

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

March 20, 2024

McKenney Library

1:00 p.m.



APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

March 20, 2024

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 21, 2024

Statistical Report – dated March 20, 2024

Financial Report – dated March 20, 2024

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Board of Trustees update
- R3.** Update on Audit
- R4.** Animals Along the Appomattox
- R5.** 50th Anniversary Logo
- R6.** Change of Meeting Date – May 15

Committee Reports:

New Business:

Discussion and Consideration of proposed Rules of Conduct

Unfinished Business:

Adjournment

Next meeting scheduled of April 17, 2024 at the McKenney Library at 1:00 pm

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of February 21, 2024**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, February 21, 2024, with Chairperson Randi Hawkins presiding. The meeting was called to order at 1:03 p.m. at the Dinwiddie Library on Boydton Plank Road in Dinwiddie County.

Trustees present: Randi Hawkins, chairperson (D), Sandra E. Ruffin, vice chairperson and secretary (D); Larry Pankey, treasurer (H), William Steward, (H); and Angela Bennett (PG)

Trustees absent: Schneria Valentine (D), Amanda Binford (PG), and Jean Hill-Atkins (PG)

(Hopewell is seeking to fill a vacant position.)

Staff: Brian Manning, library director, and Briana Terry, administrative and personnel services manager

Approval of Agenda: Ms. Bennett moved to approve the agenda as printed, and Mr. Pankey seconded. The motion was carried.

Approval of Consent Agenda: Ms. Bennett moved to approve the consent agenda as printed, and Mr. Pankey seconded (Minutes of January 17, 2024, Statistical Report dated February 21, 2024, Financial Report, dated February 21, 2024, and Bills for Review) The motion was carried.

Communications: None

Citizens Comments: Mr. Manning expressed continuing concerns from the public about the homeless entering or congregating outside the Hopewell Library. The matter has been reviewed by Hopewell police officers. Being a public facility, not much can be done. Mr. Manning reported that most times the homeless have not created problems at the Library.

Dr. Ruffin reported a patron's concern that the Rohoic Library did not have a fax machine. Mr. Manning will follow up with the Library and stated that each Library should have a fax machine.

Report of the Library Director:

- Ms. Carol Farmer's position, material services manager, has been advertised. The director is seeking to fill the position by mid-May to allow smooth transition of services. Ms. Farmer will provide the training and continue employment through July. Ms. Elizabeth Trop, adult services manager, will retire on June 1, 2024. The Director plans to fill Ms. Trop's position in July 2024.
- Mr. William Steward has been appointed by the City of Hopewell to the Board of Trustees. Hopewell now seeks to fill one additional vacant position.
- The report on rules of conduct inside the library was tabled for the March 2024 ARLS Board meeting.
- E-rate funding, state reimbursement, for this year is \$13,000; reimbursement is ninety cents per one dollar. Staff is seeking bids to expand the WiFi and antennas due to aging out. This is an item for next year's budget.

- At the Dinwiddie County's Board of Supervisors work session, Mr. Manning provided an update on the use of library services to include a comparison of years 2022 and 2023: usage of the libraries' computers, WiFi, and hotspots; percentage increases in patron visits, and circulations.
- The annual audit report should be ready for review at the March 2024 Board meeting.
- The annual food drive was successful in each jurisdiction.
- "Animals Along the Appomattox" event will be held in April. Staff submitted photos of their pets and one will be selected as the Mascot for the event.

Committee reports: None

New Business: Mr. Steward reported on "Tech for Troops," a nonprofit organization that provides digital services to veterans and their families. Mr. Steward offered to provide the Library with obsolete or free supplies. Mr. Manning will coordinate with the Library's IT company.

Unfinished business: Mr. Pankey inquired about the Board's previous request to award certificates to the recent Board members who had completed their terms. Mr. Manning is making needed arrangements for presentations with Hopewell and Prince George and will inform the respective ARLS Board members.

Adjournment: With no further business for discussion, Chairperson Randi Hawkins called for adjournment. On the motion of Ms. Bennett and seconded by Mr. Stewart, the meeting adjourned at 1:35 p.m.

The next meeting of the ARLS will be held on Wednesday, March 20, 2024, at the McKenney Library, located at 20916 Old School Road, McKenney, Virginia.

Sandra E. Ruffin, Ed.D., Secretary
Appomattox Regional Library System
Sandra.ruffin1948@outlook.com

Statistical Report
March 20, 2024

Statistical Report - FY2024
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by		CHANGE FROM FY22
															Month	Month	
Burrowsville	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908			
	FY21	3	27	21	50	130	126	122	104	153	206	198	308	1,448			
	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704			
	FY23	250	244	286	275	307	274	350	329	400	618	496	532	4,361			
	FY24	406	452	459	399	360	330	417	299	0	0	0	0	3,122	-9%		33%
Carson Depot	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480			
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297			
	FY23	823	958	873	936	660	665	666	731	635	711	607	735	9,000			
	FY23	766	863	849	732	539	612	744	663	791	672	884	992	9,107			
	FY24	776	722	756	715	663	701	737	690	0	0	0	0	5,760	4%		0%
Dinwiddie	FY20	2,128	1,628	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	361	10	15,031			
	FY21	53	371	513	720	683	841	827	649	856	805	868	1,048	8,234			
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787			
	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454			
	FY24	1,808	1,873	1,583	1,388	1,451	1,655	1,670	1,640	0	0	0	0	13,068	6%		10%
Disputanta	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937			
	FY21	3	2	29	21	96	175	201	238	379	329	401	415	2,289			
	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882			
	FY23	447	669	536	494	411	382	461	437	463	431	466	549	5,746			
	FY24	400	566	682	706	658	477	514	501	0	0	0	0	4,504	15%		17%
Hopewell	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748			
	FY21	4,994	8,743	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806			
	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824			
	FY23	9,157	9,812	8,657	8,174	6,969	7,096	7,966	7,714	8,427	7,314	7,851	8,734	97,871			
	FY24	9,985	10,406	8,414	8,906	7,645	7,413	8,429	7,721	0	0	0	0	68,919	0%		5%



Statistical Report
March 20, 2024

% of Chg
by
Month

Change
from
FY22

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month	Change from FY22
Mckenney	FY20	1,369	797	605	645	553	527	702	630	496	312	157	3	6,796		
	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780		
	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435		
	FY23	1,088	1,236	1,164	1,088	957	852	1,009	971	1,343	918	1,085	1,095	12,806		
	FY24	1,123	1,353	1,197	1,254	1,142	1,055	1,240	1,250	0	0	0	0	9,614	29%	15%

Prince George	FY20	5,604	5,070	4,455	4,780	4,147	3,023	3,689	3,737	3,016	2,154	1,470	726	41,871		
	FY21	1,479	1,665	3,232	3,218	2,759	2,794	4,814	2,734	3,138	3,050	2,742	3,437	35,062		
	FY22	3,220	3,940	3,139	3,309	2,889	3,020	2,950	3,082	4,943	4,891	3,897	4,728	44,008		
	FY23	5,401	6,096	4,360	3,827	3,883	3,649	3,789	3,809	4,630	5,013	5,783	7,231	57,471		
	FY24	5,508	5,219	4,861	4,386	4,069	3,475	4,581	7,211	0	0	0	0	39,310	89%	13%

Rohoic	FY20	1,256	1,013	821	1,138	864	819	967	1,101	585	366	207	4	9,141		
	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690		
	FY22	568	595	539	789	616	626	863	866	1,077	967	1,114	970	9,590		
	FY23	1,005	888	884	984	889	910	928	1,176	1,419	1,217	1,112	1,411	12,823		
	FY24	1,332	1,378	1,433	1,377	1,242	961	1,063	1,206	0	0	0	0	9,992	3%	30%

Econtent	FY20	2,000	1,472	1,466	1,501	1,384	1,418	1,376	1,342	1,326	2,437	2,331	2,063	20,116		
	FY21	1,969	1,986	1,859	1,813	2,141	1,757	2,013	2,104	1,985	1,796	1,976	1,943	23,342		
	FY22	1,854	2,101	1,860	1,686	1,725	1,586	1,825	1,845	1,869	1,635	2,246	1,865	22,097		
	FY23	1,872	2,213	1,782	1,861	1,871	1,629	1,967	1,833	2,062	2,169	2,281	1,893	23,433		
	FY24	2,283	2,358	2,028	2,157	2,270	2,275	2,282	2,601	0	0	0	0	18,254	42%	21%

ARLS Totals	FY19	26,258	22,950	20,097	21,390	17,958	16,059	19,085	18,601	15,543	13,862	13,634	22,591	228,028		
	FY20	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948		
	FY21	17,646	18,908	17,498	17,667	15,463	15,748	16,556	16,526	19,235	18,742	18,885	19,860	212,734		
	FY22	21,596	23,681	20,001	18,983	17,216	16,782	18,697	18,639	21,508	19,988	21,687	24,430	243,208		
	FY23	23,621	24,327	21,413	21,288	19,500	18,342	20,933	23,119	0	0	0	0	172,543	24%	11%

