

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

September 15, 2015

McKenney Branch Library

20707 First Street
McKenney, VA 23872

2:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

September 15, 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 – July 21, 2015 - Regular Meeting
Statistical Report July 21, 2015
Financial Report. July 21, 2015
Bills for Review.

Communications.

1. September is Library Card sign-up month
2. VLA conference October 22-23 in Richmond.

Citizen Comments.

Report of the Library Director:

- R1.** Staff update
- R2.** McKenney Update
- R3.** Local History Room Omeka Project
- R4.** SPOT WIFI update
- R5.** Summer Reading Program 2015

Committee Reports:

- C1.** Action Plan update 2015 – arrange meeting

New Business:

- N1.** Computer and Internet Use Policy Section 16 Public Services Policy

Unfinished Business.

Adjournment.

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**Appomattox Regional Library System
Minutes of the Board of Trustees Meeting
July 21, 2015**

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

Trustees Absent: Mrs. Bertha Judge

Staff Present: Mr. Firestine, Ms. Lawrence, Ms. McPherson, Ms. Wolfe, Mrs. Agaram, Mr. Wiegard

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

Communications:

Mr. Firestine informed the Board that he received an e-mail from Prince George County communicating that Mrs. Gallup has been reappointed to serve on the ARLS Board of Trustees until June 30, 2019.

Mr. Firestine communicated to the Board that the new Friends of the Library sign will be displayed in Hopewell on Route 36.

The Board of Trustees read a thank you card from library staff members Jacob Sanford and Tyesha Evans, regarding their deep appreciation of receiving Board approved staff pay increases. Mr. Firestine informed the Board that the staff appreciated the pay increases.

Citizen Comments: None

Report of the Library Director:

R1. Rohoic update:

- a. Gil Entzminger and Scott Wheeler of Enteros Design gave a presentation on second entrance, remodel for the Rohoic branch.

R2. McKenney update:

- a. The director spoke at the July 7 McKenny Town Council meeting to inform them of a library survey to outfit the new McKenney branch library.
- b. An electronic and paper survey is available for public input. Advertising will be placed in the Dinwiddie Monitor to promote public meetings and the

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library's attendance at the McKenney farmers market. The goal is to promote the survey and gather community recommendations for the new location.

- R3. Automated External Defibrillator:** By the end of summer 2015 all locations, with the exception of Rohoic and McKenney, will have AEDs on site for emergency cardiac events.

Committee Reports: None.

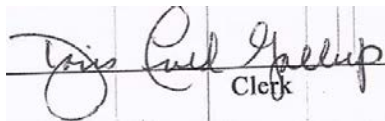
New Business: None.

Unfinished Business: None.

Adjournment: The meeting adjourned at 3:19 p.m.

Next Meeting: September 15, 2015, 2:00 p.m. at the McKenney Library.

Respectfully submitted,



Doris Field Gallup
Clerk

Doris Field Gallup

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DIRECTOR'S EXTRACURRICULAR ACTIVITIES
July 16, 2015 to September 9, 2015

August 7 Capital Area and Tidewater Area Library Directors joint meeting Carson

August 17 Smart Beginnings Merger Strategic Planning meeting

August 24 Hopewell Public Schools Convocation

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Statistical Report

Circulation Data All Locations:

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
Burrowsville	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	178	164	154	221	156	199	189	2466	
	FY15	242	234	393	397	419	273	271	183	255	180	256	236	3339	
	FY16	357	357	0	0	0	0	0	0	0	0	0	0	714	53%
Carson Depot	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	1308	1544	1640	1054	1132	1179	1281	16450	
	FY15	1598	1558	1428	1409	1686	1284	1115	1687	1167	1164	1273	1378	16747	
	FY16	1590	1229	0	0	0	0	0	0	0	0	0	0	2819	-21%
Dinwiddie	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	1665	1894	1889	1843	2036	23690	
	FY15	2632	2489	1834	1755	2197	2254	1604	1768	1806	1811	1856	2065	24071	
	FY16	2809	2342	0	0	0	0	0	0	0	0	0	0	5151	-6%
Disputanta	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	550	402	301	344	335	482	600	6003	
	FY15	984	712	645	536	697	508	461	545	755	774	508	784	7909	
	FY16	859	835	0	0	0	0	0	0	0	0	0	0	1694	17%
Hopewell	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	

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
	FY14	22538	19755	16580	17641	15543	14198	14647	14247	14507	16372	15941	16562	198531	
	FY15	20126	18790	15280	18075	16755	15307	15179	14205	15882	15704	14275	19051	198629	
	FY16	17892	16280	0	0	0	0	0	0	0	0	0	0	34172	-13%
McKenney	FY12	1474	1210	1420	1106	1163	1000	1153	962	1045	1085	1017	1020	13655	
	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	899	856	770	815	10714	
	FY16	933	815	0	0	0	0	0	0	0	0	0	0	1748	-22%
Outreach SVS	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	773	933	980	991	1977	9615	
	FY15	1930	831	756	598	524	608	1261	1087	904	760	844	511	10614	
	FY16	199	364	0	0	0	0	0	0	0	0	0	0	563	-56%
Prince George	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	3965	4756	5207	4196	4681	58740	
	FY15	7103	5311	4395	4667	4316	3980	4544	4318	4339	4014	4066	5397	56450	
	FY16	6823	5887	0	0	0	0	0	0	0	0	0	0	12710	11%
Rohoic	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	731	802	1225	1097	1102	13745	
	FY15	2485	1412	1225	1498	1954	2000	1018	964	1287	1021	1018	1373	17255	
	FY16	1952	1661	0	0	0	0	0	0	0	0	0	0	3613	18%

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
ARLS Totals	FY12	33032	33884	28902	29900	28560	23209	27491	26713	28447	27350	27678	32318	347484	
	FY13	34572	30563	25310	29100	26391	24666	25114	23450	25538	25091	23760	31019	324574	
	FY14	37546	32618	27073	29507	25094	25952	25993	23885	24963	27751	26538	29314	336234	
	FY15	38009	32380	26956	29876	29608	27262	26151	25432	27294	26284	24866	31610	345728	
	FY16	33414	29770	0	0	0	0	0	0	0	0	0	0	63184	-8%

