570
TOTALS	4,937	3,765	3,078	5,000	3,714	2,694	2,882	3,297	0	0	0	0	29,367

Statistical Report
March 20, 2018

REFERENCE QUESTIONS - FY2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	121	123	82	91	87	72	77	35	0	0	0	0	688
Carson Depot	91	100	82	90	84	121	100	134	0	0	0	0	802
Dinwiddie	209	189	182	197	145	118	129	141	0	0	0	0	1,310
Disputanta	31	79	62	54	43	45	50	41	0	0	0	0	405
Hopewell	867	819	732	885	765	748	570	585	0	0	0	0	5,971
Mckenney	85	72	52	45	38	43	52	80	0	0	0	0	467
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	198	284	166	474	452	309	678	1,115	0	0	0	0	3,676
Rohoic	0	280	194	213	190	138	130	197	0	0	0	0	204
TOTALS	1,602	1,946	1,552	2,049	1,804	1,594	1,786	2,328	0	0	0	0	14,661
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	40	50	25	39	27	27	23	37	0	0	0	0	268
	WIFI	0	0	0	0	0	0	0	0	0	0	0	0
Carson Depot Workstation	136	150	131	153	105	114	106	93	0	0	0	0	988
	WIFI	22	14	7	11	9	15	8	0	0	0	0	105
Dinwiddie Workstation	184	208	203	177	149	152	147	153	0	0	0	0	1,373
	WIFI	65	55	40	36	18	26	17	0	0	0	0	271
Disputanta Workstation	49	96	83	81	74	48	51	58	0	0	0	0	540
	WIFI	13	16	18	12	7	15	9	0	0	0	0	105
Hopewell Workstation	3,130	3,699	3,132	3,241	2,635	2,123	2,363	2,584	0	0	0	0	22,907
	WIFI	156	394	292	283	293	436	514	0	0	0	0	2,734
Mckenney Workstation	172	193	151	148	101	72	116	117	0	0	0	0	1,070
	WIFI	0	0	2	1	0	2	1	0	0	0	0	6
Prince George Workstation	785	781	799	840	648	555	605	766	0	0	0	0	5,779
	WIFI	276	229	237	251	182	122	174	0	0	0	0	1,649
Rohoic Workstation	96	141	150	107	90	58	74	105	0	0	0	0	821
	WIFI	0	0	0	7	0	0	4	0	0	0	0	12
TOTALS	5,124	6,026	5,270	5,387	4,338	3,742	4,101	4,640	0	0	0	0	38,628

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2017 - June 30, 2018

fund#	Revenue 02/28/18	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	\$450,196	\$450,196	\$0	\$450,196	75.0%	\$150,065
103	Dinwiddie	\$273,595	\$136,798	\$136,798	\$68,399	\$205,197	75.0%	\$68,398
104	Prince George	\$592,224	\$296,112	\$296,112	\$148,056	\$444,168	75.0%	\$148,056
105	State Funds	\$380,000	\$193,735	\$193,735	\$96,469	\$290,204	76.4%	\$89,796
106	Fines/Fees/Lost	\$22,600	\$9,892	\$9,892	\$1,401	\$11,293	50.0%	\$11,307
107	Copying Receipts	\$20,121	\$12,208	\$12,208	\$1,571	\$13,779	68.5%	\$6,342
108	Endowment Funds	\$20,499	\$0	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$24,000	\$24,416	\$24,416	\$0	\$24,416	101.7%	(\$416)
110	Gifts/Donations	\$7,000	\$5,720	\$5,720	\$0	\$5,720	81.7%	\$1,280
111	Grants	\$5,000	\$0	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$13,034	\$13,034	\$2,354	\$15,388	64.1%	\$8,612
TOTALS		\$2,089,300	\$1,142,111	\$1,142,111	\$318,249	\$1,460,360	69.9%	\$628,940

