

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

October 18, 2023

Hopewell Library

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

October 18, 2023

1:00 p.m.

Call to Order

Approval of Agenda

Consent Agenda: All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by motion on the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – September 21, 2023
Statistical Report – dated October 18, 2023
Financial Report – dated October 18, 2023
Bills for Review

Communications:

Dinwiddie Schools

Citizen Comments:

Appendix attached to Report on Progress on the Long Rang Plan

Report of Library Director:

- R1.** Staff Update
- R2.** Recent issues with mail delivery / Online banking
- R3.** ArtoberVA
- R4.** Preparation for Holiday Season
- R5.** FY2025 Budget
- R6.** Report on Progress on the Long Range Plan
- R7.** Annual Evaluation Process

Committee Reports:

Personnel Committee

New Business:

Director's Annual Evaluation (Closed SessionP

Unfinished Business:

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of September 21, 2023**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, September 21, 2023, with the newly elected Chairperson Randi Hawkins in the chair. In the absence of the secretary, Vice Chairperson Sandra Ruffin, agreed to record the minutes. The meeting was called to order at 1:03 p.m. at the Rohoic Library located at 7301 Boynton Plank Rd., North Dinwiddie County. (No meeting was held in August 2023.)

Trustees present: Chairperson Randi Hawkins (D), Schneria Valentine (D), Sandra Ruffin (D) Angela Bennett (PG), Amanda Binford, (PG), Jean Hill-Atkins (PG)
(Ms. Valentine's first meeting.)

Trustees absent: Susan Eliades (H), Larry Pankey (H)

Staff present: Brian Manning, Library Director
Briana Terry, Administrative & Personnel Services Manager

Approval of agenda: Ms. Bennett moved to approve the agenda as printed; Ms. Binford seconded; motion carried.

Approval of consent agenda: The July 18, 2023, minutes were approved as printed on the motion of Dr. Ruffin and seconded by Ms. Bennett; motion carried. The Statistical Report dated September 20, 2023; Financial Report dated September 21, 2023; and bills for review were accepted as printed on the motion of Ms. Binford and seconded by Ms. Bennett.

Communications: Three sealed letters from staff addressed to the Board were received. It was determined that the concerns warranted review in closed session. Ms. Bennett agreed to scan letters and email to Board members for review and discussion at the October 2023 meeting.

Citizen comments: None

Report of Library Director: Mr. Manning provided an oral report on the administration of the Library that included:

- Proposed revisions to the Appomattox Regional Library System Bylaws; regular board meetings will be held on the third Wednesday of each month except in August, November, and December. No board meeting in August or November.
- The Library is fully staffed, except for one vacancy in Material Services at the Hopewell Library.
- The Summer Reading Program was a success with 458 children completing the program and receiving sunglasses and 313 adults completing and receiving bags, a significant improvement in the number of participants and completers.
- The General Assembly increased state aid for libraries. ARLS will get an additional \$90,000 to be issued in three quarterly payments.

- Board members were invited for a review of a new proposed location for the Dinwiddie Library on Rt. 703, Carson Road, in the old historic Smyrna Baptist Church building. Construction is scheduled to start shortly on a services room for nursing mothers at the Hopewell Library. The Virginia Physicians for Women has offered to serve as sponsor and fund the remodeling.
- An updated schedule of meeting dates and locations, July 2023 – June 2024
- A written summary of major FY2023 accomplishments and the timeline for the personnel committee to meet and draft a proposed annual evaluation for the director. The Board meets in closed session at the October meeting to discuss the draft evaluation and approve the annual evaluation. The Board chairperson meets with the director to discuss the annual evaluation in October or early November.

Committee Reports: None

New Business:

On the motion of Ms. Binford and seconded by Ms. Bennett, change to the meeting schedule and revisions to the bylaws were approved as written; motion carried. Mr. Manning will forward a revised meeting schedule.

Committee assignments were made as follows:

Personnel – Ms. Bennett, Chairperson; Mr. Pinkie, Ms. Ruffin

Finance – Ms. Hawkins, Ms. Valentine, Ms. Hill-Atkins (no chairperson yet assigned)

Development – Ms. Binford

With no further discussion, the chairperson called for adjournment. Ms. Bennett motioned to adjourn; Ms. Binford second; motion to adjourn was carried. The meeting was adjourned at 1:55 p.m. The next meeting will be held on October 18, 2023, at the Hopewell Library.

Sandra E. Ruffin

Sandra E. Ruffin, Ed.D., Vice Chairperson

Acting Secretary

September 28, 2023

**Statistical Report
September 20, 2023**

Statistical Report - FY2024
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg CHANGE by FROM	
															Month	FY22
Burrowsville	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908		
	FY21	3	27	21	50	130	126	122	104	153	206	198	308	1,448		
	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704		
	FY23	250	244	286	275	307	274	350	329	400	618	496	532	4,361	60%	38%
	FY24	406	452	459	0	0	0	0	0	0	0	0	0	1,317		
Carson Depot	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480		
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297		
	FY23	823	958	873	936	660	665	666	731	635	711	607	735	9,000		
	FY24	766	863	849	732	539	612	744	663	791	672	884	992	2,254	-11%	-9%
	FY24	776	722	756	0	0	0	0	0	0	0	0	0			
Dirwiddie	FY20	2,128	1,628	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	361	10	15,031		
	FY21	53	371	513	720	683	841	827	649	856	805	868	1,048	8,234		
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787		
	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454	10%	12%
	FY24	1,808	1,873	1,583	0	0	0	0	0	0	0	0	0	5,264		
Disputanta	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937		
	FY21	3	2	29	21	96	175	201	238	379	329	401	415	2,289		
	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882		
	FY23	447	669	536	494	411	382	461	437	463	431	466	549	5,746	27%	0%
	FY24	400	566	682	0	0	0	0	0	0	0	0	0	1,648		
Hopewell	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748		
	FY21	4,994	8,743	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806		
	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824		
	FY23	9,157	9,812	8,657	8,174	6,969	7,096	7,966	7,714	8,427	7,314	7,851	8,734	97,871	-3%	4%
	FY24	9,985	10,406	8,414	0	0	0	0	0	0	0	0	0	28,805		

Statistical Report
September 20, 2023

% of Chg
by
Month
from
FY22

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month from FY22
Mckenney	FY20	1,369	797	605	645	553	527	702	630	496	312	157	3	6,796	
	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780	
	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435	
	FY23	1,088	1,236	1,164	1,088	957	852	1,009	971	1,343	918	1,085	1,095	12,806	3%
	FY24	1,123	1,353	1,197	0	0	0	0	0	0	0	0	0	3,673	5%

Prince George	FY20	5,604	5,070	4,455	4,780	4,147	3,023	3,689	3,737	3,016	2,154	1,470	726	41,871	
	FY21	1,479	1,665	3,232	3,218	2,759	2,794	4,814	2,734	3,138	3,050	2,742	3,437	35,062	
	FY22	3,220	3,940	3,139	3,309	2,889	3,020	2,950	3,082	4,943	4,891	3,897	4,728	44,008	
	FY23	5,401	6,096	4,360	3,827	3,883	3,649	3,789	3,809	4,630	5,013	5,783	7,231	57,471	11%
	FY24	5,508	5,219	4,861	0	0	0	0	0	0	0	0	0	15,588	-2%

Rohoic	FY20	1,256	1,013	821	1,138	864	819	967	1,101	585	366	207	4	9,141	
	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690	
	FY22	568	595	539	789	616	626	863	866	1,077	967	1,114	970	9,590	
	FY23	1,005	888	884	984	889	910	928	1,176	1,419	1,217	1,112	1,411	12,823	
	FY24	1,352	1,378	1,433	0	0	0	0	0	0	0	0	0	4,143	62%

Econtent	FY20	2,000	1,472	1,466	1,501	1,384	1,418	1,376	1,342	1,326	2,437	2,331	2,063	20,116	
	FY21	1,969	1,986	1,859	1,813	2,141	1,757	2,013	2,104	1,985	1,796	1,976	1,943	23,342	
	FY22	1,854	2,101	1,860	1,686	1,725	1,586	1,825	1,845	1,869	1,635	2,246	1,865	22,097	
	FY23	1,872	2,213	1,782	1,861	1,871	1,629	1,967	1,833	2,062	2,169	2,281	1,893	23,433	
	FY24	2,283	2,358	2,028	0	0	0	0	0	0	0	0	0	6,669	14%

ARLS Totals	FY19	26,258	22,950	20,097	21,390	17,958	16,059	19,085	18,601	15,543	13,862	13,634	22,591	228,028	
	FY20	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948	
	FY21	17,646	18,908	17,498	17,667	15,463	15,748	16,556	16,526	19,235	18,742	18,885	19,860	212,734	
	FY22	21,596	23,681	20,001	18,983	17,216	16,782	18,697	18,639	21,508	19,988	21,687	24,430	243,208	7%
	FY23	23,621	24,327	21,413	0	0	0	0	0	0	0	0	0	69,361	6%