Statistical Report
March 20, 2024

PATRON VISITS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2024														
Burrowsville	163	25	167	163	116	49	181	107	0	0	0	0	0	971
Carson Depot	201	221	175	158	111	133	168	181	0	0	0	0	0	1,348
Dinwiddie	552	563	473	524	503	702	505	556	0	0	0	0	0	4,378
Disputanta	110	174	183	205	184	124	195	163	0	0	0	0	0	1,338
Hopewell	11,710	12,700	11,046	11,759	9,020	9,996	10,784	12,473	0	0	0	0	0	89,488
McKenney	369	361	397	445	240	313	431	416	0	0	0	0	0	2,972
Prince George	5,310	4,769	4,320	4,207	3,456	3,166	2,926	5,338	0	0	0	0	0	33,492
Rohoic	402	477	493	455	374	368	378	592	0	0	0	0	0	3,539
TOTAL	18,817	19,290	17,254	17,916	14,004	14,851	15,568	19,826	0	0	0	0	0	137,526
MISC TRANSACTIONS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	130	132	125	135	107	112	110	149	0	0	0	0	0	1,000
Meeting Room Users	687	708	803	869	607	701	779	951	0	0	0	0	0	6,105
Book Group	5	17	15	14	14	0	15	17	0	0	0	0	0	97
Adult Program **	376	790	315	278	498	196	319	351	0	0	0	0	0	3,123
Non-SRP Child Program	0	0	828	921	856	811	643	1,000	0	0	0	0	0	5,059
Non-SRP Teen Program	0	0	10	10	4	22	25	10	0	0	0	0	0	81
Storytime	440	181	417	302	381	268	302	493	0	0	0	0	0	2,784
SRP Child	1,348	1,231	0	0	0	0	0	0	0	0	0	0	0	2,579
SRP Teen	95	112	0	0	0	0	0	0	0	0	0	0	0	207
Community Outreach	750	517	45	933	248	1,372	114	100	0	0	0	0	0	4,079
Notary Services	0	19	20	33	22	13	45	38	0	0	0	0	0	190
Database Usage	4,554	4,187	5,177	428	144	4,334	5,259	416	0	0	0	0	0	24,499
TOTALS	8,385	7,894	7,755	3,923	2,881	7,829	7,611	3,525	0	0	0	0	0	49,803

**Includes online programming

Statistical Report
March 20, 2024

REFERENCE QUESTIONS - FY2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	46	40	33	26	36	39	36	29	0	0	0	0	285
Carson Depot	1	5	3	5	51	51	60	53	0	0	0	0	229
Dinwiddie	114	149	169	139	150	130	170	192	0	0	0	0	1,213
Disputanta	33	44	63	99	61	38	32	59	0	0	0	0	429
Hopewell	1,165	1,215	1,008	1,296	1,069	1,226	1,446	621	0	0	0	0	9,046
McKenney	153	139	106	108	99	131	196	198	0	0	0	0	1,130
Prince George	869	787	751	812	564	483	833	781	0	0	0	0	5,880
Rohoic	141	183	154	117	115	120	95	137	0	0	0	0	1,062
TOTALS	2,522	2,562	2,287	2,602	2,145	2,218	2,868	2,070	0	0	0	0	19,274
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	3	2	8	4	5	10	4	12	0	0	0	0	48
WIFI	12	6	14	8	9	10	12	15	0	0	0	0	86
Carson Depot Workstation	42	49	31	50	8	31	25	31	0	0	0	0	267
WIFI	17	23	23	27	20	23	24	23	0	0	0	0	180
Dinwiddie Workstation	51	56	40	61	46	39	39	64	0	0	0	0	396
WIFI	50	65	40	33	33	19	32	32	0	0	0	0	304
Disputanta Workstation	18	54	34	61	57	39	50	46	0	0	0	0	359
WIFI	66	54	51	88	99	78	86	43	0	0	0	0	565
Hopewell Workstation	1,296	1,568	1,366	1,218	1,016	1,034	1,331	1,460	0	0	0	0	10,289
WIFI	683	751	662	643	599	591	632	709	0	0	0	0	5,270
McKenney Workstation	33	40	24	37	19	42	39	47	0	0	0	0	281
WIFI	69	58	42	57	51	63	64	55	0	0	0	0	459
Prince George Workstation	359	421	334	357	278	270	309	358	0	0	0	0	2,686
WIFI	219	207	205	254	212	228	226	237	0	0	0	0	1,788
Rohoic Workstation	24	38	22	27	20	11	14	19	0	0	0	0	175
WIFI	27	44	31	38	25	37	20	42	0	0	0	0	264
TOTALS	2,969	3,436	2,927	2,963	2,497	2,525	2,907	3,193	0	0	0	0	23,417

Scanner Usage 780 1,275 959 1,195 844 791 1,211 777 0 0 0 0 0 7,832

Appomattox Regional Library System

Revenue and Expenses

July 1, 2023 - June 30, 2024

fund#	Revenue 02/29/24	FY2024 Adopted	Receipts to Previous Month	Monthly Receipts - 02/24	Total Receipts - 02/29/24	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$702,423	\$526,817	\$0	\$526,817	75.0%	\$175,606
103	Dinwiddie	\$335,995	\$251,996	\$0	\$251,996	75.0%	\$83,999
104	Prince George	\$671,456	\$503,592	\$0	\$503,592	75.0%	\$167,864
105	State Funds	\$524,012	\$453,614	\$0	\$453,614	86.6%	\$70,398
106	Lost/Damaged/Fees	\$8,000	\$1,882	\$439	\$2,321	29.0%	\$5,679
107	Copying/Fax Receipts	\$25,000	\$13,804	\$1,871	\$15,675	62.7%	\$9,325
108	Endowment Funds	\$16,766	\$16,984	\$0	\$16,984	101.3%	(\$218)
109	E-Rate Refunds	\$16,000	\$13,383	\$0	\$13,383	83.6%	\$2,617
110	Gifts/Donations	\$1,000	\$470	\$20	\$490	49.0%	\$510
111	Grants	\$1,000	\$2,500	\$0	\$2,500	250.0%	(\$1,500)
112	Other	\$1,500	\$2,222	\$66	\$2,288	152.5%	(\$788)
	TOTALS	\$2,423,152	\$1,787,265	\$2,396	\$1,789,661	73.9%	\$633,491

Fund#	EXPENSES 02/29/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 02/2024	TOTAL EXPENSES 02/29/24	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$525,982	\$301,455	\$40,232	\$341,687	65.0%	\$184,295
201	Non-MLS Salary & Wages	\$701,778	\$384,095	\$56,185	\$440,279	62.7%	\$261,499
202	Benefits for Staff/Retirees	\$352,192	\$179,614	\$25,717	\$205,331	58.3%	\$146,861
	Total Personnel	\$1,579,952	\$865,163	\$122,134	\$987,297	62.5%	\$592,655
	Books & Materials						
300	Books	\$105,000	\$57,387	\$13,035	\$70,422	67.1%	\$34,578
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$15,080	\$2,773	\$17,852	59.5%	\$12,148
303	Print News & Periodicals	\$10,000	\$7,030	\$28	\$7,058	70.6%	\$2,942
304	Audiovisual Materials	\$25,000	\$14,765	\$4,195	\$18,960	75.8%	\$6,040
305	Electronic Materials	\$5,500	\$10,064	\$0	\$10,064	183.0%	(\$4,564)
306	Material Services Supplies	\$6,000	\$2,803	\$119	\$2,923	48.7%	\$3,077
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$26,065	\$1,851	\$27,916	111.7%	(\$2,916)
	Total Books & Materials	\$227,500	\$133,195	\$22,001	\$155,196	68.2%	\$72,304
	Capital Expenditures						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$15,000	\$13,355	\$2,161	\$15,516	103.4%	(\$516)
401	Computer Hardware	\$70,000	\$22,383	\$1,332	\$23,715	33.9%	\$46,285
	Total Capital Expenditures	\$85,000	\$35,738	\$3,493	\$39,231	46.2%	\$45,769
	Contractual						
500	Lyrasis ILL Services	\$3,100	\$3,274	\$0	\$3,274	105.6%	(\$174)
	Software & Web Based App.						
501	Licensing Contracts	\$60,000	\$45,362	\$10,985	\$56,347	93.9%	\$3,653
502	Audit	\$21,500	\$3,480	\$0	\$3,480	16.2%	\$18,020
503	Cataloging MARC Records	\$3,000	\$5,120	\$0	\$5,120	170.7%	(\$2,120)
505	Computer Support/Service Calls	\$70,000	\$58,898	\$6,345	\$65,243	93.2%	\$4,757

Fund#	EXPENSES 02/29/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 02/2024	TOTAL EXPENSES 02/29/24	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$23,745	\$3,034	\$26,779	66.9%	\$13,221
508	Printing and Publications	\$5,000	\$2,768	\$100	\$2,868	57.4%	\$2,133
	Total Contractual	\$202,600	\$142,647	\$20,463	\$163,110	80.5%	\$39,490
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$2,361	\$51	\$2,412	34.5%	\$4,588
601	TLC Maintenance Contract	\$16,500	\$16,492	\$0	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650	\$44,100	\$6,300	\$50,400	65.8%	\$26,250
603	Supplies	\$20,000	\$14,165	\$269	\$14,433	72.2%	\$5,567
604	Travel / Workshops / Conf. Fees	\$5,000	\$4,942	\$566	\$5,508	110.2%	(\$508)
605	Training / Education	\$2,000	\$1,917	\$320	\$2,237	111.9%	(\$237)
606	Utilities	\$3,750	\$1,937	\$735	\$2,672	71.2%	\$1,078
607	Telephone (Voice)	\$13,600	\$6,812	\$694	\$7,506	55.2%	\$6,094
608	Insurance	\$12,750	\$39	\$0	\$39	0.3%	\$12,711
609	Vehicle Maintenance & Fuel	\$5,000	\$1,242	\$215	\$1,457	29.1%	\$3,543
610	Job & Contracting Advertising	\$2,500	\$0	\$0	\$0	0.0%	\$2,500
611	Promotional Advertising	\$2,000	\$391	\$0	\$391	19.5%	\$1,609
612	Organization/Association Dues	\$3,500	\$2,629	\$724	\$3,353	95.8%	\$147
613	Postage	\$5,500	\$3,250	\$166	\$3,416	62.1%	\$2,084
614	Janitorial	\$94,000	\$53,762	\$7,675	\$61,437	65.4%	\$32,563
615	Other Building Maintenance	\$9,000	\$11,778	\$358	\$12,136	134.8%	(\$3,136)
616	Restricted - Donation/Grant	\$2,500	\$2,500	\$0	\$2,500	100.0%	\$0
	Total	\$281,250	\$168,315	\$18,074	\$186,389	66.3%	\$94,861
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$425	\$0	\$425	6.1%	\$6,575
701	YS Programming & Supplies	\$4,500	\$2,433	\$459	\$2,891	64.3%	\$1,609
703	Adult Programming & Supplies	\$8,000	\$4,702	\$787	\$5,489	68.6%	\$2,511

