

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

March 17, 2015

Hopewell Headquarters Library

209 E. Cawson Street
Hopewell, VA 23860

2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

March 17, 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 – February 24, 2015 - Regular Meeting
Statistical Report February 24, 2015
Financial Report. February 24, 2015
Bills for Review.

Communications:

Citizen Comments:

Report of the Library Director:

- R1.** Staff update
- R2.** Health Insurance update
- R3.** Overdrive

Committee Reports:

New Business:

Unfinished Business:

Adjournment.

**Appomattox Regional Library System
Minutes of the Board of Trustees Meeting
February 24, 2015**

Trustees Present: Mrs. Dragoo, Mrs. Benjamin, Mrs. Sykes, Mrs. Gallup, Mrs. Tuggle

Trustees Absent: Dr. Shepperson, Mrs. Yates, Ms. Halupka, Mrs. Judge

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

Guest Present: Mr. James Hartson, Jr., CPA

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

Minutes: The minutes were approved as presented.

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

Communications:

Mr. Firestine informed the Board that the Prince George Woman's Club donated \$50.00 in honor of Mrs. Helen Hoover, who passed away in January 2015. In addition, approximately \$800.00 has been donated to the Hopewell/Prince George Friends of the Library in honor of Mrs. Hoover.

Mr. Firestine communicated to the Board that the graphic designer, Eddie Williams, who has been designing the library's publications, folded his business to pursue another opportunity. The library immediately began working with a designer recommended by Mr. Williams. Mr. Firestine presented to the Board, a mock-up of the spring edition of the EXPLORE publication.

Mr. Firestine informed the Board that the submitted Bibliostat produced questions relating to reduction in government funds. Mr. Firestine responded by explaining that the localities did not reduce our funding, therefore perhaps an error occurred.

Mrs. Gallup commented on her experience visiting a library in Key West, Florida. She commended ARLS on its services.

Citizen Comments: None

Report of the Library Director:

R1. Audit update/Report: Mitchell Wiggins to present.

R2. Staff update:

- a. Two new staff members at Carson, Karen Hall and Sherry Chappell.
- b. Re-advertised the YA position.
- c. Evaluating the budget, organizational needs and strategy to determine the best solution for the open Deputy Director position.

R3. Overdrive – ebook platform

- a. We have joined the SOVALUE consortium for Overdrive which is the most well-known eBook platform.
- b. When we evaluated it in the past it was too expensive for ARLS to join.
- c. 5,200 items. EBooks as well as audiobooks. Overdrive has improved their interface and is now compatible with various Ereaders. Overdrive is Kindle, and “epub” compatible. With this improvements and the lower cost of ownership Information Services staff recommend ARLS purchase.
- d. The library has a diverse and robust collection of electronic resources: Zinio, (electronic magazines), Hoopla (audio and video) and now Overdrive (ebooks).

R4. State aid update: The state funding appears as though it will be funded without further cuts. There may be funds for shared resources with education community.

R5. Community Read: Reading Along the Appomattox the 2015, inaugural ARLS community read planning and development is going well. The PR campaign will include a Read Poster, handbills, cover of the Spring Explore and press releases to the newspapers and localities of Dinwiddie, Hopewell and Prince George. April includes National Library week 12-18. ARLS is increasing all of our efforts to have a larger than usual celebration since it is also our 40th year of service.

R6. Rohoic Renovation Planning: Gil Entzminger of Enteros Design will review the site and prepare a proposal for improvement of the space and relocation of the entrance.

Committee Reports: **None.**

New Business:

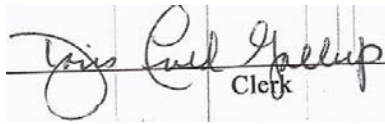
A motion was made to approve the FY 2014 Audit that was performed and presented by Mitchell Wiggins & Company, LLP by Mrs. Gallup and seconded by Mrs. Benjamin. The motion was approved by all.

Unfinished Business: None

Adjournment: The meeting adjourned at 3:20 p.m.