Turnover Rate and Collection Circulation Analysis:

July 2015 - June 2016	Total Circulations	Total Items	Turnover Rate*
Burrowsville	714	9,499	0.08
Carson Depot	2,819	9,192	0.31
Dinwiddie	5,151	12,096	0.43
Disputanta	1,694	7,753	0.22
Hopewell	34,172	87,331	0.39
McKenney	1,748	9,513	0.18
Outreach	563	945	0.60
Prince George	12,710	31,603	0.40
Rohoic	63,184	13,615	4.64
ARLS TOTAL	122,755	181,547	0.68
*Turnover Rate is Total Circulations / Total Items (higher is better)			

New Patron Cards:

New Patron Cards													
FY2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Burrowsville	2	2											4
Carson Depot	6	6											12
Dinwiddie	36	22											58
Disputanta	7	4											11
Hopewell	210	169											379
McKenney	6	3											9
Outreach	1	2											3
Prince George	127	84											211
Rohoic	17	7											24
Total	412	299	0	0	0	0	0	0	0	0	0	0	711

Patron Visits and Program Statistics:

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2016													
Burrowsville	189	239	0	0	0	0	0	0	0	0	0	0	428
Carson Depot	568	501	0	0	0	0	0	0	0	0	0	0	1,069
Dinwiddie	1,071	1,641	0	0	0	0	0	0	0	0	0	0	2,712
Disputanta	357	571	0	0	0	0	0	0	0	0	0	0	928
Hopewell	16,167	12,950	0	0	0	0	0	0	0	0	0	0	29,117
McKenney	372	320	0	0	0	0	0	0	0	0	0	0	692
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	4,875	4,536	0	0	0	0	0	0	0	0	0	0	9,411
Rohoic	958	841	0	0	0	0	0	0	0	0	0	0	1,799
TOTAL	24,557	21,599	0	0	0	0	0	0	0	0	0	0	46,156
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting room users	2,184	1,244	0	0	0	0	0	0	0	0	0	0	3,428
Meetings	148	145	0	0	0	0	0	0	0	0	0	0	293
Book Group	98	75	0	0	0	0	0	0	0	0	0	0	173
Adult Program	146	81	0	0	0	0	0	0	0	0	0	0	227
Non-SRP Child Program	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-SRP Teen Program	0	90	0	0	0	0	0	0	0	0	0	0	90
Storytime	253	26	0	0	0	0	0	0	0	0	0	0	279
Family SRP	844	0	0	0	0	0	0	0	0	0	0	0	844
SRP Child	0	0	0	0	0	0	0	0	0	0	0	0	0
SRP Teen	0	0	0	0	0	0	0	0	0	0	0	0	0
Overdrive (ebooks)	0	0	0	0	0	0	0	0	0	0	0	0	0
Zinio (emagazines)	0	0	0	0	0	0	0	0	0	0	0	0	0
Hoopla Circs	397	380	0	0	0	0	0	0	0	0	0	0	777
Hoopla users +/-month	846	26	0	0	0	0	0	0	0	0	0	0	872
TOTALS	4,916	1,661	0	0	0	0	0	0	0	0	0	0	5,334

Reference and Other Transaction Statistics:

REFERENCE QUESTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2016													
Burrowsville	55	46	0	0	0	0	0	0	0	0	0	0	101
Carson Depot	105	93	0	0	0	0	0	0	0	0	0	0	198
Dinwiddie	132	126	0	0	0	0	0	0	0	0	0	0	258
Disputanta	38	31	0	0	0	0	0	0	0	0	0	0	69
Hopewell	322	292	0	0	0	0	0	0	0	0	0	0	614
McKenney	60	66	0	0	0	0	0	0	0	0	0	0	126
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	0	0	0	0	0	0	0	0	0	0	0	0
Rohoic	218	207	0	0	0	0	0	0	0	0	0	0	425
TOTALS	930	861	0	0	0	0	0	0	0	0	0	0	1791
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	70	57	0	0	0	0	0	0	0	0	0	0	127
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Carson Depot Workstation	164	130	0	0	0	0	0	0	0	0	0	0	294
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Dinwiddie Workstation	324	367	0	0	0	0	0	0	0	0	0	0	691
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Disputanta Workstation	78	76	0	0	0	0	0	0	0	0	0	0	154
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell Workstation	4517	4642	0	0	0	0	0	0	0	0	0	0	9,159
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
McKenney Workstation	118	130	0	0	0	0	0	0	0	0	0	0	248
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George Workstation	1223	1049	0	0	0	0	0	0	0	0	0	0	2,272
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Rohoic Workstation	260	220	0	0	0	0	0	0	0	0	0	0	480
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	6754	6671	0	0	0	0	0	0	0	0	0	0	13425

Technical Services Statistics:

Technical Services Report	New Titles Received	New Items Received	Titles Cataloged	Items Cataloged	InterLibrary Loans
July	388	782	645	1044	22
August	643	1356	714	1370	19
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
Totals	1031	2138	1359	2414	41

Summer Reading Program 2015

Program	Branch	Attendance
Bright Star Theater	Hopewell	50
Bright Star Theater	Dinwiddie	50
Bill Wellington	Prince George	50
Bill Wellington	Hopewell	50
Game Day	Hopewell	25
Mr. B Magic Show	Hopewell	101
Mr. B Magic Show	Prince George	92
Steve Somers	Prince George	101
Steve Somers	Dinwiddie	20
Craft Day	Burrowsville	0
Craft Day	Carson	8
Craft Day	Dinwiddie	13
Craft Day	Disputanta	15
Craft Day	Hopewell	30
Craft Day	McKenney	7
Craft Day	Prince George	27
Craft Day	Rohoic	5
VA Living Museum	Dinwiddie	72
VA Living Museum	Hopewell	128
Totals		844

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SRP 2015 Youth Total Participation Breakdown by Branches and Programs				
Branch	Birth- K	1st- 5th	Teen	Total
Burrowsville	0	0	0	0
Carson	1	4	0	5
Dinwiddie	12	13	5	30
Disputanta	1	4	1	6
Hopewell	31	23	3	57
McKenney	5	9	0	14
Prince George	27	50	15	92
Rohoic	5	9	3	17
Grand Totals	82	112	27	221