Fund#	EXPENSES 02/29/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 02/2024	TOTAL EXPENSES 02/29/24	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$350	\$0	\$350	\$350	100.0%	\$0
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709	Misc. Professional Serv. & Other	\$9,500	\$9,835	\$246	\$10,081	106.1%	(\$581)
	Total Programs/Activ./Other	\$49,350	\$17,395	\$1,842	\$19,237	39.0%	\$30,113
	GRAND TOTALS	\$2,425,652	\$1,362,453	\$188,007	\$1,550,459	63.9%	\$875,192

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/8/24	200779	21000-100	Federal Taxes Withheld	3,307.18	
			Social Security Taxes		
2/8/24	200779	22000-100	Withheld	3,065.14	
2/8/24	200779	22000-100	SB Social Security	134.27	
2/8/24	200779	22000-100	ARLS Social Security	2,930.87	
2/8/24	200779	23000-100	Medicare Taxes Withheld	716.86	
2/8/24	200779	23000-100	SB Medicare Taxes	31.40	
2/8/24	200779	23000-100	ARLS Medicare	685.46	
			Electronic Federal Tax		
2/8/24	200779	10006-100	Payment		10,871.18
2/22/24	200780	21000-100	Federal Taxes Withheld	3,359.95	
			Social Security Taxes		
2/22/24	200780	22000-100	Withheld	3,096.50	
2/22/24	200780	22000-100	SB Social Security	134.27	
2/22/24	200780	22000-100	ARLS Social Security	2,962.23	
2/22/24	200780	23000-100	Medicare Taxes Withheld	724.18	
2/22/24	200780	23000-100	SB Medicare Taxes	31.40	
2/22/24	200780	23000-100	ARLS Medicare	692.78	
			Electronic Federal Tax		
2/22/24	200780	10006-100	Payment		11,001.31
2/8/24	2013-938	27000-400	EZ Link Voluntary	487.94	
2/8/24	2013-938	10006-100	Treasurer of Virginia		487.94
2/8/24	2013-939	27000-300	EZ Link Withheld	217.60	
2/8/24	2013-939	70460-100	Ez Link Retirement	542.01	
2/8/24	2013-939	10006-100	Treasurer of Virginia		759.61
2/8/24	2013-940	70540-600	FC Life Insurance	64.21	
2/8/24	2013-940	70540-600	FC VRS Retirement	185.92	
2/8/24	2013-940	27000-200	VRS Withheld	3,211.08	
2/8/24	2013-940	70460-100	ARLS VRS Insurance	912.97	
2/8/24	2013-940	70460-100	ARLS VRS Retirement	1,929.47	
2/8/24	2013-940	10006-100	Treasurer of Virginia		6,303.65
2/22/24	2013-943	27000-300	EZ Link Withheld	217.60	
2/22/24	2013-943	70460-100	Ez Link Retirement	542.01	
2/22/24	2013-943	10006-100	Treasurer of Virginia		759.61
2/22/24	2013-944	27000-400	EZ Link Voluntary	487.94	
2/22/24	2013-944	10006-100	Treasurer of Virginia		487.94
2/1/24	2024-229E	85110-100	Invoice: Amazon 9895	96.37	
2/1/24	2024-229E	83700-200	Invoice: Amazon 9888	44.30	
2/1/24	2024-229E	83700-420	Invoice: Amazon 9887	18.97	
2/1/24	2024-229E	80015-100	Invoice: Amazon 1/19/24	48.00	
2/1/24	2024-229E	10006-100	Amazon.com		207.64
2/1/24	2024-230E	80020-100	Invoice: 5018693402	52.30	
2/1/24	2024-230E	80020-100	Invoice: 5018693404	49.02	
2/1/24	2024-230E	80020-100	Invoice: 5018693403	190.92	
2/1/24	2024-230E	80020-100	Invoice: 5018662222CM	-440.00	
2/1/24	2024-230E	80020-100	Invoice: 5018720584	534.58	
2/1/24	2024-230E	80020-100	Invoice: 5018714719	1,215.84	
2/1/24	2024-230E	10006-100	Baker & Taylor		1,602.66

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/1/24	2024-231E	80460-100	Invoice: 2135857	529.05	
2/1/24	2024-231E	10006-100	Blackstone Publishing #8299 60 021 0013348		529.05
2/1/24	2024-232E	82600-440	Internet - McKenney	366.40	
2/1/24	2024-232E	10006-100	Comcast Communications		366.40
2/1/24	2024-233E	84000-420	Utilities - Dinwiddie	15.33	
2/1/24	2024-233E	84000-430	Utilities - Disputanta	15.33	
2/1/24	2024-233E	84000-440	Utilities - McKenney	15.33	
2/1/24	2024-233E	84000-450	Utilities - PG	15.34	
2/1/24	2024-233E	10006-100	Diamond Springs		61.33
2/1/24	2024-234E	84000-410	Utilities - Carson	341.03	
2/1/24	2024-234E	10006-100	Dominion Energy Virginia		341.03
2/1/24	2024-235E	81100-100	APC Battery Backup	884.42	
2/1/24	2024-235E	10006-100	E-N Computers, Inc.		884.42
2/1/24	2024-236E	81210-200	Security Cameras Huntington Technology	1,332.00	
2/1/24	2024-236E	10006-100	Finance		1,332.00
2/1/24	2024-237E	80010-100	Invoice: 67678388	30.29	
2/1/24	2024-237E	80010-100	Invoice: 67678387	317.58	
2/1/24	2024-237E	80010-100	Invoice: 67678386	416.42	
2/1/24	2024-237E	80015-100	Invoice: 63020726	20.50	
2/1/24	2024-237E	80015-100	Invoice: 63020725	20.46	
2/1/24	2024-237E	80010-100	Invoice: 63020724	17.91	
2/1/24	2024-237E	80010-100	Invoice: 63020723	375.82	
2/1/24	2024-237E	80025-100	Invoice: 63020722	31.94	
2/1/24	2024-237E	80210-100	Invoice: 63020721	30.88	
2/1/24	2024-237E	80230-100	Invoice: 63020719	9.36	
2/1/24	2024-237E	80230-100	Invoice: 63020720	22.18	
2/1/24	2024-237E	80210-100	Invoice: 63019275	45.08	
2/1/24	2024-237E	80210-100	Invoice: 63019276	33.02	
2/1/24	2024-237E	80210-100	Invoice: 63019282	12.39	
2/1/24	2024-237E	80210-100	Invoice: 63018776	36.12	
2/1/24	2024-237E	80010-100	Invoice: 67677758	787.54	
2/1/24	2024-237E	80030-100	Invoice: 67677757	28.97	
2/1/24	2024-237E	80010-100	Invoice: 67677759	26.66	
2/1/24	2024-237E	80025-100	Invoice: 63018777	93.91	
2/1/24	2024-237E	80025-100	Invoice: 63019277	52.86	
2/1/24	2024-237E	80030-100	Invoice: 63019278	31.71	
2/1/24	2024-237E	80038-100	Invoice: 63019279	31.71	
2/1/24	2024-237E	80010-100	Invoice: 63019281	164.87	
2/1/24	2024-237E	80010-100	Invoice: 63019280	87.24	
2/1/24	2024-237E	80030-100	Invoice: 63018778	68.28	
2/1/24	2024-237E	80015-100	Invoice: 63018779	46.60	
2/1/24	2024-237E	80200-100	Invoice: 63021688	14.99	
2/1/24	2024-237E	80230-100	Invoice: 63021689	5.98	
2/1/24	2024-237E	80030-100	Invoice: 67680943	231.73	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/1/24	2024-237E	80010-100	Invoice: 67680944	84.88	
2/1/24	2024-237E	80025-100	Invoice: 67681101	199.98	
2/1/24	2024-237E	80025-100	Invoice: 63021687	1,001.78	
2/1/24	2024-237E	10006-100	Ingram Library Services		4,379.64
2/1/24	2024-238E	80440-100	Invoice: 504931043	332.18	
2/1/24	2024-238E	80410-100	Invoice: 504931041	136.10	
2/1/24	2024-238E	80405-100	Invoice: 504957849	114.99	
2/1/24	2024-238E	80440-100	Invoice: 504957848	34.58	
2/1/24	2024-238E	80410-100	Invoice: 504957960	49.83	
2/1/24	2024-238E	10006-100	Midwest Tape		667.68
			Wildcard Renewal Exp		
2/1/24	2024-239E	82070-100	1/13/25	80.00	
2/1/24	2024-239E	10006-100	Richweb Inc.		80.00
2/1/24	2024-240E	20200-200	Sam's 1/8/24	79.84	
2/1/24	2024-240E	10006-100	Sam's Club Direct		79.84
2/1/24	2024-241E	20200-400	Truist 2/21/24	1,985.40	
2/1/24	2024-241E	10006-100	Truist		1,985.40
			Ice Melt Application -		
2/1/24	2024-242E	84900-410	Carson	130.00	
2/1/24	2024-242E	10006-100	Virginia Landscapers LLC		130.00
2/6/24	2024-243E	10007-100	Gross MLS	15,352.17	
2/6/24	2024-243E	10007-100	Gross Non MLS	8,911.80	
2/6/24	2024-243E	10007-100	Gross Hourly	14,749.55	
2/6/24	2024-243E	10007-100	Gross Smart Beginnings	1,752.95	
2/6/24	2024-243E	10006-100	ARLS-Payroll		40,766.47
2/15/24	2024-244E	85110-100	Invoice: Amazon 9902	147.82	
2/15/24	2024-244E	85110-100	Invoice: Amazon 9895.1	25.99	
2/15/24	2024-244E	83700-100	Invoice: Amazon 9913	38.37	
2/15/24	2024-244E	80038-100	Invoice: Amazon 1/26/24	25.62	
2/15/24	2024-244E	80010-100	Invoice: Amazon 1/23/24.1	250.82	
2/15/24	2024-244E	80010-100	Invoice: Amazon 1/23/24.2	59.49	
2/15/24	2024-244E	80025-100	Invoice: Amazon 1/23/24.2	22.40	
2/15/24	2024-244E	80038-100	Invoice: Amazon 1/23/24.2	23.80	
2/15/24	2024-244E	80030-100	Invoice: Amazon 1/23/24.2	56.97	
2/15/24	2024-244E	80038-100	Invoice: Amazon 1/25/24	53.16	
2/15/24	2024-244E	80030-100	Invoice: Amazon 1/25/24	28.47	
2/15/24	2024-244E	80010-100	Invoice: Amazon 2/6/24	29.95	
2/15/24	2024-244E	80010-100	Invoice: Amazon 2/7/24	33.00	
2/15/24	2024-244E	10006-100	Amazon.com		795.86
2/15/24	2024-245E	80020-100	Invoice: 5018737432	343.00	
2/15/24	2024-245E	10006-100	Baker & Taylor		343.00
2/15/24	2024-246E	80460-100	Invoice: 2138890	339.97	
2/15/24	2024-246E	80460-100	Invoice: 2139758	135.25	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/15/24	2024-246E	10006-100	Blackstone Publishing		475.22
2/15/24	2024-247E	84100-100	Telephone - Regional	158.58	
2/15/24	2024-247E	10006-100	Clearlyfly #8299 60 017 0205967		158.58
2/15/24	2024-248E	84100-200	Telephone - HQ #8299 60 017 0205967	250.15	
2/15/24	2024-248E	82600-200	Internet - HQ	465.28	
2/15/24	2024-248E	10006-100	Comcast Communications #8299 60 020 0356327		715.43
2/15/24	2024-249E	82600-410	Internet - Carson	309.07	
2/15/24	2024-249E	10006-100	Comcast Communications #8299 60 019 0106328		309.07
2/15/24	2024-250E	84100-450	Telephone - PG #8299 60 019 0106328	112.85	
2/15/24	2024-250E	82600-450	Internet - PG	411.94	
2/15/24	2024-250E	10006-100	Comcast Communications #8299 60 019 0107136		524.79
2/15/24	2024-251E	82600-430	Internet	243.28	
2/15/24	2024-251E	10006-100	Comcast Communications		243.28
2/15/24	2024-252E	81100-100	4 Allworx Phones	916.00	
2/15/24	2024-252E	10006-100	Connect IT Monthly Billing for		916.00
2/15/24	2024-253E	82450-100	February	2,634.28	
2/15/24	2024-253E	82450-100	Managed Workstations	3,599.10	
2/15/24	2024-253E	82450-100	Cloud Storage	31.31	
2/15/24	2024-253E	82450-100	Internet	80.00	
2/15/24	2024-253E	83700-100	Return of Cables	-255.92	
2/15/24	2024-253E	10006-100	E-N Computers, Inc.		6,088.77
2/15/24	2024-254E	84100-410	Telephone - Carson Granite	133.69	
2/15/24	2024-254E	10006-100	Telecommunications		133.69
2/15/24	2024-255E	80405-100	Invoice: 504931044	468.02	
2/15/24	2024-255E	80405-100	Invoice: 504984041	51.87	
2/15/24	2024-255E	81000-300	Invoice: 504993111	1,851.39	
2/15/24	2024-255E	80440-100	Invoice: 505018414	123.95	
2/15/24	2024-255E	80410-100	Invoice: 505018412	43.08	
2/15/24	2024-255E	80405-100	Invoice: 505018411	270.44	
2/15/24	2024-255E	10006-100	Midwest Tape Property Tax - Postage		2,808.75
2/15/24	2024-256E	84700-100	Meter	56.37	
2/15/24	2024-256E	10006-100	Pitney Bowes Global Financial Services		56.37
2/15/24	2024-257E	82070-100	Quarterly Website Hosting Feb - Apr 2024	150.00	



Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/15/24	2024-257E	10006-100	Richweb Inc.		150.00
2/15/24	2024-258E	85850-100	Monthly Shredding	160.44	
2/15/24	2024-258E	10006-100	Shred-It USA LLC		160.44
2/15/24	2024-259E	82070-100	Westlaw Proflex - January	569.79	
2/15/24	2024-259E	10006-100	Thomson Reuters - West		569.79
2/15/24	2024-260E	80025-100	Invoice: 63023657	73.96	
2/15/24	2024-260E	80025-100	Invoice: 63023120	277.63	
2/15/24	2024-260E	80025-100	Invoice: 63024052	80.13	
2/15/24	2024-260E	80030-100	Invoice: 63023658	33.33	
2/15/24	2024-260E	80030-100	Invoice: 63024053	33.33	
2/15/24	2024-260E	80030-100	Invoice: 63023121	602.83	
2/15/24	2024-260E	80038-100	Invoice: 67681247	138.03	
2/15/24	2024-260E	80038-100	Invoice: 63023659	589.71	
2/15/24	2024-260E	80210-100	Invoice: 63023119	51.18	
2/15/24	2024-260E	80210-100	Invoice: 63023117	35.15	
2/15/24	2024-260E	80210-100	Invoice: 63023656	35.04	
2/15/24	2024-260E	80210-100	Invoice: 63023660	10.53	
2/15/24	2024-260E	80210-100	Invoice: 63024051	69.14	
2/15/24	2024-260E	80210-100	Invoice: 67681102	28.18	
2/15/24	2024-260E	80210-100	Invoice: 63021686	101.20	
2/15/24	2024-260E	80210-100	Invoice: 63020685	53.18	
2/15/24	2024-260E	80210-100	Invoice: 67681100	101.60	
2/15/24	2024-260E	80015-100	Invoice: 63024054	326.56	
2/15/24	2024-260E	80230-100	Invoice: 63023118	42.28	
2/15/24	2024-260E	80230-100	Invoice: 63023122	19.42	
2/15/24	2024-260E	80025-100	Invoice: 63025173	109.24	
2/15/24	2024-260E	80030-100	Invoice: 63025174	32.87	
2/15/24	2024-260E	80038-100	Invoice: 63025175	33.33	
2/15/24	2024-260E	80015-100	Invoice: 63025177	88.90	
2/15/24	2024-260E	80010-100	Invoice: 63025176	28.47	
2/15/24	2024-260E	80230-100	Invoice: 63025172	35.33	
2/15/24	2024-260E	80200-100	Invoice: 63025178	37.47	
2/15/24	2024-260E	80025-100	Invoice: 63025885	49.53	
2/15/24	2024-260E	80030-100	Invoice: 63025886	33.33	
2/15/24	2024-260E	80015-100	Invoice: 63025888	58.25	
2/15/24	2024-260E	80010-100	Invoice: 63025887	26.97	
2/15/24	2024-260E	80230-100	Invoice: 63025884	12.24	
2/15/24	2024-260E	80230-100	Invoice: 63025883	33.71	
2/15/24	2024-260E	80200-100	Invoice: 63027202	19.42	
2/15/24	2024-260E	80200-100	Invoice: 63027201	19.42	
2/15/24	2024-260E	80230-100	Invoice: 63027195	33.71	
2/15/24	2024-260E	80010-100	Invoice: 63027199	105.90	
2/15/24	2024-260E	80038-100	Invoice: 63027198	43.36	
2/15/24	2024-260E	80030-100	Invoice: 63027197	102.46	
2/15/24	2024-260E	80025-100	Invoice: 63027196	38.27	
2/15/24	2024-260E	80015-100	Invoice: 63027200	21.58	
2/15/24	2024-260E	10006-100	Ingram Library Services		3,666.17

