

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

March 16, 2021

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

March 16, 2021

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 – February 16, 2021 Regular Meeting
Statistical Report – dated March 16, 2021
Financial Report – dated March 16, 2021
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Children's Programming
- R3.** Summer Reading
- R4.** Performance Review templates
- R5.** Proposed policy updates

Committee Reports:

New Business:

Policy Review:

- Section 9 – Displays and Exhibits
- Section 16 – Technology

Unfinished Business

Adjournment

Next Meeting: April 20, 2021 at the Prince George Library

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of February 16, 2021**

Call to Order: Board Vice Chairman William Thomas called the regular meeting of the Board of Trustees of the Library to order at 1:05 pm at the Prince George Library.

Trustees Present: Ann Williams (H), David Harless (H), Lillian Boyd (PG), Juanita Thorne (PG), William Thomas (PG)

Trustees Absent: Carly Baskerville (D), Carol King (D), Susan Eliades (H)

Staff Present: Brian Manning

Approval of Agenda: Ms. Boyd moved to approve the agenda. Ms. Williams seconded the motion and the agenda was approved unanimously.

Consent Agenda: Discussion was held about various items in the reports for review. The director explained the recent delays in the mail had resulted in the library having some payments arriving late but the authorization to use electronic payments has corrected the problem from happening again.

Communications: The director shared two recent emails from patrons praising the work of Jean Langford and her assistance in researching the local history for the patrons.

Citizen Comments: None

Report of the Library Director:

R1. The library completed hiring a new courier driver but is still working to hire a new person in circulation. The library continues to search for a new trustee for Dinwiddie County.

R2. Online banking is proving to be very helpful in handling the library's finances. All transactions require a paper trail of a Purchase Order, the director's signature, and a confirmation for the file. The process has improved the ability of the library to pay all invoices in a timely manner and eliminated staff from having to leave the office to go to the bank when funds have to be transferred.

R3. The General Assembly approved additional funds to the Library of Virginia to increase state aid to local public libraries. The amount of state aid to ARLS for next year will be approximately the same amount received this year, including the recent increase.

R4. The library is creating a new community cookbook. During a recent purge, staff discovered a copy of a cookbook the library created in 1995 and learned there was a previous version from

1979. The librarians hope to spark interest and draw patrons back to interacting with the library even though in person programming is not available. Interested patrons can submit recipes either on line or on a paper form.

R5. The library is also exploring additional community partnerships that will broaden the library reach into the community. The library partnered with LambArts to distribute and collect craft kits for families to create valentines for distribution to local senior residents. The library has also partnered with Hopewell's Recreation & Parks Department to distribute crafts and books to children in the community. The library is providing the supplies and the city is delivering the items directly to the children's residences.

R6. The library, unfortunately, will not be able to host the annual Historic Hopewell Foundation's Lunch & Learn Series due to the limited space and capacity of the library's meeting room under the pandemic restrictions. The library will still partner with the Foundation, actively promote the events and Jean Langford will be one of the series' presenters. However, the lectures will be held at the American Legion in 2021.

Committee Reports: None

New Business: None

Unfinished Business: None

Adjournment: Mr. Harless made a motion to adjourn the meeting. Ms. Thorne seconded the motion and the motion was approved unanimously. Mr. Williams adjourned the meeting at 1:38 pm.

Next Meeting: March 16, 2021 at the Prince George Library

Statistical Report
February 16, 2021

Statistical Report - February 16, 2021
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
Burrowsville	FY17	507	581	374	536	467	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	4,485		
	FY19	360	346	280	311	275	232	428	227	238	187	346	290	3,520		
	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908		
	FY21	3	27	21	50	130	126	122	104	0	0	0	0	583	-61%	-75%
Carson Depot	FY17	1,200	1,055	868	720	908	670	739	703	985	848	679	774	10,149		
	FY18	967	753	788	723	583	584	552	559	715	659	482	935	8,300		
	FY19	992	738	697	647	722	603	774	833	765	839	782	981	9,373		
	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	0	0	0	0	19,428	-2%	206%
Dinwiddie	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176	1,812	2,367	1,883	1,962	2,034	26,510		
	FY18	2,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	19,983		
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	1,339	1,250	1,539	20,126		
	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	0	0	0	0	4,657	-59%	-64%
Disputanta	FY17	608	710	599	454	771	415	550	413	453	471	444	482	6,370		
	FY18	486	636	461	487	416	440	520	372	437	476	444	663	5,838		
	FY19	649	948	598	821	567	647	580	476	549	620	315	432	7,202		
	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937		
	FY21	3	2	29	21	96	175	201	238	0	0	0	0	765	-21%	-78%
Hopewell	FY17	13,980	13,461	11,526	11,856	11,331	11,605	11,933	11,906	12,988	11,004	11,699	11,281	144,570		
	FY18	12,389	12,713	12,481	13,200	11,347	9,806	11,288	10,849	11,456	10,926	10,809	12,085	139,349		
	FY19	12,619	12,609	11,278	10,998	9,301	7,882	10,135	9,421	10,701	10,121	9,275	10,732	125,072		
	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	0	0	0	0	60,665	-10%	-21%

Statistical Report
February 16, 2021

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
McKenney	FY17	878	936	864	959	877	840	677	587	684	568	900	1,090	9,860		
	FY18	1,060	1,181	686	891	727	560	669	721	757	667	802	1,233	9,954		
	FY19	1,107	894	877	846	759	478	971	677	749	705	800	773	9,636		
	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	0	0	0	0	1,883	-35%	-68%

Prince George	FY17	7,301	7,213	6,057	5,556	5,133	4,271	5,098	5,009	5,060	5,112	5,384	5,650	66,844		
	FY18	7,272	5,055	1,933	2,626	2,603	4,503	2,429	3,258	3,576	3,181	3,603	4,390	44,429		
	FY19	5,424	5,353	4,122	4,518	4,269	3,493	4,741	4,846	5,187	4,725	3,961	4,625	55,264		
	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	0	0	0	0	22,695	-27%	-34%