Next Meeting: March 17, 2015, 2:00 p.m. at the Hopewell Library.

Respectfully submitted,

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

Doris Field Gallup

DIRECTOR'S EXTRACURRICULAR ACTIVITIES
February 25, 2015 to March 11, 2015

- February 25 Gil Entzminger Enteros Design – Rohoic Branch remodel and new entrance
- March 10 Hopewell City Council to announce Reading Along The Appomattox community Read
- March 12 Hopewell Prince George Friends of the Library meeting
- March 13 CALD meeting New Kent

Statistical Report

Circulation Data All Locations:

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	15179	14205	0	0	0	0	133717	0%
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	1261	1087	0	0	0	0	7595	41%
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	271	183	0	0	0	0	2412	19%
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	1115	1687	0	0	0	0	11765	3%
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	1604	1768	0	0	0	0	16533	6%
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	461	545	0	0	0	0	5088	81%

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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	698	675	0	0	0	0	7374	65%
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	4544	4318	0	0	0	0	38634	9%
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	1018	964	0	0	0	0	12556	32%
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	26151	25432	0	0	0	0	235674	6%

Turnover Rate and Collection Circulation Analysis:

July 2014 - June 2015	Total Circulations	Total Items	Turnover Rate*
Hopewell	133,717.	103,943.	1.29
Outreach	7,595.	1,533.	4.95
Burrowsville	2,412.	9,982.	0.24
Carson Depot	11,765.	10,779.	1.09
Dinwiddie	16,533.	12,982.	1.27
Disputanta	5,088.	8,685.	0.59
McKenney	7,374.	10,773.	0.68
Prince George	38,634.	37,872.	1.02
Rohoic	12,556.	14,904.	0.84
ARLS TOTAL	235,674.	211,453.	1.11
*Turnover Rate is Total Circulations / Total Items (higher is better)			

New Patron Cards:

New Patron Cards													
FY2015	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Hopewell	221	183	205	197	136	127	179	122					1370
Outreach	1	0	0	1	0	0	1	2					5
Burrowsville	10	1	0	4	8	1	2	3					29
Carson Depot	9	14	18	18	0	12	10	14					95
Dinwiddie	32	38	26	36	9	15	26	22					204
Disputanta	13	10	9	13	3	8	4	7					67
McKenney	5	7	17	1	7	5	7	12					61
Prince George	120	73	107	111	58	74	89	65					697
Rohoic	13	16	16	16	20	11	18	20					130
Total	424	342	398	397	241	253	336	267	0	0	0	0	2658

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Patron Visits and Program Statistics:

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	22,459	16,085					128,215
Outreach	485	233	407	943	238	850	568	516					4,240
Burrowsville	178	123	178	265	153	228	171	154					1,450
Carson Depot	753	879	783	825	561	560	508	432					5,301
Dinwiddie	1,065	961	788	794	585	687	731	722					6,333
Disputanta	242	276	260	265	189	283	229	225					1,969
McKenney	465	361	360	340	290	315	310	275					2,716
Prince George	5,724	3,459	4,053	4,376	3,985	3,789	3,399	3,105					31,890
Rohoic	819	745	707	775	643	564	560	505					5,318
TOTAL	25,001	21,067	20,191	23,638	25,296	21,285	28,935	22,019	0	0	0	0	187,432
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	1,708	2,730					13,489
Meetings	153	165	256	266	137	116	183	306					1,582
Book Group	15	12	15	14	12	31	11	79					189
Adult Program	35	147	98	130	68	36	52	59					625
Non-SRP Child Program	24	48	61	25	83.	0	0	0					241
Non-SRP Teen Program	18	51	83	35	7.	0	0	0					194
Storytime	156	130	181	245	197.	172	92	211					1,384
Family SRP	224	0	0	0	0.	0	0	0					224
SRP Child	117	0	0	0	0	0	0	0					117
SRP Teen	65	0	0	0	0	0	0	0					65
Freeding (ebooks)	0	0	0	0	0	0	0	0					0
Zinio (emagazines)	105	155	128	203	166	140	0	0					897
Hoopla Circs	492	471	420	393	388	393	401	425					3,383
Hoopla users +/-month	478	51	40	32	30	18	37	31					717
TOTALS	3,480	2,383	2,251	2,689	2,022	1,849	2,484	3,841	0	0	0	0	18,110

