

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

February 18, 2014

Rohoic Branch Library

7301 Boydton Plank Road  
Petersburg, VA 23803

2:00 p.m.

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

**February 18, 2014**

**2:00 p.m.**

**Call to Order.**

**Approval of Agenda.**

**Consent Agenda:** Minutes – December 3, 2013- Regular Meeting  
Statistical Report December 3, 2013  
Financial Report. December 3, 2013  
Bills for Review.

**Communications.**

1. Retired Director Robert Whitesides
2. VLA lobby efforts for 2014 General Assembly
3. Ms. Helen Hoover Donation
4. Prince George Woman's Club donation
5. Smart Beginnings and Southside Community Partners grant awards John Randolph Foundation.
6. Local Budget Request submitted to localities
7. Closings and delays due to weather

**Citizen Comments.**

**Report of the Library Director:**

- R1.** Staff update
- R2.** Audit update/Report
- R3.** Beacon Update
- R4.** Holiday Closing Policy

**Committee Reports:**

**New Business.**

- N1.** Consideration of the 2013 Audit from Mitchell Wiggins

**Unfinished Business.**

**Adjournment.**

February 18, 2014

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**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
December 3, 2013**

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

**Trustees Absent:** Mrs. Yates

**Staff Present:** Mr. Firestine, Ms. Lawrence, Ms. McPherson, Ms. Turner, Mrs. Austin

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

**Minutes:** The minutes were approved as presented.

**Consent Agenda:** The consent agenda was adopted after a motion made by Mrs. Gallup and seconded by Mrs. Sykes.

**Communications:**

Mr. Firestine communicated to the Board he received a letter from each locality regarding submitting the library's budget request.

Mr. Firestine communicated to the Board that he received a thank you letter from Ms. McBride in regard to the Title 1 Workshop support.

Mr. Firestine informed the Board that the call for art was advertised on the library's website.

**Citizen Comments:** None

**Report of the Library Director:**

1. **State and Local budget update:** See attached Budget request for 2015. 3% increase proposed.
2. **2010-2015 Strategic Play Update:** Reviewed.
3. **Beacon Update:**
  - a. Operations being transitioning over to the Wells Management Group.
  - b. Tour after meeting.
4. **Cassie replacing SAMS:** Cassie will be the replacement for the SAMS computer reservation software.
  - a. Currently SAMS only installed in Hopewell and Prince George. CASSIE will be allow us to deploy reservation software to all locations in the library system.
  - b. Ongoing costs are substantially less than the current contract with SAMS.
5. **Virginia Retirement System:**

- a. Discussion of Plan 1, Plan 2 and Hybrid program beginning January 1, 2014.
6. **Bookmobile Changes:**
  - a. We have replaced old bookmobile stops with lobby visits and deposit collections at daycares and nursing homes.
  - b. Renaming the service Rolling Reads.
7. **Holiday Activites:**
  - a. McKenney open house 12/7/13
  - b. Dinwiddie open house 12/6/13
  - c. Burrosville auditorium ribbon cutting and holiday celebration
  - d. Hopewell tree lighting 12/5/13
  - e. All locations close 12/24, 12/25 1/1/14
8. **Holiday Closing problems:**
  - a. All localities are following state of VA and the library is one of the only government agencies open. This is a challenge if there is a mechanical problem.
  - b. In shared buildings the localities have forced us to close to match their schedules.
  - c. Most citizen assume that the library is also following the localities and the state and business is very slow.

**Committee Reports:**

**C1. FY 2014-2015 Local Budget Request and Five Year Plan 2010-2015 update**

The Finance Committee recommended to accept the FY 2014-2015 Local Budget Request and the Five Year Plan 2010-2015 update as presented. The Board approved the Committee's recommendation.

**New Business:** None

**Unfinished Business:** None

**Adjournment:** The meeting adjourned at 3:50 p.m.

**Next Meeting:** January 21, 2014, 2:00 p.m. at the Prince George Library.

**Respectfully submitted,**



**Patricia C. Hale**

**DIRECTOR'S EXTRACURRICULAR ACTIVITIES**  
**December 4 2013 through February 16, 2014**

|             |   |
|-------------|---|
| December 5  | Hopewell Tree lighting  |
| December 6  | Burrowsville, Dinwiddie and McKenney open house holiday event                   |
| December 7  | Prince George Open House  |
| December 9  | EDA strategic Planning meeting  |
| December 16 | Southside Community Partners quarterly meeting                                  |
| December 17 | VLA planning committee conference call  |
| January 9   | Beacon / ARLS something is Perkin   |
| January 13  | Beacon Soft-Opening Leon Russell  |
| January 16  | John Randolph Foundation Grant Award ceremony                                   |
| January 21  | ARLS Board of Trustees meeting cancelled due to weather, reschedule 1/28/14     |
| January 27  | Hopewell / Prince George Friends of the Library Scholarship meeting             |
| January 28  | ARLS Board of Trustees meeting cancelled due to weather, reschedule for 2/18/14 |
| February 3  | Friends of Library Dinwiddie meeting  |
| February 7  | Hopewell / Prince George Friends of the library Book Lovers sale                |

## Statistical Report

### Circulation Data All Locations:

| Location            | FY   | JUL   | AUG   | SEP   | OCT   | NOV   | DEC   | JAN   | FEB   | MAR   | APR   | MAY   | JUN   | Total  | % chnge |
|---------------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|---------|
| <b>Hopewell</b>     | FY11 | 27161 | 24672 | 20070 | 19802 | 19041 | 17325 | 20086 | 18084 | 19634 | 18580 | 18127 | 21552 | 244134 |         |
|                     | FY12 | 23108 | 22029 | 18971 | 19777 | 18601 | 15246 | 17511 | 16477 | 17750 | 17686 | 17576 | 19975 | 224707 |         |
|                     | FY13 | 22405 | 21125 | 17122 | 18057 | 16512 | 14968 | 17819 | 18421 | 18529 | 17615 | 17424 | 18863 | 218860 |         |
|                     | FY14 | 22538 | 19755 | 16580 | 17641 | 15543 | 14198 | 14647 |       |       |       |       |       | 120902 | -18%    |
| <b>Outreach</b>     | FY11 | 161   | 283   | 264   | 463   | 461   | 270   | 424   | 484   | 759   | 262   | 330   | 212   | 4373   |         |
|                     | FY12 | 252   | 335   | 377   | 289   | 333   | 272   | 363   | 499   | 608   | 346   | 445   | 315   | 4434   |         |
|                     | FY13 | 279   | 246   | 286   | 326   | 271   | 303   | 505   | 461   | 425   | 346   | 510   | 340   | 4298   |         |
|                     | FY14 | 191   | 314   | 893   | 943   | 303   | 316   | 1001  |       |       |       |       |       | 3961   | 98%     |
| <b>Burrowsville</b> | FY11 | 244   | 226   | 211   | 217   | 253   | 213   | 209   | 170   | 227   | 285   | 240   | 272   | 2767   |         |
|                     | FY12 | 195   | 296   | 263   | 286   | 380   | 335   | 244   | 249   | 206   | 224   | 156   | 191   | 3025   |         |
|                     | FY13 | 181   | 270   | 264   | 213   | 142   | 160   | 183   | 215   | 199   | 188   | 163   | 214   | 2392   |         |
|                     | FY14 | 272   | 259   | 210   | 270   | 194   | 597   | 164   |       |       |       |       |       | 1966   | -10%    |
| <b>Carson Depot</b> | FY11 | 2006  | 1868  | 1210  | 1395  | 1148  | 1008  | 1068  | 1261  | 1391  | 1282  | 1219  | 1481  | 16337  |         |
|                     | FY12 | 1839  | 1669  | 1156  | 1425  | 1321  | 917   | 1225  | 1258  | 1253  | 1147  | 1180  | 1339  | 15729  |         |
|                     | FY13 | 1468  | 1149  | 999   | 1179  | 1059  | 883   | 1115  | 1058  | 1124  | 953   | 1234  | 1507  | 13728  |         |
|                     | FY14 | 1921  | 1508  | 1315  | 1459  | 1109  | 2299  | 1544  |       |       |       |       |       | 11155  | 38%     |
| <b>Dinwiddie</b>    | FY11 | 2483  | 2501  | 1996  | 1970  | 1748  | 1502  | 1875  | 1883  | 2130  | 1582  | 1659  | 2028  | 23357  |         |
|                     | FY12 | 2228  | 1948  | 1673  | 1746  | 1694  | 1284  | 1790  | 2072  | 1698  | 1706  | 1755  | 1998  | 21592  |         |
|                     | FY13 | 2219  | 1869  | 1741  | 1989  | 1600  | 1596  | 2072  | 2085  | 1943  | 1834  | 1784  | 2004  | 22736  |         |
|                     | FY14 | 2608  | 2410  | 1645  | 2011  | 1449  | 2584  | 1656  |       |       |       |       |       | 14363  | -20%    |
| <b>Disputanta</b>   | FY11 | 687   | 518   | 407   | 296   | 397   | 389   | 412   | 281   | 353   | 331   | 532   | 463   | 5066   |         |

