

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

January 20, 2015

Prince George Library

6605 Courts Drive
Prince George, VA
23875

2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

January 20, 2015

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 on motion in 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 – December 2, 2014 - Regular Meeting
Statistical Report - December 2, 2014
Financial Report - December 2, 2014
Bills for Review.

Communications.

Citizen Comments.

Report of the Library Director:

- R1.** Staff update
- R2.** Prince George Women's Club donation
- R3.** Smart Beginnings update

Committee Reports:

New Business.

Unfinished Business.

Adjournment.

January 20, 2015

**Appomattox Regional Library System
Minutes of the Board of Trustees Meeting
December 2, 2014**

Trustees Present: Mrs. Dragoo, Mrs. Judge, Mrs. Tuggle, Ms. Halupka, Dr. Shepperson, Mrs. Sykes, Mrs. Gallup, Mrs. Benjamin

Trustees Absent: Mrs. Yates

Staff Present: Mr. Firestine, Ms. Lawrence, Ms. McPherson

Approval of Agenda: A motion was made to approve the agenda as amended by Mrs. Tuggle and seconded by Mrs. Gallup.

Minutes: The minutes were approved as presented.

Consent Agenda: A motion was made to approve the consent agenda as presented by Mrs. Gallup and seconded by Mrs. Sykes.

Communications:

Mr. Firestine communicated to the Board that a staff member has taken a leave of absence, due to a family emergency. At this time, it is uncertain when the staff member will return to work.

Mr. Firestine informed the Board that there are no updates, regarding state library funding.

Mr. Firestine communicated to the Board the various holiday activities that will take place in the library system's service area. Mr. Firestine announced to the Board that the library will hold its annual staff holiday dinner on Friday, December 12, 2014, 7 p.m. at Prince George Library. He stated that library volunteers, including the Library Board of Trustees are invited to attend.

Mr. Firestine briefly informed the Board about the Virginia Library Association conference that took place in October. Mrs. Judge shared with the Board her experience at the conference. Both Mr. Firestine and Mrs. Judge agreed that the conference was enjoyable and informative.

Mr. Firestine and Ms. Lawrence informed the Board of a wellness program called, Beat the Triathlete. Library volunteers, including the Library Board of Trustees are invited to participate.

Citizen Comments: None

Report of the Library Director:

R1. Staff Update: LA1 Antonia Priode announced her resignation as Carson LA1 effective November 28, 2014.

R2. McKenney Branch: The architect's plans for the 3,500 sq/ft library were presented for review. The project is scheduled to be bid in the first quarter of 2015.

January 20, 2015

Committee Reports:

C1. FY 2015-2016 Budget Request and Library Wage/Salary Review:

The Finance Committee recommended to accept the FY 2015-2016 Local Budget Request and a 3% wage and salary increase as presented. The Board approved the Committee's recommendation.

C2. Five Year Plan 2010-2015 Update:

The Finance Committee recommended to accept the update to the five year plan. A motion was made by Mrs. Tuggle and seconded by Mrs. Benjamin to accept the plan as presented.

C3. Staff Bonus:

The Finance Committee recommended for library staff to receive a bonus of \$100 on December 11, 2014. A motion was made by Mrs. Benjamin and seconded by Mrs. Judge to accept the Finance Committee's recommendation.

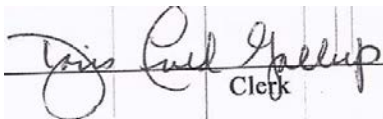
Unfinished Business: None

New Business: None

Adjournment: The meeting adjourned at 3:05 p.m.

Next Meeting: January 20, 2015, 2:00 p.m. at the Prince George Library.

Respectfully submitted,



The image shows a handwritten signature in cursive that reads "Doris Field Gallup". Below the signature, the word "Clerk" is printed in a small, sans-serif font.