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Reference and Other Transaction Statistics:

REFERENCE QUESTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2015													
Hopewell	440	362	384	481	292	262	384	307					2912
Outreach	0	0	0	0	0	0	0	0					0
Burrowsville	47	32	47	64	44	57	51	45					387
Carson Depot	263	251	178	154	96	144	173	97					1356
Dinwiddie	295	228	260	231	182	179	217	245					1837
Disputanta	14	22	25	48	23	27	32	26					217
McKenney	43	22	25	17	22	15	21	36					201
Prince George	149	166	250	176	111	179	153	123					1307
Rohoic	163	151	160	183	137	134	182	186					1296
TOTALS	1414	1234	1329	1354	907	997	1213	1065	0	0	0	0	9513
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Hopewell	6967	5743	5429	6037	4451	4185	4907	3916					41,635
Burrowsville	25	83	94	148	54	68	73	79					624
Carson Depot	180	154	207	133	78	92	123	115					1,082
Dinwiddie	479	303	297	268	174	189	243	214					2,167
Disputanta	201	86	130	125	86	85	115	80					908
McKenney	180	175	172	175	148	134	133	128					1,245
Prince George	1493	1427	1473	1467	954	954	978	784					9,530
Rohoic	234	221	237	297	243	249	250	208					1,939
TOTALS	9759	8192	8039	8650	6188	5956	6,822	5524	0	0	0	0	59130

Technical Services Statistics:

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	739	1591	777	1424	15
February	608	1210	623	1250	12
March					
April					
May					
June					
Totals	4856	9578	5731	10180	130

**Appomattox Regional Library System
Revenues and Expenses
February 1, 2015 – February 28, 2015**

	REVENUES	FY 2015	Prev. Total	Monthly	Total	Percent	Balance
FND#	2/28/2015	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	\$413,468	\$0	\$413,468	75.0%	\$ 137,832
103	Dinwiddie	\$ 259,085	\$194,259	\$0	\$194,259	75.0%	\$ 64,826
104	Prince George	\$ 560,023	\$420,015	\$0	\$420,015	75.0%	\$ 140,008
105	State Funds	\$ 378,673	\$284,004	\$0	\$284,004	75.0%	\$ 94,669
106	Fines/Fees/Lost	\$ 23,373	\$15,238	\$1,991	\$17,229	73.7%	\$ 6,144
107	Copying Receipts	\$ 19,166	\$14,802	\$1,505	\$16,307	85.1%	\$ 2,859
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	\$4,350	\$50	\$4,400	51.8%	\$ 4,100
111	Grants	\$ 10,000	\$0	\$0	\$0	0.0%	\$ 10,000
112	Other	\$ 23,449	\$14,166	\$1,993	\$16,159	68.9%	\$ 7,290
	TOTALS	\$ 1,944,621	\$1,443,780	\$5,539	\$1,449,319	74.5%	\$515,302