|                      |      |       |       |       |       |       |       |       |       |       |       |       |       |        |      |
|----------------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|------|
|                      | FY12 | 667   | 528   | 474   | 458   | 406   | 340   | 326   | 458   | 376   | 358   | 485   | 437   | 5313   |      |
|                      | FY13 | 545   | 593   | 429   | 482   | 369   | 698   | 442   | 403   | 297   | 283   | 431   | 338   | 5310   |      |
|                      | FY14 | 559   | 693   | 518   | 643   | 576   | 1147  | 989   |       |       |       |       |       | 5125   | 124% |
|                      |      |       |       |       |       |       |       |       |       |       |       |       |       |        |      |
| <b>McKenney</b>      | FY11 | 1791  | 1329  | 1172  | 1332  | 1054  | 793   | 938   | 770   | 898   | 892   | 834   | 908   | 12711  |      |
|                      | FY12 | 1474  | 1210  | 1420  | 1106  | 1163  | 1000  | 1153  | 962   | 1045  | 1085  | 1017  | 1020  | 13655  |      |
|                      | FY13 | 1481  | 1178  | 1065  | 1359  | 1224  | 1176  | 1295  | 1036  | 1081  | 1374  | 1077  | 1090  | 14436  |      |
|                      | FY14 | 1197  | 1093  | 1097  | 1475  | 1086  | 1131  | 1128  |       |       |       |       |       | 8207   | -13% |
|                      |      |       |       |       |       |       |       |       |       |       |       |       |       |        |      |
| <b>Prince George</b> | FY11 | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0      |      |
|                      | FY12 | 1658  | 4168  | 3428  | 3430  | 3363  | 2733  | 3697  | 3473  | 4163  | 3667  | 3814  | 5635  | 43229  |      |
|                      | FY13 | 6480  | 5583  | 4531  | 4653  | 3629  | 3143  | 3959  | 3655  | 3910  | 4336  | 3786  | 5617  | 53282  |      |
|                      | FY14 | 7049  | 5437  | 4457  | 4659  | 4437  | 4628  | 5268  |       |       |       |       |       | 35935  | 33%  |
|                      |      |       |       |       |       |       |       |       |       |       |       |       |       |        |      |
| <b>Rohoic</b>        | FY11 | 1703  | 1520  | 1448  | 1470  | 1164  | 912   | 1005  | 1001  | 1303  | 1083  | 1194  | 1423  | 15226  |      |
|                      | FY12 | 1611  | 1701  | 1140  | 1383  | 1299  | 1082  | 1182  | 1265  | 1348  | 1131  | 1250  | 1408  | 15800  |      |
|                      | FY13 | 1942  | 1545  | 1155  | 1564  | 1107  | 769   | 944   | 1121  | 1179  | 1183  | 1093  | 1127  | 14729  |      |
|                      | FY14 | 1750  | 1648  | 935   | 1136  | 943   | 1640  | 736   |       |       |       |       |       | 8788   | -22% |
|                      |      |       |       |       |       |       |       |       |       |       |       |       |       |        |      |
| <b>ARLS Totals</b>   | FY11 | 36236 | 32917 | 26778 | 26945 | 25266 | 22412 | 26017 | 23934 | 26695 | 24297 | 24135 | 28339 | 323971 |      |
|                      | FY12 | 33032 | 33884 | 28902 | 29900 | 28560 | 23209 | 27491 | 26713 | 28447 | 27350 | 27678 | 32318 | 347484 |      |
|                      | FY13 | 37000 | 33558 | 27592 | 29822 | 25913 | 23696 | 28334 | 28455 | 28687 | 28112 | 27502 | 31100 | 349771 |      |
|                      | FY14 | 38085 | 33117 | 27650 | 30237 | 25640 | 28540 | 27133 | 0     | 0     | 0     | 0     | 0     | 210402 | -4%  |

**New Patron Cards:**

| <b>New Patron Card</b> |            |            |            |            |            |            |            |            |            |            |            |            |              |
|------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| <b>2013-2014</b>       | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> | <b>OCT</b> | <b>NOV</b> | <b>DEC</b> | <b>JAN</b> | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>Total</b> |
| Hopewell               | 237        | 258        | 224        | 180        | 157        | 136        | 179        |            |            |            |            |            | <b>1371</b>  |
| Bookmobile             | 0          | 2          | 1          | 1          | 0          | 0          | 0          |            |            |            |            |            | <b>4</b>     |
| Burrowsville           | 1          | 2          | 3          | 0          | 4          | 0          | 1          |            |            |            |            |            | <b>11</b>    |
| Carson Depot           | 11         | 5          | 9          | 10         | 14         | 13         | 9          |            |            |            |            |            | <b>71</b>    |
| Dinwiddie              | 56         | 41         | 31         | 52         | 38         | 11         | 32         |            |            |            |            |            | <b>261</b>   |
| Disputanta             | 17         | 13         | 6          | 11         | 3          | 6          | 6          |            |            |            |            |            | <b>62</b>    |
| McKenney               | 12         | 13         | 6          | 10         | 8          | 2          | 18         |            |            |            |            |            | <b>69</b>    |
| Prince George          | 146        | 125        | 95         | 99         | 86         | 68         | 80         |            |            |            |            |            | <b>699</b>   |
| Rohoic                 | 34         | 19         | 15         | 16         | 14         | 4          | 14         |            |            |            |            |            | <b>116</b>   |
| <b>Total</b>           | <b>514</b> | <b>478</b> | <b>390</b> | <b>379</b> | <b>324</b> | <b>240</b> | <b>339</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>2664</b>  |