Doris Field Gallup

January 20, 2015

DIRECTOR'S EXTRACURRICULAR ACTIVITIES
December 3, 2014 to January 13, 2015

December 16	Dinwiddie Board of Supervisor's meeting
December 22	Hopewell / Prince George / Crater Smart Beginnings Planning meeting
January 8	Hopewell / Prince George Friends of the Library meeting
January 9	CALD meeting Pamunkey Regional Library.

January 20, 2015

Statistical Report:

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
Hopewell	FY13	22405	21125	17122	18057	16512	14968	17819	18421	18529	17615	17424	18863	218860	
	FY14	22538	19755	16580	17641	15543	14198	14647	14247	14507	16372	15941	16562	198531	
	FY15	20126	18790	15280	18075	16755	15307	0	0	0	0	0	0	104333	8%
Outreach SVS	FY13	279	246	286	326	271	303	505	461	425	346	510	340	4298	
	FY14	191	314	893	943	303	316	1001	773	933	980	991	1977	9615	
	FY15	1930	831	756	598	524	608	0	0	0	0	0	0	5247	92%
Burrowsville	FY13	181	270	264	213	142	160	183	215	199	188	163	214	2392	
	FY14	272	259	210	270	194	178	164	154	221	156	199	189	2466	
	FY15	242	234	393	397	419	273	0	0	0	0	0	0	1958	53%
Carson Depot	FY13	1468	1149	999	1179	1059	883	1115	1058	1124	953	1234	1507	13728	
	FY14	1921	1508	1315	1459	1109	1308	1544	1640	1054	1132	1179	2281	17450	
	FY15	1598	1558	1428	1409	1686	1284	0	0	0	0	0	0	8963	-2%
Dinwiddie	FY13	2219	1869	1741	1989	1600	1596	2072	2085	1943	1834	1784	2004	22736	
	FY14	2608	2410	1645	2011	1449	2584	1656	1665	1894	1889	1843	2036	23690	
	FY15	2632	2489	1834	1755	2197	2254	0	0	0	0	0	0	13161	-13%
Disputanta	FY13	545	593	429	482	369	698	442	403	297	283	431	338	5310	
	FY14	559	693	518	643	576	550	402	301	344	335	482	600	6003	
	FY15	984	712	645	536	697	508	0	0	0	0	0	0	4082	-8%
McKenney	FY13	789	651	555	685	612	576	641	404	471	426	559	575	6944	
	FY14	658	594	520	745	540	550	575	409	452	455	610	886	6994	
	FY15	909	1043	1000	941	1060	1048	0	0	0	0	0	0	6001	91%

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
Prince George	FY13	6480	5583	4531	4653	3629	3143	3959	3655	3910	4336	3786	5617	53282	
	FY14	7049	5437	4457	4659	4437	4628	5268	3965	4756	5207	4196	4681	58740	
	FY15	7103	5311	4395	4667	4316	3980	0	0	0	0	0	0	29772	-14%
Rohoic	FY13	1942	1545	1155	1564	1107	769	944	1121	1179	1183	1093	1127	14729	
	FY14	1750	1648	935	1136	943	1640	736	731	802	1225	1097	1102	13745	
	FY15	2485	1412	1225	1498	1954	2000	0	0	0	0	0	0	10574	22%
ARLS Totals	FY13	36308	33031	27082	29148	25301	23096	27680	27823	28077	27164	26984	30585	342279	
	FY14	37546	32618	27073	29507	25094	25952	25993	23885	24963	27751	26538	30314	337234	
	FY15	38009	32380	26956	29876	29608	27262	0	0	0	0	0	0	184091	5%

New Patron Cards														
FY2015	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	
Hopewell	221	183	205	197	136	127							1069	
Outreach	1	0	0	1	0	0							2	
Burrowsville	10	1	0	4	8	1							24	
Carson Depot	9	14	18	18	0	12							71	
Dinwiddie	32	38	26	36	9	15							156	
Disputanta	13	10	9	13	3	8							56	
McKenney	5	7	17	1	7	5							42	
Prince George	120	73	107	111	58	74							543	
Rohoic	13	16	16	16	20								81	
Total	424	342	398	397	241	242	0	0	0	0	0	0	2044	

