

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

May 15, 2018

Hopewell Library  
1:00 p.m.

**APPOMATTOX REGIONAL LIBRARY SYSTEM**  
**Board of Trustees**  
**Agenda**

**May 15, 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 – April 17, 2018 Regular Meeting  
Statistical Report – dated May 15, 2018  
Financial Report – dated May 15, 2018  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** New Prince George Board Member – William Thomas
- R2.** Staff Update
- R3.** Hopewell Adult Area Project
- R4.** Prince George Computer Lab Project
- R5.** Audit
- R6.** Recommendation on scheduled locations for Board meetings in FY2019
- R7.** Proposed meeting room policy

**Committee Reports:**

Personnel Committee -- Proposed Officers of Board FY2019

**New Business:**

Election of Board Officers

**Unfinished Business**

**Adjournment**

**ARLS Board of Trustees - Minutes of April 17, 2018**  
**McKenney Library**

The ARLS regular monthly meeting was called to order by Vice Chairman Mrs. Bertha Judge on April 17, 2018 at 1:00 PM at the McKenney Library.

**Trustees present:** Mrs. Lillian Boyd, Mrs. Fran Halupka,, Mrs. Ann Williams and Ms. Carly Winfield, Mrs. Bertha Judge, and Mrs. Martha Sykes

**Trustees absent:** Mrs. Libbie Dragoo and Mrs. Mary Benjamin

**Trustee positions vacant:** One position for Prince George

**Staff present:** Brian Manning and Nicole Coleman

**Approval of Agenda:** Mrs. Lillian Boyd moved to approve the agenda. Mrs. Ann Williams seconded the motion, and the motion passed unanimously.

**Consent Agenda:** After review of the documents, Mrs. Fran Halupka moved to approve the consent agenda. Mrs. Williams seconded the motion and the motion passed unanimously.

**Communications:**

- John Randolph Foundation--\$20, 910.38 will be received for FY19-20 year for the endowment. Brian will pick up the check on Thursday, July 19.
- John Randolph Foundation--Linda Crow gave money in memory of Ms. Brenda Pleasant, who served in the school system.

**Citizen Comment:** None.

**Report of the Library Director:**

**R1. Staff Update.** The Volunteer Coordinator position was filled by Ms. Megan Kitchen, who will start officially in May. Ms. Kitchen will shadow Ms. Rowley. The new Youth Services Manager, Ms. Sara Finch, has started, and one part-time circulation assistant at Prince George is out on maternity leave. As of right now, we are fully staffed.

**R2. Tech Services Report.** Tech Services is still on track to spend the book budget. There is the possibility that Tech Services will be able to shift some of the funds not used for fixes into collection development.

**R3. Hopewell Adult Area.** Brian has met with the furniture company and finalized the new furnishings for the space. The plan is to start with the cafe, where the bench/booth seating will be reupholstered. We are also looking at improving seating around computer area with more couch-style seating. The Octagon space has been completed and the Board will meet in that space for the May meeting.

**R4. Vacancies on the Board--Prince George County.** Mr. William Thomas was approved for his interim appointment. He will finish Mrs. Doris Gallup's term and will then receive a letter asking if he would like continue to serve on the board. Because he is serving the remainder of Mrs. Gallup's term, Mr. Thomas will be able to finish Mrs. Gallup's term and then serve two, four year terms, if he so chooses.

**R5. Public Library Association Conference.** Brian attended and it was wonderful. He attended a variety of sessions related to reference, STEM, and STEAM.

**R6. VRS Resolution on library's contribution to retirement.** The Board has to select a new rate retirement contribution rate. We currently contribute 5.71%, and Mrs. Judge suggested we stay at the higher rate.

**R7. Dinwiddie County Proposal on minors in the recreation centers.** Parks & Recreation is proposing that children under 8 must be accompanied by an adult. Children 8-12 must be left unattended but adult must be somewhere in the building. If children are behaving, we will leave them be. If a child is misbehaving, Library staff will go contact parks & rec desk to locate the adult.

**R8. Proposed meeting room policy.** Everyone will be taking home a draft of the proposed meeting room policy. The Board will discuss the policy at the June or July meeting.