**Appomattox Regional Library System
Revenues and Expenses
July 1, 2015 – July 31, 2015**

	REVENUES	FY 2016	Prev. Total	Monthly	Total	Percent	Balance
FND#	7/31/2015	Proposed	Receipts	Receipts	Receipts	Received	Due
100	Carry Over	\$ 20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$ 85,000	\$0	\$0	\$0	0.0%	\$ 85,000
102	Hopewell	\$ 576,109	\$0	\$0	\$0	0.0%	\$ 576,109
103	Dinwiddie	\$ 262,971	\$0	\$65,743	\$65,743	25.0%	\$ 197,228
104	Prince George	\$ 568,423	\$0	\$142,105	\$142,105	25.0%	\$ 426,318
105	State Funds	\$ 374,909	\$0	\$93,837	\$93,837	25.0%	\$ 281,072
106	Fines/Fees/Lost	\$ 23,373	\$0	\$2,517	\$2,517	10.8%	\$ 20,856
107	Copying Receipts	\$ 19,166	\$0	\$1,910	\$1,910	10.0%	\$ 17,256
108	Endowment Funds	\$ 20,499	\$0	\$0	\$0	0.0%	\$ 20,499
109	E-Rate Refunds	\$ 36,000	\$0	\$0	\$0	0.0%	\$ 36,000
110	Gifts/Donations	\$ 8,653	\$0	\$250	\$250	2.9%	\$ 8,403
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$0	\$2,080	\$2,080	8.3%	\$ 22,869
	TOTALS	\$ 2,025,052	\$0	\$308,442	\$308,442	15.2%	\$1,716,610

	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	7/31/2015	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
	Personnel						
200	M.L.S. Salaries and Wages	\$ 448,875	\$ -	\$ 29,822	\$ 29,822	6.6%	\$ 419,053
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ -	\$ 41,922	\$ 41,922	7.8%	\$ 497,078
202	Benefits for Staff and Retirees	\$ 267,845	\$ -	\$ 19,806	\$ 19,806	7.4%	\$ 248,039
	Total Personnel	\$ 1,255,720	\$ -	\$ 91,550	\$ 91,550	7.3%	\$ 1,164,170
	Books & Materials						
300	Books	\$ 108,000	\$ -	\$ 5,870	\$ 5,870	5.4%	\$ 102,130
301	Standing Order Books	\$ 32,000	\$ -	\$ 2,385	\$ 2,385	7.5%	\$ 29,615
302	Print Newspapers Periodicals	\$ 14,276	\$ -	\$ -	\$ -	0.0%	\$ 14,276
303	Audiovisual Materials	\$ 28,850	\$ -	\$ 803	\$ 803	2.8%	\$ 28,047
304	Electronic Materials	\$ 6,500	\$ -	\$ 204	\$ 204	3.1%	\$ 6,296
305	Microforms	\$ 1,133	\$ -	\$ -	\$ -	0.0%	\$ 1,133
306	Binding/repair	\$ 500	\$ -	\$ -	\$ -	0.0%	\$ 500
307	Restricted Donation/Gift	\$ 3,500	\$ -	\$ 92	\$ 92	2.6%	\$ 3,408
307	Family Resource Bks	\$ 2,001	\$ -	\$ -	\$ -	0.0%	\$ 2,001
308	Econtent	\$ 28,500	\$ -	\$ -	\$ -	0.0%	\$ 28,500
	Total Books & Materials	\$ 225,260	\$ -	\$ 9,354	\$ 9,354	4.2%	\$ 215,906
	Capital Expenditures						
400	Library Non-Computer Equipment	\$ 12,875	\$ -	\$ 469	\$ 469	3.6%	\$ 12,406
401	Computer Hardware	\$ 10,875	\$ -	\$ 168	\$ 168	1.5%	\$ 10,707
	Total Capital Expenditures	\$ 23,750	\$ -	\$ 637	\$ 637	2.7%	\$ 23,113
	Contractual						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ -	\$ 163	\$ 163	8.2%	\$ 1,837
501	Software Licensing Contracts	\$ 15,700	\$ -	\$ 2,833	\$ 2,833	18.0%	\$ 12,867
502	Audit	\$ 16,151	\$ -	\$ -	\$ -	0.0%	\$ 16,151
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605

504	Unique Management	\$ 9,000	\$ -	\$ 689	\$ 689	7.7%	\$ 8,311
505	Computer Support Service Calls	\$ 9,500	\$ -	\$ 507	\$ 507	5.3%	\$ 8,993
506	Other Computer Sftwre Services	\$ 12,500	\$ -	\$ 250	\$ 250	2.0%	\$ 12,250
507	Telecomm Internet Line Charges	\$ 26,000	\$ -	\$ 1,739	\$ 1,739	6.7%	\$ 24,261
508	Printing and Publications	\$ 9,500	\$ -	\$ 1,460	\$ 1,460	15.4%	\$ 8,040
509	Security Guard Service	\$ 28,729	\$ -	\$ 1,923	\$ 1,923	6.7%	\$ 26,806
	Total Contractual	\$ 132,685	\$ -	\$ 9,564	\$ 9,564	7.2%	\$ 123,121
	Facilities, Maint, Operations						
600	Equipment Repair and Maintenance	\$ 3,500	\$ -	\$ 970	\$ 970	27.7%	\$ 2,530
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ -	\$ 6,000	\$ 6,000	7.8%	\$ 70,650
603	Supplies	\$ 35,000	\$ -	\$ 576	\$ 576	1.6%	\$ 34,424
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ -	\$ 162	\$ 162	1.9%	\$ 8,338
605	Training-Education	\$ 6,500	\$ -	\$ 280	\$ 280	4.3%	\$ 6,220
606	Utilities	\$ 6,000	\$ -	\$ 251	\$ 251	4.2%	\$ 5,749
607	Telephone (Voice)	\$ 15,000	\$ -	\$ 1,108	\$ 1,108	7.4%	\$ 13,892
608	Insurance	\$ 12,937	\$ -	\$ -	\$ -	0.0%	\$ 12,937
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ -	\$ -	\$ -	0.0%	\$ 9,000
610	Job and Contract Advertising	\$ 2,500	\$ -	\$ -	\$ -	0.0%	\$ 2,500
611	Promotional Advertising	\$ 2,000	\$ -	\$ -	\$ -	0.0%	\$ 2,000
612	Org/Association Dues	\$ 3,500	\$ -	\$ 689	\$ 689	19.7%	\$ 2,811
613	Postage	\$ 4,500	\$ -	\$ 465	\$ 465	10.3%	\$ 4,035
614	Janitorial	\$ 66,000	\$ -	\$ 4,847	\$ 4,847	7.3%	\$ 61,153
615	Other Building Maintenance	\$ 8,500	\$ -	\$ 1,099	\$ 1,099	12.9%	\$ 7,401
	Total Facilities, Maint & Ops	\$ 279,587	\$ -	\$ 16,447	\$ 16,447	5.9%	\$ 263,140
	Program, Activites & Other						
700	YS Summer Reading Program	\$ 6,500	\$ -	\$ 93	\$ 93	1.4%	\$ 6,407
701	YS Programming Supplies	\$ 4,191	\$ -	\$ 312	\$ 312	7.4%	\$ 3,879
702	Adult Programming Supplies	\$ 2,600	\$ -	\$ 640	\$ 640	24.6%	\$ 1,960
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500