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	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	2/28/2015	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
	Personnel						
200	M.L.S. Salaries and Wages	\$ 400,481	\$ 197,888	\$ 25,230	\$ 223,118	55.7%	\$ 177,363
201	Non M.L.S. Salaries and Wages	\$ 512,000	\$ 287,632	\$ 38,796	\$ 326,428	63.8%	\$ 185,572
202	Benefits for Staff and Retirees	\$ 285,203	\$ 160,552	\$ 19,519	\$ 180,071	63.1%	\$ 105,132
	Total Personnel	\$ 1,197,684	\$ 646,072	\$ 83,545	\$ 729,617	60.9%	\$ 468,067
	Books & Materials						
300	Books	\$ 108,000	\$ 66,021	\$ 4,711	\$ 70,732	65.5%	\$ 37,268
301	Standing Order Books	\$ 36,050	\$ 21,074	\$ 869	\$ 21,943	60.9%	\$ 14,107
302	Print Newspapers Periodicals	\$ 14,276	\$ 15,318	\$ 234	\$ 15,552	108.9%	\$ (1,276)
303	Audiovisual Materials	\$ 26,780	\$ 16,049	\$ 683	\$ 16,732	62.5%	\$ 10,048
304	Electronic Materials	\$ 6,500	\$ 1,930	\$ -	\$ 1,930	29.7%	\$ 4,570
305	Microforms	\$ 1,133	\$ -	\$ -	\$ -	0.0%	\$ 1,133
306	Binding/repair	\$ 500	\$ -	\$ -	\$ -	0.0%	\$ 500
307	PG Restricted Gift	\$ 10,000	\$ 6,072	\$ 322	\$ 6,394	63.9%	\$ 3,606
307	Family Resource Bks	\$ 2,001	\$ 2,022	\$ 62	\$ 2,084	104.1%	\$ (83)
308	Econtent	\$ 13,125	\$ 12,233	\$ -	\$ 12,233	93.2%	\$ 892
	Total Books & Materials	\$ 218,365	\$ 140,719	\$ 6,881	\$ 147,600	67.6%	\$ 70,765
	Capital Expenditures						
400	Library Non-Computer Equipment	\$ 12,875	\$ 13,925	\$ -	\$ 13,925	108.2%	\$ (1,050)
401	Computer Hardware	\$ 10,875	\$ 2,091	\$ -	\$ 2,091	19.2%	\$ 8,784
	Total Capital Expenditures	\$ 23,750	\$ 16,016	\$ -	\$ 16,016	67.4%	\$ 7,734
	Contractual						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 1,136	\$ 163	\$ 1,299	65.0%	\$ 701
501	Software Licensing Contracts	\$ 15,700	\$ 8,991	\$ -	\$ 8,991	57.3%	\$ 6,709
502	Audit	\$ 16,151	\$ 9,867	\$ -	\$ 9,867	61.1%	\$ 6,284
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 3,946	\$ 564	\$ 4,510	50.1%	\$ 4,490

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	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	2/28/2015	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
505	Computer Support Service Calls	\$ 9,500	\$ 1,388	\$ 331	\$ 1,719	18.1%	\$ 7,781
506	Other Computer Sftware Services	\$ 3,500	\$ 750	\$ -	\$ 750	21.4%	\$ 2,750
507	Telecomm Internet Line Charges	\$ 26,000	\$ 15,226	\$ 801	\$ 16,027	61.6%	\$ 9,973
508	Printing and Publications	\$ 9,500	\$ 4,980	\$ -	\$ 4,980	52.4%	\$ 4,520
509	Security Guard Service	\$ 28,729	\$ 14,379	\$ 961	\$ 15,340	53.4%	\$ 13,389
	Total Contractual	\$ 123,685	\$ 60,663	\$ 2,820	\$ 63,483	51.3%	\$ 60,202
	Facilities, Maint, Operations						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 1,891	\$ -	\$ 1,891	54.0%	\$ 1,609
601	TLC Maintenance Contract	\$ 19,500	\$ 17,354	\$ -	\$ 17,354	89.0%	\$ 2,146
602	Facilities and Rent	\$ 76,650	\$ 42,000	\$ -	\$ 42,000	54.8%	\$ 34,650
603	Supplies	\$ 25,000	\$ 21,992	\$ 1,450	\$ 23,442	93.8%	\$ 1,558
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 3,181	\$ -	\$ 3,181	37.4%	\$ 5,319
605	Training-Education	\$ 6,500	\$ 4,442	\$ -	\$ 4,442	68.3%	\$ 2,058
606	Utilities	\$ 6,000	\$ 2,491	\$ 404	\$ 2,895	48.3%	\$ 3,105
607	Telephone (Voice)	\$ 15,000	\$ 8,684	\$ 1,055	\$ 9,739	64.9%	\$ 5,261
608	Insurance	\$ 12,937	\$ 10,301	\$ -	\$ 10,301	79.6%	\$ 2,636
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ 2,876	\$ -	\$ 2,876	32.0%	\$ 6,124
610	Job and Contract Advertising	\$ 2,500	\$ 1,248	\$ 525	\$ 1,773	70.9%	\$ 727
611	Promotional Advertising	\$ 2,000	\$ 3,052	\$ -	\$ 3,052	152.6%	\$ (1,052)
612	Org/Association Dues	\$ 2,000	\$ 1,566	\$ 91	\$ 1,657	82.9%	\$ 343
613	Postage	\$ 4,500	\$ 3,551	\$ -	\$ 3,551	78.9%	\$ 949
614	Janitorial	\$ 66,000	\$ 34,443	\$ -	\$ 34,443	52.2%	\$ 31,557
615	Other Building Maintenance	\$ 8,500	\$ 14,218	\$ 200	\$ 14,418	169.6%	\$ (5,918)
	Total Facilities, Maint & Ops	\$ 268,087	\$ 173,290	\$ 3,725	\$ 177,015	66.0%	\$ 91,072
	Program, Activites & Other						
700	YS Summer Reading Program	\$ 6,500	\$ 4,428	\$ -	\$ 4,428	68.1%	\$ 2,072
701	YS Programming Supplies	\$ 4,191	\$ 2,678	\$ -	\$ 2,678	63.9%	\$ 1,513
702	Adult Programming Supplies	\$ 2,600	\$ 1,393	\$ -	\$ 1,393	53.6%	\$ 1,207