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/20/24	2024-261E	10007-100	Gross MLS	15,352.17	
2/20/24	2024-261E	10007-100	Gross Non MLS	8,911.80	
2/20/24	2024-261E	10007-100	Gross Hourly	15,164.22	
2/20/24	2024-261E	10007-100	Gross Smart Beginnings	1,752.95	
2/20/24	2024-261E	10006-100	ARLS-Payroll		41,181.14
2/29/24	2024-262E	80038-100	Invoice: Amazon 2/7/24.1	40.37	
2/29/24	2024-262E	83700-200	Invoice: Amazon 9927	54.48	
2/29/24	2024-262E	85110-100	Invoice: Amazon 9931	41.51	
2/29/24	2024-262E	84810-100	Invoice: Amazon 9929.1	48.58	
2/29/24	2024-262E	80405-100	Invoice: Amazon 9933	8.81	
2/29/24	2024-262E	80600-100	Invoice: Amazon 9935	39.99	
2/29/24	2024-262E	80010-100	Invoice: Amazon 2/16/24	29.27	
2/29/24	2024-262E	80025-100	Invoice: Amazon 2/17/24	59.98	
2/29/24	2024-262E	80020-100	Invoice: Amazon 2/20/24	217.07	
2/29/24	2024-262E	10006-100	Amazon.com		540.06
2/29/24	2024-263E	70550-600	Invoice: 001627592G	877.50	
2/29/24	2024-263E	70470-100	Invoice: 001627592G	14,538.74	
			Anthem BlueCross		
2/29/24	2024-263E	10006-100	BlueShield		15,416.24
2/29/24	2024-264E	70470-100	Invoice: 00811213E	422.00	
			Anthem BlueCross		
2/29/24	2024-264E	10006-100	BlueShield		422.00
2/29/24	2024-265E	80020-100	Invoice: 5018758966	1,279.01	
2/29/24	2024-265E	80020-100	Invoice: 5018758160	21.58	
2/29/24	2024-265E	80020-100	Invoice: 5018758159	17.04	
2/29/24	2024-265E	80020-100	Invoice: 5018769463	501.85	
2/29/24	2024-265E	10006-100	Baker & Taylor		1,819.48
2/29/24	2024-266E	80460-100	Invoice: 2142084	73.90	
2/29/24	2024-266E	10006-100	Blackstone Publishing		73.90
			Invoice: 8299 60 021		
2/29/24	2024-267E	84100-440	0013348	47.90	
			Invoice: 8299 60 021		
2/29/24	2024-267E	82600-440	0013348	400.85	
2/29/24	2024-267E	10006-100	Comcast Communications		448.75
			Invoice: 8299 60 020		
2/29/24	2024-268E	82600-420	0108397	309.07	
2/29/24	2024-268E	10006-100	Comcast Communications		309.07
			#8299 60 020 0107829		
2/29/24	2024-269E	82600-460	Internet - Rohoic	309.07	
2/29/24	2024-269E	10006-100	Comcast Communications		309.07
2/29/24	2024-270E	80600-100	Invoice: 7438699	79.34	
2/29/24	2024-270E	10006-100	DEMCO, Inc.		79.34
2/29/24	2024-271E	84000-200	Invoice: 23483844 021624	33.60	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/29/24	2024-271E	84000-410	Invoice: 23483844 021624	33.59	
2/29/24	2024-271E	84000-480	Invoice: 23483844 021624	33.59	
2/29/24	2024-271E	10006-100	Diamond Springs		100.78
2/29/24	2024-272E	84000-410	Invoice: 800070304251	231.98	
2/29/24	2024-272E	10006-100	Dominion Energy Virginia		231.98
2/29/24	2024-273E	80300-200	Invoice: 2403160	27.85	
			EBSCO Information		
			Services		27.85
2/29/24	2024-273E	10006-100			
2/29/24	2024-274E	81100-410	Invoice: 67151	286.68	
2/29/24	2024-274E	10006-100	E-N Computers, Inc.		286.68
2/29/24	2024-275E	80010-100	Invoice: 63027804	38.44	
2/29/24	2024-275E	80015-100	Invoice: 63027805	44.68	
2/29/24	2024-275E	80030-100	Invoice: 63027802	21.14	
2/29/24	2024-275E	80038-100	Invoice: 63027803	54.47	
2/29/24	2024-275E	80210-100	Invoice: 63027799	52.16	
2/29/24	2024-275E	80210-100	Invoice: 63027800	31.96	
2/29/24	2024-275E	80210-100	Invoice: 63027801	34.12	
2/29/24	2024-275E	80230-100	Invoice: 63028918	33.71	
2/29/24	2024-275E	80230-100	Invoice: 63028919	23.30	
2/29/24	2024-275E	80230-100	Invoice: 63028926	7.18	
2/29/24	2024-275E	80010-100	Invoice: 63028923	57.14	
2/29/24	2024-275E	80010-100	Invoice: 67686811	25.48	
2/29/24	2024-275E	80015-100	Invoice: 63028922	26.97	
2/29/24	2024-275E	80015-100	Invoice: 67686810	58.06	
2/29/24	2024-275E	80030-100	Invoice: 63028921	58.25	
2/29/24	2024-275E	80025-100	Invoice: 63028920	115.69	
2/29/24	2024-275E	80025-100	Invoice: 67686808	22.38	
2/29/24	2024-275E	80038-100	Invoice: 67686809	16.76	
2/29/24	2024-275E	80210-100	Invoice: 63028925	11.15	
2/29/24	2024-275E	80210-100	Invoice: 67686812	11.15	
2/29/24	2024-275E	80200-100	Invoice: 63028924	14.99	
2/29/24	2024-275E	80230-100	Invoice: 63030746	7.18	
2/29/24	2024-275E	80230-100	Invoice: 63030748	5.98	
2/29/24	2024-275E	80230-100	Invoice: 63030747	7.18	
2/29/24	2024-275E	80015-100	Invoice: 63030745	109.56	
2/29/24	2024-275E	80038-100	Invoice: 63030744	113.75	
2/29/24	2024-275E	80025-100	Invoice: 63030742	62.84	
2/29/24	2024-275E	80210-100	Invoice: 63030741	49.08	
2/29/24	2024-275E	80210-100	Invoice: 63030739	31.96	
2/29/24	2024-275E	80210-100	Invoice: 63030738	33.96	
2/29/24	2024-275E	80230-100	Invoice: 63030740	57.11	
2/29/24	2024-275E	80030-100	Invoice: 63030743	91.57	
2/29/24	2024-275E	80200-100	Invoice: 63031339	14.99	
2/29/24	2024-275E	80210-100	Invoice: 63031336	16.57	
2/29/24	2024-275E	80210-100	Invoice: 63031335	23.54	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/29/24	2024-275E	80015-100	Invoice: 63031338	43.18	
2/29/24	2024-275E	80010-100	Invoice: 63031337	233.74	
2/29/24	2024-275E	10006-100	Ingram Library Services		1,661.37
2/29/24	2024-276E	80410-100	Invoice: 505055485	156.24	
2/29/24	2024-276E	80440-100	Invoice: 505055487	296.64	
2/29/24	2024-276E	80405-100	Invoice: 505055484	612.11	
2/29/24	2024-276E	80440-100	Invoice: 505055483	24.22	
2/29/24	2024-276E	80410-100	Invoice: 505087606	140.49	
2/29/24	2024-276E	80440-100	Invoice: 505087608	253.19	
2/29/24	2024-276E	10006-100	Midwest Tape		1,482.89
2/29/24	2024-277E	20200-200	Sam's 3/8/24	561.78	
2/29/24	2024-277E	10006-100	Sam's Club Direct		561.78
2/29/24	2024-278E	81100-420	Invoice: 174317953	125.49	
2/29/24	2024-278E	10006-100	ULINE		125.49
2/29/24	2024-279E	83700-100	Paper, Envelopes, Ink	213.14	
2/29/24	2024-279E	10006-100	Staples, Inc.		213.14
2/1/24	43947	84600-200	Membership Dues - Mar 24 to Feb 25 - C. Field American Library	247.00	
2/1/24	43947	10006-100	Association		247.00
2/1/24	43948	85210-100	Snacks for Adult Programming	31.01	
2/1/24	43948	10006-100	Lauren A. King		31.01
2/1/24	43949	83770-100	Tablecloths for Christmas Party	7.90	
2/1/24	43949	83770-100	Painters Tape	3.65	
2/1/24	43949	10006-100	Megan Raness		11.55
2/1/24	43950	83810-420	Travel - Dinwiddie 1/8/24, 1/11/24	63.37	
2/1/24	43950	10006-100	Shelly Curtis		63.37
2/1/24	43951	83810-420	Travel - Dinwiddie - 1/8/24	18.13	
2/1/24	43951	10006-100	Mary Johnson		18.13
2/1/24	43952	83810-440	Travel - McKenney 1/8/24	41.41	
2/1/24	43952	83810-440	Travel - McKenney 1/11/24	19.19	
2/1/24	43952	10006-100	Lori Booth		60.60
2/1/24	43953	83810-410	Travel - Carson 1/11/24	16.77	
2/1/24	43953	10006-100	Linda April Bradshaw		16.77
2/1/24	43954	83810-450	Travel - PG 1/12/24	12.12	
2/1/24	43954	10006-100	Steven Thompson		12.12
2/1/24	43955	83810-200	Travel - HQ 1/8, 1/10, 1/11/24	37.77	
2/1/24	43955	10006-100	Rija Mughal		37.77
2/1/24	43956	83810-200	Travel - HQ 1/8/24	11.31	
2/1/24	43956	10006-100	Michelle Lawhorn		11.31

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/1/24	43957	83810-200	Travel - HQ 1/23/24, 1/29/24	59.89	
2/1/24	43957	10006-100	Briana Terry		59.89
2/1/24	43958	85110-100	Crafts, Sponge	32.91	
2/1/24	43958	85110-100	Paper Crafts	41.31	
2/1/24	43958	10006-100	Sarah Finch		74.22
2/1/24	43959	85200-100	Yoga 1/24/24, 1/31/24	80.00	
2/1/24	43959	10006-100	Lauren Hannon		80.00
2/1/24	43960	85200-100	Yoga - 1/8, 1/22, 1/29/24	120.00	
2/1/24	43960	10006-100	Sharon Jadrnak		120.00
2/1/24	43961	84900-200	Monitoring of Alarms - HQ	55.00	
2/1/24	43961	84900-450	Monitoring of Alarms - PG	59.00	
2/1/24	43961	10006-100	Petersburg Alarm Company, Inc.		114.00
2/1/24	43962	83910-100	CPR Training - 8 Students	320.00	
2/1/24	43962	10006-100	Prince George Fire & EMS Membership Renewal -		320.00
2/1/24	43963	84600-200	2024 - C. Field	80.00	
2/1/24	43963	10006-100	Virginia Library Association		80.00
2/15/24	43964	82910-200	Copier Maintenance - Base Charge	19.06	
2/15/24	43964	82910-200	Copier Maintenance - Usage Charge	32.00	
2/15/24	43964	10006-100	Canon Solutions America, Inc.		51.06
2/15/24	43965	83500-420	Rent - Dinwiddie Library	300.00	
2/15/24	43965	83500-440	Rent - McKenney Library	300.00	
2/15/24	43965	83500-460	Rent - Rohoic Library	300.00	
2/15/24	43965	10006-100	County of Dinwiddie		900.00
2/15/24	43966	83500-480	Rent - Burrowsville Library	300.00	
2/15/24	43966	83500-430	Rent - Disputanta Library	150.00	
2/15/24	43966	83500-450	Rent - PG Library	1,200.00	
2/15/24	43966	10006-100	County of Prince George Bookmarks - Nursing		1,650.00
2/15/24	43967	82700-100	Mother's Room	99.50	
2/15/24	43967	10006-100	Johnson Printing Service		99.50
2/15/24	43968	83810-420	Travel - Dinwiddie 1/22/24	18.74	
2/15/24	43968	10006-100	Mary Johnson		18.74
2/15/24	43969	83810-450	Travel - PG 1/22/24	7.54	
2/15/24	43969	10006-100	Lori O'Kennon		7.54
2/15/24	43970	83810-440	Travel - McKenney 1/22/24	36.36	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/15/24	43970	10006-100	Cassandra Bland		36.36
2/15/24	43971	84600-200	ALA Membership	247.00	
2/15/24	43971	85210-100	Program Snacks	8.18	
2/15/24	43971	10006-100	Lauren A. King		255.18
2/15/24	43972	83810-200	Travel - HQ 12/5, 12/14, 1/10, 1/18/24	37.27	
2/15/24	43972	83810-200	Travel - HQ 1/18, 1/24, 1/27, 1/31/24	28.73	
2/15/24	43972	85110-100	Tablecloths, Toys, Snacks	73.02	
2/15/24	43972	10006-100	Sarah Finch		139.02
2/15/24	43973	85200-100	Chair Yoga - 2/7/24, 2/14/24	80.00	
2/15/24	43973	10006-100	Lauren Hannon		80.00
2/15/24	43974	83500-200	Rent - Hopewell Library	3,750.00	
2/15/24	43974	84300-100	Inv #10677 Fuel - All Vehicles	165.52	
2/15/24	43974	10006-100	Hopewell City Treasurer		3,915.52
2/15/24	43975	84800-200	Janitorial - HQ	4,220.37	
2/15/24	43975	84800-410	Janitorial - Carson	220.00	
2/15/24	43975	84800-420	Janitorial - Dinwiddie	350.00	
2/15/24	43975	84800-430	Janitorial - Disputanta	256.00	
2/15/24	43975	84800-440	Janitorial - McKenney	250.00	
2/15/24	43975	84800-450	Janitorial - PG	1,430.56	
2/15/24	43975	84800-460	Janitorial - Rohoic	220.00	
2/15/24	43975	84800-480	Janitorial - Burrowsville	195.00	
2/15/24	43975	10006-100	MCS Services, Inc.		7,141.93
2/29/24	43976	83810-410	Invoice: Travel 2/16/24	19.85	
2/29/24	43976	10006-100	Linda April Bradshaw		19.85
2/29/24	43977	83810-440	Invoice: Travel 2/16/24	37.78	
2/29/24	43977	10006-100	Cassandra Bland		37.78
2/29/24	43978	82000-100	Invoice: 2024-041	2,300.00	
2/29/24	43978	82000-100	Invoice: 2024-041	2,568.00	
2/29/24	43978	82000-100	Invoice: 2024-041	900.00	
2/29/24	43978	10006-100	Comprise Technologies, Inc.		5,768.00
2/29/24	43979	83810-200	Invoice: Travel 2/7/24	26.10	
2/29/24	43979	10006-100	Catherine Field		26.10
2/29/24	43980	85200-100	Invoice: Hannon 2/26/24	80.00	
2/29/24	43980	10006-100	Lauren Hannon		80.00
2/29/24	43981	85200-100	Invoice: Jadrnak 2/26/24	120.00	
2/29/24	43981	10006-100	Sharon Jadrnak		120.00
2/29/24	43982	85210-100	Invoice: Snacks 2/20/24	14.75	
2/29/24	43982	10006-100	Lauren A. King		14.75
2/29/24	43983	83810-200	Invoice: Travel 2/15, 2/17	26.66	
2/29/24	43983	10006-100	Michelle Lawhorn		26.66
2/29/24	43984	84900-450	Invoice: 204892	59.00	
2/29/24	43984	84900-200	Invoice: 204891	55.00	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/29/24	43984	10006-100	Petersburg Alarm Company, Inc.		114.00
2/29/24	43985	83810-420	Invoice: Travel 2/16/24	30.25	
2/29/24	43985	10006-100	Shelly Curtis		30.25
2/29/24	43986	83810-200	Invoice: Travel 2/14/24	17.07	
2/29/24	43986	10006-100	Elizabeth Trop		17.07
2/29/24	43987	85200-100	Invoice: RVA Gardener 2/20/24	200.00	
2/29/24	43987	85200-100	Invoice: RVA Gardener 2/20/24	20.60	
2/29/24	43987	10006-100	RVA Gardener LLC		220.60
	Total			<u>189,618.67</u>	<u>189,618.67</u>