Rohoic	FY17	1,343	1,669	1,739	1,590	1,201	948	1,178	1,120	1,049	1,029	955	1,525	15,346		
	FY18	1,101	1,357	1,147	875	914	653	814	860	900	1,009	842	936	11,408		
	FY19	1,141	1,212	853	1,127	766	547	965	978	1,052	1,045	842	1,002	11,530		
	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	0	0	0	0	653	-82%	-92%

Econtent	FY18	977	975	845	573	1,023	990	1,157	1,026	1,171	1,084	1,114	1,175	12,110		
	FY19	1,242	1,304	1,270	1,271	1,192	1,266	1,334	1,271	1,517	1,330	1,382	1,422	15,801		
	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	0	0	0	0	15,642	57%	31%

ARLS Totals	FY17	29,171	28,994	25,935	24,466	23,422	22,233	24,056	23,098	24,896	21,954	23,637	33,241	305,334		
	FY18	33,807	29,466	25,776	22,086	19,785	19,399	19,390	19,139	20,377	19,143	19,623	22,684	270,675		
	FY19	26,880	24,388	21,210	21,709	18,839	15,969	20,869	19,424	21,423	21,179	19,120	21,456	252,466		
	FY20	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		
	FY21	17,336	19,386	22,057	17,146	16,637	17,158	21,567	17,796	0	0	0	0	149,083	-4%	-8%

Statistical Report
February 16, 2021

PATRON VISITS FY2021*	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	7	28	20	35	23	0	0	0	0	113
Carson Depot	211	165	115	100	88	101	119	127	0	0	0	0	1,026
Dinwiddle	27	82	94	108	117	124	132	101	0	0	0	0	785
Disputanta	0	0	0	0	0	7	35	48	0	0	0	0	90
Hopewell	165	7,432	7,948	7,130	5,957	6,764	6,571	6,639	0	0	0	0	48,606
McKenney	0	0	35	31	30	107	125	117	0	0	0	0	445
Prince George	214	3,186	2,724	2,839	2,017	2,436	2,372	2,272	0	0	0	0	18,060
Rohoic	0	0	0	0	0	0	24	49	0	0	0	0	73
TOTAL	617	10,865	10,916	10,215	8,237	9,559	9,413	9,376	0	0	0	0	69,198
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	0	0	0	0	1	2	0	2	0	0	0	0	5
Meeting Room Users**	45	65	17	7	9	11	0	12	0	0	0	0	166
Book Group ***	0	0	0	11	12	16	11	4	0	0	0	0	54
Adult Program***	299	204	57	56	33	34	663	70	0	0	0	0	1,416
Non-SRP Child Program	0	0	354	867	178	0	657	571	0	0	0	0	2,627
Non-SRP Teen Program	0	0	37	35	33	0	22	0	0	0	0	0	127
Storytime***	4,657	3,946	3,830	2,563	549	1,532	1,661	1,250	0	0	0	0	19,988
SRP Child***	711	458	0	0	0	570	0	0	0	0	0	0	1,739
SRP Teen***	103	49	0	0	0	0	0	0	0	0	0	0	152
Community Outreach	0	0	89	0	0	1,063	0	87	0	0	0	0	1,239
Database Usage	254	88	216	106	635	235	222	473	0	0	0	0	2,229
TOTALS	6,069	4,810	4,600	3,645	1,450	3,463	3,236	2,469	0	0	0	0	29,742

* Includes patrons using curbside checkout

**Rooms remained closed for the general public. The Census Bureau, City of Hopewell or Prince George Co. made use of rooms in July - February

***Includes online programming

Statistical Report
February 16, 2021

REFERENCE QUESTIONS - FY2021	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	3	17	9	12	8	0	0	0	0	49
Carson Depot	0	0	11	60	54	58	65	70	0	0	0	0	318
Dinwiddie	0	0	20	51	52	57	96	24	0	0	0	0	300
Disputanta	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell	569	1,086	911	983	957	953	988	813	0	0	0	0	7,260
McKenney	0	0	0	0	0	0	0	0	0	0	0	0	0
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	220	312	497	378	0	514	390	0	0	0	0	2,311
Rohoic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	569	1,306	1,254	1,594	1,458	1,077	1,675	1,305	0	0	0	0	10,238
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	0	5	2	0	1	0	6	6	0	0	0	0	20
Carson Depot Workstation	0	0	11	1	0	2	5	19	0	0	0	0	38
WIFI	0	1	2	3	1	0	11	4	0	0	0	0	22
Dinwiddie Workstation	0	0	6	31	36	64	64	48	0	0	0	0	249
WIFI	7	7	2	3	2	1	10	11	0	0	0	0	43
Disputanta Workstation	0	0	0	0	0	21	0	33	0	0	0	0	54
WIFI	0	0	0	0	0	0	2	6	0	0	0	0	8
Hopewell Workstation	640	813	828	783	703	768	792	747	0	0	0	0	6,074
WIFI	101	139	193	179	205	161	171	148	0	0	0	0	1,297
McKenney Workstation	0	0	2	2	0	7	15	28	0	0	0	0	54
WIFI	0	0	0	0	0	0	5	4	0	0	0	0	9
Prince George Workstation	9	167	236	309	239	307	292	237	0	0	0	0	1,796
WIFI	10	106	110	128	72	61	59	44	0	0	0	0	590
Rohoic Workstation	0	0	0	0	53	13	22	6	0	0	0	0	94
WIFI	0	0	0	0	0	0	2	3	0	0	0	0	5
TOTALS	767	1,238	1,392	1,439	1,312	1,405	1,456	1,344	0	0	0	0	10,353