Statistical Report
September 20 2023

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2024													
Burrowsville	163	25	167	0	0	0	0	0	0	0	0	0	355
Carson Depot	201	221	175	0	0	0	0	0	0	0	0	0	597
Dirwiddle	552	563	473	0	0	0	0	0	0	0	0	0	1,588
Disputanta	110	174	183	0	0	0	0	0	0	0	0	0	467
Hopewell	11,710	12,700	11,046	0	0	0	0	0	0	0	0	0	35,456
McKenney	369	361	397	0	0	0	0	0	0	0	0	0	1,127
Prince George	5,310	4,769	4,320	0	0	0	0	0	0	0	0	0	14,399
Rohoic	402	477	493	0	0	0	0	0	0	0	0	0	1,372
TOTAL	18,817	19,290	17,254	0	0	0	0	0	0	0	0	0	55,361
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	130	132	125	0	0	0	0	0	0	0	0	0	387
Meeting Room Users	687	708	803	0	0	0	0	0	0	0	0	0	2,198
Book Group	5	17	15	0	0	0	0	0	0	0	0	0	37
Adult Program**	376	790	315	0	0	0	0	0	0	0	0	0	1,481
Non-SRP Child Program	0	0	828	0	0	0	0	0	0	0	0	0	828
Non-SRP Teen Program	0	0	10	0	0	0	0	0	0	0	0	0	10
Storytime	440	181	417	0	0	0	0	0	0	0	0	0	1,038
SRP Child	1,348	1,231	0	0	0	0	0	0	0	0	0	0	2,579
SRP Teen	95	112	0	0	0	0	0	0	0	0	0	0	207
Community Outreach	750	517	45	0	0	0	0	0	0	0	0	0	1,312
Notary Services	0	19	20	0	0	0	0	0	0	0	0	0	39
Database Usage	4,554	4,187	5,177	0	0	0	0	0	0	0	0	0	13,918
TOTALS	8,385	7,894	7,755	0	0	0	0	0	0	0	0	0	24,034

**Includes online programming

Statistical Report
September 20, 2023

REFERENCE QUESTIONS - FY2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	46	40	33	0	0	0	0	0	0	0	0	0	119
Carson Depot	1	5	3	0	0	0	0	0	0	0	0	0	9
Dinwiddie	114	149	169	0	0	0	0	0	0	0	0	0	432
Disputanta	33	44	63	0	0	0	0	0	0	0	0	0	140
Hopewell	1,165	1,215	1,008	0	0	0	0	0	0	0	0	0	3,388
Mckenney	153	139	106	0	0	0	0	0	0	0	0	0	398
Prince George	869	787	751	0	0	0	0	0	0	0	0	0	2,407
Rohoic	141	183	154	0	0	0	0	0	0	0	0	0	478
TOTALS	2,522	2,562	2,287	0	0	0	0	0	0	0	0	0	7,371
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	3	2	8	0	0	0	0	0	0	0	0	0	13
WIFI	12	6	14	0	0	0	0	0	0	0	0	0	32
Carson Depot Workstation	42	49	31	0	0	0	0	0	0	0	0	0	122
WIFI	17	23	23	0	0	0	0	0	0	0	0	0	63
Dinwiddie Workstation	51	56	40	0	0	0	0	0	0	0	0	0	147
WIFI	50	65	40	0	0	0	0	0	0	0	0	0	155
Disputanta Workstation	18	54	34	0	0	0	0	0	0	0	0	0	106
WIFI	66	54	51	0	0	0	0	0	0	0	0	0	171
Hopewell Workstation	1,296	1,568	1,366	0	0	0	0	0	0	0	0	0	4,230
WIFI	683	751	662	0	0	0	0	0	0	0	0	0	2,096
Mckenney Workstation	33	40	24	0	0	0	0	0	0	0	0	0	97
WIFI	69	58	42	0	0	0	0	0	0	0	0	0	169
Prince George Workstation	359	421	334	0	0	0	0	0	0	0	0	0	1,114
WIFI	219	207	205	0	0	0	0	0	0	0	0	0	631
Rohoic Workstation	24	38	22	0	0	0	0	0	0	0	0	0	84
WIFI	27	44	31	0	0	0	0	0	0	0	0	0	102
TOTALS	2,969	3,436	2,927	0	0	0	0	0	0	0	0	0	9,332

Scanner Usage 780 1,275 959 0 0 0 0 0 0 0 0 0 0 3,014

**Appomattox Regional Library System
Revenue and Expenses
July 1, 2023 - June 30, 2024**

fund#	Revenue 09/30/23	FY2024 Adopted	Receipts to		Total Receipts	Percentage Received	Balance Due
			Previous Month	Monthly Receipts - 09/23			
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$702,423	\$175,606	\$175,606	\$351,212	50.0%	\$351,212
103	Dinwiddie	\$335,995	\$83,999	\$0	\$83,999	25.0%	\$251,996
104	Prince George	\$671,456	\$167,864	\$0	\$167,864	25.0%	\$503,592
105	State Funds	\$524,012	\$131,003	\$0	\$131,003	25.0%	\$393,009
106	Lost/Damaged/Fees	\$8,000	\$738	\$104	\$842	10.5%	\$7,158
107	Copying/Fax Receipts	\$25,000	\$4,877	\$2,000	\$6,877	27.5%	\$18,123
108	Endowment Funds	\$16,766	\$16,984	\$0	\$16,984	101.3%	(\$218)
109	E-Rate Refunds	\$16,000	\$13,383	\$0	\$13,383	83.6%	\$2,617
110	Gifts/Donations	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$1,500	\$756	\$73	\$829	55.3%	\$671
	TOTALS	\$2,423,152	\$595,210	\$177,783	\$772,992	31.9%	\$1,650,160

Fund#	EXPENSES 09/30/2023	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2023	TOTAL EXPENSES 09/30/23	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$525,982	\$80,179	\$40,232	\$120,411	22.9%	\$405,570
201	Non-MLS Salary & Wages	\$701,778	\$99,681	\$50,471	\$150,152	21.4%	\$551,626
202	Benefits for Staff/Retirees	\$352,192	\$50,115	\$25,085	\$75,199	21.4%	\$276,992
	Total Personnel	\$1,579,952	\$229,975	\$115,787	\$345,763	21.9%	\$1,234,189
Books & Materials							
300	Books	\$105,000	\$12,733	\$8,531	\$21,263	20.3%	\$83,737
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$5,727	\$2,390	\$8,117	27.1%	\$21,883
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
304	Audiovisual Materials	\$25,000	\$2,385	\$2,253	\$4,638	18.6%	\$20,362
305	Electronic Materials	\$5,500	\$5,543	\$2,935	\$8,478	154.2%	(\$2,978)
306	Material Services Supplies	\$6,000	\$452	\$144	\$596	9.9%	\$5,404
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$7,200	\$0	\$7,200	28.8%	\$17,800
	Total Books & Materials	\$227,500	\$34,040	\$16,253	\$50,293	22.1%	\$177,207
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$15,000	\$7,565	\$2,170	\$9,735	64.9%	\$5,265
401	Computer Hardware	\$70,000	\$0	\$0	\$0	0.0%	\$70,000
	Total Capital Expenditures	\$85,000	\$7,565	\$2,170	\$9,735	11.5%	\$75,265
Contractual							
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
Software & Web Based App.							
501	Licensing Contracts	\$60,000	\$25,795	\$8,578	\$34,373	57.3%	\$25,627
502	Audit	\$21,500	\$330	\$3,150	\$3,480	16.2%	\$18,020
503	Cataloging MARC Records	\$3,000	\$5,120	\$0	\$5,120	170.7%	(\$2,120)
505	Computer Support/Service Calls	\$70,000	\$13,831	\$6,654	\$20,485	29.3%	\$49,515