**Committee Reports:**

- The Personnel Committee will be meeting on Monday, April 23 at 2pm.

**New Business:**

- Mrs. Judge suggested that the Board go back to meeting at one central location, Hopewell.
- A resolution was made on the VRS contribution percentage by ARLS. Mrs. Judge motioned to approve the contribution percentage be the maximum allowed percentage, 5.27%. Mrs. Lillian Boyd motioned to approve, and Mrs. Fran Halupka seconded it. The motion was unanimously approved.

**Unfinished Business:**

- Mr. Manning is finalizing the Board Member Handbooks will bring them to the May meeting.

**Announcements:** The next ARLS Board of Trustees Meeting will be at the Hopewell Library on Tuesday, May 15, 2018 beginning at 1 PM.

**Adjournment:** 1:24 PM

Statistical Report  
April 17, 2018

PATRON VISITS FY2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	142	153	102	126	133	201	118	106	95	228	0	0	1,404
Carson Depot	1,044	1,031	951	966	1,620	816	263	477	622	1,013	0	0	8,803
Dinwiddie	1,733	1,394	1,394	809	846	870	941	1,004	753	753	0	0	10,497
Disputanta	237	302	289	294	234	216	164	197	320	206	0	0	2,459
Hopewell	13,205	13,944	9,327	11,413	14,686	14,043	8,693	12,751	12,662	9,999	0	0	120,723
McKenney	2,176	2,666	596	668	543	437	578	611	557	700	0	0	9,532
Prince George	3,976	4,111	3,781	2,473	2,595	2,588	4,734	2,597	2,699	3,529	0	0	33,083
Rohoic	1,173	1,131	491	665	522	319	298	454	458	522	0	0	6,033
<b>TOTAL</b>	<b>23,686</b>	<b>24,732</b>	<b>16,931</b>	<b>17,414</b>	<b>21,179</b>	<b>19,490</b>	<b>15,789</b>	<b>18,197</b>	<b>18,166</b>	<b>16,950</b>	<b>0</b>	<b>0</b>	<b>192,534</b>
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	2,036	2,136	0	0	18,935
Meetings	179	152	133	172	167	123	145	153	164	170	0	0	1,558
Book Group	13	0	12	12	12	12	12	4	13	13	0	0	103
Adult Program	303	324	61	249	102	132	218	213	255	413	0	0	2,270
Non-SRP Child Program	120	322	392	478	653	690	49	98	168	351	0	0	3,321
Non-SRP Teen Program	0	0	4	5	25	0	0	0	7	0	0	0	41
Storytime	505	289	332	282	249	219	296	335	632	651	0	0	3,790
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	113	151	0	0	3,854
Database Usage	499	301	177	139	85	85	162	122	139	117	0	0	1,826
<b>TOTALS</b>	<b>4,937</b>	<b>3,765</b>	<b>3,078</b>	<b>5,000</b>	<b>3,714</b>	<b>2,694</b>	<b>2,882</b>	<b>3,297</b>	<b>3,527</b>	<b>4,002</b>	<b>0</b>	<b>0</b>	<b>36,896</b>

Appomattox Regional Library System

Revenue and Expenses

July 1, 2017 - June 30, 2018

fund#	Revenue 04/30/18	FY2018		Prev. Total		Monthly		Total		Percentage Received	Balance Due
		Proposed		Receipts		Receipts		Receipts			
100	Carry Over	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$600,261	\$600,261	\$0	\$0	\$600,261	\$600,261	\$0	\$0	100.0%	\$0
103	Dinwiddie	\$273,595	\$205,197	\$68,399	\$68,399	\$273,596	\$273,596	\$0	\$0	100.0%	(\$1)
104	Prince George	\$592,224	\$444,168	\$148,056	\$148,056	\$592,224	\$592,224	\$0	\$0	100.0%	\$0
105	State Funds	\$380,000	\$290,204	\$96,735	\$96,735	\$386,939	\$386,939	\$0	\$0	101.8%	(\$6,939)
106	Fines/Fees/Lost	\$22,600	\$12,929	\$1,282	\$1,282	\$12,929	\$12,929	\$0	\$0	57.2%	\$9,671
107	Copying Receipts	\$20,121	\$16,101	\$1,992	\$1,992	\$18,093	\$18,093	\$0	\$0	89.9%	\$2,028
108	Endowment Funds	\$20,499	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$24,000	\$24,416	\$0	\$0	\$24,416	\$24,416	\$0	\$0	101.7%	(\$416)
110	Gifts/Donations	\$7,000	\$5,740	\$250	\$250	\$5,990	\$5,990	\$0	\$0	85.6%	\$1,010
111	Grants	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$17,897	\$2,151	\$2,151	\$20,048	\$20,048	\$0	\$0	83.5%	\$3,952
<b>TOTALS</b>		<b>\$2,089,300</b>	<b>\$1,616,913</b>	<b>\$318,865</b>	<b>\$318,865</b>	<b>\$1,935,778</b>	<b>\$1,935,778</b>	<b>\$0</b>	<b>\$0</b>	<b>92.7%</b>	<b>\$153,522</b>