July 2014 - June 2015	Total Circulations	Total Items	Turnover Rate*
Hopewell	104,333.	103,943.	1.00
Outreach	5,247.	1,533.	3.42
Burrowsville	1,958.	9,982.	0.20
Carson Depot	8,963.	10,779.	0.83
Dinwiddie	13,161.	12,982.	1.01
Disputanta	4,082.	8,685.	0.47
McKenney	6,001.	10,773.	0.56
Prince George	29,772.	37,872.	0.79
Rohoic	10,574.	14,904.	0.71
ARLS TOTAL	184,091.	211,453.	0.87
*Turnover Rate is Total Circulations / Total Items (higher is better)			

Technical Services Report	New Titles Received	New Items Received	Titles Cataloged	Items Cataloged	InterLibrary Loans
July	520	1008	849	1227	29
August	435	828	691	1257	14
September	696	1388	680	1243	18
October	721	1401	827	1504	14
November	514	981	571	1067	18
December	623	1171	713	1208	10
January					
February					
March					
April					
May					
June					
Totals	3509	6777	4331	7506	103

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2015													
Hopewell	15,270	14,030	12,655	15,055	18,652	14,009							89,671
Outreach	485	233	407	943	238	850							3,156
Burrowsville	178	123	178	265	153	228							1,125
Carson Depot	753	879	783	825	561	560							4,361
Dinwiddie	1,065	961	788	794	585	687							4,880
Disputanta	242	276	260	265	189	283							1,515
McKenney	465	361	360	340	290	315							2,131
Prince George	5,724	3,459	4,053	4,376	3,985	3,789							25,386
Rohoic	819	745	707	775	643	564							4,253
TOTAL	25,001	21,067	20,191	23,638	25,296	21,285	0	0	0	0	0	0	136,478
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting room users	1,598	1,830	1,557	1,771	1,352	943							9,051
Meetings	153	165	256	266	137	116							1,093
Book Group	15	12	15	14	12	31							99
Adult Program	35	147	98	130	68	36							514
Non-SRP Child Program	24	48	61	25	83.	0							241
Non-SRP Teen Program	18	51	83	35	7.	0							194
Storytime	156	130	181	245	197.	172							1,081
Family SRP	224	0	0	0	0.	0							224
SRP Child	117	0	0	0	0	0							117
SRP Teen	65	0	0	0	0	0							65
Freeding (ebooks)	0	0	0	0	0	0							0
Zinio (emagazines)	105	155	128	203	166	140							897
Hoopla Circs	2,581	3,056	3,487	3,869	4,294	4,652							21,939
Hoopla users	478	529	563	595	625	643							3,433
TOTALS	5,569	2,383	2,251	2,689	2,022	6,733	0	0	0	0	0	0	12,679

REFERENCE QUESTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2015													
Hopewell	440	362	384	481	292	262							2221
Outreach	0	0	0	0	0	0							0
Burrowsville	47	32	47	64	44	57							291
Carson Depot	263	251	178	154	96	144							1086
Dinwiddie	295	228	260	231	182	179							1375
Disputanta	14	22	25	48	23	27							159
McKenney	43	22	25	17	22	15							144
Prince George	149	166	250	176	111	179							1031
Rohoic	163	151	160	183	137	134							928
TOTALS	1414	1234	1329	1354	907	997	0	0	0	0	0	0	7235
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Hopewell	6967	5743	5429	6037	4451	4185							32,812
Burrowsville	25	83	94	148	54	68							472
Carson Depot	180	154	207	133	78	92							844
Dinwiddie	479	303	297	268	174	189							1,710
Disputanta	201	86	130	125	86	85							713
McKenney	180	175	172	175	148	134							984
Prince George	1493	1427	1473	1467	954	954							7,768
Rohoic	234	221	237	297	243	249							1,481
TOTALS	9759	8192	8039	8650	6188	5956	0	0	0	0	0	0	46784