Fund#	EXPENSES 09/30/2023	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2023	TOTAL EXPENSES 09/30/23	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$7,365	\$3,914	\$11,279	28.2%	\$28,721
508	Printing and Publications	\$5,000	\$336	\$1,128	\$1,464	29.3%	\$3,537
	Total Contractual	\$202,600	\$52,777	\$23,424	\$76,201	37.6%	\$126,399
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$89	\$1,249	\$1,338	19.1%	\$5,662
601	TLC Maintenance Contract	\$16,500	\$0	\$16,492	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603	Supplies	\$20,000	\$5,444	\$1,174	\$6,618	33.1%	\$13,382
604	Travel / Workshops /Conf. Fees	\$5,000	\$1,000	\$164	\$1,164	23.3%	\$3,836
605	Training / Education	\$2,000	\$147	\$0	\$147	7.4%	\$1,853
606	Utilities	\$3,750	\$649	\$378	\$1,026	27.4%	\$2,724
607	Telephone (Voice)	\$13,600	\$2,029	\$1,028	\$3,057	22.5%	\$10,543
608	Insurance	\$12,750	\$65	\$0	\$65	0.5%	\$12,685
609	Vehicle Maintenance & Fuel	\$5,000	\$342	\$155	\$498	10.0%	\$4,502
610	Job & Contracting Advertising	\$2,500	\$0	\$0	\$0	0.0%	\$2,500
611	Promotional Advertising	\$2,000	\$0	\$300	\$300	15.0%	\$1,700
612	Organization/Association Dues	\$3,500	\$150	\$0	\$150	4.3%	\$3,350
613	Postage	\$5,500	\$1,659	\$354	\$2,013	36.6%	\$3,487
614	Janitorial	\$94,000	\$15,980	\$7,787	\$23,767	25.3%	\$70,233
615	Other Building Maintenance	\$9,000	\$3,381	\$2,311	\$5,692	63.2%	\$3,308
	Total	\$278,750	\$43,535	\$37,691	\$81,226	29.1%	\$197,524
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$425	\$0	\$425	6.1%	\$6,575
701	YS Programming & Supplies	\$4,500	\$921	\$650	\$1,572	34.9%	\$2,928
703	Adult Programming & Supplies	\$8,000	\$2,779	\$287	\$3,066	38.3%	\$4,934

Fund#	EXPENSES 09/30/2023	FY24	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Adopted Budget	PREVIOUS MONTH	EXPENSES - 09/2023	09/30/23	SPENT	
704	Local History Collection/Progs.	\$350	\$0	\$0	\$0	0.0%	\$350
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709	Misc. Professional Serv. & Other	\$9,500	\$4,136	\$1,917	\$6,053	63.7%	\$3,447
	Total Programs/Activ./Other	\$49,350	\$8,261	\$2,855	\$11,116	22.5%	\$38,234
	GRAND TOTALS	\$2,423,152	\$376,152	\$198,181	\$574,333	23.7%	\$1,848,819

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/7/23	200768	21000-100	Federal Taxes Withheld	3,238.90	
			Social Security Taxes		
9/7/23	200768	22000-100	Withheld	2,926.96	
9/7/23	200768	22000-100	SB Social Security	134.27	
9/7/23	200768	22000-100	ARLS Social Security	2,792.69	
			Medicare Taxes		
9/7/23	200768	23000-100	Withheld	684.51	
9/7/23	200768	23000-100	SB Medicare Taxes	31.40	
9/7/23	200768	23000-100	ARLS Medicare	653.11	
9/7/23	200768	10006-100	Electronic Federal Tax Payment		10,461.84
9/21/23	200769	21000-100	Federal Taxes Withheld	3,151.68	
			Social Security Taxes		
9/21/23	200769	22000-100	Withheld	2,880.34	
9/21/23	200769	22000-100	SB Social Security	134.27	
9/21/23	200769	22000-100	ARLS Social Security	2,746.07	
			Medicare Taxes		
9/21/23	200769	23000-100	Withheld	673.62	
9/21/23	200769	23000-100	SB Medicare Taxes	31.40	
9/21/23	200769	23000-100	ARLS Medicare	642.22	
9/21/23	200769	10006-100	Electronic Federal Tax Payment		10,259.60
9/7/23	2013-896	27000-300	EZ Link Withheld	202.03	
9/7/23	2013-896	70460-100	EZ Link Retirement	491.63	
9/7/23	2013-896	10006-100	Treasurer of Virginia		693.66
9/7/23	2013-897	70460-100	EZ Link Voluntary	432.86	
9/7/23	2013-897	10006-100	Treasurer of Virginia		432.86
9/8/23	2013-898	70540-600	FC Life Insurance	64.21	
9/8/23	2013-898	70540-600	FC VRS Retirement	185.92	
9/8/23	2013-898	27000-200	VRS Withheld	3,086.52	
9/8/23	2013-898	70460-100	ARLS VRS Insurance	871.24	
9/8/23	2013-898	70460-100	ARLS VRS Retirement	1,882.94	
9/8/23	2013-898	10006-100	Treasurer of Virginia		6,090.83
9/21/23	2013-901	27000-300	EZ Link Withheld	202.03	
9/21/23	2013-901	70460-100	EZ Link Retirement	491.63	
9/21/23	2013-901	10006-100	Treasurer of Virginia		693.66
9/21/23	2013-902	27000-300	EZ Link Voluntary	432.86	
9/21/23	2013-902	10006-100	Treasurer of Virginia		432.86
9/5/23	2024-66E	10007-100	Gross MLS	15,352.17	
9/5/23	2024-66E	10007-100	Gross Non MLS	7,738.97	
9/5/23	2024-66E	10007-100	Gross Hourly	14,066.38	
			Gross Smart		
9/5/23	2024-66E	10007-100	Beginnings	1,752.95	
9/5/23	2024-66E	10006-100	ARLS-Payroll		38,910.47

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9/8/23	2024-67E	83000-100	Library Solution Software Nov 23 - Oct 24	16,492.00	
9/8/23	2024-67E	10006-100	The Library Corporation		16,492.00
9/7/23	2024-68E	85800-100	Background Verifications - Mulkey, Murphy	119.20	
9/7/23	2024-68E	10006-100	Active Screening		119.20
9/7/23	2024-69E	84000-420	Utilities - Dinwiddie	29.16	
9/7/23	2024-69E	84000-430	Utilities - Disputanta	29.16	
9/7/23	2024-69E	84000-440	Utilities - McKenney	29.16	
9/7/23	2024-69E	84000-450	Utilities - PG	29.15	
9/7/23	2024-69E	10006-100	Diamond Springs		116.63
9/14/23	2024-70E	83700-200	Door Bell Receiver	65.15	
9/14/23	2024-70E	85110-100	Chair, Paper, Puppets, Tape	197.57	
9/14/23	2024-70E	10006-100	Amazon.com		262.72
9/14/23	2024-71E	82600-200	#8299 60 017 0199525 Internet - HQ	317.26	
9/14/23	2024-71E	10006-100	Comcast Communications		317.26
9/14/23	2024-72E	84100-430	#8299 60 019 0107136 Telephone - Disputanta	62.90	
9/14/23	2024-72E	82600-430	#8299 60 019 0107136 Internet - Disputanta	284.03	
9/14/23	2024-72E	10006-100	Comcast Communications		346.93
9/14/23	2024-73E	84100-200	#8299 60 017 0205967 Telephone - HQ	433.80	
9/14/23	2024-73E	82600-200	#8299 60 017 0205967 Internet - HQ	498.77	
9/14/23	2024-73E	10006-100	Comcast Communications		932.57
9/14/23	2024-74E	84100-450	#8299 60 019 0106328 Telephone - PG	154.80	
9/14/23	2024-74E	82600-450	#8299 60 019 0106328 Internet - PG	413.33	
9/14/23	2024-74E	10006-100	Comcast Communications		568.13

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 020 0356327		
9/14/23	2024-75E	82600-410	Internet - Carson	300.91	
			Comcast		
9/14/23	2024-75E	10006-100	Communications		300.91
9/14/23	2024-76E	84000-200	Utilities - HQ	25.70	
9/14/23	2024-76E	84000-410	Utilities - Carson	25.70	
9/14/23	2024-76E	84000-480	Utilities - Burrowsville	25.71	
9/14/23	2024-76E	10006-100	Diamond Springs		77.11
			Monthly Billing for		
9/14/23	2024-77E	82450-100	September	2,634.28	
9/14/23	2024-77E	82450-100	Managed Workstations	3,919.02	
9/14/23	2024-77E	82450-100	Cloud Storage	20.88	
9/14/23	2024-77E	82450-100	Internet	80.00	
9/14/23	2024-77E	10006-100	E-N Computers, Inc.		6,654.18
9/14/23	2024-78E	85850-100	Monthly Shredding	80.22	
9/14/23	2024-78E	10006-100	Shred-It USA LLC		80.22
9/14/23	2024-79E	85800-100	Staff Shirts	786.00	
9/14/23	2024-79E	10006-100	Rich's Stitches Inc.		786.00
			Westlaw Proflex -		
9/14/23	2024-80E	82070-100	August	508.74	
			Thomson Reuters -		
9/14/23	2024-80E	10006-100	West		508.74
9/14/23	2024-81E	82600-200	Mobile Internet	877.30	
9/14/23	2024-81E	10006-100	T-Mobile		877.30
9/14/23	2024-82E	80230-100	Invoice: 62965792	11.96	
9/14/23	2024-82E	80230-100	Invoice: 62965788	24.22	
9/14/23	2024-82E	80230-100	Invoice: 62965793	5.98	
9/14/23	2024-82E	80230-100	Invoice: 62965791	5.98	
9/14/23	2024-82E	80230-100	Invoice: 62964929	77.66	
9/14/23	2024-82E	80230-100	Invoice: 62964934	23.92	
9/14/23	2024-82E	80230-100	Invoice: 60261432	24.22	
9/14/23	2024-82E	80230-100	Invoice: 67638183	14.36	
9/14/23	2024-82E	80230-100	Invoice: 62963554	74.99	
9/14/23	2024-82E	80230-100	Invoice: 62963556	11.69	
9/14/23	2024-82E	80038-100	Invoice: 60261434	52.85	
9/14/23	2024-82E	80038-100	Invoice: 62962067	22.22	
9/14/23	2024-82E	80038-100	Invoice: 67637860	58.47	
9/14/23	2024-82E	80038-100	Invoice: 62963558	874.61	
9/14/23	2024-82E	80210-100	Invoice: 62964600	98.00	
9/14/23	2024-82E	80210-100	Invoice: 62964599	23.58	
9/14/23	2024-82E	80210-100	Invoice: 62962065	66.08	
9/14/23	2024-82E	80210-100	Invoice: 62963555	34.21	
9/14/23	2024-82E	80030-100	Invoice: 62964601	874.83	
9/14/23	2024-82E	80030-100	Invoice: 60261433	15.74	
9/14/23	2024-82E	80030-100	Invoice: 67638182	74.82	
9/14/23	2024-82E	80010-100	Invoice: 62964932	55.45	