704	Funds for Local History Collection	\$ 5,000	\$ -	\$ -	\$ -	0.0%	\$ 5,000
705	Reserve	\$ 5,500	\$ -	\$ -	\$ -	0.0%	\$ 5,500
706	McKenney Library	\$ 65,000	\$ -	\$ -	\$ -	0.0%	\$ 65,000
707	Misc. Professional Serv. And Other	\$ 15,759	\$ -	\$ 730	\$ 730	4.6%	\$ 15,029
	Total Prg, Act, Other	\$ 108,050	\$ -	\$ 1,775	\$ 1,775	1.6%	\$ 106,275
	Grand Total	\$ 2,025,052	\$ -	\$ 129,327	\$ 129,327	6.4%	\$ 1,895,725

**Appomattox Regional Library System
Revenues and Expenses
August 1, 2015 – Augusts 31, 2015**

	REVENUES	FY 2016	Prev. Total	Monthly	Total	Percent	Balance
FND#	8/31/2015	Proposed	Receipts	Receipts	Receipts	Received	Due
100	Carry Over	\$ 20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$ 85,000	\$0	\$0	\$0	0.0%	\$ 85,000
102	Hopewell	\$ 576,109	\$0	\$144,020	\$144,020	25.0%	\$ 432,089
103	Dinwiddie	\$ 262,971	\$65,743	\$0	\$65,743	25.0%	\$ 197,228
104	Prince George	\$ 568,423	\$142,105	\$0	\$142,105	25.0%	\$ 426,318
105	State Funds	\$ 374,909	\$93,837	\$0	\$93,837	25.0%	\$ 281,072
106	Fines/Fees/Lost	\$ 23,373	\$2,517	\$2,127	\$4,644	19.9%	\$ 18,729
107	Copying Receipts	\$ 19,166	\$1,910	\$2,541	\$4,451	23.2%	\$ 14,715
108	Endowment Funds	\$ 20,499	\$0	\$0	\$0	0.0%	\$ 20,499
109	E-Rate Refunds	\$ 36,000	\$0	\$0	\$0	0.0%	\$ 36,000
110	Gifts/Donations	\$ 8,653	\$250	\$65	\$315	3.6%	\$ 8,338
111	Grants	\$ 5,000	\$0	\$0	\$0	0.0%	\$ 5,000
112	Other	\$ 24,949	\$2,080	\$1,346	\$3,426	13.7%	\$ 21,523
	TOTALS	\$ 2,025,052	\$308,442	\$150,099	\$458,541	22.6%	\$1,566,511

	EXPENSES	FY Projected	TOTAL	Monthly	Total	Percent	BALANCE
FND#	7/31/2015	Expenditures	SPENT	EXPENSES	EXPENSES	Spent	
	Personnel						
200	M.L.S. Salaries and Wages	\$ 448,875	\$ 29,822	\$ 29,821	\$ 59,643	13.3%	\$ 389,232
201	Non M.L.S. Salaries and Wages	\$ 539,000	\$ 41,922	\$ 43,880	\$ 85,802	15.9%	\$ 453,198
202	Benefits for Staff and Retirees	\$ 267,845	\$ 19,806	\$ 21,301	\$ 41,107	15.3%	\$ 226,738
	Total Personnel	\$ 1,255,720	\$ 91,550	\$ 95,002	\$ 186,552	14.9%	\$ 1,069,168
	Books & Materials						
300	Books	\$ 108,000	\$ 5,870	\$ 4,330	\$ 10,200	9.4%	\$ 97,800
301	Standing Order Books	\$ 32,000	\$ 2,385	\$ 1,475	\$ 3,860	12.1%	\$ 28,140
302	Print Newspapers Periodicals	\$ 14,276	\$ -	\$ 57	\$ 57	0.4%	\$ 14,219
303	Audiovisual Materials	\$ 28,850	\$ 803	\$ 462	\$ 1,265	4.4%	\$ 27,585
304	Electronic Materials	\$ 6,500	\$ 204	\$ -	\$ 204	3.1%	\$ 6,296
305	Microforms	\$ 1,133	\$ -	\$ -	\$ -	0.0%	\$ 1,133
306	Binding/repair	\$ 500	\$ -	\$ -	\$ -	0.0%	\$ 500
307	Restricted Donation/Gift	\$ 3,500	\$ 92	\$ 43	\$ 135	3.9%	\$ 3,365
307	Family Resource Bks	\$ 2,001	\$ -	\$ 215	\$ 215	10.7%	\$ 1,786
308	Econtent	\$ 28,500	\$ -	\$ -	\$ -	0.0%	\$ 28,500
	Total Books & Materials	\$ 225,260	\$ 9,354	\$ 6,582	\$ 15,936	7.1%	\$ 209,324
	Capital Expenditures						
400	Library Non-Computer Equipment	\$ 12,875	\$ 469	\$ -	\$ 469	3.6%	\$ 12,406
401	Computer Hardware	\$ 10,875	\$ 168	\$ -	\$ 168	1.5%	\$ 10,707
	Total Capital Expenditures	\$ 23,750	\$ 637	\$ -	\$ 637	2.7%	\$ 23,113
	Contractual						
500	Lyrasis I.L.L. Services	\$ 2,000	\$ 163	\$ 168	\$ 331	16.6%	\$ 1,669
501	Software Licensing Contracts	\$ 15,700	\$ 2,833	\$ 3,460	\$ 6,293	40.1%	\$ 9,407
502	Audit	\$ 16,151	\$ -	\$ -	\$ -	0.0%	\$ 16,151
503	Cataloging MARC Records	\$ 3,605	\$ -	\$ -	\$ -	0.0%	\$ 3,605
504	Unique Management	\$ 9,000	\$ 689	\$ 564	\$ 1,253	13.9%	\$ 7,747