**Appomattox Regional Library System
Revenues and Expenses
November 1, 2014 – December 31, 2014**

	REVENUES	FY 2015	Prev. Total	Monthly	Total	Percent	Balance
FND#	12/31/2014	Proposed	Receipts	Receipts	Receipts	Received	Due
100	Carry Over	\$ 39,553	\$39,553	\$0	\$39,553	100.0%	\$20,000
101	Reserve	\$ 15,000	\$15,000	\$0	\$15,000	0.0%	\$ -
102	Hopewell	\$ 551,300	\$275,650	\$0	\$275,650	50.0%	\$ 275,650
103	Dinwiddie	\$ 259,085	\$129,542	\$0	\$129,542	50.0%	\$ 129,543
104	Prince George	\$ 560,023	\$280,010	\$0	\$280,010	50.0%	\$ 280,013
105	State Funds	\$ 378,673	\$189,336	\$0	\$189,336	50.0%	\$ 189,337
106	Fines/Fees/Lost	\$ 23,373	\$10,650	\$1,811	\$12,461	53.3%	\$ 10,912
107	Copying Receipts	\$ 19,166	\$10,840	\$1,942	\$12,782	66.7%	\$ 6,384
108	Endowment Funds	\$ 20,499	\$0	\$0	\$0	0.0%	\$ 20,499
109	E-Rate Refunds	\$ 36,000	\$28,925	\$0	\$28,925	80.3%	\$ 7,075
110	Gifts/Donations	\$ 8,500	\$350	\$0	\$350	4.1%	\$ 8,150
111	Grants	\$ 10,000	\$0	\$0	\$0	0.0%	\$ 10,000
112	Other	\$ 23,449	\$10,213	\$2,119	\$12,332	52.6%	\$ 11,117
	TOTALS	\$ 1,944,621	\$990,069	\$5,872	\$995,941	51.2%	\$968,680

	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	11/30/2014	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
	Personnel						
200	M.L.S. Salaries and Wages	\$ 400,481	\$ 122,198	\$ 25,230	\$ 147,428	36.8%	\$ 253,053
201	Non M.L.S. Salaries and Wages	\$ 512,000	\$ 177,104	\$ 38,298	\$ 215,402	42.1%	\$ 296,598
202	Benefits for Staff and Retirees	\$ 285,203	\$ 89,252	\$ 25,426	\$ 114,678	40.2%	\$ 170,525
	Total Personnel	\$ 1,197,684	\$ 388,554	\$ 88,954	\$ 477,508	39.9%	\$ 720,176
	Books & Materials						
300	Books	\$ 108,000	\$ 36,269	\$ 8,488	\$ 44,757	41.4%	\$ 63,243
301	Standing Order Books	\$ 36,050	\$ 13,066	\$ 2,786	\$ 15,852	44.0%	\$ 20,198
302	Print Newspapers Periodicals	\$ 14,276	\$ 13,838	\$ 633	\$ 14,471	101.4%	\$ (195)
303	Audiovisual Materials	\$ 26,780	\$ 7,967	\$ 1,950	\$ 9,917	37.0%	\$ 16,863
304	Electronic Materials	\$ 6,500	\$ 1,386	\$ -	\$ 1,386	21.3%	\$ 5,114
305	Microforms	\$ 1,133	\$ -	\$ -	\$ -	0.0%	\$ 1,133
306	Binding/repair	\$ 500	\$ -	\$ -	\$ -	0.0%	\$ 500
307	PG Restricted Gift	\$ 10,000	\$ 1,779	\$ 989	\$ 2,768	27.7%	\$ 7,232
307	Family Resource Bks	\$ 2,001	\$ 597	\$ 444	\$ 1,041	52.0%	\$ 960
308	Econtent	\$ 13,125	\$ 12,000	\$ 233	\$ 12,233	93.2%	\$ 892
	Total Books & Materials	\$ 218,365	\$ 86,902	\$ 15,523	\$ 102,425	46.9%	\$ 115,940
	Capital Expenditures						
400	Library Non-Computer Equipment	\$ 12,875	\$ 11,759	\$ 2,037	\$ 13,796	107.2%	\$ (921)
401	Computer Hardware	\$ 10,875	\$ 398	\$ 1,693	\$ 2,091	19.2%	\$ 8,784
	Total Capital Expenditures	\$ 23,750	\$ 12,157	\$ 3,730	\$ 15,887	66.9%	\$ 7,863
	Contractual						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 647	\$ 163	\$ 810	40.5%	\$ 1,190
501	Software Licensing Contracts	\$ 15,700	\$ 4,013	\$ 4,638	\$ 8,651	55.1%	\$ 7,049
502	Audit	\$ 16,151	\$ 1,743	\$ 7,384	\$ 9,127	56.5%	\$ 7,024
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 2,514	\$ 734	\$ 3,248	36.1%	\$ 5,752