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9/14/23	2024-82E	80010-100	Invoice: 60261436	37.23	
9/14/23	2024-82E	80010-100	Invoice: 62965790	11.09	
9/14/23	2024-82E	80010-100	Invoice: 62962068	43.16	
9/14/23	2024-82E	80010-100	Invoice: 67637900	85.71	
9/14/23	2024-82E	80010-100	Invoice: 67637861	37.65	
9/14/23	2024-82E	80010-100	Invoice: 62963560	35.61	
9/14/23	2024-82E	80025-100	Invoice: 62964930	17.11	
9/14/23	2024-82E	80025-100	Invoice: 62964931	79.17	
9/14/23	2024-82E	80025-100	Invoice: 62963557	72.76	
9/14/23	2024-82E	80025-100	Invoice: 62962066	1,102.30	
9/14/23	2024-82E	80025-100	Invoice: 62962930	22.78	
9/14/23	2024-82E	80025-100	Invoice: 62962929	13.61	
9/14/23	2024-82E	80025-100	Invoice: 67637899	437.84	
9/14/23	2024-82E	80015-100	Invoice: 60261435	44.66	
9/14/23	2024-82E	80015-100	Invoice: 62963559	795.71	
9/14/23	2024-82E	80200-100	Invoice: 62964933	40.56	
9/14/23	2024-82E	80230-100	Invoice: 62966154	35.33	
9/14/23	2024-82E	80230-100	Invoice: 62966157	5.98	
9/14/23	2024-82E	80210-100	Invoice: 62966155	65.00	
9/14/23	2024-82E	80010-100	Invoice: 62966156	73.80	
9/14/23	2024-82E	80230-100	Invoice: 62968677	11.69	
9/14/23	2024-82E	80200-100	Invoice: 62968681	37.23	
9/14/23	2024-82E	80230-100	Invoice: 62968675	33.33	
9/14/23	2024-82E	80230-100	Invoice: 62968682	7.18	
9/14/23	2024-82E	80230-100	Invoice: 62968832	77.13	
			Ingram Library		
9/14/23	2024-82E	10006-100	Services		5,749.46
9/14/23	2024-83E	20200-400	Truist 9/21/23	1,803.87	
9/14/23	2024-83E	10006-100	Truist		1,803.87
9/18/23	2024-84E	10007-100	Gross MLS	15,352.17	
9/18/23	2024-84E	10007-100	Gross Non MLS	8,919.05	
9/18/23	2024-84E	10007-100	Gross Hourly	12,278.88	
			Gross Smart		
9/18/23	2024-84E	10007-100	Beginnings	1,752.95	
9/18/23	2024-84E	10006-100	ARLS-Payroll		38,303.05
			Online GASB 75 and		
9/21/23	2024-85E	82100-100	74 Access - 2 Years	3,150.00	
9/21/23	2024-85E	10006-100	Milliman, Inc		3,150.00
			Financial Fit - Sept to		
9/21/23	2024-86E	80500-100	Aug 2024	2,935.00	
			EBSCO Information		
9/21/23	2024-86E	10006-100	Services		2,935.00
			Annual Savannah		
9/21/23	2024-87E	82070-100	Subscription	8,000.00	
9/21/23	2024-87E	10006-100	OrangeBoy, Inc.		8,000.00
9/28/23	2024-88E	70550-600	FC Health Insurance	877.50	
9/28/23	2024-88E	70470-100	ARLS Health Insurance	14,538.74	

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9/28/23	2024-88E	10006-100	Anthem BlueCross BlueShield		15,416.24
9/28/23	2024-89E	70470-100	Retirees Health Insurance	422.00	
9/28/23	2024-89E	10006-100	Anthem BlueCross BlueShield		422.00
9/28/23	2024-90E	84100-440	#8299 60 021 0013348 Telephone - McKenney	94.85	
9/28/23	2024-90E	82600-440	#8299 60 021 0013348 Internet - McKenney Comcast	403.49	
9/28/23	2024-90E	10006-100	Communications		498.34
9/28/23	2024-91E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	64.40	
9/28/23	2024-91E	82600-460	#8299 60 020 0107829 Internet - Rohoic Comcast	300.13	
9/28/23	2024-91E	10006-100	Communications		364.53
9/28/23	2024-92E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	64.40	
9/28/23	2024-92E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie Comcast	300.13	
9/28/23	2024-92E	10006-100	Communications		364.53
9/28/23	2024-93E	84000-410	Utilities - Carson Dominion Energy	184.16	
9/28/23	2024-93E	10006-100	Virginia		184.16
9/28/23	2024-94E	20200-200	Sam's 10/8/23	170.32	
9/28/23	2024-94E	10006-100	Sam's Club Direct		170.32
9/28/23	2024-95E	84700-100	Postage Meter Leasing - Oct 23 - Jan 24	354.15	
9/28/23	2024-95E	10006-100	Pitney Bowes Global Financial Services		354.15
9/28/23	2024-96E	84100-480	Telephone - Burrowsville	16.41	
9/28/23	2024-96E	10006-100	Verizon		16.41
9/29/23	2024-97E	80210-100	Invoice: 62965789	66.06	
9/29/23	2024-97E	80210-100	Invoice: 62968676	34.12	
9/29/23	2024-97E	80200-100	Invoice: 62968835	14.99	
9/29/23	2024-97E	80210-100	Invoice: 62968833	30.88	
9/29/23	2024-97E	80030-100	Invoice: 62968679	15.51	
9/29/23	2024-97E	80025-100	Invoice: 62968834	78.41	

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9/29/23	2024-97E	80025-100	Invoice: 62968678	153.90	
9/29/23	2024-97E	80025-100	Invoice: 62968680	23.30	
9/29/23	2024-97E	80210-100	Invoice: 62970755	65.58	
9/29/23	2024-97E	80210-100	Invoice: 62970756	42.76	
9/29/23	2024-97E	80230-100	Invoice: 67643223	7.18	
9/29/23	2024-97E	80230-100	Invoice: 67643222	7.18	
9/29/23	2024-97E	80230-100	Invoice: 67643221	14.36	
9/29/23	2024-97E	80230-100	Invoice: 67643219	49.69	
9/29/23	2024-97E	80025-100	Invoice: 67643218	33.96	
9/29/23	2024-97E	80010-100	Invoice: 62970758	33.33	
9/29/23	2024-97E	80010-100	Invoice: 67643220	411.77	
9/29/23	2024-97E	80025-100	Invoice: 62970757	55.10	
9/29/23	2024-97E	80210-100	Invoice: 62972062	183.32	
9/29/23	2024-97E	80230-100	Invoice: 62972061	13.69	
9/29/23	2024-97E	80010-100	Invoice: 62972065	53.40	
9/29/23	2024-97E	80010-100	Invoice: 62972064	358.96	
9/29/23	2024-97E	80030-100	Invoice: 62972063	33.33	
9/29/23	2024-97E	80010-100	Invoice: 62975257	50.76	
9/29/23	2024-97E	80010-100	Invoice: 62975259	32.36	
9/29/23	2024-97E	80010-100	Invoice: 62975258	27.51	
9/29/23	2024-97E	80025-100	Invoice: 62975256	5.57	
9/29/23	2024-97E	80010-100	Invoice: 60270025	66.34	
9/29/23	2024-97E	80030-100	Invoice: 60270024	33.33	
9/29/23	2024-97E	80025-100	Invoice: 60270023	99.44	
9/29/23	2024-97E	10006-100	Ingram Library Services		2,096.09
9/29/23	2024-98E	85110-100	Invoice: 1GFT-NJ63- P3V1	293.67	
9/29/23	2024-98E	83700-100	Invoice: 1GFT-NJ63- P3V1	73.57	
9/29/23	2024-98E	80020-100	Invoice: 1GFT-NJ63- P3V1	132.72	
9/29/23	2024-98E	80200-100	Invoice: 1GFT-NJ63- P3V1	17.41	
9/29/23	2024-98E	80200-100	Invoice: 1GFT-NJ63- P3V1	39.38	
9/29/23	2024-98E	80010-100	Invoice: 1GFT-NJ63- P3V1	29.85	
9/29/23	2024-98E	83700-100	Invoice: 1GFT-NJ63- P3V1	279.00	
9/29/23	2024-98E	83700-450	Invoice: 1GFT-NJ63- P3V1	136.18	
9/29/23	2024-98E	84810-100	Invoice: 1GFT-NJ63- P3V1	68.68	
9/29/23	2024-98E	81100-430	Invoice: 1GFT-NJ63- P3V1	151.00	
9/29/23	2024-98E	80020-100	Invoice: 1GFT-NJ63- P3V1	49.98	
9/29/23	2024-98E	10006-100	Amazon.com		1,271.44