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	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	2/28/2015	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 30,000	\$ 21,253	\$ -	\$ 21,253	70.8%	\$ 8,747
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	\$ 12,840	\$ 125	\$ 12,965	82.3%	\$ 2,794
	Total Prg, Act, Other	\$ 98,050	\$ 81,547	\$ 125	\$ 81,672	83.3%	\$ 16,378

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**APPOMATTOX REGIONAL LIBRARY
CHECK REGISTER
February 1, 2015 to February 28, 2015**

Date	Check #	Payee	Amount
1/7/15	200529	Electronic Federal Tax Payment	7,797.86
1/16/15	200530	Treasurer of Virginia	6,431.84
1/22/15	200531	Electronic Federal Tax Payment	8,582.04
1/9/15	37348	4 Imprint	352.18
1/9/15	37349	AT & T	78.65
1/9/15	37350	Baker & Taylor Books, Inc.	4,788.39
1/9/15	37351	Veronica Bright	15.55
1/9/15	37352	Capital One Bank	1,906.50
1/9/15	37353	Capital One Bank	1,055.79
1/9/15	37354	Hampton Public Library	20.00
1/9/15	37355	Comcast Communications	325.74
1/9/15	37356	Distribution Video & Audio, Inc.	89.91
1/9/15	37357	Dominion Virginia Power	173.57
1/9/15	37358	Dominion Virginia Power	277.39
1/9/15	37359	Sarah Finch	70.24
1/9/15	37360	Gale	255.64
1/9/15	37361	Harlequin Reader Service	84.82
1/9/15	37362	Hermes Publications	233.00
1/9/15	37363	Ingram Library Services	2,911.41
1/9/15	37364	Midwest Tape	862.62
1/9/15	37365	Minor & Associates	740.00
1/9/15	37366	Petersburg Alarm Company, Inc.	114.00
1/9/15	37367	Progress Index	197.60
1/9/15	37368	The Reading Warehouse	321.00
1/9/15	37369	Sam's Club Direct	666.58
1/9/15	37370	Securitas Security Services USA, Inc	944.06
1/9/15	37371	Shred-It USA Richmond	47.50
1/9/15	37372	Staples, Inc.	1,157.84
1/9/15	37373	Tech Logic	1,515.00
1/9/15	37374	Verizon	52.28
1/9/15	37375	Virginia American Water	78.06
1/9/15	37376	Virginia Library Association	145.00
1/16/15	37377	AT & T Mobility	288.97
1/16/15	37378	AT & T	69.18
1/16/15	37379	Baker & Taylor Books, Inc.	3,725.48
1/16/15	37380	Baker & Taylor Books, Inc.	1,051.26
1/16/15	37381	Lucas Bailey	62.91
1/16/15	37382	Creekside Digital	19,136.73
1/16/15	37383	Comcast Communications	1,244.24
1/16/15	37384	Comcast Communications	889.48
1/16/15	37385	DEMCO, Inc.	294.89
1/16/15	37386	Diamond Springs	20.85
1/16/15	37387	Distribution Video & Audio, Inc.	179.82