Appomattox Regional Library System

Revenue and Expenses

July 1, 2020 - June 30, 2021

fund#	Revenue 02/01/21	FY2020 Adopted	Prev. Total Receipts	1/31/21	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$45,000	\$0	\$0	\$0	0.0%	\$45,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$630,515	\$472,886	\$0	\$472,886	75.0%	\$157,629
103	Dinwiddie	\$298,890	\$224,168	\$0	\$224,168	75.0%	\$74,723
104	Prince George	\$604,127	\$453,095	\$0	\$453,095	75.0%	\$151,032
105	State Funds	\$432,866	\$337,349	\$0	\$337,349	77.9%	\$95,518
106	Fines/Fees/Lost	\$12,000	\$2,720	\$269	\$2,989	24.9%	\$9,011
107	Copying/Fax Receipts	\$21,000	\$9,979	\$1,577	\$11,555	55.0%	\$9,445
108	Endowment Funds	\$20,269	\$20,269	\$0	\$20,269	100.0%	\$0
109	E-Rate Refunds	\$40,263	\$40,060	\$0	\$40,060	99.5%	\$203
110	Gifts/Donations	\$5,000	\$3,300	\$0	\$3,300	66.0%	\$1,700
111	Grants	\$5,000	\$8,526	\$0	\$8,526	170.5%	(\$3,526)
112	Other	\$10,000	\$541	\$30	\$571	5.7%	\$9,429
TOTALS		\$2,224,930	\$1,572,891	\$1,876	\$1,574,767	70.8%	\$650,163

Fund#	EXPENSES 02/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2021	TOTAL EXPENSES 01/31/21	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$486,000	\$292,318	\$35,969	\$328,287	67.5%	\$157,713
201	Non-MLS Salary & Wages	\$551,000	\$325,487	\$45,597	\$371,084	67.3%	\$179,916
202	Benefits for Staff/Retirees	\$310,000	\$175,306	\$24,779	\$200,085	64.5%	\$109,915
	Total Personnel	\$1,347,000	\$793,111	\$106,345	\$899,456	66.8%	\$447,544
Books & Materials							
300	Books	\$96,096	\$50,286	\$8,921	\$59,207	61.6%	\$36,889
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$13,978	\$1,710	\$15,689	52.3%	\$14,311
303	Print News & Periodicals	\$10,000	\$1,527	(\$8)	\$1,518	15.2%	\$8,482
304	Audiovisual Materials	\$25,000	\$11,878	\$2,271	\$14,149	56.6%	\$10,851
305	Electronic Materials	\$5,000	\$579	\$0	\$579	11.6%	\$4,421
308	Restricted - Donation/Grant	\$8,525	\$107	\$0	\$107	0.0%	\$8,419
310	Econtent	\$25,000	\$22,783	\$0	\$22,783	91.1%	\$2,217
	Total Books & Materials	\$220,621	\$101,138	\$12,894	\$114,032	51.7%	\$106,589
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$50,000	\$12,666	\$2,069	\$14,735	29.5%	\$35,265
401	Computer Hardware	\$60,000	\$48,694	\$3,141	\$51,835	86.4%	\$8,165
	Total Capital Expenditures	\$110,000	\$61,360	\$5,210	\$66,570	60.5%	\$43,430
Contractual							
500	Lysis ILL Services	\$3,100	\$0	\$3,085	\$3,085	99.5%	\$15
Software & Web Based App.							
501	Licensing Contracts	\$35,000	\$29,460	\$1,410	\$30,869	88.2%	\$4,131
502	Audit	\$20,000	\$2,618	\$8,019	\$10,636	53.2%	\$9,364
503	Cataloging MARC Records	\$3,000	\$1,539	\$192	\$1,732	57.7%	\$1,268
504	Unique Management	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
505	Computer Support/Service Calls	\$60,000	\$25,221	\$4,679	\$29,900	49.8%	\$30,100

Fund#	EXPENSES 02/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2021	TOTAL EXPENSES 01/31/21	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$14,928	\$1,964	\$16,892	67.6%	\$8,108
508	Printing and Publications	\$4,500	\$375	\$0	\$375	8.3%	\$4,125
	Total Contractual	\$155,100	\$74,141	\$19,348	\$93,489	60.3%	\$61,611
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$2,522	\$1,223	\$3,745	53.5%	\$3,255
601	TLC Maintenance Contract	\$20,600	\$16,366	\$0	\$16,366	79.4%	\$4,234
602	Facilities and Rent	\$76,650	\$44,100	\$6,300	\$50,400	65.8%	\$26,250
603	Supplies	\$25,000	\$8,460	\$1,019	\$9,479	37.9%	\$15,521
604	Travel / Workshops /Conf. Fees	\$5,000	\$1,430	\$49	\$1,479	29.6%	\$3,521
605	Training / Education	\$3,000	\$646	\$0	\$646	21.5%	\$2,354
606	Utilities	\$3,000	\$928	\$221	\$1,149	38.3%	\$1,851
607	Telephone (Voice)	\$13,000	\$6,712	\$875	\$7,587	58.4%	\$5,413
608	Insurance	\$12,250	(\$367)	\$65	(\$302)	-2.5%	\$12,552
609	Vehicle Maintenance & Fuel	\$5,000	\$1,821	\$53	\$1,873	37.5%	\$3,127
610	Job & Contracting Advertising	\$1,000	\$468	\$0	\$468	46.8%	\$532
611	Promotional Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
612	Organization/Association Dues	\$2,000	\$1,172	\$1,448	\$2,620	131.0%	(\$620)
613	Postage	\$5,500	\$2,082	\$86	\$2,168	39.4%	\$3,332
614	Janitorial	\$73,000	\$34,871	\$6,305	\$41,176	56.4%	\$31,824
615	Other Building Maintenance	\$15,000	\$3,226	\$1,120	\$4,346	29.0%	\$10,654
	Total	\$269,000	\$124,438	\$18,763	\$143,201	53.2%	\$125,799
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$190	\$0	\$190	2.7%	\$6,810
701	YS Programming & Supplies	\$4,500	\$595	\$0	\$595	13.2%	\$3,905
703	Adult Programming Supplies	\$7,000	\$147	\$0	\$147	2.1%	\$6,853

Fund#	EXPENSES 02/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2021	TOTAL EXPENSES 01/31/21	PERCENTAGE SPENT	BALANCE
705 Reserve		\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other		\$9,700	\$4,009	\$394	\$4,403	45.4%	\$5,297
Total Programs/Activ./Other		\$35,200	\$4,941	\$394	\$5,335	15.2%	\$29,865
GRAND TOTALS		\$2,136,921	\$1,159,129	\$162,954	\$1,322,083	61.9%	\$814,838