**Patron Visits and Program Statistics:**

| <b>PATRON VISITS</b>     | <b>JUL</b>    | <b>AUG</b>    | <b>SEP</b>    | <b>OCT</b>    | <b>NOV</b>    | <b>DEC</b>    | <b>JAN</b>    | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>TOTAL</b>   |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|------------|------------|------------|------------|------------|----------------|
| <b>2013-2014</b>         |               |               |               |               |               |               |               |            |            |            |            |            |                |
| Hopewell                 | 16,114        | 15,920        | 14,344        | 13,780        | 11,490        | 12,005        | 12,003        |            |            |            |            |            | 95,655         |
| Outreach                 | 115           | 227           | 762           | 819           | 59            | 5             | 655           |            |            |            |            |            | 2,642          |
| Burrowsville             | 239           | 237           | 211           | 225           | 186           | 201           | 164           |            |            |            |            |            | 1,463          |
| Carson Depot             | 919           | 889           | 726           | 1,057         | 722           | 620           | 601           |            |            |            |            |            | 5,534          |
| Dinwiddie                | 1,250         | 1,017         | 852           | 890           | 693           | 581           | 628           |            |            |            |            |            | 5,911          |
| Disputanta               | 228           | 315           | 278           | 299           | 258           | 281           | 314           |            |            |            |            |            | 1,973          |
| McKenney                 | 439           | 354           | 389           | 501           | 400           | 300           | 345           |            |            |            |            |            | 2,728          |
| Prince George            | 5,656         | 7,660         | 5,681         | 4,013         | 3,043         | 3,175         | 3,526         |            |            |            |            |            | 32,754         |
| Rohoic                   | 1,075         | 940           | 528           | 743           | 854           | 670           | 564           |            |            |            |            |            | 5,374          |
| <b>TOTAL</b>             | <b>26,035</b> | <b>27,559</b> | <b>23,771</b> | <b>22,327</b> | <b>17,705</b> | <b>17,838</b> | <b>18,800</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>154,034</b> |
| <b>MISC TRANSACTIONS</b> | <b>JUL</b>    | <b>AUG</b>    | <b>SEP</b>    | <b>OCT</b>    | <b>NOV</b>    | <b>DEC</b>    | <b>JAN</b>    | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>TOTAL</b>   |
| Meeting room users       | 3,067         | 2,252         | 1,816         | 1,883         | 2,045         | 1,920         | 1,893         |            |            |            |            |            | 14,876         |
| Meetings                 | 154           | 133           | 148           | 167           | 144           | 152           | 132           |            |            |            |            |            | 1,030          |
| Book Group               | 16            | 16            | 22            | 13            | 10            | 5             | 5             |            |            |            |            |            | 87             |
| Adult Program            | 50            | 88            | 48            | 50            | 117           | 100           | 65            |            |            |            |            |            | 518            |
| Non-SRP Child Program    | 0             | 0             | 42            | 51            | 35.           | 16            | 0             |            |            |            |            |            | 144            |
| Non-SRP Teen Program     | 0             | 0             | 11            | 26            | 69.           | 54            | 380           |            |            |            |            |            | 540            |
| Storytime                | 520           | 94            | 115           | 226           | 130.          | 113           | 98            |            |            |            |            |            |                |
| Family SRP               | 820           | 249           | 0             | 0             | 0.            | 0             | 0             |            |            |            |            |            | 1,069          |
| SRP Child                | 247           | 3             | 0             | 0             | 0             | 0             | 0             |            |            |            |            |            | 250            |
| SRP Teen                 | 25            | 72            | 0             | 0             | 0             | 0             | 0             |            |            |            |            |            | 97             |
| Freading (ebooks)        | 94            | 74            | 45            | 90            | 49            | 44            | 33            |            |            |            |            |            | 429            |
| Zinio (emagazines)       | 81            | 95            | 95            | 147           | 86            | 105           | 102           |            |            |            |            |            | 711            |
| <b>TOTALS</b>            | <b>4,899</b>  | <b>2,907</b>  | <b>2,202</b>  | <b>2,416</b>  | <b>2,550</b>  | <b>2,509</b>  | <b>2,708</b>  | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>19,040</b>  |

**Reference and Other Transaction Statistics:**

| <b>REFERENCE QUESTIONS</b> | <b>JUL</b>  | <b>AUG</b>   | <b>SEP</b>  | <b>OCT</b>   | <b>NOV</b>  | <b>DEC</b>  | <b>JAN</b>   | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>TOTAL</b> |
|----------------------------|-------------|--------------|-------------|--------------|-------------|-------------|--------------|------------|------------|------------|------------|------------|--------------|
| <b>2012-2013</b>           |             |              |             |              |             |             |              |            |            |            |            |            |              |
| Hopewell                   | 549         | 633          | 666         | 571          | 413         | 402         | 463          |            |            |            |            |            | 3697         |
| Bookmobile                 | 0           | 0            | 0           | 0            | 0           | 0           | 0            |            |            |            |            |            | 0            |
| Burrowsville               | 75          | 58           | 67          | 88           | 63          | 63          | 53           |            |            |            |            |            | 467          |
| Carson Depot               | 274         | 271          | 246         | 294          | 286         | 219         | 236          |            |            |            |            |            | 1826         |
| Dinwiddie                  | 230         | 202          | 253         | 231          | 171         | 162         | 252          |            |            |            |            |            | 1501         |
| Disputanta                 | 26          | 17           | 21          | 29           | 16          | 13          | 35           |            |            |            |            |            | 157          |
| McKenney                   | 143         | 116          | 112         | 116          | 50          | 25          | 55           |            |            |            |            |            | 617          |
| Prince George              | 484         | 416          | 400         | 349          | 283         | 310         | 283          |            |            |            |            |            | 2525         |
| Rohoic                     | 200         | 241          | 143         | 183          | 104         | 133         | 193          |            |            |            |            |            | 1197         |
| <b>TOTALS</b>              | <b>1981</b> | <b>1954</b>  | <b>1908</b> | <b>1861</b>  | <b>1386</b> | <b>1327</b> | <b>1570</b>  | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>11987</b> |
| <b>Computer Use</b>        | <b>JUL</b>  | <b>AUG</b>   | <b>SEP</b>  | <b>OCT</b>   | <b>NOV</b>  | <b>DEC</b>  | <b>JAN</b>   | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>TOTAL</b> |
| Hopewell                   | 7286        | 8018         | 6498        | 7249         | 5437        | 5322        | 5428         |            |            |            |            |            | 45,238       |
| Burrowsville               | 139         | 103          | 108         | 118          | 90          | 119         | 124          |            |            |            |            |            | 801          |
| Carson Depot               | 240         | 271          | 217         | 248          | 169         | 143         | 195          |            |            |            |            |            | 1,483        |
| Dinwiddie                  | 271         | 236          | 217         | 248          | 200         | 207         | 201          |            |            |            |            |            | 1,580        |
| Disputanta                 | 94          | 135          | 105         | 107          | 76          | 91          | 91           |            |            |            |            |            | 699          |
| McKenney                   | 123         | 117          | 104         | 128          | 119         | 78          | 83           |            |            |            |            |            | 752          |
| Prince George              | 1531        | 1362         | 1191        | 1365         | 937         | 1009        | 1022         |            |            |            |            |            | 8,417        |
| Rohoic                     | 254         | 183          | 186         | 743          | 165         | 135         | 247          |            |            |            |            |            | 1,913        |
| <b>TOTALS</b>              | <b>9938</b> | <b>10425</b> | <b>8626</b> | <b>10206</b> | <b>7193</b> | <b>7104</b> | <b>7,391</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>60883</b> |