Appomattox Reg Library System
 Truist CK #2024-241E
 For the Period From Dec 27, 2023 to Jan 26, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/31/23	Google 12/31/23	82020-100	Google E-Mail	388.76	
12/31/23	Google 12/31/23	20200-400	Google		388.76
1/4/24	Gale 1/4/24	80260-100	Invoice: 83076502	47.98	
1/4/24	Gale 1/4/24	80020-100	Invoice: 83070517	115.16	
1/4/24	Gale 1/4/24	80260-100	Invoice: 83071374	61.47	
1/4/24	Gale 1/4/24	80260-100	Invoice: 83070875	74.97	
1/4/24	Gale 1/4/24	20200-400	Cengage Learning Inc/Gale		299.58
1/11/24	Staples 9890	84810-100	Windex	85.09	
1/11/24	Staples 9890	81100-480	Shredder - Burrowsville	40.99	
1/11/24	Staples 9890	83700-100	Pens, Pencils, Toner, Clips	358.47	
1/11/24	Staples 9890	20200-400	Staples, Inc.		484.55
1/13/24		82000-100	Software Licenses	29.99	
1/13/24		20200-400	Adobe Indesign		29.99
1/16/24	Amazon 9892	85800-100	W-2 Filing	121.50	
1/16/24	Amazon 9892	20200-400	Aatrix E-File Center		121.50
1/17/24	Lucas 9914	85860-100	Food - Board Meetings Luca's Italian	62.93	
1/17/24	Lucas 9914	20200-400	Restaurant		62.93
1/18/24	Read 1/4/24	80210-100	Adult Fiction - SO	28.40	
1/18/24	Read 1/4/24	20200-400	Reader Service		28.40
1/18/24	Rural 1/18/24	82600-480	Internet - Burrowsville	219.00	
1/18/24	Rural 1/18/24	20200-400	RuralBand Library Leader's Safety		219.00
1/23/24	Library 9910	83910-100	Summit	228.84	
1/23/24	Library 9910	20200-400	Library Leaders		228.84
1/24/24	Aatrix 9905	85800-100	1099 Filing	56.25	
1/24/24	Aatrix 9905	20200-400	Aatrix E-File Center		56.25
1/25/24	Lucas 9907	85200-100	Pizza for Poetry & Prose	65.60	
1/25/24	Lucas 9907	20200-400	Luca's Italian Restaurant		65.60
	Total			1,985.40	1,985.40



Appomattox Reg Library System
Sam's Club

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/12/23	Sams 9859	83710-100	Supplies - Staff Vending Mach	11.98	
12/12/23	Sams 9859	83770-100	Supplies - Staff Parties	67.86	
12/12/23	Sams 9859	20200-200	Sam's Club Direct		79.84
	Total	CK #2024-240E		79.84	79.84
		2/1/2024			

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/24/24	Sams 9899	83700-100	Tissues, Toner Drum	115.94	
1/24/24	Sams 9899	83730-100	Supplies - Staff Coffee Paper Towels, Clorox	21.96	
1/24/24	Sams 9899	84810-100	Wipes	74.12	
1/24/24	Sams 9899	20200-200	Sam's Club Direct		212.02
2/14/24	Sams 9930	84810-100	Freshner, Swiffer, TP	194.76	
2/14/24	Sams 9930	20200-200	Sam's Club Direct Business Membership		194.76
2/14/24	sams 9950	85800-100	Fee	155.00	
2/14/24	sams 9950	20200-200	Sam's Club Direct		155.00
	Total	CK #2024-277E		561.78	561.78
		2/29/2024			

Appomattox Reg Library System

Amazon Purchases

For the Period From Feb 1, 2024 to Feb 29, 2024

Filter Criteria includes: 1) Vendor IDs: Amazon; 2) Includes Drop Shipmen

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/1/24	80015-100	Young Adult-Fiction	Amazon 1/19/24	YA Fiction	48.00	
2/1/24			Amazon 1/19/24	Amazon.com		48.00
2/1/24	83700-420	Supplies - Dinwiddie	Amazon 9887	Ethernet Splitter, Surge Protector	18.97	
2/1/24			Amazon 9887	Amazon.com		18.97
2/1/24	83700-200	Supplies - HQ	Amazon 9888	Freight Scale	44.30	
2/1/24			Amazon 9888	Amazon.com		44.30
2/1/24	85110-100	Supplies - Youth Services	Amazon 9895	Beads, String, Games	96.37	
2/1/24			Amazon 9895	Amazon.com		96.37
CK #2024-229E					207.64	207.64
2/1/2024						

2/1/24	80010-100	Y/S Non Fiction	Amazon 1/23/24.1	YSNF	250.82	
2/1/24			Amazon 1/23/24.1	Amazon.com		250.82
2/1/24	80010-100	Y/S Non Fiction	Amazon 1/23/24.2	YSNF	59.49	
2/1/24	80025-100	Adult Fiction	Amazon 1/23/24.2	AF	22.40	
2/1/24	80038-100	Juvenile Fiction	Amazon 1/23/24.2	Juvenile Fiction	23.80	
2/1/24	80030-100	Juvenile Easys	Amazon 1/23/24.2	Easies	56.97	
2/1/24			Amazon 1/23/24.2	Amazon.com		162.66
2/1/24	80038-100	Juvenile Fiction	Amazon 1/25/24	Juvenile Fiction	53.16	
2/1/24	80030-100	Juvenile Easys	Amazon 1/25/24	Easies	28.47	
2/1/24			Amazon 1/25/24	Amazon.com		81.63
2/1/24	80038-100	Juvenile Fiction	Amazon 1/26/24	Juvenile Fiction	25.62	
2/1/24			Amazon 1/26/24	Amazon.com		25.62
2/1/24	85110-100	Supplies - Youth Services	Amazon 9895.1	Clay Beads	25.99	
2/1/24			Amazon 9895.1	Amazon.com		25.99
2/1/24	85110-100	Supplies - Youth Services	Amazon 9902	Paper, Glue Sticks, Water Colors	147.82	
2/1/24			Amazon 9902	Amazon.com		147.82
2/1/24	83700-100	Supplies - Regional	Amazon 9913	USB To Ethernet Adapter	38.37	
2/1/24			Amazon 9913	Amazon.com		38.37
2/2/24	80010-100	Y/S Non Fiction	Amazon 2/6/24	YSNF	29.95	
2/2/24			Amazon 2/6/24	Amazon.com		29.95
2/2/24	80010-100	Y/S Non Fiction	Amazon 2/7/24	YSNF	33.00	
2/2/24			Amazon 2/7/24	Amazon.com		33.00
CK #2024-244E					795.86	795.86
2/15/2024						