	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	11/30/2014	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
505	Computer Support Service Calls	\$ 9,500	\$ 668	\$ 720	\$ 1,388	14.6%	\$ 8,112
506	Other Computer Sftwre Services	\$ 3,500	\$ 250	\$ -	\$ 250	7.1%	\$ 3,250
507	Telecomm Internet Line Charges	\$ 26,000	\$ 7,757	\$ 2,294	\$ 10,051	38.7%	\$ 15,949
508	Printing and Publications	\$ 9,500	\$ 1,545	\$ 1,890	\$ 3,435	36.2%	\$ 6,065
509	Security Guard Service	\$ 28,729	\$ 8,253	\$ 1,829	\$ 10,082	35.1%	\$ 18,647
	Total Contractual	\$ 123,685	\$ 27,390	\$ 19,652	\$ 47,042	38.0%	\$ 76,643
	Facilities, Maint, Operations						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 1,322	\$ -	\$ 1,322	37.8%	\$ 2,178
601	TLC Maintenance Contract	\$ 19,500	\$ 17,354	\$ -	\$ 17,354	89.0%	\$ 2,146
602	Facilities and Rent	\$ 76,650	\$ 24,000	\$ 6,000	\$ 30,000	39.1%	\$ 46,650
603	Supplies	\$ 25,000	\$ 12,393	\$ 322	\$ 12,715	50.9%	\$ 12,285
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 1,703	\$ 150	\$ 1,853	21.8%	\$ 6,647
605	Training-Education	\$ 6,500	\$ 4,042	\$ 400	\$ 4,442	68.3%	\$ 2,058
606	Utilities	\$ 6,000	\$ 1,138	\$ 165	\$ 1,303	21.7%	\$ 4,697
607	Telephone (Voice)	\$ 15,000	\$ 4,901	\$ 1,216	\$ 6,117	40.8%	\$ 8,883
608	Insurance	\$ 12,937	\$ 9,648	\$ 653	\$ 10,301	79.6%	\$ 2,636
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 1,840	\$ -	\$ 1,840	20.4%	\$ 7,160
610	Job and Contract Advertising	\$ 2,500	\$ 100	\$ 425	\$ 525	21.0%	\$ 1,975
611	Promotional Advertising	\$ 2,000	\$ 2,677	\$ -	\$ 2,677	133.9%	\$ (677)
612	Org/Association Dues	\$ 2,000	\$ 1,111	\$ -	\$ 1,111	55.6%	\$ 889
613	Postage	\$ 4,500	\$ 2,516	\$ 35	\$ 2,551	56.7%	\$ 1,949
614	Janitorial	\$ 66,000	\$ 19,772	\$ 4,740	\$ 24,512	37.1%	\$ 41,488
615	Other Building Maintenance	\$ 8,500	\$ 11,965	\$ 411	\$ 12,376	145.6%	\$ (3,876)
	Total Facilities, Maint & Ops	\$ 268,087	\$ 116,482	\$ 14,517	\$ 130,999	48.9%	\$ 137,088
	Program, Activites & Other						
700	YS Summer Reading Program	\$ 6,500	\$ 3,293	\$ -	\$ 3,293	50.7%	\$ 3,207
701	YS Programming Supplies	\$ 4,191	\$ 816	\$ 958	\$ 1,774	42.3%	\$ 2,417
702	Adult Programming Supplies	\$ 2,600	\$ 60	\$ -	\$ 60	2.3%	\$ 2,540