Fund#	EXPENSES 04/30/18	FY18 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 04/30/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
	<b>Personnel</b>						
200	MLS Salaries & Wages	\$458,648	\$313,335	\$32,321	\$345,656	75.4%	\$112,992
201	Non-MLS Salary & Wages	\$576,368	\$427,687	\$42,519	\$470,206	81.6%	\$106,162
202	Benefits for Staff/Retirees	\$270,512	\$188,498	\$20,659	\$209,157	77.3%	\$61,355
	<b>Total Personnel</b>	<b>\$1,305,528</b>	<b>\$929,520</b>	<b>\$95,500</b>	<b>\$1,025,020</b>	<b>78.5%</b>	<b>\$280,508</b>
	<b>Books &amp; Materials</b>						\$0
300	Books	\$70,000	\$50,433	\$9,357	\$59,790	85.4%	\$10,210
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,000	\$23,193	\$3,045	\$26,238	72.9%	\$9,762
303	Print News & Periodicals	\$12,276	\$3,812	\$328	\$4,140	33.7%	\$8,136
304	Audiovisual Materials	\$25,000	\$16,539	\$4,108	\$20,647	82.6%	\$4,353
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	\$488	\$92	\$580	46.4%	\$670
309	Family Resource Books	\$1,000	\$577	\$65	\$642	64.2%	\$358
310	Econtent	\$29,700	\$29,700	\$0	\$29,700	100.0%	\$0
	<b>Total Books &amp; Materials</b>	<b>\$208,359</b>	<b>\$129,699</b>	<b>\$16,995</b>	<b>\$146,694</b>	<b>70.4%</b>	<b>\$61,665</b>
	<b>Capital Expenditures</b>						
400	Library Non-Computer Equip.	\$11,750	\$1,982	\$634	\$2,616	22.3%	\$9,134
401	Computer Hardware	\$12,000	\$21,804	\$2,830	\$24,634	205.3%	(\$12,634)
	<b>Total Capital Expenditures</b>	<b>\$23,750</b>	<b>\$23,786</b>	<b>\$3,465</b>	<b>\$27,251</b>	<b>114.7%</b>	<b>(\$3,501)</b>
	<b>Contractual</b>						
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$16,500	\$28,135	\$1,926	\$30,061	182.2%	(\$13,561)
502	Audit	\$20,000	\$12,261	\$0	\$12,261	61.3%	\$7,739
503	Cataloging MARC Records	\$3,605	\$1,602	\$179	\$1,781	49.4%	\$1,824
504	Unique Management	\$9,000	\$4,476	\$349	\$4,825	53.6%	\$4,175
505	Computer Support Service Calls	\$17,500	\$26,330	\$3,020	\$29,350	167.7%	(\$11,850)