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9/14/23	43808	80440-100	Invoice: 2116984	53.88	
9/14/23	43808	10006-100	Blackstone Publishing		53.88
9/14/23	43809	80250-100	Invoice: 5018515982	266.22	
9/14/23	43809	80020-100	Invoice: 5018523813	54.57	
9/14/23	43809	10006-100	Baker & Taylor		320.79
9/14/23	43810	80410-100	Invoice: 504285641	30.22	
9/14/23	43810	80405-100	Invoice: 504285643	88.66	
9/14/23	43810	80440-100	Invoice: 504285640	145.82	
9/14/23	43810	10006-100	Midwest Tape		264.70
9/14/23	43811	80600-100	Blue Ray Cases	144.15	
9/14/23	43811	10006-100	Brodart Co.		144.15
9/14/23	43812	82910-200	Copiers - Base Charge	16.58	
9/14/23	43812	82910-200	Copiers - Usage Charge	21.11	
9/14/23	43812	10006-100	Canon Financial Services, Inc.		37.69
9/14/23	43813	83500-460	Rent - Rohoic Library	300.00	
9/14/23	43813	83500-420	Rent - Dinwiddie Library	300.00	
9/14/23	43813	83500-440	Rent - McKenney Library	300.00	
9/14/23	43813	10006-100	County of Dinwiddie		900.00
9/14/23	43814	84900-410	Grounds Maintenance - Carson	902.00	
9/14/23	43814	10006-100	Heaton's Lawn Maintenance, LLC		902.00
9/14/23	43815	83500-200	Rent - Hopewell Library	3,750.00	
9/14/23	43815	84300-100	Inv #9812 - Fuel - All Vehicles	155.34	
9/14/23	43815	10006-100	Hopewell City Treasurer		3,905.34
9/14/23	43816	83810-440	Travel - McKenney 8/11/23	37.77	
9/14/23	43816	10006-100	Cassandra Bland		37.77
9/14/23	43817	83700-200	Notary Supplies	87.16	
9/14/23	43817	10006-100	Catherine Field		87.16
9/14/23	43818	85110-100	Snacks, Ziplocs, Pens	63.72	
9/14/23	43818	10006-100	Sarah Finch		63.72
9/14/23	43819	84100-410	Telephone - Carson	136.02	
9/14/23	43819	10006-100	Granite Telecommunications		136.02
9/14/23	43820	84800-200	Janitorial - HQ	4,558.00	

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For the Period From Sep 1, 2023 to Sep 30, 2023

Filter Criteria includes: Report order is by Check Number. Repor

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/14/23	43820	84800-410	Janitorial - Carson	220.00	
9/14/23	43820	84800-420	Janitorial - Dinwiddie	350.00	
9/14/23	43820	84800-430	Janitorial - Disputanta	256.00	
9/14/23	43820	84800-440	Janitorial - McKenney	250.00	
9/14/23	43820	84800-450	Janitorial - PG	1,545.00	
9/14/23	43820	84800-460	Janitorial - Rohoic	220.00	
9/14/23	43820	84800-480	Janitorial - Burrowsville	195.00	
9/14/23	43820	10006-100	MCS Services, Inc.		7,594.00
9/14/23	43821	84900-450	Monitoring of Alarms - PG	59.00	
9/14/23	43821	84900-200	Monitoring of Alarms - HQ	55.00	
9/14/23	43821	10006-100	Petersburg Alarm Company, Inc.		114.00
9/14/23	43822	84900-200	Labor & Materials to Tint New YS Office	1,294.75	
9/14/23	43822	10006-100	D.F. Lunsford Construction		1,294.75
9/14/23	43823	83810-200	Travel - HQ 8/8, 8/9, 8/31/23	55.34	
9/14/23	43823	10006-100	Rija Mughal		55.34
9/14/23	43824	83810-200	Travel - HQ 8/31/23	25.81	
9/14/23	43824	10006-100	Michelle Lawhorn		25.81
9/14/23	43825	85200-100	Chair Yoga - 9/6/23, 9/13,23	80.00	
9/14/23	43825	10006-100	Lauren Hannon		80.00
9/14/23	43826	82700-100	Explore - Sept/Nov	1,127.50	
9/14/23	43826	10006-100	Johnson Printing Service		1,127.50
9/14/23	43827	83500-480	Rent - Burrowsville Library	300.00	
9/14/23	43827	83500-430	Rent - Disputanta Library	150.00	
9/14/23	43827	83500-450	Rent - PG Library	1,200.00	
9/14/23	43827	10006-100	County of Prince George		1,650.00
9/28/23	43828	80460-100	Invoice: 2114105	69.89	
9/28/23	43828	80460-100	Invoice: 2118743	73.89	
9/28/23	43828	80440-100	Invoice: 2119066	24.51	
9/28/23	43828	10006-100	Blackstone Publishing		168.29
9/28/23	43829	80250-100	Invoice: 5018534629	90.50	
9/28/23	43829	80020-100	Invoice: 5018531925	1,303.88	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Sep 1, 2023 to Sep 30, 2023

Filter Criteria includes: Report order is by Check Number. Repor

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/28/23	43829	80020-100	Invoice: 5018540970	440.98	
9/28/23	43829	10006-100	Baker & Taylor		1,835.36
9/28/23	43830	80405-100	Invoice: 504318432	651.77	
9/28/23	43830	80405-100	Invoice: 504318430	116.45	
9/28/23	43830	80440-100	Invoice: 504318433	230.44	
9/28/23	43830	80405-100	Invoice: 504350781	205.82	
9/28/23	43830	80440-100	Invoice: 504350783	297.48	
9/28/23	43830	80410-100	Invoice: 504383524	264.59	
9/28/23	43830	10006-100	Midwest Tape		1,766.55
9/28/23	43831	83810-200	Travel - HQ 9/20/23	22.83	
9/28/23	43831	10006-100	Briana Terry		22.83
9/28/23	43832	83810-410	Travel - Carson 9/8/23	22.22	
9/28/23	43832	10006-100	Linda April Bradshaw		22.22
9/28/23	43833	85110-100	Water, Bags, Pens, Chips	95.44	
9/28/23	43833	10006-100	Sarah Finch		95.44
9/28/23	43834	85200-100	Yoga - 9/11, 9/18, 9/25/23	120.00	
9/28/23	43834	10006-100	Sharon Jadrnak		120.00
9/28/23	43835	82910-200	Maintenance for Ricoh - HQ 9/23 to 9/24	535.00	
9/28/23	43835	82910-200	Quarterly Billing for Copies - 6/23 to 9/1/23	676.00	
9/28/23	43835	10006-100	Mauck & Company		1,211.00
9/28/23	43836	85210-100	Cookies and Cider for Program	7.28	
9/28/23	43836	10006-100	Elizabeth Trop		7.28
9/28/23	43837	85200-100	Chair Yoga - 9/20/23, 9/27/23	80.00	
9/28/23	43837	10006-100	Lauren Hannon		80.00
9/28/23	43838	85820-100	Refund - X-Men, Madea's Neighbors	41.82	
9/28/23	43838	10006-100	Kevin Wright		41.82
9/28/23	43839	84510-100	Silver Sponsor - Hopewell Kiwanis Tasting Festival	300.00	
9/28/23	43839	10006-100	Kiwanis Club of Hopewell		300.00
	Total			201,980.68	201,980.68