505	Computer Support Service Calls	\$ 9,500	\$ 507	\$ 264	\$ 771	8.1%	\$ 8,729
506	Other Computer Sftwre Services	\$ 12,500	\$ 250	\$ -	\$ 250	2.0%	\$ 12,250
507	Telecomm Internet Line Charges	\$ 26,000	\$ 1,739	\$ 1,498	\$ 3,237	12.5%	\$ 22,763
508	Printing and Publications	\$ 9,500	\$ 1,460	\$ -	\$ 1,460	15.4%	\$ 8,040
509	Security Guard Service	\$ 28,729	\$ 1,923	\$ 1,048	\$ 2,971	10.3%	\$ 25,758
	Total Contractual	\$ 132,685	\$ 9,564	\$ 7,002	\$ 16,566	12.5%	\$ 116,119
	Facilities, Maint, Operations						
600	Equipment Repair and Maintenance	\$ 3,500	\$ 970	\$ -	\$ 970	27.7%	\$ 2,530
601	TLC Maintenance Contract	\$ 19,500	\$ -	\$ -	\$ -	0.0%	\$ 19,500
602	Facilities and Rent	\$ 76,650	\$ 6,000	\$ 6,000	\$ 12,000	15.7%	\$ 64,650
603	Supplies	\$ 35,000	\$ 576	\$ 213	\$ 789	2.3%	\$ 34,211
604	Travel and Wrksop, Conference Fees	\$ 8,500	\$ 162	\$ 85	\$ 247	2.9%	\$ 8,253
605	Training-Education	\$ 6,500	\$ 280	\$ -	\$ 280	4.3%	\$ 6,220
606	Utilities	\$ 6,000	\$ 251	\$ 233	\$ 484	8.1%	\$ 5,516
607	Telephone (Voice)	\$ 15,000	\$ 1,108	\$ 1,033	\$ 2,141	14.3%	\$ 12,859
608	Insurance	\$ 12,937	\$ -	\$ -	\$ -	0.0%	\$ 12,937
609	Vehicle Maintenance and Fuel	\$ 9,000	\$ -	\$ 480	\$ 480	5.3%	\$ 8,520
610	Job and Contract Advertising	\$ 2,500	\$ -	\$ 99	\$ 99	4.0%	\$ 2,401
611	Promotional Advertising	\$ 2,000	\$ -	\$ 128	\$ 128	6.4%	\$ 1,872
612	Org/Association Dues	\$ 3,500	\$ 689	\$ -	\$ 689	19.7%	\$ 2,811
613	Postage	\$ 4,500	\$ 465	\$ 278	\$ 743	16.5%	\$ 3,757
614	Janitorial	\$ 66,000	\$ 4,847	\$ 4,740	\$ 9,587	14.5%	\$ 56,413
615	Other Building Maintenance	\$ 8,500	\$ 1,099	\$ 200	\$ 1,299	15.3%	\$ 7,201
	Total Facilities, Maint & Ops	\$ 279,587	\$ 16,447	\$ 13,489	\$ 29,936	10.7%	\$ 249,651
	Program, Activites & Other						
700	YS Summer Reading Program	\$ 6,500	\$ 93	\$ -	\$ 93	1.4%	\$ 6,407
701	YS Programming Supplies	\$ 4,191	\$ 312	\$ -	\$ 312	7.4%	\$ 3,879
702	Adult Programming Supplies	\$ 2,600	\$ 640	\$ -	\$ 640	24.6%	\$ 1,960
703	Endowment	\$ 3,500	\$ -	\$ -	\$ -	0.0%	\$ 3,500
704	Funds for Local History Collection	\$ 5,000	\$ -	\$ -	\$ -	0.0%	\$ 5,000

September 15, 2015

705	Reserve	\$ 5,500	\$ -	\$ -	\$ -	0.0%	\$ 5,500
706	McKenney Library	\$ 65,000	\$ -	\$ -	\$ -	0.0%	\$ 65,000
707	Misc. Professional Serv. And Other	\$ 15,759	\$ 730	\$ 2,576	\$ 3,306	21.0%	\$ 12,453
	Total Prg, Act, Other	\$ 108,050	\$ 1,775	\$ 2,576	\$ 4,351	4.0%	\$ 103,699