Appomattox Reg Library System

Check Register

For the Period From Feb 1, 2021 to Feb 28, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
2/11/21	Electronic Federal Tax Payment	200697	9,705.49
2/25/21	Electronic Federal Tax Payment	200698	9,383.76
2/11/21	Treasurer of Virginia	2013-637	277.14
2/11/21	Treasurer of Virginia	2013-638	480.96
2/11/21	Treasurer of Virginia	2013-641	6,456.76
2/25/21	Treasurer of Virginia	2013-642	480.96
2/25/21	Treasurer of Virginia	2013-643	277.14
2/5/21	Google	2021-10E	390.00
2/8/21	ARLS-Payroll	2021-11E	35,028.02
2/22/21	Comcast Communications	2021-12E	161.41
2/22/21	Comcast Communications	2021-13E	276.90
2/22/21	Comcast Communications	2021-14E	414.74
2/22/21	Comcast Communications	2021-15E	818.39
2/22/21	Comcast Communications	2021-16E	290.16
2/22/21	CNA Surety Direct Bill	2021-17E	65.00
2/22/21	Thomson Reuters - West	2021-18E	479.53
2/22/21	ARLS-Payroll	2021-19E	33,961.76
2/5/21	Dominion Energy Virginia	2021-3E	221.13
2/5/21	Mitchell Wiggins & Company	2021-4E	7,000.00
2/5/21	Verizon	2021-5E	17.47
2/5/21	Richweb Inc.	2021-6E	150.00
2/5/21	Comcast Communications	2021-7E	349.77
2/5/21	Staples Credit Plan	2021-8E	569.96
2/5/21	SunTrust Bank	2021-9E	1,884.83
2/4/21	Baker & Taylor	42467	460.11
2/4/21	Cengage Learning Inc/Gale	42468	122.95
2/4/21	Ingram Library Services	42469	6,472.85
2/4/21	Midwest Tape	42470	1,061.31
2/4/21	Active Screening	42471	34.00
2/4/21	American Library Association	42472	225.00
2/4/21	Connect IT	42473	172.50
2/4/21	Catherine Field	42474	49.00
2/4/21	E-N Computers, Inc.	42475	4,506.35
2/4/21	GreatAmerica Financial Svcs.	42476	3,141.03
2/4/21	Heaton's Lawn Maintenance, LLC	42477	1,005.89
2/4/21	Petersburg Alarm Company, Inc.	42478	114.00
2/4/21	Reader Service	42479	25.22
2/4/21	Shred-It USA LLC	42480	65.49
2/4/21	Smart Beginnings	42481	900.00
2/4/21	Virginia Employment Commission	42482	570.43
2/4/21	Virginia Library Association	42483	80.00
2/19/21	Blackstone Publishing	42484	134.98
2/19/21	Baker & Taylor	42485	2,190.23
2/19/21	Cengage Learning Inc/Gale	42486	397.34
2/19/21	Ingram Library Services	42487	370.09
2/19/21	Midwest Tape	42488	661.89
2/19/21	Anthem BlueCross BlueShield	42489	16,797.00
2/19/21	Anthem BlueCross BlueShield	42490	402.00

Appomattox Reg Library System

Check Register

For the Period From Feb 1, 2021 to Feb 28, 2021

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
2/19/21	Canon Financial Services, Inc.	42491	619.66
2/19/21	Carraway Glass Co.	42492	2,068.96
2/19/21	Centric Business Systems	42493	603.02
2/19/21	County of Dinwiddie	42494	900.00
2/19/21	County of Prince George	42495	1,650.00
2/19/21	Megan Kitchen	42496	33.34
2/19/21	J. Brocklehurst CPA, PLLC	42497	900.00
2/19/21	Hopewell City Treasurer	42498	3,802.65
2/19/21	Granite Telecommunications	42499	113.22
2/19/21	Minor & Associates	42500	118.75
2/19/21	OCLC, Inc.	42501	192.43
2/19/21	Professional Maintenance Co., Inc.	42502	5,870.00
2/19/21	Reader Service	42503	47.25
2/19/21	RuralBand	42504	219.00
2/19/21	The Library Corporation	42505	3,085.00
2/19/21	T-Mobile	42506	177.84
2/19/21	ULINE	42507	327.72
2/19/21	Virginia Library Association	42508	1,143.00
	Total		170,972.78

Appomattox Reg Library System

Staples CK #2021-8E

2/05/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/16/20	Staoles 8591	83700-100	Binders, Ink, Markers,		
			Bulbs	394.23	
12/16/20	Staoles 8591	20200-300	Staples, Inc.		394.23
1/5/21	Staples 8601	83700-100	Coin Wrappers, Paper	88.41	
1/5/21	Staples 8601	84810-100	Paper Towels	87.32	
1/5/21	Staples 8601	20200-300	Staples, Inc.		175.73
Total				569.96	569.96

Appomattox Reg Library System

Suntrust CK #2021-9E

2/05/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/5/21	Google 1/5/21	82020-100	Google E-Mail	390.00	
1/5/21	Google 1/5/21	20200-400	Google		390.00
1/6/21	Amazon 8597	83700-100	Goo-Gone, Sticker Remover	63.17	
			Mops, Brooms, Washable		
1/6/21	Amazon 8597	84810-100	Refills	165.03	
1/6/21	Amazon 8597	83700-100	T-Shirt Bags	29.64	
			Clock, File Folders,		
1/6/21	Amazon 8597	83700-450	Doorbell Kit	72.87	
1/6/21	Amazon 8597	20200-400	Amazon.com		330.71
1/6/21	Amazon 8602	83700-100	Pelican Micro Cases	89.70	
1/6/21	Amazon 8602	20200-400	Amazon.com		89.70
1/9/21	Amazon 8597-1	83700-450	Decal to Protect Birds - PG	6.95	
1/9/21	Amazon 8597-1	20200-400	Amazon.com		6.95
1/12/21	Comcast 1/12/21	82600-200	Internet - HQ	257.19	
1/12/21	Comcast 1/12/21	20200-400	Comcast Communications		257.19
1/13/21	Amazon 1/13/21.2	80030-100	Juvenile Easys	32.97	
1/13/21	Amazon 1/13/21.2	80038-100	Juvenile Fiction	13.98	
1/13/21	Amazon 1/13/21.2	80025-100	Adult Fiction	144.53	
1/13/21	Amazon 1/13/21.2	20200-400	Amazon.com		191.48
1/13/21	Amazon 8604	83700-100	Pelican Micro Cases	134.55	
1/13/21	Amazon 8604	20200-400	Amazon.com		134.55
1/14/21	Indeed 8606	84400-100	Job Posting	468.00	
1/14/21	Indeed 8606	20200-400	indeed.com		468.00
1/19/21	Amazon 1/19/21	80025-100	Adult Fiction	16.55	
1/19/21	Amazon 1/19/21	20200-400	Amazon.com		16.55
1/26/21	Suntrust 1/26/20	85840-100	Refund Finance Charges		-0.30
1/26/21	Suntrust 1/26/20	20200-400	Suntrust	-0.30	
Total				1,884.83	1,884.83