**Technical Services Statistics:**

| <b>Technical Services Report</b> | <b>New Titles Received</b> | <b>New Items Received</b> | <b>Titles Cataloged</b> | <b>Items Cataloged</b> | <b>InterLibrary Loans</b> |
|----------------------------------|----------------------------|---------------------------|-------------------------|------------------------|---------------------------|
| July                             | 436                        | 714                       | 1196                    | 1573                   | 34                        |
| August                           | 843                        | 1527                      | 677                     | 1103                   | 24                        |
| September                        | 509                        | 876                       | 746                     | 1329                   | 27                        |
| October                          | 801                        | 1708                      | 1042                    | 1835                   | 25                        |
| November                         | 466                        | 745                       | 520                     | 974                    | 17                        |
| December                         | 496                        | 986                       | 786                     | 1472                   | 8                         |
| January                          | 667                        | 1429                      | 657                     | 1344                   | 7                         |
| February                         |                            |                           |                         |                        |                           |
| March                            |                            |                           |                         |                        |                           |
| April                            |                            |                           |                         |                        |                           |
| May                              |                            |                           |                         |                        |                           |
| June                             |                            |                           |                         |                        |                           |
| <b>Totals</b>                    | <b>4218</b>                | <b>7985</b>               | <b>5624</b>             | <b>9630</b>            | <b>142</b>                |

**Appomattox Regional Library System**  
**Revenues and Expenses**  
**December 1, 2013 – December 31, 2013**

|             | <b>REVENUES 2014</b> | <b>FY 2013</b>     | <b>Prev. Total</b> | <b>Monthly</b>   | <b>Total</b>       | <b>Percent</b>  | <b>Balance</b>   |
|-------------|----------------------|--------------------|--------------------|------------------|--------------------|-----------------|------------------|
| <b>FND#</b> | <b>1/31/2014</b>     | <b>Proposed</b>    | <b>Receipts</b>    | <b>Receipts</b>  | <b>Receipts</b>    | <b>Received</b> | <b>Due</b>       |
| 100         | Carry Over from 2010 | \$20,000           | \$                 | \$               | \$                 | 0.0%            | \$20,000         |
| 101         | Hopewell             | \$551,273          | \$413,454          | \$               | \$413,454          | 75.0%           | \$137,819        |
| 102         | Dinwiddie            | \$251,539          | \$125,922          | \$62,961         | \$188,883          | 75.1%           | \$62,656         |
| 103         | Prince George        | \$543,712          | \$271,856          | \$135,982        | \$407,838          | 75.0%           | \$135,874        |
| 104         | State Funds          | \$354,328          | \$265,752          | \$               | \$265,752          | 75.0%           | \$88,576         |
| 105         | Fines/Fees/Lost      | \$20,680           | \$11,537           | \$2,497          | \$14,034           | 67.9%           | \$6,646          |
| 106         | Copying Receipts     | \$19,166           | \$7,914            | \$1,905          | \$9,819            | 51.2%           | \$9,347          |
| 107         | Endowment Funds      | \$20,500           | \$                 | \$               | \$                 | 0.0%            | \$20,500         |
| 108         | E-Rate Refunds       | \$33,450           | \$41,621           | \$               | \$41,621           | 124.4%          | (\$8,171)        |
| 109         | Gifts/Donations      | \$10,150           | \$80               | \$10,000         | \$10,080           | 99.3%           | \$70             |
| 110         | Grants               | \$7,752            | \$                 | \$               | \$                 | 0.0%            | \$7,752          |
| 111         | Prgm Reimburse       | \$250,817          | \$62,761           | \$45,125         | \$107,886          | 43.0%           | \$142,931        |
| 112         | Misc/Other           | \$29,150           | \$14,404           | \$2,012          | \$16,416           | 56.3%           | \$12,734         |
|             | <b>ARLS subtotal</b> | <b>\$2,112,517</b> | <b>\$1,215,301</b> | <b>\$260,482</b> | <b>\$1,475,783</b> | <b>69.9%</b>    | <b>\$636,734</b> |

|     | <b>EXPENSES 2014</b>               | <b>FY Projected</b> | <b>TOTAL</b>     | <b>Monthly</b>   | <b>Total</b>     | <b>Percent</b> | <b>BALANCE</b>   |
|-----|------------------------------------|---------------------|------------------|------------------|------------------|----------------|------------------|
|     | <b>1/31/2014</b>                   | <b>Expenditures</b> | <b>SPENT</b>     | <b>EXPENSES</b>  | <b>EXPENSES</b>  | <b>Spent</b>   |                  |
|     | <b>Personnel</b>                   |                     |                  |                  |                  |                |                  |
| 200 | M.L.S. Salaries and Wages          | \$456,568           | \$193,847        | \$28,844         | \$222,691        | 48.8%          | \$291,434        |
| 201 | Non M.L.S. Salaries and Wages      | \$482,332           | \$262,758        | \$37,752         | \$300,510        | 62.3%          | \$257,783        |
| 202 | Other Prgms Wages                  | \$219,817           | \$114,549        | \$14,421         | \$128,970        | 58.7%          |                  |
| 203 | Benefits for Staff and Retirees    | \$302,500           | \$150,719        | \$22,924         | \$173,643        | 57.4%          | \$175,335        |
|     | <b>Total Personnel</b>             | <b>\$1,461,217</b>  | <b>\$721,873</b> | <b>\$103,941</b> | <b>\$825,814</b> | <b>56.5%</b>   | <b>\$724,552</b> |
|     | <b>Books &amp; Materials</b>       |                     |                  |                  |                  |                |                  |
| 300 | Books                              | \$99,500            | \$63,915         | \$11,038         | \$74,953         | 75.3%          | \$43,395         |
| 301 | Standing Order Books               | \$35,000            | \$20,662         | \$2,887          | \$23,549         | 67.3%          | \$16,332         |
| 302 | Print Newspapers Periodicals       | \$14,500            | \$7,471          | \$654            | \$8,125          | 56.0%          | \$7,227          |
| 303 | Audiovisual Materials              | \$26,000            | \$9,695          | \$2,875          | \$12,570         | 48.3%          | \$18,720         |
| 304 | Electronic Materials               | \$4,900             | \$1,281          |                  | \$1,281          | 26.1%          | \$3,619          |
| 305 | Microforms                         | \$1,100             | \$-              | \$-              | \$-              | 0.0%           | \$1,100          |
| 306 | Binding/Repair                     | \$500               | \$372            | \$-              | \$372            | 74.4%          | \$128            |
| 307 | Materials for Non-Profit Center    | \$6,500             | \$1,777          | \$207            | \$1,984          | 30.5%          | \$4,916          |
| 308 | PG Restricted                      | \$2,750             | \$2,283          | \$-              | \$2,283          | 83.0%          | \$467            |
| 309 | Family Resource Bks                | \$2,001             | \$1,819          | \$143            | \$1,962          | 98.1%          | \$400            |
| 310 | E-content                          | \$7,500             | \$-              | \$3,000          | \$3,000          | 40.0%          | \$7,500          |
|     | <b>Total Books &amp; Materials</b> | <b>\$200,251</b>    | <b>\$109,275</b> | <b>\$20,804</b>  | <b>\$130,079</b> | <b>65.0%</b>   | <b>\$103,804</b> |
|     | <b>Capital Expenditures</b>        |                     |                  |                  |                  |                |                  |
| 400 | Library Non-Computer Equipment     | \$5,500             | \$6,131          | \$1,797          | \$7,928          | 144.1%         | \$(531)          |
| 401 | Computer Hardware                  | \$4,500             | \$1,804          | \$-              | \$1,804          | 40.1%          | \$2,917          |
|     | <b>Total Capital Expenditures</b>  | <b>\$10,000</b>     | <b>\$7,935</b>   | <b>\$1,797</b>   | <b>\$9,732</b>   | <b>97.3%</b>   | <b>\$2,386</b>   |
|     | <b>Contractual</b>                 |                     |                  |                  |                  |                |                  |
| 500 | Lyrasis I.L.L. Services            | \$1,884             | \$944            | \$158            | \$1,102          | 58.5%          | \$1,098          |
| 501 | Software Licensing Contracts       | \$7,902             | \$16,772         | \$506            | \$17,278         | 218.7%         | \$2,555          |
| 502 | Audit                              | \$14,500            | \$8,914          | \$-              | \$8,914          | 61.5%          | \$5,586          |