Appomattox Reg Library System

Amazon Purchases

For the Period From Feb 1, 2024 to Feb 29, 2024

Filter Criteria includes: 1) Vendor IDs: Amazon; 2) Includes Drop Shipmen

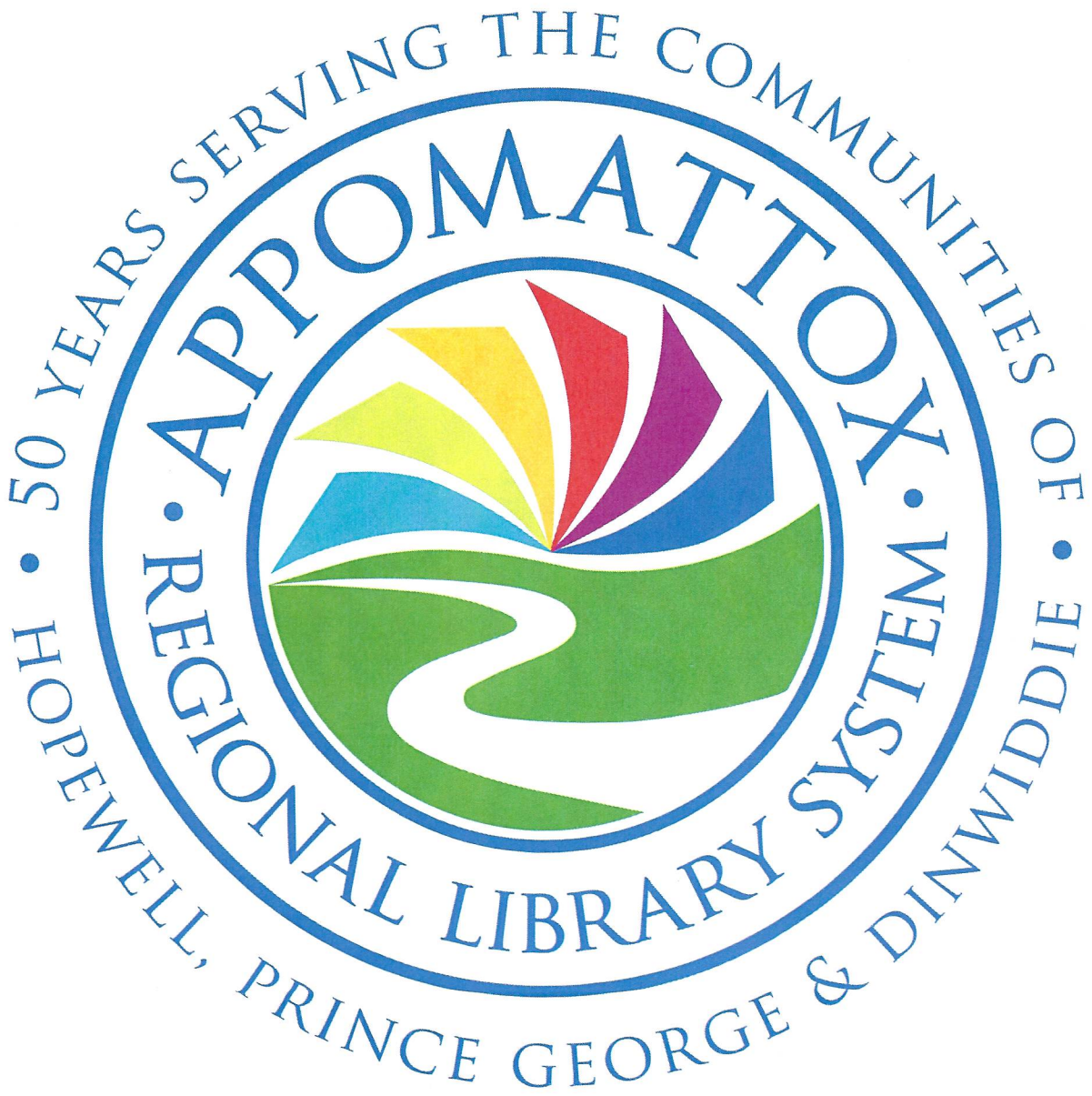
Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/7/24	80038-100	Juvenile Fiction	Amazon 2/7/24.1	Juvenile Fiction	40.37	
2/7/24			Amazon 2/7/24.1	Amazon.com		40.37
2/9/24	83700-200	Supplies - HQ	Amazon 9927	Phone Jack/Ethernet Switch	54.48	
2/9/24			Amazon 9927	Amazon.com		54.48
2/12/24	84810-100	Supplies - Janitorial	Amazon 9929.1	Gloves, Swiffer Refills	48.58	
2/12/24			Amazon 9929.1	Amazon.com		48.58
2/12/24	85110-100	Supplies - Youth Services	Amazon 9931	Beads, Glue Sticks	41.51	
2/12/24			Amazon 9931	Amazon.com		41.51
2/13/24	80405-100	DVD's	Amazon 9933	Dexter Season 4	8.81	
2/13/24			Amazon 9933	Amazon.com		8.81
2/15/24	80600-100	Material Services - Supplies	Amazon 9935	Bags for BP Kits	39.99	
2/15/24			Amazon 9935	Amazon.com		39.99
2/16/24	80010-100	Y/S Non Fiction	Amazon 2/16/24	YSNF	29.27	
2/16/24			Amazon 2/16/24	Amazon.com		29.27
2/17/24	80025-100	Adult Fiction	Amazon 2/17/24	AF	59.98	
2/17/24			Amazon 2/17/24	Amazon.com		59.98
2/20/24	80020-100	Adult Non-Fiction	Amazon 2/20/24	ANF	217.07	
2/20/24			Amazon 2/20/24	Amazon.com		217.07
CK #2024-262E					540.06	540.06
2/29/2024						



Appomattox Reg Library System
 First Connections Report
 For the Period From Jul 1, 2023 to February 29, 2024

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/23	Beginning Balance			8,262.78
7/24/23	Payment from FC		8,360.28	
7/31/23	July Salary & Benefits	5,882.05		
8/17/23	Payment from FC		5,979.55	
8/31/23	August Salary & Payments	5,882.05		
9/18/23	Payment from FC		5,687.05	
9/30/23	September Salary & Benefits	5,882.05		
10/16/23	Payment from FC		5,882.05	
10/31/23	October Salary & Benefits	5,882.05		
11/27/23	Payment from FC		5,882.05	
11/30/23	November Salary & Benefits	8,262.78		
12/22/23	Payment from FC		8,262.78	
12/31/23	December Salary & Benefits	5,882.05		
1/22/24	Payment from FC		5,882.05	
1/31/24	January Salary & Benefits	5,882.05		
2/29/24	Payment from FC		5,882.05	
2/29/24	February Salary & Benefits	5,882.05		
2/29/24	Ending Balance			5,882.05







APPOMATTOX

REGIONAL LIBRARY SYSTEM

SERVING THE COMMUNITIES OF
HOPEWELL, PRINCE GEORGE & DINWIDDIE.



ALBANY
NEW YORK
JAN 18 1881



APPOMATTOX

REGIONAL LIBRARY SYSTEM

SERVING THE COMMUNITIES OF HOPEWELL, PRINCE GEORGE & DINWIDDIE SINCE 1974.

← Reply to review



Lisa Gav

12 reviews · 0 photos

★☆☆☆☆ 17 hours ago

This facility is over loaded with homeless people outside. That come inside and lay around , arguing with each other and harassing people that come into the library.

It is NOT a safe environment at all. These men will approach you asking for money & cigarettes. And, be VERY aggressive about it. And, follow you all over the library.

Also, don't go into the woman's bathroom. Your child might see homeless women in there washing their body parts., privates.

It's a shame a 10 million dollar building is being taken over by homeless people. Don't look outside too much. They are also sleeping in the roads. I would avoid this library at all costs. Not safe to visit here, ever!



Appomattox Regional Library- Hopewell Branch

Owner

Replying publicly

Thank you for your feedback. The Appomattox Regional Library System (ARLS) takes every review and every comment seriously. ARLS staff

2048 / 4000

Reply

[Edit your business information](#)



10:59

73%



Create story

farvalon.net

Sam Jorgoyne

MD



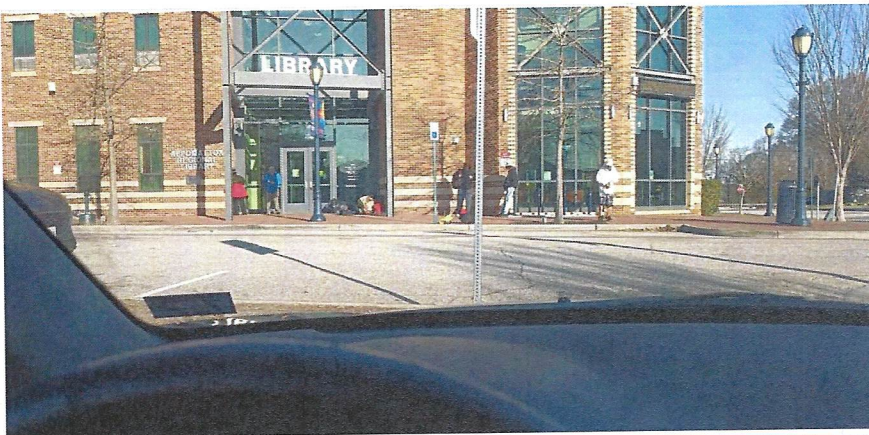
City Of Hopewell Issues ❤️...



Lisa Dawn · 10m · 🌐🌐

Hopewell , really?

I go to the library today. And, this is what I see.
About fifty of them. Made me very
uncomfortable. Not to mention, one was
sleeping on the road



🙄🙄🙄 4

7 comments

👍 Like

💬 Comment

✉️ Send



Sec. 25-62. - Loitering.

- (a) *Definitions.* For the purposes of this section, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Loiter means to stand around or remain or to park or remain parked in a motor vehicle at a public place or place open to the public and engage in any conduct prohibited under this law.

"Loiter" also means to collect, gather, congregate or be a member of a group or a crowd of people who are gathered together in any crowded place or place open to the public and to engage in conduct prohibited under this law.

Place open to the public shall mean any place open to the public or any place to which the public is invited or may reasonably expect to be invited, and in, on or around any privately owned place of business, private parking lot, or private institution, including places of worship, cemeteries, or any place of amusement, entertainment whether or not a charge of admission or entry thereto is made. It includes elevators, lobbies, halls, corridors, and areas open to the public of any store, office or apartment building.