Fund#	EXPENSES 02/28/18	FY18 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 02/28/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	Personnel						
	200 MLS Salaries & Wages	\$458,648	\$237,686	\$29,940	\$267,626	58.4%	\$191,022
	201 Non-MLS Salary & Wages	\$576,368	\$321,533	\$42,272	\$363,805	63.1%	\$212,563
	202 Benefits for Staff/Retirees	\$270,512	\$148,908	\$17,024	\$165,932	61.3%	\$104,580
	Total Personnel	\$1,305,528	\$708,127	\$89,236	\$797,363	61.1%	\$508,165
	Books & Materials						
	300 Books	\$70,000	\$40,969	\$4,756	\$45,725	65.3%	\$24,275
	301 Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
	302 Standing Order Books	\$36,000	\$18,705	\$2,109	\$20,814	57.8%	\$15,186
	303 Print News & Periodicals	\$12,276	\$3,274	\$239	\$3,513	28.6%	\$8,763
	304 Audiovisual Materials	\$25,000	\$13,081	\$1,743	\$14,824	59.3%	\$10,176
	305 Electronic Materials	\$4,500	\$4,457	\$0	\$4,457	99.0%	\$43
	306 Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
	307 Binding/Repair	\$500	\$500	\$0	\$500	100.0%	\$0
	308 Restricted - Donation/Grant	\$1,250	\$336	\$0	\$336	26.9%	\$914
	309 Family Resource Books	\$1,000	\$15	\$255	\$270	27.0%	\$730
	310 Econtent	\$29,700	\$16,800	\$0	\$16,800	56.6%	\$12,900
	Total Books & Materials	\$208,359	\$98,137	\$9,102	\$107,239	51.5%	\$101,120
	Capital Expenditures						
	400 Library Non-Computer Equip.	\$11,750	\$898	\$743	\$1,641	14.0%	\$10,109
	401 Computer Hardware	\$12,000	\$16,009	\$2,940	\$18,949	157.9%	(\$6,949)
	Total Capital Expenditures	\$23,750	\$16,907	\$3,683	\$20,590	86.7%	\$3,160
	Contractual						
	500 Lytrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
	501 Software Licensing Contracts	\$16,500	\$17,327	\$10,788	\$28,115	170.4%	(\$11,615)
	502 Audit	\$20,000	\$11,122	\$1,139	\$12,261	61.3%	\$7,739
	503 Cataloging MARC Records	\$3,605	\$1,246	\$177	\$1,423	39.5%	\$2,182
	504 Unique Management	\$9,000	\$3,232	\$796	\$4,028	44.8%	\$4,973
	505 Computer Support Service Calls	\$17,500	\$20,550	\$3,240	\$23,790	135.9%	(\$6,290)

506 Other Computer Software Serv.	\$10,000	\$1,896	\$271	\$2,167	21.7%	\$7,833
507 Telecomm Internet Line Charges	\$22,000	\$12,857	\$1,939	\$14,796	67.3%	\$7,204
508 Printing and Publications	\$9,500	\$6,912	\$1,440	\$8,352	87.9%	\$1,148
509 Security Guard Service	\$26,500	\$16,406	\$2,002	\$18,408	69.5%	\$8,092
Total Contractual	\$136,605	\$94,543	\$21,792	\$116,334	85.2%	\$20,271
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$3,096	\$510	\$3,606	72.1%	\$1,394
601 TLC Maintenance Contract	\$19,500	\$0	(\$1,643)	(\$1,643)	-8.4%	\$21,143
602 Facilities and Rent	\$76,650	\$44,100	\$6,300	\$50,400	65.8%	\$26,250
603 Supplies	\$32,000	\$9,078	\$1,897	\$10,975	34.3%	\$21,025
604 Travel / Workshops /Conf. Fees	\$8,500	\$6,212	\$728	\$6,940	81.6%	\$1,560
605 Training / Education	\$4,500	\$475	\$0	\$475	10.6%	\$4,025
606 Utilities	\$6,000	\$1,739	\$728	\$2,467	41.1%	\$3,533
607 Telephone (Voice)	\$13,000	\$8,162	\$1,168	\$9,330	71.8%	\$3,670
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$2,699	\$784	\$3,483	77.4%	\$1,017
610 Job & Contracting Advertising	\$2,500	\$1,291	\$147	\$1,438	57.5%	\$1,063
611 Promotional Advertising	\$2,000	\$769	\$55	\$824	41.2%	\$1,176
612 Organization/Association Dues	\$3,500	\$1,309	\$1,120	\$2,429	69.4%	\$1,071
613 Postage	\$4,500	\$2,328	\$77	\$2,405	53.4%	\$2,095
614 Janitorial	\$64,500	\$34,733	\$5,134	\$39,867	61.8%	\$24,633
615 Other Building Maintenance	\$12,500	\$3,747	\$114	\$3,861	30.9%	\$8,639
Total	\$272,087	\$119,738	\$17,117	\$136,855	50.3%	\$135,232
Facilities/Maint./Operations						\$0
Programs/Activites/Other						
700 YS Summer Reading Program	\$6,500	\$463	\$0	\$463	7.1%	\$6,037
701 YS Programming & Supplies	\$4,191	\$844	\$106	\$950	22.7%	\$3,241
702 Adult Programming	\$2,600	\$2,587	\$391	\$2,978	114.5%	(\$378)
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$4,292	\$0	\$4,292	85.8%	\$708
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	\$38,677	\$0	\$38,677	77.4%	\$11,323
707 Misc. Professional Serv. & Other	\$15,759	\$6,379	\$1,154	\$7,533	47.8%	\$8,226
Total Programs/Activ./Other	\$143,050	\$53,940	\$1,652	\$55,592	38.9%	\$87,458
GRAND TOTALS	\$2,089,379	\$1,091,392	\$142,581	\$1,233,972	59.1%	\$855,407