|     |  |                  |                  |                 |                  |              |                  |
|-----|--|------------------|------------------|-----------------|------------------|--------------|------------------|
| 503 | SAMs Computer Syst Mntnce Cntrct         | \$8,500          | \$-              | \$-             | \$-              | 0.0%         | \$8,500          |
| 504 | Cataloging MARC Records                  | \$3,500          | \$-              | \$-             | \$-              | 0.0%         | \$3,500          |
| 505 | Unique Management                        | \$8,240          | \$4,037          | \$1,030         | \$5,067          | 61.5%        | \$4,964          |
| 506 | Computer Support Service Calls           | \$9,133          | \$1,307          | \$-             | \$1,307          | 14.3%        | \$7,826          |
| 507 | Other Computer Sftwre Services           | \$2,000          | \$1,485          | \$441           | \$1,926          | 96.3%        | \$736            |
| 508 | Telecomm Internet Line Charges           | \$34,840         | \$14,818         | \$2,709         | \$17,527         | 50.3%        | \$22,493         |
| 509 | Security Guard Service                   | \$26,729         | \$11,379         | \$2,735         | \$14,114         | 52.8%        | \$17,135         |
| 510 | Printing/Publications                    | \$9,500          | \$1,095          | \$-             | \$1,095          | 11.5%        | \$8,405          |
|     | <b>Total Contractual</b>                 | <b>\$126,728</b> | <b>\$60,751</b>  | <b>\$7,579</b>  | <b>\$68,330</b>  | <b>53.9%</b> | <b>\$82,798</b>  |
|     | <b>Facilities, Maint, Operations</b>     |                  |                  |                 |                  |              |                  |
| 600 | Equipment Repair and Maintenance         | \$3,000          | \$904            | \$364           | \$1,268          | 42.3%        | \$2,096          |
| 601 | TLC Maintenance Contract                 | \$16,990         | \$-              | \$-             | \$-              | 0.0%         | \$16,990         |
| 602 | Facilities and Storage Rent              | \$76,650         | \$36,000         | \$6,000         | \$42,000         | 54.8%        | \$46,650         |
| 603 | Supplies                                 | \$30,000         | \$9,629          | \$3,398         | \$13,027         | 43.4%        | \$20,601         |
| 604 | Travel and Wrksop, Conference Fees       | \$7,500          | \$3,798          | \$167           | \$3,965          | 52.9%        | \$4,587          |
| 605 | Training-Education                       | \$5,500          | \$2,419          | \$-             | \$2,419          | 44.0%        | \$3,081          |
| 606 | Utilities                                | \$5,500          | \$1,730          | \$1,393         | \$3,123          | 56.8%        | \$4,138          |
| 607 | Telephone (Voice)                        | \$20,643         | \$7,524          | \$1,811         | \$9,335          | 45.2%        | \$14,398         |
| 608 | Insurance                                | \$12,500         | \$65             | \$-             | \$65             | 0.5%         | \$12,435         |
| 609 | Vehicle Maintenance and Fuel             | \$12,500         | \$6,779          | \$516           | \$7,295          | 58.4%        | \$6,378          |
| 610 | Job and Contract Advertising             | \$2,500          | \$1,555          | \$-             | \$1,555          | 62.2%        | \$1,320          |
| 611 | Promotional Advertising                  | \$2,000          | \$-              | \$1,314         | \$1,314          | 65.7%        | \$2,000          |
| 612 | Org/Association Dues                     | \$3,000          | \$1,435          | \$1,189         | \$2,624          | 87.5%        | \$1,795          |
| 613 | Postage                                  | \$5,500          | \$2,810          | \$369           | \$3,179          | 57.8%        | \$3,218          |
| 614 | Janitorial                               | \$61,000         | \$30,666         | \$5,553         | \$36,219         | 59.4%        | \$35,532         |
| 615 | Other Building Maintenance               | \$8,500          | \$2,616          | \$429           | \$3,045          | 35.8%        | \$6,198          |
|     | <b>Total Facilities, Maint &amp; Ops</b> | <b>\$273,283</b> | <b>\$107,930</b> | <b>\$22,503</b> | <b>\$130,433</b> | <b>47.7%</b> | <b>\$181,417</b> |
|     | <b>Program, Activites &amp; Other</b>    |                  |                  |                 |                  |              |                  |
| 700 | YS Summer Reading Program                | \$5,500          | \$886            | \$-             | \$886            | 16.1%        | \$4,750          |

|     |                                    |             |             |           |             |       |             |
|-----|------------------------------------|-------------|-------------|-----------|-------------|-------|-------------|
| 701 | YS Programming Supplies            | \$4,500     | \$85        | \$-       | \$85        | 1.9%  | \$4,480     |
| 702 | Adult Programming Supplies         | \$2,600     | \$452       | \$-       | \$452       | 17.4% | \$2,148     |
| 703 | Endowment                          | \$2,500     | \$-         | \$-       | \$-         | 0.0%  | \$2,500     |
| 704 | Funds for Local History Collection | \$3,500     | \$-         | \$-       | \$-         | 0.0%  | \$3,500     |
| 705 | Locality State Reduction           | \$4,638     | \$-         | \$-       | \$-         | 0.0%  | \$4,638     |
| 706 | Reserve                            | \$2,500     | \$-         | \$-       | \$-         | 0.0%  | \$2,500     |
| 707 | Misc. Professional Serv. And Other | \$15,300    | \$5,460     | \$4,136   | \$9,596     | 62.7% | \$10,010    |
|     | <b>Total Prg, Act, Other</b>       | \$41,038    | \$6,883     | \$4,136   | \$11,019    | 26.9% | \$34,526    |
|     | <b>Grand Total</b>                 | \$2,112,517 | \$1,014,647 | \$160,760 | \$1,175,407 | 55.6% | \$1,129,483 |