Public place means any public street, road or highway, alley, land, sidewalk, crosswalk or other public way, or any public resort, place of amusement, park, playground, public building or ground appurtenant thereto, school building, school grounds or public parking lot, or private parking lot or any other publicly owned parking lot or the area in front of or adjacent to any store, shop, restaurant, or other place of business.

- (b) *Prohibited conduct.*

(1) In accordance with Code of Virginia, § 15.2-926, as amended, the following prohibited conduct regarding the act of loitering is established.

(2) *Prohibited conduct.* It shall be unlawful for any person to loiter at or in a public place or place open to the public in the following manner:

- a. To interfere, impeded or hinder the free passage of pedestrian or vehicular traffic.
- b. To threaten or do physical harm to the property of another member or members of the public.
- c. To threaten or do physical harm to another member or members of the public.
- d. That by words, acts or other conduct, it is clear that there is a present danger of a breach of the piece or disorderly conduct.
- e. To engage in acts or illicit displays of public nudity.
- f. Refusing to move on when so requested by a police officer or returning after having been told to move on provided that the public officer has exercise his or her discretion reasonably under the circumstances in order to preserve and to promote public peace

and order.

(c) *Violations and penalties.* Any person violating this chapter shall be guilty of a Class 3 misdemeanor and shall be subjected to the penalties as prescribed by law upon conviction. Nothing herein shall be construed to prohibit orderly picketing or other lawful assembly.

(Ord. No. 96-37, 1-14-97; Ord. No. 23-0124, 1-24-23)

Editor's note— Ord. No. 96-37, adopted Jan. 14, 1997, pertained to loitering and prowling, but did not specify manner of codification; hence, inclusion herein as § 25-62 was at the discretion of the editor.

SECTION THIRTEEN: RULES OF CONDUCT FOR LIBRARY USERS

13.1 Appropriate Library Conduct

REV 3/5/01

It is the responsibility of the library staff to maintain library environments in a pleasant manner for as many people as possible. In doing so, the library staff should not ignore a patron whose behavior disturbs others. Likewise, it is equally important that the library staff be tolerant of a patron who behaves unusually, but who does not disturb others.

The library system shall have the authority to ask anyone to leave the library that is not behaving in an acceptable manner on the premises. Unacceptable behavior is behavior which interferes with others' use of the library. Anyone who has been removed may appeal this action to the Library Board of Trustees.

13.2 Staff Safety Policy

REV 5/21/19

It is the policy of the Appomattox Regional Library System to seek to maintain a safe workplace, free from any threat of physical violence, emotional abuse, or any form of potentially violent intimidation. Therefore the following policies will be followed:

- Acts of violence, verbal intimidation, obscenity, vandalism, sabotage, damage to library property, or the threat of such acts are prohibited.

All complaints, reports, or advisements will be thoroughly investigated and reported to the proper law enforcement authorities as is warranted by the circumstances. Library staff members are advised to report any such acts, or threats of such acts as stated above, to the supervising librarian immediately. Failure to comply with this policy is a direct violation of library rules and may result in the activation of disciplinary procedures up to and including termination of employment. Any such acts or threats of such acts as described above which are committed by library patrons or visitors, will not only be reported to law enforcement officials,

13.3 Unattended Children

REV 3/5/01

Children are welcome in all of our libraries and we are concerned about their safety and welfare. However, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library.

If an unattended child is being disruptive, is habitually left unattended for long periods of time, or is deemed to be at risk of coming to harm (as in the case of a child being left unattended when the library is ready to close) the Library will take action. An effort will be made to locate the responsible parent, guardian or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to take custody of the child.

We respect the privacy of all library patrons and will intervene only when, in the opinion of the library staff, the safety and well-being of a child is threatened.

13.4 Smoking

Rev. 5/21/19

Smoking, vaping, or e-cigarettes are not permitted in any areas of the library, public or non-public.

13.5 Food and Drink

REV. 6/24/03

The consumption of food or drinks in open containers is not permitted in the public areas of libraries except in specific designated areas (if the library has one) or during appropriate library activities or public activities as covered in policy 12.1 of this document. Drinking of beverages in a container with some type of lid that prevents spillage if the container was dropped or knocked over at any time during its use is allowed in public areas.

Smoking, vaping, or e-cigarettes are not permitted in any areas of the library, public or non-public.

13.5 Food and Drink

REV. 6/24/03

The consumption of food or drinks in open containers is not permitted in the public areas of libraries except in specific designated areas (if the library has one) or during appropriate library activities or public activities as covered in policy 12.1 of this document. Drinking of beverages in a container with some type of lid that prevents spillage if the container was dropped or knocked over at any time during its use is allowed in public areas.



Section 13: Rules of Conduct for Using the Library Adopted _____

13.1 Appropriate Library Conduct

The Appomattox Regional Library System (ARLS) and its staff makes every effort to provide its patrons with a welcoming environment that fosters lifelong learning. Its mission is to provide opportunities for access to information, entertainment and technology. In doing so, ARLS patrons gather individually and as groups within ARLS's locations.

ARLS is not a "quiet library". It is not a study hall where staff will quiet every laugh, sound or patron interaction. It is expected that patrons will have conversations, children will take advantage of the children's spaces, program participants will enjoy the experience and entertainment. At the same time, every patron using an ARLS location should expect to be able to use the library space without unreasonable disruptions and without having to experience disturbing behavior of other patrons. ARLS staff will address any problems they observe or which are brought to their attention. Patrons being unreasonably disruptive will be warned once. If the behavior continues, the patron will be directed to leave the library for the day. Depending on the circumstances, a patron being unreasonably disruptive may be barred from ARLS property for up to six months.

Patrons demonstrating highly disturbing behavior will be directed to leave the property immediately. A patron demonstrating highly disturbing behavior will be barred from ARLS property for one year and may then only return to an ARLS location after meeting with the assistant director or the director in the assistant director's absence. The assistant director or director will determine after the meeting if the patron will be allowed to return to ARLS property or if the patron's barring should be continued for additional time.

All patrons barred from ARLS property will receive written notice of the decision by regular mail if possible. Otherwise, the patron will be notified by hand delivery of the letter the next time the patron visits an ARLS location..

13. 2 Unreasonably Disruptive Behavior

The following are grounds for barring a patron from ARLS property after the patron has been warned to stop disrupting the use of the library for other patrons:



1. Disorderly conduct which means any behavior that interferes with regular use of ARLS services by a patron or ARLS staff. Disorderly conduct includes, but is not limited to, loud conversations or ongoing noises of excessive volume that interferes with other patrons or the staff using the library.
2. Use of abusive, obscene, or sexual language.
3. Consuming food in the library other than designated areas. Beverages with lids are permitted inside the library. Otherwise, beverages may only be consumed in designated cafe' areas.
4. Entering without shoes or shirt or removing the same while in the library.
5. Selling or soliciting money within the library. ARLS may make an exception for presenters at library or Friends of the Library sponsored events. Exceptions will be made at the sole discretion of the library director.
6. Misuse of the restrooms including, but not limited to, bathing, shaving, changing or washing of clothes.
7. Sitting on or putting feet or legs on the tables inside the library. Patrons may not recline or lie horizontally in the library.
8. Smoking, vaping or use of any other tobacco products inside the library. Patrons choosing to smoke may not do so immediately outside the library's entrances as this blocks the entrances and subjects library users to breathing second hand smoke.
9. Continued use of audio, cell phones, or speakers when the volume is sufficiently loud to be heard by other patrons. Patrons are expected to use headphones. ARLS will make every effort to reasonably accommodate patrons with impaired hearing.
10. Bringing any animal inside of the library other than designated service animals. The library may make an exception for presenters bringing animals to the library as part of a scheduled program. Emotional support animals are not considered a designated service animal.
11. Violating the ARLS's Internet Use Policy whether using library workstations or the library's WiFi.
12. Bringing in more than two bags. No bag may exceed 16"x16"20". The library director may make exceptions for library staff, programs and meetings.
13. Placing or leaving personal property inside the library in a manner that blocks or impedes access by other patrons or library staff to shelves, resources or rooms.
14. Interfering, hindering or deliberately impeding patrons or staff from entering the library or moving about the library.



13.3 Highly Disturbing Behavior

The following represent highly disturbing behavior and are grounds for immediately ordering the person to leave the library. The person will not receive a warning to cease such conduct. Law enforcement will be called if necessary to remove the person from ARLS property.

1. Harassing (by physically, verbally or sexually abusive behavior) or threatening another patron or library staff.
2. Engaging in any illegal activity or behavior on library property.
3. Selling, distributing, or consuming any alcoholic beverage.
4. Being under the influence of any intoxicating beverage or controlled substance.
5. Mutilating, defacing, destroying or stealing any library property, the property of any other patron or the property of library staff. If library staff have reasonable grounds to believe library property has not been properly checked out, staff can request the patron to stay in the library so staff can assess what triggered the alarm. Refusal to allow library staff to inspect a patron's belongings along with the continued activation of the alarm system will be considered in barring the patron from the library.
6. Engaging in sexual acts or making a display of public nudity. In compliance with Section 32.1-370 of the Code of Virginia, accommodations will be made for breastfeeding in a public area.
7. Refusing to leave the library as directed to do so by library staff as a result of violating any of the library's Rules of Conduct.

13.4 Unattended Personal Property

ARLS is not responsible for unattended possessions, and urges library users to discourage crime by keeping their property with them. Staff may move items that are blocking or impeding access to shelves, resources or rooms. It is the patron's responsibility to keep track of their belongings. Staff will dispose of any found food, beverages or any prohibited items under these rules.

Items left on ARLS property due to a patron suffering a medical emergency will be stored until close of business on the third day following the incident. Staff are not responsible for identifying the owner of any stored property. It is the patron's responsibility to claim their property or to notify the library another person will be recovering the property. Other than moving the item into storage, the library takes no responsibility for the care or maintenance of found items. Items that are determined to be hazardous to the library or its property will not be stored.



Unattended items left after closing for any reason other than a medical emergency may be disposed of by library staff the same day. Unattended items from medical emergencies may be disposed of by library staff after three business days.