	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	11/30/2014	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 30,000	\$ 2,116	\$ -	\$ 2,116	7.1%	\$ 27,884
705	Reserve	\$ 5,500	\$ -	\$ -	\$ -	0.0%	\$ 5,500
706	New Delivery Vehicle	\$ 30,000	\$ 38,955	\$ -	\$ 38,955	129.9%	\$ (8,955)
707	Misc. Professional Serv. And Other	\$ 15,759	\$ 8,691	\$ 2,475	\$ 11,166	70.9%	\$ 4,593
	Total Prg, Act, Other	\$ 98,050	\$ 53,931	\$ 3,433	\$ 57,364	58.5%	\$ 40,686
	Grand Total	\$ 1,929,621	\$ 685,416	\$ 145,809	\$ 831,225	43.1%	\$ 1,098,396

**APPOMATTOX REGIONAL LIBRARY
CHECK REGISTER
November 1, 2014 to December 31, 2014**

Date	Check #	Payee	Amount
11/13/14	200525	Electronic Federal Tax Payment	8,572.81
11/25/14	200526	Electronic Federal Tax Payment	8,565.08
11/26/14	2011-93	Treasurer of Virginia	1,270.47
11/7/14	2013-80	Treasurer of Virginia	6,431.84
11/26/14	2013-82	Nationwide Retirement Solutions	730.00
11/12/14	33849V	Shelby Brown	-16.99
11/12/14	34272V	Randolph Market	-8.19
11/12/14	34506V	Scott Firestine	-43.56
11/12/14	34617V	Daughters of Penelope	-250.00
11/12/14	35143V	Donna Siebold	-54.53
11/12/14	35386V	Bernan Associates	-300.00
11/12/14	35452V	VA Public Lib. Directors Assoc	-35.00
11/12/14	35562V	James Perkinson	-15.98
11/12/14	36438V	Janet Cordle	-12.62
11/12/14	36781V	Latrina Gardner	-2.73
11/12/14	36830V	Herbert Williams	-30.00
11/6/14	37154V	Virginia American Water	-78.06
11/7/14	37197	AT & T Mobility	288.97
11/7/14	37198	Baker & Taylor Books, Inc.	2,385.73
11/7/14	37199	Baker & Taylor Books, Inc.	942.43
11/7/14	37200	Capital One Bank	2,780.32
11/7/14	37201	Capital One Bank	1,031.56
11/7/14	37202	Capital One Bank	65.33
11/7/14	37203	CDW Government Inc.	175.80
11/7/14	37204	Comcast Communications	320.74
11/7/14	37205	Doreen Creel-Wood Accounting	385.00
11/7/14	37206	Distribution Video & Audio, Inc.	69.93
11/7/14	37207	Dix's Landscaping	200.00
11/7/14	37208	Dominion Virginia Power	38.15
11/7/14	37209	Dominion Virginia Power	71.27
11/7/14	37210	Gale	104.95
11/7/14	37211	Harlequin Reader Service	47.60
11/7/14	37212	Hopewell News	25.00
11/7/14	37213	Ingram Library Services	2,793.34
11/7/14	37214	LexisNexis Matthew Bender	354.91
11/7/14	37215	McKay Hardware, Inc.	34.72
11/7/14	37216	Midwest Tape	832.38
11/7/14	37217	Minor & Associates	1,083.75
11/7/14	37218	Petersburg Alarm Company, Inc.	114.00
11/7/14	37219	Antonia Priode	155.03
11/7/14	37220	Progress Index	398.89
11/7/14	37221	Richmond Times Dispatch	234.00
11/7/14	37222	Richweb Inc.	150.00