Smart Beginnings Report
July 1, 2020 to February 28, 2021

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/20	Beginning Balance			5,814.38
7/27/20	Payment from SB		5,814.38	
7/31/20	July Salary & Benefits	8,086.10		
8/24/20	Payment from SB		8,086.10	
8/31/20	August Salary & Benefits	5,808.89		
9/21/20	Payment from SB		5,808.89	
9/30/20	September Salary & Benefits	5,808.89		
10/16/20	Payment from SB		5,808.89	
10/31/20	October Salary & Benefits	5,808.89		
11/16/20	Payment from SB		5,808.89	
11/30/20	November Salary & Benefits	5,808.89		
12/28/20	Payment from SB		5,808.89	
12/31/20	December Salary & Benefits	8,086.10		
1/25/21	Payment from SB		8,086.10	
1/31/21	January Salary & Benefits	5,808.89		
2/22/21	Payment from SB		5,808.89	
2/28/21	February Salary & Benefits	5,808.89		
2/28/21	Ending Balance			5,808.89

LONESOME PINE REGIONAL LIBRARY

DIRECTOR PERFORMANCE REVIEW FORM

Name _____ Review From: _____ Through: _____

Position Title _____ Branch/Dept _____

Instructions: Evaluate the employee on the job now being performed. Check (✓) the box above the descriptions that most nearly express your overall judgment on each quality. Additional comments, including recommendations for improvement, may accompany each category.

Public Relations/ Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider if the director is friendly, courteous and has a genuine desire to serve library users and business associates.	Anticipates customer needs and proactively finds ways to provide for those needs.	Makes an extra effort to provide quality customer service.	Meets customer service needs and responds in an appropriate manner.	Minimal effort to meet customer needs. Occasionally fails to respond appropriately.	Does not make an effort to meet customer needs or to answer questions.

COMMENTS:

Work Knowledge/ Technical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider knowledge of job gained through experience, education and specialized training with effective application of job skills.	Well informed on all phases of work. Exceptionally high level of technical competence.	Well rounded job knowledge and commendable technical competence.	Adequate grasp of essentials. Average technical competence.	Requires considerable assistance.	Inadequate knowledge. Does not meet expected technical competence.

COMMENTS:

Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider neatness, accuracy, thoroughness, and dependability of results.	Exceptional quality. Practically no errors.	Above average quality. Infrequent errors.	Acceptable quality, seldom necessary to check work.	Often unacceptable, frequent errors.	Excessive errors.

COMMENTS:

<i>Productivity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider how well expectations are met with regard to volume of work completed, appropriate use of time, and task prioritization.	Has excellent understanding of job priorities producing far more than expected.	Effectively establishes job priorities. Maintains high output.	Establishes priorities with minimal direction. Produces at an average achievement level.	Not consistent in attention to priorities. Produces at less than normal output levels.	Shows lack of understanding of priorities. Fails to meet acceptable output standards.

COMMENTS:

<i>Dependability/ Initiative</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the degree to which the director can be relied upon to carry out duties and work independently toward approved goals.	Self-starter. Consistently advances toward approved goals.	Gets the job done with little or no follow up. Very reliable.	Assumes all responsibilities specifically assigned. Reliable.	Seldom initiates activity.	Fails to accept responsibility even when specifically assigned.

COMMENTS:

<i>Interpersonal Skills/Teamwork</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the degree to which director interacts and works harmoniously with co-workers and helps team efforts succeed.	Excels in promoting a spirit of mutual support. Actively motivates and inspires others.	Promotes teamwork. Demonstrates a high level of involvement with co-workers and team goals.	Interacts well with others. Actively participates in group or team assignments.	Has difficulty interacting with others. Demonstrates minimal team involvement.	Fails to develop successful interactions with others. Does not contribute to team efforts.

COMMENTS:

<i>Adaptability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider how well the director adapts to a rapidly changing information environment.	Demonstrates enthusiasm and excels in engaging others to accept and adopt new ideas and approaches.	Offers constructive and positive suggestions. Exercises creativity in making and implementing suggestions for improvement.	Demonstrates an open mind and positive attitude in reacting to new ideas and approaches. Engages in new processes.	Resists new ideas and approaches. Demonstrates an unwillingness to proceed once a decision has been made.	Opposes new ideas and approaches. Seeks to negatively influence others.

COMMENTS:

<i>Strategic Direction</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider how well the director establishes strategic direction, develops and commits to a long-range vision, value systems, and goals for the library.	Excels in establishing sound strategic direction. Fully commits to a long-range course of action to achieve vision and goals.	Proficiently sets a clear long-range course of action, vision, and goals that substantially moves the library forward.	Acceptable competence in establishing a vision and strategic plan that moves the library forward to achieve long-term goals.	Continues established vision, value systems, and goals that preserve the status quo.	Manages day-to-day without establishing strategic direction or forward movement.

COMMENTS:

<i>Operational Management</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the skill with which the director manages resources, facilities, people, and fiscal matters.	Expertly develops priorities and allocates funds, time, staff, materials, and resources to assure the library's success.	Manages organizational structure to achieve friendly, efficient, and cost-effective operations.	Understands library issues, problems, and operations in sufficient depth to make informed decisions.	Inconsistent management performance. Decisions have led to some management problems.	Significant failures in management of operations and resources. Demonstrates poor decision making.