**APPOMATTOX REGIONAL LIBRARY
CHECK REGISTER
July 1, 2015 to August 31, 2015**

Date	Check #	Payee	Amount
7/9/15	200544	Electronic Federal Tax Payment	9,659.51
7/23/15	200545	Electronic Federal Tax Payment	9,374.49
7/9/15	2013-111	Treasurer of Virginia	6,431.84
7/28/15	2013-114	EZLink Contributions	39.08
7/17/15	37815	Jeanine Albiges	23.21
7/17/15	37816	American Library Association	547.00
7/17/15	37817	AT & T	68.25
7/17/15	37818	AT & T Mobility	174.91
7/17/15	37819	Baker & Taylor Books, Inc.	576.89
7/17/15	37820	Capital One Bank	28.20
7/17/15	37821	Comcast Communications	1,213.88
7/17/15	37822	Comcast Communications	371.87
7/17/15	37823	Diamond Springs	86.45
7/17/15	37824	Distribution Video & Audio, Inc.	529.47
7/17/15	37825	Dix's Landscaping	200.00
7/17/15	37826	Gale	364.36
7/17/15	37827	Reader Service	127.74
7/17/15	37828	Ingram Library Services	735.77
7/17/15	37829	James River Press	1,140.00
7/17/15	37830	LexisNexis Matthew Bender	447.99
7/17/15	37831	McKay Hardware, Inc.	10.32
7/17/15	37832	Chandra McPherson	137.00
7/17/15	37833	Number One Design	320.00
7/17/15	37834	OCLC, Inc.	162.82
7/17/15	37835	Pitney Bowes Global Financial Services	351.00
7/17/15	37836	Postmaster	114.00
7/17/15	37837	Securitas Security Services USA, Inc	1,048.32
7/17/15	37838	Shred-It USA Richmond	143.34
7/17/15	37839	Society for Human Resource Management	190.00
7/17/15	37840	Terri Spicer	640.00
7/17/15	37841	Tech Logic	3,315.00
7/17/15	37842	Unique Management Services	689.15
7/17/15	37843	United States Treasury	45.76
7/17/15	37844	Verizon	165.88
7/17/15	37845	BLR Business & Legal Resources	479.00
7/17/15	37846	Webster Integrated Technologies	970.09
7/17/15	37847	R. M. Wilkinson Oil Company	85.00
7/17/15	37848	Anthem BlueCross BlueShield	8,905.00
7/17/15	37849	Anthem BlueCross BlueShield	570.00
7/17/15	37850	Sprint	526.76
7/31/15	37851	Baker & Taylor Books, Inc.	2,954.72
7/31/15	37852	Bat World Hampton Roads	220.00
7/31/15	37853	Veronica Bright	14.54

7/31/15	37854	Capital One Bank	1,137.74
7/31/15	37855	Capital One Bank	814.39
7/31/15	37856	Comcast Communications	325.92
7/31/15	37857	County of Dinwiddie	600.00
7/31/15	37858	County of Prince George	1,650.00
7/31/15	37859	CS Diamond Enterprises, Inc.	4,740.00
7/31/15	37860	Distribution Video & Audio, Inc.	269.73
7/31/15	37861	Dominion Virginia Power	164.25
7/31/15	37862	Gale	134.19
7/31/15	37863	Deborah Heart	10.60
7/31/15	37864	Hopewell City Treasurer	3,750.00
7/31/15	37865	Ingram Library Services	2,658.68
7/31/15	37866	James River Press	85.00
7/31/15	37867	LexisNexis Matthew Bender	67.28
7/31/15	37868	Heather Maury	27.85
7/31/15	37869	Kelly Mullen	9.99
7/31/15	37870	OverDrive	203.98
7/31/15	37871	Petersburg Alarm Company, Inc.	114.00
7/31/15	37872	Professional Maintenance Co.	700.00
7/31/15	37873	Reader Service	20.96
7/31/15	37874	Sam's Club Direct	198.94
7/31/15	37875	Securitas Security Services USA, Inc	873.60
7/31/15	37876	Shred-It USA Richmond	47.93
8/5/15	200546	Electronic Federal Tax Payment	9,534.78
8/19/15	200547	Electronic Federal Tax Payment	9,617.71
8/14/15	2013-118	Treasurer of Virginia	6,988.76
8/3/15	37877	ARLS-Payroll	32,369.68
8/14/15	37878	Active Screening	34.00
8/14/15	37879	ARLS-Payroll	100,000.00
8/14/15	37880	AT & T Mobility	174.89
8/14/15	37881	Baker & Taylor Books, Inc.	921.93
8/14/15	37882	Comcast Communications	1,332.32
8/14/15	37883	DEMCO, Inc.	212.84
8/14/15	37884	Diamond Springs	55.60
8/14/15	37885	Distribution Video & Audio, Inc.	269.73
8/14/15	37886	Dix's Landscaping	200.00
8/14/15	37887	Dominion Virginia Power	177.21
8/14/15	37888	Gale	3,460.00
8/14/15	37889	Hermes Publications	99.00
8/14/15	37890	Hopewell City Treasurer	480.01
8/14/15	37891	Hopewell News	128.00
8/14/15	37892	Ingram Library Services	4,804.01
8/14/15	37893	Hannah McMillian	38.45
8/14/15	37894	Chandra McPherson	35.35
8/14/15	37895	Midwest Tape	191.95
8/14/15	37896	OCLC, Inc.	167.70
8/14/15	37897	Postmaster	206.00
8/14/15	37898	Postmaster	72.00

8/14/15	37899	Richweb Inc.	150.00
8/14/15	37900	Securitas Security Services USA, Inc	1,048.32
8/14/15	37901	Unique Management Services	563.85
8/14/15	37902	Verizon	171.72
8/14/15	37903	Treasurer of Virginia	6,988.76
8/14/15	37903V	Treasurer of Virginia	-6,988.76
8/19/15	37904	Anthem BlueCross BlueShield	9,590.00
8/19/15	37905	Anthem BlueCross BlueShield	570.00
8/19/15	37906	AT & T	68.25
8/19/15	37907	Baker & Taylor Books, Inc.	337.29
8/19/15	37908	Comcast Communications	256.69
8/19/15	37909	Connect IT	113.85
8/19/15	37910	County of Dinwiddie	600.00
8/19/15	37911	County of Prince George	1,650.00
8/19/15	37912	CS Diamond Enterprises, Inc.	4,740.00
8/19/15	37913	Nona Eldridge	6.99
8/19/15	37914	Enteros Design, P.C.	2,497.50
8/19/15	37915	Grit	32.00
8/19/15	37916	Hopewell City Treasurer	3,750.00
8/19/15	37917	Chandra McPherson	49.13
8/19/15	37918	Sprint	526.76
8/19/15	37919	Virginia Gardener	24.95
	Total		271,122.86

CURRENT POLICY FROM THE PUBLIC SERVICES POLICY

6/6/2013:

BEGIN:

SECTION SIXTEEN: USE OF LIBRARY COMPUTERS

- 16.1 **Online Catalog** 3/5/01
Accessible in all libraries and through the Library System's Web Page www.arls.org patrons may access a listing of all books and other materials owned by the Appomattox Regional Library System.
- 16.2 **Software Applications** 4/5/01
Software applications, such as word processing, are available on computers at all Appomattox Regional Library System libraries. The installment of software by person or persons not under the employ or direction of the Library System is prohibited.
- 16.3 **Online Periodicals** 3/5/01
Magazine indexes, abstracts, and full text articles are available in all libraries and through the Library System's Web Page www.arls.org
- 16.4 **Computer and Network Resources**

The library provides access to computer equipment, programs, databases and the Internet (collectively, the "computer resources") for informational and educational purposes. All users of the library's computer resources, both staff members and patrons, are expected to use these resources correctly and only for legal purposes. Computer resources may not be used for the following purposes:
- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
 - Harassment of other persons or parties.
 - Destruction of or damage to equipment, software, or data belonging to the library or other users.
 - Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
 - Disruption or unauthorized monitoring of electronic communications.
 - Unauthorized copying of copyright or other protected material.
 - Violation of computer security or privacy.
 - Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
 - Violation of software license agreements.
 - Access or transmit illegal activity, child pornography, sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected.
 - Online dissemination of obscene or harmful to minors materials, including those for the specific purpose of inducing them to engage in or perform sexual acts.
 - Violation of another person's or party's privacy. Use of computer facilities in ways that unnecessarily impede the computing activities of others (such as randomly

initiating electronic communications or email exchanges, overuse of interactive network utilities, etc.)

- Any and all other matters which the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

Any staff member who observes any violation of these policies will take action to enforce compliance. In this regard, failure to comply with ARLS policies can result in suspension or cancellation of computer resources access, and/or in some cases legal proceedings.

16.5 **Internet**

10/28/01

**INTERNET ACCEPTABLE USE POLICY
APPOMATTOX REGIONAL LIBRARY SYSTEM**

Rev. and Adopted 10/28/03

I. Library Mission Statement

The Appomattox Regional Library System will provide services and programs to the communities it serves through support of life-long learning, general information, and the exchange of ideas with effective use of traditional library resources and emerging technology.

II. Internet Philosophy

Providing Internet access, as an information resource is a logical continuation of the Library's role of formal education support and reference service. The Internet enables the Library to provide information and commentary from around the globe to users who may not otherwise have access to this resource. This resource enhances the library's existing collection in depth and in currency.

However, the Appomattox Regional Library System disclaims any responsibility as to the Internet's quality, informational accuracy, authoritativeness, or usefulness for a particular purpose. The library also assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to the Internet or other electronic resources.

III. Responsibilities of Internet Users

The library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others, including the library, and who abides by these policies. In offering Internet access, library staff cannot control access points which often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach.

Parents or guardians of minor children must assume responsibility for their children's use of or exposure to the Internet through the library's connection. The Library System applies a filtering system to their computers to protect against access to visual depictions that are obscene, contain child pornography, or are harmful to minors. However, access to Internet sites containing "adult" content, as well as on-line communication with anonymous persons, is still possible. This is because no filter system has been found to

be perfect and there can be no guarantees that our filtering system will block undesirable sites 100% of the time.

In order for the library to be in compliance with the Children's Internet Protection Act and with section 42.1-36.1 of the Code of Virginia, the following regulations, provisions, and recommendations are provided for Library Internet use:

1. All Internet accessible computers are filtered and may be used by patrons of any age without restrictions.

2. Adult patrons (18 years and older) may request from Library staff unfiltered access to the Internet, without explanation.

3. A minor (17 years and younger) may request a librarian to unblock an Internet site. If the librarian determines to the best of their ability that the site is not obscene, does not contain child pornography, and is not harmful to minors as defined by the Children's Internet Protection Act or Virginia law the librarian may unblock the site.

4. Computer resources may not be used for the following purposes:

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
- Harassment of other persons or parties.
- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright or other protected material.
- Violation of computer security or privacy.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Violation of software license agreements.
- Access or transmit illegal activity, child pornography, sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected.
- Online dissemination of obscene or harmful to minors materials, including those for the specific purpose of inducing them to engage in or perform sexual acts.
- Violation of another person's or party's privacy. Use of computer facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating electronic communications or email exchanges, overuse of interactive network utilities, etc.)

5. Any content on a computer screen that the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose, a staff member may request the patron using the computer to cease viewing the offending computer site.

Any staff member who observes any violation of ARLS Internet policies will take action to enforce compliance. In this regard, failure to comply with ARLS policies can result in suspension or cancellation of Internet access, and/or in some cases legal proceedings.

IV. Time Limits

Due to a limited number of computers, all patrons wishing to reserve a computer will need to sign up at the Circulation Desk. Reservation for computers designated for one-hour sessions are taken during the same day with a maximum of 2 hours per day. A patron is booked only one hour per day; the library reserves the right to “bump” any patron who has used up their hour of computer use, if that computer is needed for another scheduled patron. Patrons are expected to begin logging off a minimum of 15 minutes before library closing time.

Computers designated for INTERNET EXPRESS are intended to supplement the one-hour Internet service. They are designed to allow a patron to look up some quick information, access the library catalog, or check e-mail, without having to wait for a one-hour computer. There is a maximum logon of 4 usages or 2 hours per day. All policies listed previously in this document apply to these computers, even though patrons do not need to reserve them at the circulation desk.

VI. Printing

Each user may print at the charge of ten cents per page. This is the same rate charged for use of our photocopiers. Printed copies must be paid for at the Circulation Desk.

ALL PATRONS USING ANY OF THE LIBRARY’S COMPUTERS FOR INTERNET ACCESS MUST ACKNOWLEDGE AND ABIDE BY ALL OF THESE COMPUTER RESOURCES AND INTERNET ACCESS POLICIES.

FAILURE TO COMPLY WITH THESE POLICIES CAN RESULT IN SUSPENSION OR CANCELLATION OF PRIVILIGES, AND IN SOME CASES LEGAL PROCEEDINGS.

THIS POLICY WAS ADOPTED BY THE APPOMATTOX REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES 10/28/03.

END

PROPOSED REVISION FOR CONSIDERATION
TO SECTION SIXTEEN PUBLIC SERVICE POLICY 9/15/2015:

BEGIN:

SECTION SIXTEEN: ACCESS/USE OF LIBRARY COMPUTERS AND NETWORKS

16.1 Online Catalog 9/30/15

Accessible in all libraries and through the Library System's website www.arls.org patrons may access a listing of all books and other materials owned by the Appomattox Regional Library System.