11/7/14	37223	Sam's Club Direct	318.91
11/7/14	37224	Securitas Security Services USA, Inc	874.50
11/7/14	37225	Tech Logic	2,700.00
11/7/14	37226	ULINE	29.64
11/7/14	37227	Verizon	400.82
11/7/14	37228	Virginia American Water	164.59
11/21/14	37229	Anthem BlueCross BlueShield	9,100.00
11/21/14	37230	Anthem BlueCross BlueShield	570.00
11/21/14	37231	AT & T	67.71
11/21/14	37232	Baker & Taylor Books, Inc.	2,755.42
11/21/14	37233	Baker & Taylor Books, Inc.	458.79
11/21/14	37234	CDW Government Inc.	1,735.80
11/21/14	37235	Columbia Gas of Virginia	85.11
11/21/14	37236	Comcast Communications	783.76
11/21/14	37237	Comcast Communications	987.87
11/21/14	37238	County of Dinwiddie	600.00
11/21/14	37239	County of Prince George	1,650.00
11/21/14	37240	CS Diamond Enterprises, Inc.	4,740.00
11/21/14	37241	CS Diamond Enterprises, Inc.	2,500.00
11/21/14	37242	DEMCO, Inc.	1,693.00
11/21/14	37243	Diamond Springs	55.60
11/21/14	37244	Distribution Video & Audio, Inc.	199.81
11/21/14	37245	Dominion Virginia Power	866.09
11/21/14	37246	Gale	327.62
11/21/14	37247	Ford Agency, Inc.	653.00
11/21/14	37248	Harlequin Reader Service	21.60
11/21/14	37249	Hermes Publications	185.00
11/21/14	37250	Hopewell City Treasurer	3,750.00
11/21/14	37251	Hopewell Payments	40.42
11/21/14	37252	Ingram Library Services	3,157.94
11/21/14	37253	JanWay Company USA, Inc.	209.02
11/21/14	37254	LeClair Ryan	4,455.00
11/21/14	37255	Librarica LLC	1,688.40
11/21/14	37256	Library of Virginia	2,169.37
11/21/14	37257	Midwest Tape	847.66
11/21/14	37258	Mitchell Wiggins & Company	6,300.00
11/21/14	37259	Sandi A. Morris	16.99
11/21/14	37260	OCLC, Inc.	162.82
11/21/14	37261	Petersburg Alarm Company, Inc.	97.00
11/21/14	37262	Richmond Times Dispatch	375.00
11/21/14	37263	Joseph Rickman	38.38
11/21/14	37264	Securitas Security Services USA, Inc	954.00
11/21/14	37265	Shred-It USA Richmond	47.50
11/21/14	37266	Sprint	768.79
11/21/14	37267	Unique Management Services	733.90
11/21/14	37268	Verizon	285.62
11/21/14	37269	Virginia Linen Service	525.97
11/21/14	37270	Central Virginia Datacomm LLC	431.25