COMMENTS:

<i>Staff Management</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider how well the director sets standards for attracting and retaining a qualified workforce and promotes a continuous learning environment.	Excels in guiding human resource recruitment and retention processes. Inspires staff to achieve their fullest potential.	Well-rounded knowledge and proactive involvement in human resources. Regularly offers continuing education opportunities.	Is somewhat involved in human resource development. Supports staff development activities.	Makes minimal efforts to manage human resources. Provides few training opportunities.	Fails to understand and monitor the human relations side of the operation. Does not encourage or support staff growth.

COMMENTS:

<i>Spokesperson/ Liaison</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider how effectively the director maintains contact with the Library Board and key constituents; distributes information responsibly, and serves as chief library representative.	Anticipates the information needs of the Board. Safeguards the interests of the library. Promotes the spirit of regionalism.	Proficiently informs the Board of key issues. Networks effectively with key constituents.	Generally provides appropriate information to Trustees in a timely manner; supports library initiatives.	Rarely distributes information in a timely and effective manner; resists external networking.	Does not understand the basic role and duties of chief library representative; fails to promote the library.

COMMENTS:

Supervisor's Comments	
Action Plans/Training and Development Goals	
If applicable, summarize any specific projects, performance objectives, or training and development plans for the next review period.	
Employee Comments	
Optional. If employee wishes to do so, any comments concerning this review may be indicated in this section.	
Signatures	
Supervisor Signature	_____
Name	Date
Employee Signature	_____
Name	Date



Performance Review

Employee Name:

Supervisor Name:

Part 1: Supervisor's evaluation

What does the employee do well? (Be specific. Highlight achievements and areas where employee excels.)

How could the employee improve? (Be specific. Cite examples where possible.)

Part 2: Employee feedback and comments

What are you most proud of?

What would help you be more successful?


Part 3: Employee and supervisor conversation notes and top 1-3 work-related performance goals.

Employee signature

Date

Supervisor signature

Date

 <p>Post Office Box 850 Kilmarnock, Virginia 22482</p>	<p>CONFIDENTIAL</p>		<p>REVIEW YEAR . 2020-21</p>
<p>Annual Review of Accomplishments and Goals</p>			
<p>NAME</p>	<p>POSITION</p>		
<p>TIME IN POSITION</p>	<p>SUPERVISOR</p>		
<p>ACCOMPLISHMENTS</p>	<p>Include progress on goals, continuing education, other achievements & activities, and lessons learned.</p>		
<p>GOALS NOT COMPLETED</p>	<p>Describe activities to achieve goals as well as lessons learned.</p>		
<p>FUTURE GOALS</p>	<p>Include performance goals, how they will be achieved, and continuing education.</p>		
<p>OTHER COMMENTS</p>			
<p>SIGNATURES</p>			
<p>Employee/Date</p>	<p>Supervisor/Date</p>		

SECTION NINE: DISPLAYS AND EXHIBITS

9.1 Library Sponsored Displays and Exhibits

Rev. _____

The Appomattox Regional Library System ~~will occasionally set up~~ **uses** special displays or exhibits throughout the year to promote reading, literacy, education, and other efforts supported by the mission of the library system.

9.2 Outside Agency Sponsored Displays and Exhibits

~~3/2/01~~ Rev: _____

The library offers display space for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items to fulfill its mission to promote intellectual freedom, life-long learning, cultural and leisure activities, and to increase public awareness of the public resources. The use of library facilities for displays and exhibits by outside organizations is subject to review **by a committee assembled from staff and Board of Trustee members as assigned by the director.** ~~of supervising librarian and/or the regional library director.~~ Material being considered for display or exhibit must be in one of the following categories:

- Material produced by, or in co-sponsorship with local, state, or federal government agencies.
- Public service information produced by an established community organization.
- ~~○ Material about political issues where both sides will be presented.~~
- Art (not for sale). **Art includes two and three dimensional items which are a unique creation. The request to display art must be made by the original artist, the owner of the art or an organization authorized to display the artist's work.**
- Historic relics or physical objects that inform the public of the area's history or represent topics of interest to the public.

Exhibit space is made available on an equitable basis to individuals or groups with respect to artworks that best meet the standards for acceptance. Displays and exhibits must be placed and removed at the direction of a library staff member **as delegated by the library director.** ~~under the direction of the regional library director.~~ **The library director may designate a librarian to be responsible for reviewing requests to display and coordinating the installation and removal of any display. The library director will make the final determination as to whether a display is acceptable under this policy at any of the library locations.** The library assumes no responsibility for lost, stolen, or damaged materials. Exhibitors shall indicate in writing that they have been advised of this policy, and that they agree to hold the Board of Trustees and staff of the Appomattox Regional Library System blameless from any claims for loss or damage to exhibits.

Outside Agency Sponsored Display/Exhibit Rules

- 1. All exhibits are free and open to the public.**
- 2. Materials displayed may not be for sale during the time of their presence in the library.**

3. The library reserves the right to determine the length of time a display is presented. Library use of display areas takes precedence over any other use and the library reserves the right, without notice, to cancel the use of the display area by exhibits if the director determines that the display space is needed for library purposes.
4. Library-produced or solicited displays will have priority over displays proposed by non-library groups or individuals.
5. The library reserves the right to refuse display space to exhibits that, in its opinion, do not further the mission of the library.
6. The library is not responsible for ensuring that all points of view are represented in any single display.
7. The library is not responsible for the accuracy of statements made in displays, nor does the library endorse any statements of opinion or belief that are represented.
8. All displays will meet existing state and federal laws on obscenity, libel, defamation of character, or invasion of privacy.
9. The name and contact information for the group or individual preparing the display must be a part of the display.
10. Displays must not damage library facilities.