16.2 Software Applications 4/5/01

Software applications, such as word processing, are available on computers at all Appomattox Regional Library System libraries. The installment of software by person or persons not under the employ or direction of the Library System is prohibited.

16.3 Online Periodicals 3/5/01

Magazine indexes, abstracts, and full text articles are available in all libraries and through the Library System's website www.arls.org

16.4 Computer and Network Resources

The library provides access to computer equipment, programs, databases and the Internet (collectively, the "computer resources") for informational and educational purposes. All users of the library's computer resources, both staff members and patrons, are expected to use these resources correctly and only for legal purposes. Computer resources may not be used for the following purposes:

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
- Harassment of other persons or parties.
- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright or other protected material.
- Violation of computer security or privacy.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Violation of software license agreements.
- Access or transmit illegal activity, child pornography, sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected.
- Online dissemination of obscene or harmful to minors materials, including those for the specific purpose of inducing them to engage in or perform sexual acts.

- Violation of another person's or party's privacy. Use of computer facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating electronic communications or email exchanges, overuse of interactive network utilities, etc.)
- Any and all other matters which the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

Any staff member who observes any violation of these policies will take action to enforce compliance. In this regard, failure to comply with ARLS policies can result in suspension or cancellation of computer resources access, and/or in some cases legal proceedings.

16.5 Internet Acceptable Use Policy 10/28/01, 10/28/03, 9/11/15

INTERNET ACCEPTABLE USE POLICY APPOMATTOX REGIONAL LIBRARY SYSTEM Adopted and Revised 10/28/01, 10/28/03, 9/11/15

I. Library Mission Statement

The Appomattox Regional Library System will provide services and programs to the communities it serves through support of lifelong learning, general information, and the exchange of ideas with effective use of traditional library resources and emerging technology.

II. Internet Philosophy

Providing Internet access, as an information resource is a logical continuation of the Library's role of formal education support and reference service. The Internet enables the Library to provide information and commentary from around the globe to users who may not otherwise have access to this resource. This resource enhances the library's existing collection in depth and in currency.

However, the Appomattox Regional Library System disclaims any responsibility as to the Internet's quality, informational accuracy, authoritativeness, or usefulness for a particular purpose. The library also assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to the Internet or other electronic resources.

III. Responsibilities of Internet Users

The library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others, including the library, and who abides by these policies. In offering Internet access, library staff cannot control access points which often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach.

Parents or guardians of minor children must assume responsibility for their children's use of or exposure to the Internet through the library's connection. The Library System applies a filtering system to their computers to protect against access to visual depictions that are obscene, contain

child pornography, or are harmful to minors. However, access to Internet sites containing “adult” content, as well as on-line communication with anonymous persons, is still possible. This is because no filter system has been found to be perfect and there can be no guarantees that our filtering system will block undesirable sites 100% of the time.

In order for the library to be in compliance with the Children’s Internet Protection Act and with section 42.1-36.1 of the Code of Virginia, the following regulations, provisions, and recommendations are provided for Library Internet use:

1. All Internet accessible computers are filtered and may be used by patrons of any age without restrictions.
2. Adult patrons (18 years and older) may request from Library staff unfiltered access to the Internet, without explanation.
3. A minor (17 years and younger) may request a librarian to unblock an Internet site. If the librarian determines to the best of their ability that the site is not obscene, does not contain child pornography, and is not harmful to minors as defined by the Children’s Internet Protection Act or Virginia law the librarian may unblock the site.
4. Computer resources may not be used for the following purposes:
5. Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
6. Harassment of other persons or parties.
7. Destruction of or damage to equipment, software, or data belonging to the library or other users.
8. Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
9. Disruption or unauthorized monitoring of electronic communications.
10. Unauthorized copying of copyright or other protected material.
11. Violation of computer security or privacy.
12. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
13. Violation of software license agreements.
14. Access or transmit illegal activity, child pornography, sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected.
15. Online dissemination of obscene or harmful to minors materials, including those for the specific purpose of inducing them to engage in or perform sexual acts.
16. Violation of another person’s or party’s privacy. Use of computer facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating electronic communications or email exchanges, overuse of interactive network utilities, etc.)
17. Any content on a computer screen that the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose, a staff member may request the patron using the computer to cease viewing the offending computer site. Any staff member who

observes any violation of ARLS Internet policies will take action to enforce compliance. In this regard, failure to comply with ARLS policies can result in suspension or cancellation of Internet access, and/or in some cases legal proceedings.

IV. Access and Time Limits

Due to a limited number of library workstation computers, patrons are allowed two 60-minute sessions of computer time daily that can be used back-to-back, with the exception of situations in which all library computers are in use. In these cases, patrons will have to release their workstation after 60 minutes for waiting patrons until the demand is satisfied.

To access library computer workstations and/or the Internet, patrons must have a library card in good standing (clear of blocks) or a temporary guest pass. Guest passes are available for short term, out-of-area visitors and require a photo ID with a current address outside the library service area.

Patrons are welcome to bring their own laptops, mobile phones, tablets or other devices to connect to the library's wifi for Internet access. Only one device per library card account may be used at a time. To access the wireless access point (WAP) patrons must have a library card in good standing (clear of blocks) or a temporary guest pass as above. WAP patrons may have two 240-minute sessions per day. WAPs will conform to library business hours.

VI. Printing

Each user may print at the charge of ten cents per page. This is the same rate charged for use of our photocopiers.

ALL PATRONS USING ANY OF THE LIBRARY'S COMPUTERS FOR INTERNET ACCESS MUST ACKNOWLEDGE AND ABIDE BY ALL OF THESE COMPUTER RESOURCES AND INTERNET ACCESS POLICIES.

FAILURE TO COMPLY WITH THESE POLICIES CAN RESULT IN SUSPENSION OR CANCELLATION OF PRIVILEGES, AND IN SOME CASES LEGAL PROCEEDINGS. THIS POLICY WAS ADOPTED BY THE APPOMATTOX REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES 10/28/03.

END