| <b>Other PRG REV 1/31/2014</b>    | <b>Proposed</b>     | <b>Receipts</b> | <b>Receipts</b> | <b>Receipts</b> | <b>Due</b>     | <b>Received</b> |
|-----------------------------------|---------------------|-----------------|-----------------|-----------------|----------------|-----------------|
| South. Com. Part                  | \$164,303           | \$49,813        | \$-             | \$49,813        | \$114,490      | 30%             |
| Beacon                            | \$50,000            | \$25,971        | \$3,202         | \$29,173        | \$20,827       | 58%             |
| Smart Beginnings                  | \$59,314            | \$15,591        | \$-             | \$15,591        | \$43,723       | 26%             |
| <b>Other subtotal</b>             | \$273,617           | \$91,375        | \$3,202         | \$94,577        | \$179,040      | 34.6%           |
|                                   |                     |                 |                 |                 |                |                 |
| <b>Other PRG Expenses</b>         | <b>FY Projected</b> | <b>TOTAL</b>    | <b>Monthly</b>  | <b>Total</b>    | <b>Percent</b> | <b>BALANCE</b>  |
| <b>8/31/2013</b>                  | <b>Expenditures</b> | <b>SPENT</b>    | <b>EXPENSES</b> | <b>EXPENSES</b> | <b>Spent</b>   |                 |
| South Com Part Wages/Bene         | \$164,303           | \$22,887        | \$-             | \$22,887        | 13.9%          | \$141,416       |
| Smart Beginnings Wages/Bene       | \$59,314            | \$19,567        | \$-             | \$19,567        | 33.0%          | \$39,747        |
| Smart Beginnings Crater Wage Bene | \$55,012            | \$-             | \$-             | \$-             | 0.0%           |                 |
| Beacon Wages                      | \$25,000            | \$-             | \$-             | \$-             | 0.0%           | \$25,000        |
| Beacon                            | \$25,000            | \$49,204        | \$65,369        | \$114,573       | 458.3%         | \$(24,204)      |
| <b>Total</b>                      | \$328,629           | \$91,658        | \$65,369        | \$157,027       | 27.9%          | \$236,971       |

**APPOMATTOX REGIONAL LIBRARY  
CHECK REGISTER  
December 1, 2013 to January 31, 2014**

| <b>Date</b> | <b>Check #</b> | <b>Payee</b>                         | <b>Amount</b> |
|-------------|----------------|--------------------------------------|---------------|
| 12/11/13    | 200492         | Electronic Federal Tax Payment       | \$ 9,733.53   |
| 12/24/13    | 200493         | Electronic Federal Tax Payment       | \$ 10,055.66  |
| 12/5/13     | 2013-36        | Treasurer of Virginia                | \$ 9,184.77   |
| 12/6/13     | 36281          | Baker & Taylor Books, Inc.           | \$ 994.56     |
| 12/6/13     | 36282          | Comcast Communications               | \$ 320.13     |
| 12/6/13     | 36283          | Capital One Bank                     | \$ 1,243.03   |
| 12/6/13     | 36284          | Capital One Bank                     | \$ 360.31     |
| 12/6/13     | 36285          | Columbia Gas of Virginia             | \$ 499.71     |
| 12/6/13     | 36286          | CS Diamond Enterprises, Inc.         | \$ 1,050.00   |
| 12/6/13     | 36287          | Dix's Landscaping                    | \$ 200.00     |
| 12/6/13     | 36288          | Dominion Virginia Power              | \$ 103.01     |
| 12/6/13     | 36289          | Dominion Virginia Power              | \$ 195.79     |
| 12/6/13     | 36290          | Harlequin Reader Service             | \$ 47.26      |
| 12/6/13     | 36291          | Deborah Heart                        | \$ 11.52      |
| 12/6/13     | 36292          | Hopewell City Treasurer              | \$ 639.09     |
| 12/6/13     | 36293          | Ingram Library Services              | \$ 1,189.59   |
| 12/6/13     | 36294          | LexisNexis Matthew Bender            | \$ 142.07     |
| 12/6/13     | 36295          | Midwest Tape                         | \$ 1,097.16   |
| 12/6/13     | 36296          | Petersburg Alarm Company, Inc.       | \$ 114.00     |
| 12/6/13     | 36297          | Progress Index                       | \$ 197.60     |
| 12/6/13     | 36298          | Randolph Market                      | \$ 90.93      |
| 12/6/13     | 36299          | Sam's Club Direct                    | \$ 737.50     |
| 12/6/13     | 36300          | Securitas Security Services USA, Inc | \$ 967.52     |
| 12/6/13     | 36301          | Verizon                              | \$ 46.56      |
| 12/20/13    | 36302          | Anthem BlueCross BlueShield          | \$ 10,285.00  |
| 12/20/13    | 36303          | Anthem BlueCross BlueShield          | \$ 570.00     |
| 12/20/13    | 36304          | AT & T                               | \$ 68.47      |
| 12/20/13    | 36305          | AT & T Mobility                      | \$ 364.41     |
| 12/20/13    | 36306          | Baker & Taylor Books, Inc.           | \$ 4,144.21   |
| 12/20/13    | 36307          | Baker & Taylor Books, Inc.           | \$ 706.61     |
| 12/20/13    | 36308          | Bernan Associates                    | \$ 200.00     |
| 12/20/13    | 36309          | Brook's Carwash                      | \$ 18.90      |
| 12/20/13    | 36310          | Columbia Gas of Virginia             | \$ 1,527.53   |
| 12/20/13    | 36311          | Comcast Communications               | \$ 690.46     |
| 12/20/13    | 36312          | Comcast Communications               | \$ 974.47     |
| 12/20/13    | 36313          | County of Dinwiddie                  | \$ 600.00     |
| 12/20/13    | 36314          | County of Prince George              | \$ 1,650.00   |
| 12/20/13    | 36315          | CS Diamond Enterprises, Inc.         | \$ 4,740.00   |
| 12/20/13    | 36316          | Diamond Springs                      | \$ 69.50      |
| 12/20/13    | 36317          | Distribution Video & Audio, Inc.     | \$ 255.75     |
| 12/20/13    | 36318          | Dominion Virginia Power              | \$ 1,528.06   |