9.3 Individual Displays and Exhibits

3/2/01

~~The Appomattox Regional Library System may solicit or accept the display of an individual for objects such as art and collectibles. The library system has the right to determine where, how, and for how long the items will be displayed.~~

~~The Appomattox Regional Library System assumes no responsibility for lost, stolen, or damaged materials. Exhibitors shall indicate in writing that they have been advised of this policy, and that they agree to hold the Board of Trustees and staff of the Appomattox Regional Library System blameless from any claims for loss or damage to exhibits.~~

9.3.1 Art Display Policy and Guidelines

1/15/13

~~The Appomattox Regional Library is not an art gallery or a museum. The library offers display space for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items to fulfill its mission to promote intellectual freedom, life-long learning, and cultural and leisure activities, and to increase public awareness of the library's resources. All exhibits are free and open to the public.~~

9.3.2 General Policy 1/15/13

~~The library encourages exhibitions of painting, photography, sculpture, crafts, and more for civic, cultural, educational, and recreational purposes. Exhibit space is made available on an equitable basis to individuals or groups with respect to artworks that best meet the standards for acceptance.~~

- ~~• All displays of original art (not including those produced or solicited by the library) must be reviewed and accepted by the Board's Art Advisory Committee.~~

- ~~Artwork displays will be scheduled for the period as determined by the Director. Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director determines that the display space is needed for Library purposes. Library-produced or solicited displays (including children's art work) will have priority over displays proposed by non-Library groups or individuals.~~
- ~~In addition, preference is given to applicants from Hopewell, Dinwiddie, Prince George, or and the Town of McKenney.~~
- ~~The Library reserves the right to refuse display space to exhibits that, in its opinion, do not further the mission and philosophy stated above.~~
- ~~The Library does not accept responsibility for ensuring that all points of view are represented in any single display.~~
- ~~Granting of permission to display materials does not imply staff Advisory Committee, or Board endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.~~
- ~~The Library assumes no responsibility for theft, loss, damage or destruction of items left for display.~~
- ~~All displays will meet existing state and federal laws on obscenity, libel, defamation of character, or invasion of privacy.~~
- ~~The name and contact information for the group or individual preparing the display must be a part of the display.~~
- ~~All displays must adhere to established guidelines for mounting.~~
- ~~The Library Board authorizes the library director to establish guidelines and procedures to facilitate the use of this policy including those for applications for consideration, artist notification, mounting and display, and other necessary processes.~~

9.3.2 Art Advisory Committee 1/15/13

~~The Board shall establish an Art Advisory Committee.~~

Duties

~~To review periodically proposals for displays of original art which have not been solicited by the Library, and to ensure that original art displayed in the Library is of high quality.~~

~~To advise the Library Director on purchase or selection of permanent, original art as requested.~~

Composition and Terms

~~The committee shall consist of one Library Board member (appointed by the Board Chairperson) and four members of the community who are knowledgeable in the field of art and who are appointed by the Board for staggered three-year terms. The library director will appoint one nonvoting staff member to serve as a liaison to the committee. Current Library staff~~

members are not eligible for Board appointment to the Committee. Art Advisory Committee members may not serve more than two consecutive terms.

~~Meetings~~

~~The Committee will meet as needed to review and determine what artwork will be displayed.~~

~~9.3.3~~ **9.3 Guidelines for Mounting Art Displays at ARLS**

Rev. _____

- Exhibitors must first submit a Display Request Form provided by the library and receive approval to exhibit works.
- Artwork must have wire hangers or other applicable hanging fixtures which will work with the library's hanging display system.
- Artists must supply their own easels or display stands for free standing art.
- All artwork is to be hung or set up, and taken down by the artist.
- Pieces to be hung should weigh no more than 15 lbs
- Ladders or stools will be provided by the Library for use in hanging or removing pieces.
- No pricing information can be displayed in the library without the express authorization of the regional library director. The director reserves the authority to authorize pricing in connection with a library program such as, but not limited to, fundraising by one of the library's Friends of the Library groups.

~~9.3.4~~ Art Display Form:

ART EXHIBIT APPLICATION APPOMATTOX REGIONAL LIBRARY

~~Thank you for your interest in exhibiting with the Appomattox Regional Library System. Please review~~

~~our Art Exhibit Policy prior to submitting this form. Applications will be evaluated by the Art Advisory Committee for selection. Submit this form along with list of objects and representations of objects by:~~

~~To: Art Advisory Committee, Appomattox Regional Library System, 209 East Cawson Street, Hopewell, VA 23860.~~

~~Artist or Organization: =~~

~~Address:~~

~~Telephone: L) _~~

~~Email: _____~~

~~Location requested for the exhibit:~~

~~Please indicate your preferred display dates (choose three):
Please attach photographs representative of the works to be
exhibited. If you have any questions please contact the library.~~

~~Release Agreement~~

~~The undersigned exhibitor understands and agrees that the
Appomattox Regional Library System is allowing me to display
items at the Appomattox Regional Library System. All parties
understand that the Appomattox Regional Library System will
not assume any responsibility or obligation for any loss or
damage to any item or items displayed. The displayed items are
not and will not be covered under any insurance policy covering
the Appomattox Regional Library System. The exhibitor
understands that they are solely responsible for insurance
coverage for the items being displayed and any cost resulting
from insuring those items.~~

~~Exhibitor Signature: _~~

~~Date:
_____~~

~~Date of publication 1115/13~~

9.4 Display and Distribution of Free Materials

3/2/04 Rev: _____

The library, as practical, will attempt to disseminate current information of popular interest not readily available in other forms through the display of free non-profit brochures, notices of non-profit meetings, and non-profit cultural activities.

Priority will be given as follows:

- Library materials.
- Information generated by Hopewell, Prince George, and Dinwiddie governmental agencies.
- Civic, cultural, and educational information.
- **Non-profit organizations that work to provide programming or other assistance to the library.**
- Other non-profit materials which will be displayed on a first-come, first-displayed basis as space permits.

~~The library will collect, catalog, and provide materials on a wide range of subjects as provided in the Collection Development Policy,~~ but will not serve as a distribution point for organizations wishing to disseminate free copies of political (advocating a partisan viewpoint), moral, religious, or commercial tracts, or newsletters.

No materials may be distributed in the library system without permission of an appropriate ~~Supervising Librarian~~ **supervisor**. Materials will be discarded as soon as they are outdated, or in the case of undated materials, at the discretion of a ~~Supervising Librarian~~ **librarian in charge of the facility**. The display of an item does not constitute an endorsement by the library system.

SECTION SIXTEEN: ~~SIX~~ USE OF ~~LIBRARY COMPUTERS~~ LIBRARY TECHNOLOGY

6.1 Technology Goals

The library attempts to maintain awareness about new technology and provides access to new technology when practical. The library maintains and updates its existing technology according to the needs of patrons and staff and availability of funds in the budget.