12/10/14	200527	Electronic Federal Tax Payment	8,820.20
12/23/14	200528	Electronic Federal Tax Payment	8,623.14
12/5/14	2013-84	Treasurer of Virginia	6,431.84
12/5/14	37271	Active Screening	34.00
12/5/14	37272	AT & T	9.75
12/5/14	37273	Baker & Taylor Books, Inc.	2,826.00
12/5/14	37274	Baker & Taylor Books, Inc.	1,239.92
12/5/14	37275	Tara S. Bonner	45.24
12/5/14	37276	Capital One Bank	2,099.86
12/5/14	37277	Capital One Bank	585.23
12/5/14	37278	Capital One Bank	52.52
12/5/14	37279	Comcast Communications	320.74
12/5/14	37280	Doreen Creel-Wood Accounting	385.00
12/5/14	37281	Distribution Video & Audio, Inc.	159.84
12/5/14	37282	Dominion Virginia Power	113.75
12/5/14	37283	Dominion Virginia Power	188.17
12/5/14	37284	Gale	104.95
12/5/14	37285	Harlequin Reader Service	47.26
12/5/14	37286	Hermes Publications	185.00
12/5/14	37287	Hopewell News	135.00
12/5/14	37288	Ingram Library Services	734.19
12/5/14	37289	Elizabeth Jzuskeiwicz	10.39
12/5/14	37290	McKay Hardware, Inc.	12.78
12/5/14	37291	Midwest Tape	821.19
12/5/14	37292	Petersburg Alarm Company, Inc.	114.00
12/5/14	37293	Prince George Locksmith	150.00
12/5/14	37294	Randolph Market	7.98
12/5/14	37295	Securitas Security Services USA, Inc	874.50
12/5/14	37296	Staples, Inc.	1,669.15
12/5/14	37297	Verizon	52.28
12/5/14	37298	Virginia American Water	74.06
12/5/14	37299	Fire Defense Services	375.00
12/19/14	37300	Nandhitha Agaram	255.30
12/19/14	37300V	Nandhitha Agaram	-255.30
12/19/14	37301	Anthem BlueCross BlueShield	9,100.00
12/19/14	37302	Anthem BlueCross BlueShield	570.00
12/19/14	37303	AT & T Mobility	288.97
12/19/14	37304	Baker & Taylor Books, Inc.	2,424.88
12/19/14	37305	Baker & Taylor Books, Inc.	309.27
12/19/14	37306	Comcast Communications	1,090.55
12/19/14	37307	Comcast Communications	684.56
12/19/14	37308	County of Dinwiddie	600.00
12/19/14	37309	County of Prince George	1,650.00
12/19/14	37310	CS Diamond Enterprises, Inc.	2,500.00
12/19/14	37311	CS Diamond Enterprises, Inc.	4,740.00
12/19/14	37312	DEMCO, Inc.	649.80
12/19/14	37313	Diamond Springs	86.45
12/19/14	37314	Distribution Video & Audio, Inc.	299.70

12/19/14	37315	Dix's Landscaping	200.00
12/19/14	37316	Dominion Virginia Power	1,258.61
12/19/14	37317	Fire Defense Services	1,100.00
12/19/14	37318	Gale	296.13
12/19/14	37319	Gaylord Bros.	141.35
12/19/14	37320	Graphic Products, Inc.	345.20
12/19/14	37321	Harlequin Reader Service	69.20
12/19/14	37322	Deborah Heart	69.49
12/19/14	37323	Hopewell City Treasurer	3,750.00
12/19/14	37324	Hopewell Payments	28.09
12/19/14	37325	Ingram Library Services	186.79
12/19/14	37326	James River Press	3,040.00
12/19/14	37327	JanWay Company USA, Inc.	442.00
12/19/14	37328	LeClair Ryan	1,350.00
12/19/14	37329	LexisNexis Matthew Bender	143.87
12/19/14	37330	McKay Hardware, Inc.	38.16
12/19/14	37331	Chandra McPherson	69.44
12/19/14	37332	Midwest Tape	848.59
12/19/14	37333	Merry A. Norris	4.50
12/19/14	37334	OCLC, Inc.	162.82
12/19/14	37335	Ruth Purdy	19.00
12/19/14	37336	Randolph Market	7.77
12/19/14	37337	Richmond Times Dispatch	234.00
12/19/14	37338	Securitas Security Services USA, Inc	715.50
12/19/14	37339	Shred-It USA Richmond	47.50
12/19/14	37340	South of the James Publishing LLC	275.00
12/19/14	37341	Sprint	245.00
12/19/14	37342	Sprint	523.79
12/19/14	37343	ULINE	600.52
12/19/14	37344	Unique Management Services	698.10
12/19/14	37345	Verizon	648.87
12/19/14	37346	Hopewell/PG Chamber Commerce	195.00
12/19/14	37347	Pecht's Tree Service	950.00
	Total		182,387.41