Appomattox Reg Library System

Truist CK #2024-83E

9/14/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/27/23	Amazon 7/27/23	80025-100	Adult Fiction	98.95	
7/27/23	Amazon 7/27/23	80020-100	Adult Non-Fiction	28.08	
7/27/23	Amazon 7/27/23	20200-400	Amazon.com		127.03
			Const Paper, Cart, Rug		
7/27/23	Amazon 9665	85110-100	Cleaner	304.50	
7/27/23	Amazon 9665	20200-400	Amazon.com		304.50
7/27/23	Food 9671	85210-100	Drinks for PPP	27.93	
7/27/23	Food 9671	20200-400	Food Lion		27.93
7/27/23	Lucas 9670	85200-100	Pizza for PPP	49.90	
			Luca's Italian		
7/27/23	Lucas 9670	20200-400	Restaurant		49.90
7/31/23	Amazon 9576.2	85210-100	Easel	72.99	
7/31/23	Amazon 9576.2	20200-400	Amazon.com		72.99
7/31/23	Google 7/31/23	82020-100	Google E-Mail	389.52	
7/31/23	Google 7/31/23	20200-400	Google		389.52
			Flowers for P.		
8/1/23	Sympathy 9673	85800-100	Clements Family	102.04	
8/1/23	Sympathy 9673	20200-400	The Sympahty Store		102.04
8/2/23	Amazon 8/2/23	80025-100	Adult Fiction	13.90	
8/2/23	Amazon 8/2/23	20200-400	Amazon.com		13.90
8/8/23	SHRMRef	84600-200	Refund - Dues		-30.00
8/8/23	SHRMRef	20200-400	Richmond SHRM	-30.00	
8/10/23	Rural 8/10/23	82600-480	Internet - Burrowsville	222.29	
8/10/23	Rural 8/10/23	20200-400	RuralBand		222.29
8/13/23		82000-100	Software Licenses	29.99	
8/13/23		20200-400	Adobe Indesign		29.99
			Organizer, Receipt		
8/24/23	Amazon 9708	83700-100	Paper	57.98	
8/24/23	Amazon 9708	20200-400	Amazon.com		57.98
8/24/23	Costco 9709	83700-100	Instant Canopy	136.88	
8/24/23	Costco 9709	20200-400	Costco Wholesale		136.88
8/24/23	Staples 9707	83700-100	Paper	161.42	
8/24/23	Staples 9707	84810-100	Toilet Paper	137.50	
8/24/23	Staples 9707	20200-400	Staples, Inc.		298.92
	Total			1,803.87	1,803.87

Appomattox Reg Library System

Sam's CK #2024-94E

9/28/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/25/23	Sams 9710	84810-100	Toilet Paper	45.96	
8/25/23	Sams 9710	20200-200	Sam's Club Direct		45.96
9/11/23	Sams 9733	84810-100	TP, Lysol	124.36	
9/11/23	Sams 9733	20200-200	Sam's Club Direct		124.36
	Total			<u>170.32</u>	<u>170.32</u>

Appomattox Reg Library System
First Connections Report
For the Period From Jul 1, 2023 to Sept 30, 2023

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/23	Beginning Balance			8,262.78
7/24/23	Payment from FC		8,360.28	
7/31/23	July Salary & Benefits	5,882.05		
8/17/23	Payment from FC		5,979.55	
8/31/23	August Salary & Payments	5,882.05		
9/18/23	Payment from FC		5,687.05	
9/30/23	September Salary & Benefits	5,882.05		
9/30/23	Ending Balance			5,882.05

Appomattox Regional Library System
Report on Long Range Plan for FY2022-FY2025
October 18, 2022

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Goal 1 – Foster Lifelong Learning

Objective 1 – The library will provide programming for all youth age categories each quarter in each jurisdiction

1st Quarter

- a) The Library discontinued online story times in FY2023. The Library presented a combined 132 story times and preschool programs with a combined in person attendance of 2,505. This is a decrease from the FY2022 in person and online attendance of 3,576.
- b) The library returned to having special programming for its Summer Reading Program. The library presented 80 elementary school age programs to 1,023 in person attendees. This is a slight decrease from the first quarter of FY2022 attendance of 1,323, which included online programming attendance.
- c) The library presented 21 teen/young adult programs to 497 attendees. This is an increase in attendance from the first quarter of FY2022 of 158.

2nd Quarter

- a) The Library presented a combined 121 story times and preschool programs to 2,385 attendees. This is a sizeable increase from the same quarter in FY2022 when the library presented 82 programs with 1,384 attendees.
- b) The library presented 36 elementary age programs with attendance for the quarter of 2,902. This represents a significant increase in second quarter programming when compared to FY2022's second quarter 29 elementary school age programs with 1,645 attendees. The library offering its own four programs during Hopewell's Light Up the Night winter celebration.
- c) The library presented seven teen/young adult programs with attendance of 264. This is an increase from the FY2022 presentations of four teen/young adult programs to 80 attendees.

3rd Quarter

- a) The Library presented a combined 148 story times and preschool programs to 2,855. There was a decrease in attendance from the comparable FY2022 quarter, which saw 3,770 attendees.
- b) The library presented 58 elementary school age programs to 357 attendees. This is an increase from the comparable quarter, in which the programming had 243 attendees.
- c) The library presented eight teen/young adult programs to 293 attendees. This is an increase from the 256 attendees in the third quarter of FY2022.

4th Quarter

- a) The library presented a combined 124 story times and preschool programs to 3,414 attendees. This is an increase over the 2,323 attendees for the fourth quarter of FY2022.
- b) The library presented 106 elementary school age programs to 1,840 attendees. This is a decrease from the FY2022 fourth quarter which had 2,162 attendees to comparable programs.
- c) The library presented 11 teen/young adult programs to 270 attendees. This is an increase from the 256 attendees in the fourth quarter of FY2022.

Library Youth Services staff presented programming in each of the three jurisdictions in each quarter. Programs included music, crafts, STREAM, and promotion to parents on literacy importance. Programs were presented outside the library at schools, parks and outreach events like Prince George County's Juneteenth celebration as well as inside the library.

Objective 2 – The library will provide adult programming, whether in person or online, on topics of interest to the community

The library presented 226 adult programs during FY2023, whether inside a library location, at a remote location or online, with a total attendance of 4,006. This is a small increase above FY2022 attendance of 3,973. Program topics included job search and job application workshops with the Virginia Employment Commission, the Weston Lecture series in partnership with the Historic Hopewell Foundation, gardening, the library's monthly book groups and a return of the library's in person yoga and exercise classes. The Friends of the Library of Hopewell/Prince George continued its support of the open mic Poetry & Prose program, hosted the costume contest for the Downtown Partnership's Harvestween Festival, and held a Murder Mystery Night.

Objective 3 – The library will develop partnerships with community organizations to provide adult programming quarterly

A list of the library's current community partners is included as an appendix to this report. Significant successes were with the Historic Hopewell Foundation's Lunch & Learn Lecture Series, the Virginia Employment Commission's Career Workshops, and the Hopewell Recreation & Park Department's Rec Reader program.

Objective 4 – The library will actively promote its Book-a-Librarian service as established by the library’s procedures

The library has periodically included information about the service in its newsletters, social media and signage. More importantly, staff actively recommend the service to patrons while assisting them, particularly when the staff member believes the patron would benefit for more one-on-one assistance. Librarians also offer the service when time permits without an appointment to patrons asking for in-depth assistance.

The majority of the sessions in the past fiscal year were to guide patrons on using technology and for related activities such as setting up emails that are required for applying for employment or benefits. The sessions often transitioned to navigating the organization’s website where the patron is submitting the application. Other sessions dealt with using the public computers’ software, setting up devices such as cellphones, or tablets, and accessing downloadable materials. On occasion, a patron will require more than one Book-a-Librarian session to complete the assistance.

Goal 2 – Provide Open Access to Information, Entertainment, and Technology

Objective 1 – The library will increase availability of technology internally and for circulation to the community

The library continues to promote actively the availability of circulating hotspots. The library increased its WiFi signal to the maximum strength to allow access to the internet from the outside of some of its locations.

The library continued its updating of its computers on its technology replacement plan. The library also implemented wireless and remote printing so that patrons could print to any public printer from any location without having to use the computers in the public labs.

Objective 2 – The library will actively promote community involvement in collection development

Staff track requests of patrons for materials not in the collection. Staff use the Interlibrary Loan Form to document these requests. Any time the library does have an item that a patron wants, staff fill out an ILL form and send it to the librarian in charge of interlibrary loans. If the requested item is recently published, the request is sent to the person responsible for ordering that area of the collection for purchase. If the material is more than six months past publication date, the librarian evaluates whether

the library should add the requested item to the collection or if staff should suggest an alternative in the collection to the patron. If the item is not and will not be available as part of the library's collection, the librarian contacts the patron regarding receiving the book through interlibrary loan.