Smart Beginnings 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		
10/23/17	Payment from SB		8,104.52	
10/31/17	October Salary & Benefits	8,132.71		
11/17/17	Payment from SB		8,132.71	
11/30/17	November Salary & Benefits	8,132.71		
12/18/17	Payment from SB		8,132.71	
12/31/17	December Salary & Benefits	8,178.68		
1/11/18	Payment from SB		8,178.68	
1/31/18	January Salary & Benefits	7,656.27		
2/27/18	Payment from SB		7,656.27	
2/28/18	February Salary & Benefits	8,133.03		
1/31/18	Ending Balance			8,133.03

Appomattox Reg Library System
 Check Register
 For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
2/14/18	Electronic Federal Tax Payment	200616	8,633.81
2/1/18	Treasurer of Virginia	2013-330	141.30
2/1/18	Treasurer of Virginia	2013-331	259.10
2/9/18	Treasurer of Virginia	2013-333	6,031.52
2/15/18	Treasurer of Virginia	2013-335	141.30
2/15/18	Treasurer of Virginia	2013-336	259.10
2/7/18	Voided Check	40075	
2/8/18	Comcast Communications	40076	351.30
2/8/18	GreatAmerica Financial Svcs.	40077	2,855.48
2/8/18	Niche Academy	40078	2,400.00
2/9/18	Baker & Taylor	40079	942.09
2/9/18	Gale/CENGAGE Learning	40080	93.71
2/9/18	Ingram Library Services	40081	1,981.89
2/9/18	Midwest Tape	40082	347.80
2/9/18	AT & T	40083	50.68
2/9/18	County of Dinwiddie	40084	900.00
2/9/18	County of Prince George	40085	1,650.00
2/9/18	CS Diamond Enterprises, Inc.	40086	4,740.00
2/9/18	Dominion Energy Virginia	40087	697.75
2/9/18	E-N Computers, Inc.	40088	3,174.14
2/9/18	Hopewell City Treasurer	40089	3,930.21
2/9/18	Minor & Associates	40090	1,140.00
2/9/18	Petersburg Alarm Company, Inc.	40091	114.00
2/9/18	U.S. Postal Service	40092	78.00
2/9/18	Reader Service	40093	30.30
2/9/18	Richmond Times Dispatch	40094	239.20
2/9/18	Richweb Inc.	40095	150.00
2/9/18	Sam's Club Direct	40096	287.35
2/9/18	Securitas Security Services USA, Inc	40097	918.00
2/9/18	Shred-It USA LLC	40098	57.21
2/9/18	Terri Spicer	40099	360.00
2/9/18	Verizon	40100	14.60
2/9/18	Ginger Mauler	40101	221.69
2/9/18	SunTrust Bank	40102	1,546.37
2/9/18	Joanna Alderman-Klein	40103	19.00
2/9/18	Rocio Baez-Moreno	40104	22.22
2/9/18	Cassandra Bland	40105	14.34
2/9/18	Joseph Rickman	40106	38.38
2/9/18	Mary Bedwell	40107	76.37
2/9/18	Sherry Chappell	40108	196.54
2/9/18	Christine Woodydy	40109	9.39
2/9/18	Brian Manning	40110	32.84
2/9/18	Catherine Field	40111	70.49
2/12/18	ARLS-Payroll	40112	32,779.33
2/22/18	Anthem BlueCross BlueShield	40113	603.00
2/22/18	Anthem BlueCross BlueShield	40114	10,682.00
2/22/18	AT & T Mobility	40115	196.11
2/22/18	Canon Financial Services, Inc.	40116	270.00
2/22/18	Comcast Communications	40117	1,756.21
2/22/18	Diamond Springs	40118	29.96
2/22/18	Mark's Appliance	40119	239.34
2/22/18	Verizon	40120	128.26