Staff reserve the right to terminate a technology program at any time if the technology is deemed unsafe, too expensive, patron behavior violates public services policy, or as other reasons arise which make continuing the program or service impractical.

46.1 Online Catalog

REV 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.~~

46.2 Software Applications

REV 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.~~

46.3 Online Periodicals

REV 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~~

6.2 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 34 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 6.3 Public Online Access

Rev. _____

~~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. **Library staff will assist patrons in locating online resources that provide current, accurate information in response to the patrons' requests.**

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 **to patrons electronic equipment or other property** from the use of its connection to the Internet or other electronic resources. **The patron is responsible for any downloads the patron makes to the patron's equipment and any information the patron shares through the internet.**

~~III. 6.4 Responsibilities of Internet and Technology Users~~

Rev, _____

The library wishes to make the internet and all computer resources available to **as many patrons as possible. Users are responsible for their own actions and for any site they may access.** ~~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 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 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. 6.5 Time Limits

Due to a limited number of computers **time is allotted in two hour increments. Patrons are asked to be respectful of other patrons and remove themselves after their time is complete if other patrons are waiting. If no one is waiting patrons are allowed to request extra time on the computer, without providing an explanation.** ~~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 time and failed to make way for a waiting patron. 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 automatically shut-off fifteen minutes before closing time and use of the computers cannot be extended beyond that 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. 6.6 Printing

Each user may print at the charge of ten cents per page **for black and white, and thirty cents per page for color where available.** This is the same rate charged for ~~use of our~~ photocopyers.

6.7 Copyright

The Appomattox Regional Library System adheres to all of the provisions of the U.S. Copyright Law (Title 17, United States Codes Sec. 101 et seq.). Certain areas of copyright law continue to be open to interpretation; this policy represents a sincere effort on the part of the library to operate within the full intent of the law. Appropriate notices will be posted at all copy machines, and other printing access points (computers, microfilm machines, etc.) reminding patrons of the Copyright Law. Patrons who willfully disregard copyright law are in violation of the library's policy and do so at their own risk and assume all liability.

~~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.~~

16.6-6.8 SOCIAL MEDIA POLICY

Rev. _____

This policy governs the creation and publication of content on social media by employees of Appomattox Regional Library System. For the purposes of this policy, social media is defined as any web application, site or account created and maintained by ARLS. ~~which facilitates an environment for library staff and library patrons to share opinions and information about library-related subjects and issues; to increase the public's knowledge of and use of library services; and to promote the value and importance of library services among governing officials, civic leaders, and the general public.~~

~~This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the Internet.~~

~~ARLS employees are free to publish or comment via social media in accordance with this policy. ARLS employees are subject to this policy to the extent they identify themselves as an ARLS employee (other than as an incidental mention of place of employment in a personal blog on topics unrelated to ARLS).~~

Before engaging in work related social media, employees must obtain the permission of the Regional Library Director.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that ARLS employees must otherwise follow.

The role and utility of social media sites will be evaluated periodically by library staff, and may be terminated at any time without notice to subscribers. ~~As with more traditional resources,~~ The library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these resources.

The library does not collect, maintain or otherwise use the personal information stored on any third party social media site in any way other than to communicate with users on that site, unless granted permission by users for library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities. ~~Users may remove themselves at any time from the library's "friend" or "fan" lists or request that the library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.~~

Comments, posts, and messages are welcome on ARLS social media sites. While the library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy ~~(before publishing when possible)~~. All postings which contain any of the following will be removed, and the poster will be banned from posting any subsequent messages to library social media sites:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent
- ~~• Comments totally unrelated to the content of the forum~~
- ~~• Hyperlinks to material that is not directly related to the discussion~~
- Commercial promotions or spam
- Organized political or religious activity or proselytizing
- ~~• Photos or other images that fall in any of the above categories~~

In addition, ARLS reserves the right to edit or modify any postings or comments **which do not further promote the library and/or its goals.** ~~for space or content, while retaining the intent of the original post. ARLS reserves the right to reproduce comments, posts, and messages in other public venues. For example, the library may reproduce a response to a YouTube book review in a newspaper article or on the library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.~~

ARLS assumes no liability regarding any event or interaction that takes place by any participants ~~in any~~ **on** library-sponsored social media ~~service~~. The library does not endorse or review content outside the "pages" created by ARLS staff. Participation in ARLS social media services implies agreement with all library policies. ~~, including its Social Media Policy and Internet Access Policy. If a user does not agree to the terms of the library's policies, they are not to interact on library-sponsored social media services.~~

Ann F Moody

in the 1850 United States Federal Census

Name: Ann F Moody
Gender: Female
Age: 61
Birth Year: abt 1789
Birthplace: Virginia
Home in 1850: Prince George, Virginia, USA
Real Estate: 1100
Line Number: 34
Dwelling Number: 84
Family Number: 84

Household Members

	Age
Ann F Moody	61
Eliza Moody	22
Laura Moody	12
Robert Moody	10
Ann Ecklis	50
Sarah Wilkins	11
A R Shands	28

Source Citation

Year: 1850; Census Place: Prince George, Virginia; Roll: 970; Page: 62b

Source Information

Ancestry.com. 1850 United States Federal Census [database on-line]. Provo, UT, USA: Ancestry.com Operations, Inc., 2009. Images reproduced by FamilySearch.

Original data: Seventh Census of the United States, 1850; (National Archives Microfilm Publication M432, 1009 rolls); Records of the Bureau of the Census, Record Group 29; National Archives, Washington, D.C.

Description

This database is an index to individuals enumerated in the 1850 United States Federal Census, the Seventh Census of the United States. Census takers recorded many details including each person's name, age as of the census day, sex, color; birthplace, occupation of males over age fifteen, and more. No relationships were shown between members of a household. Additionally, the names of those listed on the population schedule are linked to actual images of the 1850 Federal Census. [Learn more...](#)

Community Involvement
March 2021

2/24	Dinwiddie Chamber of Commerce (Zoom)
3/8	Downtown Partnership Merchant meeting (Zoom)