Every location has print survey cards asking for recommendations for the collection. The library also offers online opportunities to recommend additions to the collection on its website, [Feedback | Appomattox Regional Library System \(arls.org\)](#), and through the Overdrive collection Libby application.

A copy of the FY2023 comments is attached as an appendix to this report.

Objective 3 – The library will actively promote online educational resources offered by the library

The library held a program and provided one-on-one assistance in using the library's genealogy databases. The library promoted the use of its JobNow and VetNow resources in conjunction with the VEC Career Workshops. Signage, patron assistance and posts in the library's newsletter and social media have periodically promoted the library's downloadable collections in Overdrive and Hoopla. Staff created and presented a virtual program on using the Libby app, focusing on the Library of Virginia Overdrive collection. Librarians provide one-on-one assistance through the Book-a-Librarian service for all of the resources the library offers

Goal 3 – Cultivate Exchange of Ideas

Objective 1 –The library will provide adult programming on diverse topics

Through its partnership with the Historic Hopewell Foundation or as programs created by library staff, the library presented programs on a variety of topics during FY2023. Samples of such topics include:

- Presentations on the history of sports in Hopewell
- Paranormal experiences in the Tri-Cities area
- The history of the Beacon Theater
- Civil War Camp Songs
- The history of the area's airport and flight in the region

Other programs and presentations by the library and its staff included:

- Yoga and fitness
- Library jobs and career resources
- Domestic violence awareness

- Family Craft Nights and knitting groups
- Gardening and lawn care
- A Murder Mystery Night
- Open mic opportunities for patron created poetry and prose
- Genealogy and tracing family histories
- Monthly book group discussions
- Exercise and yoga

Objective 2 – The library will develop displays, online presentations or informational webpages on diverse topics

Physical displays of library materials and/or resources during FY2023 included, but were not limited to, Black History Month, National Hispanic Heritage Month, Asian Pacific Islands Heritage, Banned Books, and Women’s History. Staff create new displays monthly on then current topics or topics of interest such as gardening, job searching and employment, and local history. Displays are created to display items from the collection related to adult, teen and children collections and for resources for each age group

Staff continued to create online video presentations for the library’s YouTube channel.

Goal 4 – Encourage Community Engagement and Gathering

Objective 1 – The library will encourage community participation through the library with other community organizations to support the needs and interests of the community

The library uses its development of community partners to present library resources outside of the library as well as encourage patrons to come to the library. Not listed with the community partners are the numerous outreaches at which the library participated. Outreach locations included but is not limited Farmers Markets, street festivals, events hosted at the schools, recreation departments, and Ft. Lee. The library participated in various holiday events in the communities, Hopewell’s Light Up the Night celebration and participating in the Prince George Juneteenth celebration.

The library’s strongest support from outside organizations promoting the library and the library resources remain the Historic Hopewell Foundation, the Hopewell Recreation & Parks Department, and the Dinwiddie Parks, Recreation & Tourism Department.

Objective 2 – The library will develop additional meeting and programming spaces through partnerships with other community organizations

The library has a strong relationship with the Dinwiddie Parks, Recreation & Tourism Department that has allowed frequent use of its meeting spaces at the Eastside Enhancement Center and Ragsdale Community Center for programs at no cost. Although there is no formal arrangement for use of the extra space, the department is very accommodating in allowing the library to have available space when needed. However, public use of the meeting space still requires going through the department and its reservation system. The department provided access to the Friends of the Library – Dinwiddie (FOLD) to the historic courthouse on a Sunday for its annual program.

The Hopewell Recreation & Parks Department worked with the Friends of the Library for Hopewell/Prince George for its Buck-a-Bag sale and allowed the Friends to use the large gymnasium at the city recreation center for the event. This provide a considerably better venue than the large meeting room at Hopewell and avoided overcrowding of buyers in a small space. This is the second year the sale has occurred at the recreation center.

The library had a partnership with the Guncotton coffee shop, created during the pandemic year when social distancing was a requirement for story times. This partnership for presenting children’s programming outside of the library location continued into FY2023 until the business closed.

The library presented story times at several of the area outreaches such as the 2023 Juneteenth celebration in Prince George County.

Objective 3 – The library will encourage outside groups and organizations to use the library’s available gathering space as a set by the library’s policies.

The library has actively promoted the available meeting spaces through the past fiscal year. In comparison to the usage prior to the pandemic, the library has seen considerable growth in the number of groups using the meeting spaces. The number of meetings in FY2023 is comparable to the number of meetings in FY2019. However, the reported number of attendees is considerably lower. A preliminary inquiry indicates the pandemic has moved meetings that would have made use of the space to online services. The library continues to promote its spaces to the City of Hopewell and Prince George County. In particular, the Prince George School System used the large meeting room at the Prince George Library for beginning and end of school year training due to the technology and other resources the library offers.

In FY2023, the library board amended the library’s policy on meeting room use to increase the availability of the spaces for business meetings and training.

Appendix

Community Partners

ORGANIZATION	ACTIVITIES
The American Red Cross	ARLS hosted a blood drive in November 2022. 28 donors donated blood. Several provided "Power Red" in which two pints were donated from the one donor.
Dinwiddie Parks and Rec	SRP Programs in the recreation centers large gathering spaces; the library participated in outreach fairs and events.
Dinwiddie Public Schools	Literacy Night, Back-to School Fair, STEM Night; Career Day
Historic Hopewell Foundation	Annual Weston Lunch & Learn Lecture Series; provided presenters and programs and recorded lectures for posting on the library's webpage/YouTube channel
Hopewell Downtown Partnership	ARLS had a community presence at the 2021 Hopewell Farmers Market, Third Thursday events, and 2021 Halloween Crawl. Harvest-Ween 2022. The library director is currently on the board of the organization. The Hopewell Library hosted several of the board meetings.
Hopewell Public Schools	Career Fair, Back-to-School Fair, Literacy Night, STEM Night, Local Heroes project, In partnership with Lamb Arts coordinating the delivery and installation, the Hopewell Library displayed art pieces through the year created by students and teachers.
Hopewell Recreation & Parks Department	Monthly partnership for distribution of books to homes of children (Rec Readers ~SF) ; 2022 Light Up the Night Festival; 2022 Kick Off to Summer Event; Host site for Friends Buck a Bag Book Sale, 2022 Summer Camp
Extension Office/Master Gardeners	Partnered with the organization to provide a lecture series on native plants, basic gardening and lawn maintenance

Lamb Arts	Art Fest, Art Story Time. Participated as a pick-up/drop-off location for the 2023 valentine's kit to create valentines for local nursing home residents. The library provided art display space for local student artists in FY2023.
Prince George Public Schools	Literacy Night, Career Fair, STEM Night, SRP Info Sessions
Prince George Recreation Department	Collaborated with the department to add circulating disc golf sets to be used at the course in Scott Park near the Prince George Library.
Prince George Rotary Club	ARLS Provides gently used donations for their area Free Little Libraries. The club provided funding for the library's SRP
Virginia Employment Commission	Pop-up employment workshops at various branches

COMMUNITY FEEDBACK

Paper	Prince George	Michelle was so very helpful to me. I had to do a recertification on the computer. I could not have done it without her. She deserves recognition.	Applause
Paper	Burrowsville	Our family has been at home with "winter" flu and winter blues" until this week. We are pleasantly surprised and also our children love the variety of books, of books for their ages on education. Sincerely, M. Lyons	Applause
Paper	Burrowsville	I love Burrowsville Branch Library as well as all programs, etc. @Burrowsville School, + yoga + exercise rooms. This spring will be better than ever. Again, thanks Be Blessed. Mary (Indecipherable) Lyons	Applause
Paper	Prince George	I was @ P.G. Library on May 19th @ 5 p.m. I need to check out another book. Not possible because I paid, but no change. Mary Lyons	Complaint
Paper	Burrowsville	Have been unable to print for months-all copies come out blank	Complaint
Paper	Disputanta	I enjoy coming to the library Ms. Goodwyn and Mrs. Grosvenor are awesome. They always provide excellent customer service.	Applause
Paper	Disputanta	Why is there no table in the library so folks can spread out, or more than 2 people can sit together and work?	Request
NPS	Carson	Nice to be able to use computers there as ours is down. Also nice choice of dvds.	Applause
NPS	Hopewell	It is very useful to help you grow in and keep your mind sharp.	Applause
NPS	Hopewell	I love ar!	Applause
NPS	Hopewell	Everyone is friendly. They can get books for you if it's not available in the library. I found out about apps for Checking Out items as well. I can use the computer. Additionally, they still have a variety of magazines.	Applause
NPS	Carson	Spacious too.	Applause
NPS	Hopewell	Great customer service	Applause
NPS	Carson		visited branch and all computers printed normally