Appomattox Reg Library System
 Check Register
 For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
2/23/18	Baker & Taylor	40121	507.72
2/23/18	Gale/CENGAGE Learning	40122	453.57
2/23/18	Ingram Library Services	40123	2,893.11
2/23/18	Midwest Tape	40124	1,021.83
2/23/18	Rowman & Littlefield Publishing Group	40125	44.69
2/23/18	Mary Bedwell	40126	74.73
2/23/18	Joanna Alderman-Klein	40127	100.18
2/23/18	OCLC, Inc.	40128	178.63
2/23/18	The Progress Index	40129	148.00
2/23/18	Reader Service	40130	102.04
2/23/18	Zachary Brown	40131	17.99
2/23/18	Sarah Waymack	40132	21.59
2/23/18	Safeguard Business Systems, Inc	40133	239.73
2/23/18	Scott Fields Design	40134	1,440.00
2/23/18	Securitas Security Services USA, Inc	40135	1,025.10
2/23/18	Sprint	40136	608.71
2/23/18	Staples Credit Plan	40137	1,344.02
2/23/18	Unique Management Services	40138	796.55
2/26/18	ARLS-Payroll	40139	31,798.35
		Total	134,718.22

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Dec 27, 2017 to Jan 25, 2018

Filter Criteria includes: Report order is by Date. Report is printe

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Baskets for Coleman, J.		
12/27/17	Harry 7392	84045-100	Sloan	81.98	
12/27/17	Harry 7392	20200-400	Harry & David		81.98
12/31/17	Google 12/31/17	82309-200	Google E-Mail	270.83	
12/31/17	Google 12/31/17	20200-400	Google		270.83
12/31/17	Spot 12/31/17	82301-130	Software Licenses	9.99	
12/31/17	Spot 12/31/17	20200-400	Spotify		9.99
1/1/18	Amazon 1/1/18	80103-100	Juvenile Easys	14.27	
1/1/18	Amazon 1/1/18	80100-100	Young Adult-Fiction	10.54	
1/1/18	Amazon 1/1/18	20200-400	Amazon.com		24.81
1/1/18	Amazon 1/1/18-2	80000-100	Y/S Non Fiction	21.05	
1/1/18	Amazon 1/1/18-2	20200-400	Amazon.com		21.05
1/3/18	Amazon 1/3/18	80000-100	Y/S Non Fiction	27.98	
1/3/18	Amazon 1/3/18	20200-400	Amazon.com		27.98
1/3/18	Amazon 1/3/18-2	80103-100	Juvenile Easys	8.87	
1/3/18	Amazon 1/3/18-2	20200-400	Amazon.com		8.87
1/3/18	Amazon 1/3/18-3	80104-100	Juvenile Fiction	15.17	
1/3/18	Amazon 1/3/18-3	20200-400	Amazon.com		15.17
1/3/18	Amazon 1/3/18-4	80103-100	Juvenile Easys	25.56	
1/3/18	Amazon 1/3/18-4	20200-400	Amazon.com		25.56
1/3/18	Amazon 1/3/18-5	80101-100	Adult Fiction	6.48	
1/3/18	Amazon 1/3/18-5	80103-100	Juvenile Easys	30.25	
1/3/18	Amazon 1/3/18-5	20200-400	Amazon.com		36.73
1/4/18	Eros 7394	84014-100	Socks for Adult Program	56.06	
1/4/18	Eros 7394	20200-400	Eros Wholesale		56.06
1/9/18	Amazon 1/9/18	80103-100	Juvenile Easys	6.20	
1/9/18	Amazon 1/9/18	20200-400	Amazon.com		6.20
1/23/18	Amazon 1/23/18	80103-100	Juvenile Easys	5.99	
1/23/18	Amazon 1/23/18	20200-400	Amazon.com		5.99
1/23/18	Constant 7418	82301-140	Subscription Software	798.00	
1/23/18	Constant 7418	20200-400	Constant Contact		798.00
1/25/18	Aatrix 7413	84045-100	53 W-2 Files	132.65	
1/25/18	Aatrix 7413	20200-400	Aatrix E-File Center		132.65
1/25/18	Aatrix 7415	84045-100	1099 Filing	24.50	
1/25/18	Aatrix 7415	20200-400	Aatrix E-File Center		24.50
	Total			1,546.37	1,546.37

CK #40102