1/16/15	37388	Dix's Landscaping	200.00
1/16/15	37389	Dominion Virginia Power	1,221.19
1/16/15	37390	Doreen Creel-Wood Accounting	385.00
1/16/15	37391	Gale	398.08
1/16/15	37392	Harlequin Reader Service	47.60
1/16/15	37393	Hopewell News	190.00
1/16/15	37394	Hopewell Payments	31.16
1/16/15	37395	Ingram Library Services	1,397.14
1/16/15	37396	Ivan Art of Virginia	800.00
1/16/15	37397	LeClair Ryan	4,185.00
1/16/15	37398	LexisNexis Matthew Bender	523.41
1/16/15	37399	MALIA	150.00
1/16/15	37400	McKay Hardware, Inc.	24.96
1/16/15	37401	Midwest Tape	1,049.32
1/16/15	37402	OCLC, Inc.	162.82
1/16/15	37403	Pitney Bowes Global Financial Services	351.00
1/16/15	37404	Progress Index	197.60
1/16/15	37405	Richmond Times Dispatch	218.00
1/16/15	37406	Securitas Security Services USA, Inc	715.50
1/16/15	37407	Unique Management Services	903.95
1/16/15	37408	Verizon	296.51
1/16/15	37409	Virginia Employment Commission	1,895.26
1/16/15	37410	Webster Integrated Technologies	674.61
1/16/15	37411	Jeanine Albiges	8.47
1/21/15	37412	ARLS-Investment	100,000.00
1/21/15	37413	ARLS-Payroll	100,000.00
1/21/15	37414	Anthem BlueCross BlueShield	9,100.00
1/21/15	37415	Anthem BlueCross BlueShield	570.00
1/30/15	37416	AT & T	17.29
1/30/15	37417	Baker & Taylor Books, Inc.	1,296.63
1/30/15	37418	Baker & Taylor Books, Inc.	960.88
1/30/15	37419	Capital One Bank	1,497.23
1/30/15	37420	Capital One Bank	503.49
1/30/15	37421	Capital One Bank	154.30
1/30/15	37422	Comcast Communications	325.80
1/30/15	37423	County of Dinwiddie	600.00
1/30/15	37424	County of Prince George	1,650.00
1/30/15	37425	CS Diamond Enterprises, Inc.	4,740.00
1/30/15	37426	DEMCO, Inc.	62.63
1/30/15	37427	Distribution Video & Audio, Inc.	79.92
1/30/15	37428	Dominion Virginia Power	328.04
1/30/15	37429	Gale	125.94
1/30/15	37430	Harlequin Reader Service	51.40
1/30/15	37431	Hopewell City Treasurer	3,750.00
1/30/15	37432	Hopewell City Treasurer	1,036.99
1/30/15	37433	Ingram Library Services	3,350.88
1/30/15	37434	Midwest Tape	1,281.02
1/30/15	37435	Pennsylvania Library Association	80.00

1/30/15	37436	Petersburg Alarm Company, Inc.	114.00
1/30/15	37437	Purchase Power	600.00
1/30/15	37438	Sam's Club Direct	432.30
1/30/15	37439	Securitas Security Services USA, Inc	1,048.32
1/30/15	37440	Sprint	523.79
1/30/15	37441	Staples, Inc.	771.74
1/30/15	37442	Joshua M. Wright	13.99
	Total		320,349.03