506 Other Computer Software Serv.	\$10,000	\$2,438	\$271	\$2,709	27.1%	\$7,291
507 Telecomm Internet Line Charges	\$22,000	\$16,734	\$1,935	\$18,669	84.9%	\$3,331
508 Printing and Publications	\$9,500	\$9,927	\$0	\$9,927	104.5%	(\$427)
509 Security Guard Service	\$26,500	\$20,577	\$2,260	\$22,837	86.2%	\$3,663
<b>Total Contractual</b>	<b>\$136,605</b>	<b>\$125,475</b>	<b>\$9,940</b>	<b>\$135,415</b>	<b>99.1%</b>	<b>\$1,190</b>
<b>Facilities/Maint./Operations</b>						
600 Equip. Repair & Maintenance	\$5,000	\$4,880	\$2,170	\$7,050	141.0%	(\$2,050)
601 TLC Maintenance Contract	\$19,500	\$0	(\$1,643)	(\$1,643)	-8.4%	\$21,143
602 Facilities and Rent	\$76,650	\$56,700	\$6,300	\$63,000	82.2%	\$13,650
603 Supplies	\$32,000	\$14,251	\$1,370	\$15,621	48.8%	\$16,379
604 Travel / Workshops / Conf. Fees	\$8,500	\$8,336	\$824	\$9,160	107.8%	(\$660)
605 Training / Education	\$4,500	\$535	\$350	\$885	19.7%	\$3,615
606 Utilities	\$6,000	\$3,009	\$524	\$3,533	58.9%	\$2,467
607 Telephone (Voice)	\$13,000	\$10,503	\$1,113	\$11,616	89.4%	\$1,384
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$4,219	\$221	\$4,440	98.7%	\$60
610 Job & Contracting Advertising	\$2,500	\$1,438	\$513	\$1,951	78.0%	\$550
611 Promotional Advertising	\$2,000	\$824	\$0	\$824	41.2%	\$1,176
612 Organization/Association Dues	\$3,500	\$2,629	\$0	\$2,629	75.1%	\$871
613 Postage	\$4,500	\$3,061	\$350	\$3,411	75.8%	\$1,089
614 Janitorial	\$64,500	\$45,290	\$4,877	\$50,167	77.8%	\$14,333
615 Other Building Maintenance	\$12,500	\$5,178	\$4,025	\$9,203	73.6%	\$3,297
<b>Total</b>	<b>\$272,087</b>	<b>\$160,853</b>	<b>\$20,993</b>	<b>\$181,846</b>	<b>66.8%</b>	<b>\$90,241</b>
<b>Facilities/Maint./Operations</b>						
<b>Programs/Activites/Other</b>						
700 YS Summer Reading Program	\$6,500	\$463	\$0	\$463	7.1%	\$6,037
701 YS Programming & Supplies	\$4,191	\$1,123	\$228	\$1,351	32.2%	\$2,840
702 Adult Programming	\$2,600	\$3,298	\$551	\$3,849	148.0%	(\$1,249)
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	\$1,000	\$39,677	79.4%	\$10,323
707 Misc. Professional Serv. & Other	\$15,759	\$8,508	\$651	\$9,159	58.1%	\$6,600
<b>Total Programs/Activ./Other</b>	<b>\$143,050</b>	<b>\$57,059</b>	<b>\$2,431</b>	<b>\$59,490</b>	<b>41.6%</b>	<b>\$83,560</b>
<b>GRAND TOTALS</b>	<b>\$2,089,379</b>	<b>\$1,426,392</b>	<b>\$149,324</b>	<b>\$1,575,715</b>	<b>75.4%</b>	<b>\$513,664</b>

Appomattox Reg Library System  
**Check Register**  
 For the Period From Apr 1, 2018 to Apr 30, 2018

Filter Criteria includes: Report order is by Check Number.