COMMUNITY FEEDBACK

NPS	Hopewell	good resources good people to help, you find what you need Most are very friendly	Applause
NPS	Hopewell	Every time that I come to the library the people who work there are very polite and treat me like a gentleman.	Applause
NPS	Prince George	Pleasant employees	Applause
NPS	Hopewell	I have been going there for years and everyone is so nice and helpful	Applause
NPS	Hopewell	I've recently started taking my kids to story time and they love it! The librarian (I feel horrible I haven't asked her name yet) is WONDERFUL with all the children. She asked my son if he wanted to see a book and he said no, he liked dogs. She went and found a book about dogs and we checked it out!	Applause
NPS	Dinwiddie	Lovely staff, friendly, helpful and knowledgeable.	Applause
NPS	Hopewell	Wonderful selection of books, clean and neatly organized environment	Applause
NPS	Hopewell	There has been times information has been given that seem inaccurate and created frustration. Bks were not available/or not delivered on time	Complaint
NPS	Hopewell	Librarians always helpful. I always come home with a good book!	Applause
NPS	Prince George	I am a fairly new member, but enjoy visiting. Staff is always helpful and nice. Facility is always very clean and organized.	Applause
NPS	Carson	The librarians were very polite and helpful. They ordered a book for me that was at another library.	Applause
NPS	Disputanta	Nancy is fantastic at helping you with anything you need.	Applause
NPS	Hopewell	Had a good experience with the staff and easy access to the computer clean and friendly atmosphere	Applause
NPS	Prince George	Always very nice and helpful	Applause
NPS	Hopewell	The books that I want are always on hand or the librarian will get them for me. I enjoy my time there.	Applause
NPS	Hopewell	Great Staff !!	Applause

COMMUNITY FEEDBACK

NPS	Mckenney	There are so many resources available at the library that go beyond checking out books. I would recommend everyone stopping by their community library to see what they offer !	Applause	
NPS	Hopewell	It's very spacious, has plenty of everything to offer and we love the activities offered throughout the year!	Applause	
NPS	Rohoic	The staff is friendly and eagerly to help.	Applause	
NPS	Mckenney	I enjoy going to the library picking up DVDs and the Wi-Fi box and the customer service is excellent there very helpful. Only downfall is the hours I have a hard time getting there because you guys open so late	Applause/Complaint	
Website	Hopewell	I'M VISUALLY IMPAIRED AND WOULD LIKE TO SEE MORE URBAN FICTION AUDIO BOOKS PLEASE.	Request	ordered more urban fiction in July 2023
NPS	Prince George	I cannot say enough good things about this library. Helpful, clean and inviting for all ages.	Applause	
NPS	Hopewell	The personnel is very friendly and knowledgeable my visits were awesome keep up the good work	Applause	
NPS	Disputanta	Disputanta librarian and aide are friendly, helpful and provide a welcoming atmosphere for all who enter. Always greeted with a big, "hello", and "how can we help you today?"	Applause	
NPS	Prince George	Excellent service and guidance to different areas of the library	Applause	
NPS	Hopewell	Our librarian solved all our problems finding books and then some more that I'd had at work lately! This is a place of community and magic!	Applause	
Website	Dinwiddle	the person at Dinwiddle library is very help full. thanks	Applause	
NPS	Prince George	Nice lady that help me amd still very clean inside	Applause	
NPS	Prince George	Love the activities but some of the books for preschoolers are inappropriate	Applause/Complaint	
Paper	Disputanta	Disputanta needs table for kids to sit and color	Request	
Facebook		Hello, I was wondering how long your STREAM sessions are. I'd love to take my son but he has soccer practice at 6. Question		Good morning! Our STREAM programs are typically an hour long and have self-lead centers for the kids to do.

COMMUNITY FEEDBACK

Facebook	Hello, I signed my son up for the dinosaur dig tomorrow in Prince George. The event on Facebook says it starts at 3:30 but the site I registered in said it's from 2:30-3:15. Which one is accurate?	Question	Both. It occurs twice on July 25th, one starts at 2:30 and the next at 3:35 pm. It sounds like you registered for the first session. Lego Club occurs at all branches of the library at 5:30 pm today! Looking forward to seeing you there!
Facebook	Hello, will lego club be at the Eastside Enhancement Center today at 5:30?	Question	There is no age requirement. It just has to be connected to an adult when they sign up.
Facebook	How old do kids have to be to have their own library card? Question	Question	We still have story time! The date and time depend on the branch. Thanks for checking. Our schedule for our different branches is below: (library hours for location)
Facebook	Do you still have story time... can you tell me what day of the week and what time	Question	Our Prince George branch is located at 6605 Courts Dr. Prince George VA, 23875. It's right next to Scott Memorial Park and the courthouse if you're familiar with the area. Hi, we're not currently hiring for our Carson branch. We have open positions at Prince George and Hopewell if you're interested.
Facebook	Thank you.... where exactly is the prince George location	Question	Toilet seats were replaced by the City of Hopewell
Facebook	Employment, Carson branch Library bathroom toilet seats need to be replaced. They are peeling/falling apart & are a simple solution to create a more positive visitor experience to the library & hopewell in general.	Question	
Paper	Hopewell	Request	

COMMUNITY FEEDBACK

Facebook	-	I added my books on the AR Beanstalk app. It says that my niece's books were recorded for the summer reading program but I don't know if my personal books were added. Is there a way to check?	Question	Hey [NAME]! For adults, we have just been using the paper logs found at the branch or print them from our website (https://www.arts.org/visit/summer-reading/). You can choose to read 4 adult books or 10 books for children. You can turn in the sheet t... See more
NPS	Hopewell	Good inventory, librarians helpful and pleasant, ease of obtaining books not in this library, library is convient. Clean and well maintained. I look forward to my visit each timeAlso appreciate automated renewal as I am active and busyThank you for all you do!	Applause	
NPS	Hopewell	Librarians are pleasant and very helpful Can get books not in system. Library is attractive and well organized. I am very happy to have it available.	Applause	
NPS	Prince George	Nice/courteous staff	Applause	
NPS	Hopewell	Thr employees are very helpful and you can always find what you need	Applause	
Facebook	Hopewell	Does this location have a COVID test. Hopewell	Question	Hi, Keisha, this Facebook account is for all 8 ARLS's locations. Which location are you asking about? Sorry but we don't have any left at Hopewell The paint themselves aren't intended for children is what they mean. They're not like Crayola fingerpaints that aren't going to be do much of anything If they get swallowed or left on skin. There's no artwork already made the kits are for people to paint their own works.
Facebook		Maybe you could list the names of the artworks. Not sure I'd use "not child-friendly" if you just mean nudity. Botticelli's Venus isn't at the same level as Goya's Saturn painting. . Ohh, I see. In that case there are actually recommended ages that can be listed, 12 is often a cut off point.		
Facebook		Need an evening time (under public post about Baby and Me time)	Request	

COMMUNITY FEEDBACK

Facebook	Carson	"Just wondering why Carson hasn't checked my stuff? I dropped it in the drop box Friday [currently Tuesday after holiday]	Question	Great news, we found it! It should be checked in and offer your account now. Sorry for the inconvenience
Facebook	Carson	(from same convo) Thank you This happens often at Carson How can I change all my hold items to the Prince George location? I'm not going back to Carson	Complaint/Question	I'm sorry for the experience. I just switched the holds' location for your account to be at Prince George

MOTION TO GO INTO CLOSED SESSION:

Director will announce that the board needs to go into closed session.

TO CONVENE A CLOSED SESSION:

FIRST: Any Board Member may make the motion:

“I move that we go into Executive closed session to discuss public business matters lawfully exempted from open meeting requirements pursuant to the personnel exemption at Virginia code 2.2-3711(A)(1).”

SECOND: Any Board Member may second the motion: “I second.”

Do a Roll Call Vote.

Board Members:

1. Ms. Hawkins
2. Dr. Ruffin
3. Ms. Valintine
4. Ms. Binford
5. Ms. Bennett
6. Ms. Hill Atkins
7. Mr. Pankey
8. Ms. Eliades
9. Vacant

NOW IN CLOSED SESSION

CERTIFICATION AFTER CLOSED SESSION

Upon reconvening the regular meeting, the Secretary (the Board Chair if the Secretary is absent) states,

“Were only matter discussed in Executive Session public business matters lawfully exempted from open meeting requirements identified in the motion to convene into executive session?”

FIRST: Any Board Member may move the question - “So moved.”

SECOND: Any Board Member may second - “Second.”

Do a Roll Call Vote.

Board Members:

1. Ms. Hawkins
2. Dr. Ruffin
3. Ms. Valintine
4. Ms. Binford
5. Ms. Bennett
6. Ms. Hill Atkins
7. Mr. Pankey
8. Ms. Eliades
9. Vacant