|          |         |                                      |    |            |
|----------|---------|--------------------------------------|----|------------|
| 12/20/13 | 36319   | Carol Farmer                         | \$ | 91.91      |
| 12/20/13 | 36320   | Gale                                 | \$ | 377.09     |
| 12/20/13 | 36321   | Latrina Gardner                      | \$ | 48.48      |
| 12/20/13 | 36322   | Harlequin Reader Service             | \$ | 100.64     |
| 12/20/13 | 36323   | Haynes Furniture Company             | \$ | 19,773.92  |
| 12/20/13 | 36324   | Hopewell City Treasurer              | \$ | 3,750.00   |
| 12/20/13 | 36325   | Hopewell Payments                    | \$ | 12.51      |
| 12/20/13 | 36326   | Hopewell/PG Chamber Commerce         | \$ | 195.00     |
| 12/20/13 | 36327   | Ingram Library Services              | \$ | 2,231.92   |
| 12/20/13 | 36328   | Claire Kump                          | \$ | 1,000.00   |
| 12/20/13 | 36329   | Libraria LLC                         | \$ | 11,256.00  |
| 12/20/13 | 36330   | Midwest Tape                         | \$ | 1,040.63   |
| 12/20/13 | 36331   | PC Rush.co,                          | \$ | 49.22      |
| 12/20/13 | 36332   | Purchase Power                       | \$ | 528.00     |
| 12/20/13 | 36333   | Progress Index                       | \$ | 375.00     |
| 12/20/13 | 36334   | Recorded Books, LLC                  | \$ | 13.90      |
| 12/20/13 | 36335   | Securitas Security Services USA, Inc | \$ | 817.53     |
| 12/20/13 | 36336   | Seitz Technologies                   | \$ | 30.00      |
| 12/20/13 | 36337   | Shred-It Richmond                    | \$ | 47.50      |
| 12/20/13 | 36338   | Sprint                               | \$ | 245.00     |
| 12/20/13 | 36339   | Unique Management Services           | \$ | 760.75     |
| 12/20/13 | 36340   | Verizon                              | \$ | 1,452.34   |
| 12/20/13 | 36341   | Virginia American Water              | \$ | 99.99      |
| 12/20/13 | 36342   | Virginia Library Association         | \$ | 75.00      |
| 12/20/13 | 36343   | Virginia Library Association         | \$ | 35.00      |
| 12/20/13 | 36344   | Virginia Linen Service               | \$ | 203.91     |
| 12/20/13 | 36345   | Wells Management Group               | \$ | 12,500.00  |
| 12/20/13 | 36346   | OCLC, Inc.                           | \$ | 158.07     |
| 1/9/14   | 200494  | Electronic Federal Tax Payment       | \$ | 10,147.47  |
| 1/22/14  | 200495  | Electronic Federal Tax Payment       | \$ | 9,756.70   |
| 1/9/14   | 2013-39 | Treasurer of Virginia                | \$ | 9,184.77   |
| 1/7/14   | 36347   | Active Screening                     | \$ | 142.00     |
| 1/7/14   | 36348   | ARLS-Payroll                         | \$ | 100,000.00 |
| 1/7/14   | 36349   | AT & T                               | \$ | 9.26       |
| 1/7/14   | 36350   | Baker & Taylor Books, Inc.           | \$ | 1,613.21   |
| 1/7/14   | 36351   | Capital One Bank                     | \$ | 2,786.80   |
| 1/7/14   | 36352   | Capital One Bank                     | \$ | 840.69     |
| 1/7/14   | 36353   | Comcast Communications               | \$ | 317.52     |
| 1/7/14   | 36354   | CS Diamond Enterprises, Inc.         | \$ | 950.00     |
| 1/7/14   | 36355   | Distribution Video & Audio, Inc.     | \$ | 59.94      |
| 1/7/14   | 36356   | Dix's Landscaping                    | \$ | 200.00     |
| 1/7/14   | 36357   | Dominion Virginia Power              | \$ | 248.94     |
| 1/7/14   | 36358   | Dominion Virginia Power              | \$ | 303.34     |
| 1/7/14   | 36359   | Dennis P. Farmer                     | \$ | 45.95      |
| 1/7/14   | 36360   | Fire Defense Services                | \$ | 375.00     |
| 1/7/14   | 36361   | Gale                                 | \$ | 174.67     |

|         |        |                                      |    |            |
|---------|--------|--------------------------------------|----|------------|
| 1/7/14  | 36362  | Harlequin Reader Service             | \$ | 47.26      |
| 1/7/14  | 36363  | Deborah Heart                        | \$ | 7.68       |
| 1/7/14  | 36364  | Hopewell Payments                    | \$ | 34.00      |
| 1/7/14  | 36365  | Hopewell/PG Chamber Commerce         | \$ | 225.00     |
| 1/7/14  | 36366  | Ingram Library Services              | \$ | 516.04     |
| 1/7/14  | 36367  | LexisNexis Matthew Bender            | \$ | 453.74     |
| 1/7/14  | 36368  | Library of Virginia                  | \$ | 2,615.46   |
| 1/7/14  | 36369  | McKay Hardware, Inc.                 | \$ | 28.96      |
| 1/7/14  | 36370  | Midwest Tape                         | \$ | 682.65     |
| 1/7/14  | 36371  | The Monitor                          | \$ | 125.00     |
| 1/7/14  | 36372  | Petersburg Alarm Company, Inc.       | \$ | 114.00     |
| 1/7/14  | 36373  | PR Works                             | \$ | 200.00     |
| 1/7/14  | 36374  | Richmond Times Dispatch              | \$ | 218.00     |
| 1/7/14  | 36375  | Sam's Club Direct                    | \$ | 758.80     |
| 1/7/14  | 36376  | Securitas Security Services USA, Inc | \$ | 981.03     |
| 1/7/14  | 36377  | Shred-It Richmond                    | \$ | 47.50      |
| 1/7/14  | 36378  | Staples, Inc.                        | \$ | 611.32     |
| 1/7/14  | 36379  | Verizon                              | \$ | 46.56      |
| 1/7/14  | 36380  | Virginia Library Association         | \$ | 55.00      |
| 1/7/14  | 36381  | Webster Integrated Technologies      | \$ | 338.47     |
| 1/9/14  | 36382  | Wells Management Group               | \$ | 4,750.00   |
| 1/13/14 | 36382V | Wells Management Group               | \$ | (4,750.00) |
| 1/13/14 | 36383  | Brown Distributing VA                | \$ | 2,707.07   |
| 1/13/14 | 36384  | CASH                                 | \$ | 4,750.00   |
| 1/13/14 | 36385  | Dustin Wilson                        | \$ | 1,610.00   |
| 1/13/14 | 36386  | Republic National                    | \$ | 655.92     |
| 1/13/14 | 36387  | Jason Walker                         | \$ | 1,070.00   |
| 1/13/14 | 36388  | Voided Check                         | \$ | -          |
| 1/13/14 | 36389  | Voided Check                         | \$ | -          |
| 1/17/14 | 36390  | AT & T                               | \$ | 68.98      |
| 1/17/14 | 36391  | AT & T Mobility                      | \$ | 326.50     |
| 1/17/14 | 36392  | Baker & Taylor Books, Inc.           | \$ | 4,233.39   |
| 1/17/14 | 36393  | Bernan Associates                    | \$ | 300.00     |
| 1/17/14 | 36394  | Veronica Bright                      | \$ | 14.14      |
| 1/17/14 | 36395  | Comcast Communications               | \$ | 1,175.07   |
| 1/17/14 | 36396  | Comcast Communications               | \$ | 804.28     |
| 1/17/14 | 36397  | Diamond Springs                      | \$ | 83.40      |
| 1/17/14 | 36398  | Distribution Video & Audio, Inc.     | \$ | 129.87     |
| 1/17/14 | 36399  | EBSCO                                | \$ | 12.10      |
| 1/17/14 | 36400  | Harlequin Reader Service             | \$ | 47.60      |
| 1/17/14 | 36401  | Deborah Heart                        | \$ | 15.08      |
| 1/17/14 | 36402  | Hopewell City Treasurer              | \$ | 516.05     |
| 1/17/14 | 36403  | Hopewell Payments                    | \$ | 25.02      |
| 1/17/14 | 36404  | Ingram Library Services              | \$ | 587.12     |
| 1/17/14 | 36405  | JanWay Company USA, Inc.             | \$ | 473.00     |
| 1/17/14 | 36406  | McKay Hardware, Inc.                 | \$ | 106.88     |