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
4/11/18	Electronic Federal Tax Payment	200620	8,478.62
4/26/18	Electronic Federal Tax Payment	200621	9,310.32
4/9/18	Treasurer of Virginia	2013-346	5,978.26
4/12/18	Treasurer of Virginia	2013-348	141.30
4/12/18	Treasurer of Virginia	2013-349	305.66
4/26/18	Treasurer of Virginia	2013-351	141.30
4/26/18	Treasurer of Virginia	2013-352	322.42
4/2/18	GreatAmerica Financial Svcs.	40206	2,822.48
4/2/18	Sam's Club Direct	40207	289.94
4/2/18	Staples Credit Plan	40208	892.90
4/6/18	Baker & Taylor	40209	2,284.61
4/6/18	Gale/CENGAGE Learning	40210	93.71
4/6/18	Ingram Library Services	40211	3,717.21
4/6/18	Midwest Tape	40212	1,165.96
4/6/18	Rowman & Littlefield Publishing Group	40213	39.66
4/6/18	Active Screening	40214	34.00
4/6/18	AT & T	40215	48.04
4/6/18	BambooInk	40216	65.00
4/6/18	Comcast Communications	40217	353.61
4/6/18	CS Diamond Enterprises, Inc.	40218	4,740.00
4/6/18	Dominion Energy Virginia	40219	471.95
4/6/18	Nicole Coleman	40220	136.02
4/6/18	Elizabeth Trop	40221	28.94
4/6/18	Christine Wooddy	40222	34.44
4/6/18	Susan Eggleston	40223	9.09
4/6/18	Karen Wall	40224	41.76
4/6/18	Cassandra Bland	40225	34.44
4/6/18	Joseph Rickman III	40226	51.51
4/6/18	Joanna Alderman-Klein	40227	113.10
4/6/18	Kim Robertson	40228	10.10
4/6/18	E-N Computers, Inc.	40229	3,019.83
4/6/18	GRAVA	40230	100.00
4/6/18	Heaton's Lawn Maintenance, LLC	40231	85.00
4/6/18	Hopewell City Treasurer	40232	220.72
4/6/18	Petersburg Alarm Company, Inc.	40233	114.00
4/6/18	Pitney Bowes Global Financial Services	40234	351.00
4/6/18	Reader Service	40235	53.90
4/6/18	Rollins Painting	40236	2,839.00
4/6/18	Securitas Security Services USA, Inc	40237	1,101.60
4/6/18	Shred-It USA LLC	40238	57.21
4/6/18	Smart Beginnings	40239	2,697.00
4/6/18	SunTrust Bank	40240	2,192.88
4/6/18	Verizon	40241	14.60
4/6/18	Webster Integrated Technologies	40242	984.26
4/9/18	ARLS-Payroll	40243	32,032.09
4/18/18	Baker & Taylor	40244	1,173.67
4/18/18	Gale/CENGAGE Learning	40245	596.77
4/18/18	Ingram Library Services	40246	4,539.26
4/18/18	Midwest Tape	40247	1,976.05
4/18/18	Anthem BlueCross BlueShield	40248	603.00
4/18/18	Anthem BlueCross BlueShield	40249	12,857.00
4/18/18	AT & T Mobility	40250	196.11

Appomattox Reg Library System  
**Check Register**  
 For the Period From Apr 1, 2018 to Apr 30, 2018

Filter Criteria includes: Report order is by Check Number.

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
4/18/18	Canon Financial Services, Inc.	40251	208.44
4/18/18	Comcast Communications	40252	1,702.66
4/18/18	Diamond Springs	40253	52.43
4/18/18	County of Dinwiddie	40254	900.00
4/18/18	County of Prince George	40255	1,650.00
4/18/18	Ginger Mauler	40256	26.46
4/18/18	Sherry Chappell	40257	161.55
4/18/18	Susan Butterworth	40258	26.36
4/18/18	E-N Computers, Inc.	40259	1,582.00
4/18/18	Hopewell City Treasurer	40260	3,750.00
4/18/18	It's A Blast	40261	92.00
4/18/18	OCLC, Inc.	40262	178.63
4/18/18	Petersburg Alarm Company, Inc.	40263	196.00
4/18/18	The Progress Index	40264	178.00
4/18/18	Reader Service	40265	102.04
4/18/18	Recorded Books, LLC	40266	1,500.00
4/18/18	Richmond Times Dispatch	40267	335.00
4/18/18	Richmond Times Dispatch	40268	327.60
4/18/18	Securitas Security Services USA, Inc	40269	1,101.60
4/18/18	Terri Spicer	40270	485.00
4/18/18	Sprint	40271	604.79
4/18/18	Tech Logic	40272	416.00
4/18/18	Unique Management Services	40273	349.05
4/18/18	Verizon	40274	127.69
4/18/18	Webster Integrated Technologies	40275	395.00
4/18/18	R. M. Wilkinson Oil Company	40276	790.70
4/24/18	ARLS-Payroll	40277	34,650.03
		<b>Total</b>	<b><u>161,850.33</u></b>

Appomattox Reg Library System  
Suntrust Credit Card  
For the Period From Feb 27, 2018 to Mar 25, 2018

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/27/18	Aatrix 7447	84045-100	4 W-2 Corrections	14.95	
2/27/18	Aatrix 7447	20200-400	Aatrix E-File Center		14.95
2/28/18	Google 22818	82309-200	Google E-Mail	270.83	
2/28/18	Google 22818	20200-400	Google		270.83
2/28/18	Spotify 2/28/18	82301-130	Software Licenses	9.99	
2/28/18	Spotify 2/28/18	20200-400	Spotify		9.99
3/2/18	UNCG 7469	82500-100	Professional Development Web	60.00	
3/2/18	UNCG 7469	20200-400	UNCG		60.00
3/3/18	Amazon 3/3/18-2	80114-100	Juvenile A/V	6.80	
3/3/18	Amazon 3/3/18-2	20200-400	Amazon.com		6.80
3/3/18	Amazon 3/3/18-3	80103-100	Juvenile Easys	32.44	
3/3/18	Amazon 3/3/18-3	20200-400	Amazon.com		32.44
3/6/18	Amazon 3/6/18	80103-100	Juvenile Easys	52.07	
3/6/18	Amazon 3/6/18	80101-100	Adult Fiction	25.33	
3/6/18	Amazon 3/6/18	80123-300	Family Resource Center - Books	52.01	
3/6/18	Amazon 3/6/18	20200-400	Amazon.com		129.41
3/7/18	Amazon 3/7/18	80102-100	Adult Non-Fiction	24.54	
3/7/18	Amazon 3/7/18	80103-100	Juvenile Easys	27.98	
3/7/18	Amazon 3/7/18	20200-400	Amazon.com		52.52
3/7/18	Amazon 3/7/18-2	80114-100	Juvenile A/V	8.54	
3/7/18	Amazon 3/7/18-2	20200-400	Amazon.com		8.54
3/7/18	Amazon 7470	84012-100	Tabletop Story Felt Board	46.94	
3/7/18	Amazon 7470	20200-400	Amazon.com		46.94
3/12/18	Amazon 3/12/18	80103-100	Juvenile Easys	13.97	
3/12/18	Amazon 3/12/18	20200-400	Amazon.com		13.97
3/12/18	Amazon 3/12/18-2	80123-300	Family Resource Center - Books	19.13	
3/12/18	Amazon 3/12/18-2	20200-400	Amazon.com		19.13
3/13/18	Amazon 3/13/18	80123-300	Family Resource Center - Books	19.12	
3/13/18	Amazon 3/13/18	20200-400	Amazon.com		19.12
3/13/18	Amazon 3/13/18-2	80114-100	Juvenile A/V	58.72	
3/13/18	Amazon 3/13/18-2	20200-400	Amazon.com		58.72
3/15/18	Amazon 3/15/18	80101-100	Adult Fiction	14.22	
3/15/18	Amazon 3/15/18	20200-400	Amazon.com		14.22
3/20/18	Amazon 3/20/18	80102-100	Adult Non-Fiction	14.39	
3/20/18	Amazon 3/20/18	20200-400	Amazon.com		14.39
3/20/18	Amazon 7474	84010-100	Poster Printer Ink	315.24	
3/20/18	Amazon 7474	20200-400	Amazon.com		315.24
3/20/18	Panera 7477	84045-100	Lunch for March Board Meeting	140.81	
3/20/18	Panera 7477	20200-400	Panera Bread		140.81
3/25/18	Burger 7496	84060-100	Lunch - PLA Conference	16.10	
3/25/18	Burger 7496	20200-400	BurgerFi		16.10
3/25/18	Sheraton 7495	84060-100	PLA Conference Hotel	948.76	
3/25/18	Sheraton 7495	20200-400	Sheraton		948.76
Total				2,192.88	2,192.88

Check #40240

## Smart Beginnings Report

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/17	<b>Beginning Balance</b>			<b>24,221.47</b>
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		
3/27/18	Payment from SB		8,133.03	
3/30/18	March Salary & Benefits	11,667.76		
4/20/18	Payment from SB		11,667.77	
4/30/18	April Salary & Benefits	8,133.03		
4/30/18	<b>Ending Balance</b>			<b>8,133.02</b>