|         |       |  |    |           |
|---------|-------|--|----|-----------|
| 1/17/14 | 36407 | Midwest Tape                           | \$ | 680.48    |
| 1/17/14 | 36408 | OCLC, Inc.                             | \$ | 158.07    |
| 1/17/14 | 36409 | Kelli Phelps                           | \$ | 19.19     |
| 1/17/14 | 36410 | Pitney Bowes Global Financial Services | \$ | 351.00    |
| 1/17/14 | 36411 | Progress Index                         | \$ | 390.94    |
| 1/17/14 | 36412 | Progress Index                         | \$ | 395.20    |
| 1/17/14 | 36413 | Randolph Market                        | \$ | 19.90     |
| 1/17/14 | 36414 | Richmond Times Dispatch                | \$ | 375.00    |
| 1/17/14 | 36415 | Securitas Security Services USA, Inc   | \$ | 733.52    |
| 1/17/14 | 36416 | Seitz Technologies                     | \$ | 2,386.50  |
| 1/17/14 | 36417 | Sprint                                 | \$ | 245.00    |
| 1/17/14 | 36418 | Talgraphics LLC                        | \$ | 350.00    |
| 1/17/14 | 36419 | Unique Management Services             | \$ | 1,029.25  |
| 1/17/14 | 36420 | Verizon                                | \$ | 1,317.72  |
| 1/17/14 | 36421 | Virginia American Water                | \$ | 69.57     |
| 1/17/14 | 36422 | Virginia Library Association           | \$ | 943.00    |
| 1/17/14 | 36423 | Virginia Linen Service                 | \$ | 145.75    |
| 1/17/14 | 36424 | Wells Management Group                 | \$ | 12,500.00 |
| 1/17/14 | 36425 | Diamond Lock Service                   | \$ | 102.00    |
| 1/17/14 | 36426 | Soundingboard Creative                 | \$ | 536.25    |
| 1/21/14 | 36427 | Anthem BlueCross BlueShield            | \$ | 9,680.00  |
| 1/21/14 | 36428 | Anthem BlueCross BlueShield            | \$ | 570.00    |
| 1/31/14 | 36429 | AT & T                                 | \$ | 10.67     |
| 1/31/14 | 36430 | Backstage LLC                          | \$ | 12,183.60 |
| 1/31/14 | 36431 | AVIT LLC                               | \$ | 2,500.00  |
| 1/31/14 | 36432 | Baker & Taylor Books, Inc.             | \$ | 2,532.98  |
| 1/31/14 | 36433 | Ball Office Products                   | \$ | 2,109.99  |
| 1/31/14 | 36434 | Brooke Brockdorf                       | \$ | 94.83     |
| 1/31/14 | 36435 | Capital One Bank                       | \$ | 7,132.78  |
| 1/31/14 | 36436 | Capital One Bank                       | \$ | 253.61    |
| 1/31/14 | 36437 | Comcast Communications                 | \$ | 317.60    |
| 1/31/14 | 36438 | Janet Cordle                           | \$ | 12.62     |
| 1/31/14 | 36439 | County of Dinwiddie                    | \$ | 600.00    |
| 1/31/14 | 36440 | County of Prince George                | \$ | 1,650.00  |
| 1/31/14 | 36441 | CS Diamond Enterprises, Inc.           | \$ | 1,250.00  |
| 1/31/14 | 36442 | CS Diamond Enterprises, Inc.           | \$ | 4,740.00  |
| 1/31/14 | 36443 | The Monitor                            | \$ | 28.00     |
| 1/31/14 | 36444 | Distribution Video & Audio, Inc.       | \$ | 321.69    |
| 1/31/14 | 36445 | Dominion Virginia Power                | \$ | 297.85    |
| 1/31/14 | 36446 | Dominion Virginia Power                | \$ | 459.90    |
| 1/31/14 | 36447 | Gale                                   | \$ | 477.55    |
| 1/31/14 | 36448 | Gaylord Bros.                          | \$ | 81.75     |
| 1/31/14 | 36449 | Harlequin Reader Service               | \$ | 100.30    |
| 1/31/14 | 36450 | Hopewell City Treasurer                | \$ | 3,750.00  |
| 1/31/14 | 36451 | Ingram Library Services                | \$ | 2,778.18  |
| 1/31/14 | 36452 | J & J Telephone Wiring, Inc            | \$ | 11,690.00 |

|              |       |                                      |    |                   |
|--------------|-------|--------------------------------------|----|-------------------|
| 1/31/14      | 36453 | McKay Hardware, Inc.                 | \$ | 1.60              |
| 1/31/14      | 36454 | Mauck & Company                      | \$ | 25.53             |
| 1/31/14      | 36455 | Midwest Tape                         | \$ | 3,000.00          |
| 1/31/14      | 36456 | Midwest Tape                         | \$ | 831.35            |
| 1/31/14      | 36457 | Music World                          | \$ | 501.91            |
| 1/31/14      | 36458 | Petersburg Alarm Company, Inc.       | \$ | 114.00            |
| 1/31/14      | 36459 | Kelli Phelps                         | \$ | 25.76             |
| 1/31/14      | 36460 | Randolph Market                      | \$ | 26.33             |
| 1/31/14      | 36461 | Sam's Club Direct                    | \$ | 610.15            |
| 1/31/14      | 36462 | Securitas Security Services USA, Inc | \$ | 1,020.78          |
| 1/31/14      | 36463 | Seitz Technologies                   | \$ | 825.00            |
| 1/31/14      | 36464 | Staples, Inc.                        | \$ | 339.55            |
| 1/31/14      | 36465 | Virginia Library Association         | \$ | 75.00             |
| 1/31/14      | 36466 | Virginia Library Association         | \$ | 190.00            |
| 1/31/14      | 36467 | Verizon                              | \$ | 49.08             |
| 1/31/14      | 36468 | Best Buy                             | \$ | 545.42            |
| <b>TOTAL</b> |       |                                      | \$ | <b>386,411.88</b> |

# Commonwealth of Virginia 2014 Pay and Holiday Calendar

## State Holidays

- January 1**  
New Year's Day
- January 17**  
Lee-Jackson Day
- January 20**  
Martin Luther King, Jr. Day
- February 17**  
George Washington Day
- May 26**  
Memorial Day
- July 4**  
Independence Day
- September 1**  
Labor Day
- October 13**  
Columbus Day
- November 11**  
Veterans Day
- November 26**  
4 hours additional holiday time
- November 27**  
Thanksgiving
- November 28**  
Day After Thanksgiving
- December 24**  
4 hours additional holiday time
- December 25**  
Christmas
- December 26**  
8 hours additional holiday time

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday

Denotes Holiday

Denotes Additional Time Off

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## January

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | ①  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## February

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |    |

## March

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## April

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## May

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## June

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## July

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## August

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  |    |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## September

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## October

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## November

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

## December

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |