

# APPOMATTOX REGIONAL LIBRARY SYSTEM

## BOARD OF TRUSTEES

December 10, 2025

Rohoic Library  
1:00 p.m.

# APPOMATTOX REGIONAL LIBRARY SYSTEM

## Board of Trustees

### Agenda

**December 10, 2025**

**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 – October 15, 2025

Statistical Report – dated December 10, 2025

Financial Report – dated December 10, 2025 (information through October 2025 only)

Bills for Review

#### **Communications:**

Mr. Gilliam

#### **Citizen Comments:**

#### **Report of Library Director:**

- R1.** Proposed amendment to the bylaws regarding meeting remotely and electronically
- R2.** Staff Update
- R3.** State Statistical Report
- R4.** Leased Materials Budget
- R5.** Holiday Celebration
- R6.** Submission of Budgets to the Jurisdictions
- R7.** Board Reports

#### **Committee Reports:**

Personnel Committee - Closed Session

Finance Committee

#### **New Business:**

Approval of FY2027 budget

December 2025 Holiday Schedule

#### **Unfinished Business:**

Board Meeting Schedule - FY2026

**Adjournment: Next Meeting scheduled to be held at Prince George at 1:00 pm on January 21, 2025**

**APPOMATTOX REGIONAL LIBRARY SYSTEM**  
**Board of Trustees**  
**Minutes**

**Call to Order:** The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, October 15th, 2025, at the Hopewell Library. The meeting was called to order at 1:02 p.m.

**Trustees present:**

Dinwiddie County: Ms. Julie Dotson Reid and Ms. Randi Hawkins  
Hopewell City: Mr. Larry Pankey and Mr. William Stewart  
Prince George County: Ms. Angela Bennett and Ms. Vanessa Denis

**Trustees absent:**

Dinwiddie County: Schneria Valentine  
Hopewell City: Vacant chair  
Prince George County: Ms. Danielle Roache

**Staff present:**

Brian Manning, Regional Library Director; Chris Wiegard, Assistant Director; Sarah Ball, Administrative and Personnel Services Manager

**Approval of Agenda**

*MOTION: Mr Stewart moved to approve the agenda and consent agenda as presented.  
Ms. Bennett seconded the motion. The motion carried.*

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

Minutes – September 17, 2025  
Statistical Report – dated October 15, 2025  
Financial Report – dated October 15, 2025  
Bills for Review

**Communications:**

None.

**Citizen Comments:**

Theo Ritchey, a library employee and member of the public was present. They expressed interest in learning more about the library board as the reason for attending the meeting.

**Report of Library Director:**

- R1. Introduction of new Prince George Trustee - Vanessa Denis**
- R2. Staff Update**

Mr. Manning reported that Chris Wiegard would be retiring effective November 1st, 2025 after 34 years of service. Mr. Manning shared the hiring plan moving forward.

- R3. Baker & Taylor**

Mr. Manning provided an update on the closure of Baker & Taylor. Mr. Manning indicated the library would be able to adapt but noted there would be a lapse in Best Sellers.

- R4. New vehicle - Chrysler Pacifica Hybrid**

Mr. Manning noted the new library vehicle had arrived. He further noted that a member of the public released the air from the tires. Mr. Manning shared plans for the new vehicle to be wrapped prior to the holidays.

- R5. Report on the Library's Long Range Plan - FY2022-2025**

Mr. Manning provided an update on the previous Long Range Plan. Mr. Manning noted the improvements in adult programming and continued struggles in working with community partners. Mr. Pankey asked about the seed library and questioned if a community garden had been considered. Mr. Manning noted the spatial limitations at branches for a community garden and highlighted the past success in working with the Prince George Master Gardeners. Ms. Bennett suggested raised beds to accommodate the spatial limitations.

Mr. Stewart noted his confusion in the lack of interest in the Book a Librarian service. Mr. Manning highlighted the popularity of notary public services in comparison, noting that services vary in popularity at different times. Ms. Bennett suggested the availability of information on YouTube as a contributing factor. Mr. Manning further noted the learning databases available through the library that staff had received training on at this year's Staff Development Day.

- R6. Proposed Strategic Plan - FY2026-FY2031**

Mr. Manning provided an update on the proposed Strategic Plan. Ms. Denis clarified the ability to adjust the strategic plan if needed. Mr. Pankey requested to see the Virginia Library Association gold standard requirements. Mr. Manning noted he would share the information requested.

*MOTION: Ms. Bennett moved to approve the Strategic Plan as presented. Ms. Dotson-Reid seconded the motion. The motion carried.*

## **R7. FY2027 Draft Proposed Budget**

Mr. Manning noted the budget was a draft pending state aid and health insurance premiums. The updated budget will be discussed further at the December meeting.

## **R8. Board of Trustees Elections and Schedule for FY2026**

### **Committee Reports:**

None.

### **New Business:**

#### *Election of Officers - Vice Chair & Secretary*

Mr. Stewart asked for nominations for Vice Chair. Ms. Dotson-Reid nominated herself as Vice Chair.

*MOTION: Ms. Bennett moved to approve Ms. Dotson Reid as Vice Chair. Mr. Pankey seconded. The motion carried.*

Mr. Manning asked for nominations for Secretary. Ms. Denis nominated herself as Secretary.

*MOTION: Ms. Bennett moved to approve Ms. Reid as Secretary. Ms. Dotson-Reid seconded the motion. The motion carried.*

### **Closed Session:**

*MOTION: Mr. Stewart moved to approve a closed session pursuant to Virginia § 2.2-3711. Ms. Bennett seconded the motion. The motion carried.*

The meeting moved to closed session at 1:34 p.m.

*MOTION: Mr. Stewart moved to approve the end of the closed session. Ms. Bennett seconded the motion. The motion carried.*

The meeting ceased the closed session at 2:02 p.m.

### **Unfinished Business:**

#### *Board Meeting Schedule - FY2026*

There was some conversation regarding the board meeting schedule. This agenda item will appear on the next agenda for further consideration.

## **Adjournment**

*MOTION: Ms. Bennett moved to adjourn. Mr. Pankey seconded the motion. The motion carried.*

The meeting was adjourned at 2:13 p.m.

Respectfully submitted,

**Sarah Ball**  
*Administrative and Personnel Services Manager*  
Appomattox Regional Library  
209 E. Cawson Street, Hopewell, VA 23860  
[sball@arls.org](mailto:sball@arls.org)

Statistical Report - FY2026 - October 15, 2025

Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	CHANGE FROM FY24
Burrowsville	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	344	369	310	297	4,442		
	FY25	462	504	379	466	388	361	329	301	385	301	400	286	4,562		
	FY26	341	368	393	277	279								1,658	-28%	-25%

Carson Depot	FY22	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	684	710	912	774	8,840		
	FY25	779	834	821	670	629	711	634	571	551	639	692	605	8,136		
	FY26	799	587	638	769	596									-5%	-9%

Dinwiddie	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	1,566	1,506	1,768	1,831	19,739		
	FY25	1,823	1,752	1,612	1,879	1,418	1,657	1,483	1,387	1,635	1,593	1,606	1,842	19,687		
	FY26	1,713	1,549	1,622	1,790	1,345									-5%	-5%

Disputanta	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	533	675	662	800	7,174		
	FY25	641	658	447	428	300	359	282	378	524	779	730	641	6,167		
	FY26	627	801	622	577	488									63%	26%

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	Change from FY24
Hopewell	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	8,208	8,897	8,555	9,090	103,669		

	FY25	11,129	9,564	9,207	9,608	7,469	7,144	6,869	7,215	8,776	8,548	9,018	9,631	104,178		
	FY26	10,370	9,931	9,211	9,271	6,707									-10%	-3%

<b>McKenney</b>	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	1,361	1,181	959	1,329	14,444		
	FY25	1,320	1,228	1,203	1,136	956	1,094	913	755	969	1,268	1,232	1,572	13,646		
	FY26	1,430	1,098	1,088	1,014	716									-25%	-9%

<b>Prince George</b>	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	7,650	8,844	9,379	10,884	76,067		
	FY25	10,536	9,851	8,339	9,081	7,159	6,793	7,417	7,284	8,614	8,639	7,799	10,677	102,189		
	FY26	10,082	10,058	9,173	9,965	7,417									4%	5%

<b>Rohoic</b>	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	1,161	1,046	1,468	1,128	14,795		
	FY25	1,220	1,197	1,086	1,130	935	965	262	44	69	83	50	520	7,561		
	FY26	806	522	916	1,090	838									-10%	-25%

<b>Econtent</b>	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	2,813	2,581	2,655	2,698	29,001		
	FY25	2,903	3,055	2,840	2,853	2,731	3,146	3,573	3,268	3,442	3,103	3,590	3,460	37,964		
	FY26	3,519	3,461	3,340	3,292	3,242									19%	17%

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	Change from FY24
<b>ARLS Totals</b>	FY22	17,643	18,906	17,469	17,646	15,367	15,573	16,355	16,288	18,856	18,413	18,484	19,445	210,445		
	FY23	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		
	FY24	23,621	24,327	21,413	21,288	19,500	18,342	20,933	23,119	24,320	25,809	26,668	28,831	278,171		
	FY25	30,813	28,643	25,934	27,251	21,985	22,230	21,762	21,203	24,965	24,953	25,117	29,234	304,090		
	FY26	29,687	28,375	27,003	28,045	21,628	0	0	0	0	0	0	0	134,738	-2%	0%

PATRON VISITS FY2026	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Burrowsville	113	106	186	42	93	0	0	0	0	0	0	0
Carson Depot	204	145	157	185	113	0	0	0	0	0	0	0
Dinwiddie	546	414	442	518	399	0	0	0	0	0	0	0
Disputanta	187	181	218	175	138	0	0	0	0	0	0	0
Hopewell	13,379	12,462	12,661	12,037	10,054	0	0	0	0	0	0	0
McKenney	443	307	356	284	181	0	0	0	0	0	0	0
Prince George*	4,371	1,365	4,907	5,808	3,905	0	0	0	0	0	0	0
Rohoic	300	217	317	290	188	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>19,543</b>	<b>15,197</b>	<b>19,244</b>	<b>19,339</b>	<b>15,071</b>	<b>0</b>						
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Meetings	177	67	176	201	159	0	0	0	0	0	0	0
Meeting Room Users	857	1,105	869	1,139	1,087	0	0	0	0	0	0	0
Book Group	14	9	13	11	0	0	0	0	0	0	0	0
Adult Program**	945	699	241	331	0	0	0	0	0	0	0	0
Non-SRP Child Program	0	0	217	410	482	0	0	0	0	0	0	0
Non-SRP Teen Program	0	0	24	18	10	0	0	0	0	0	0	0
Storytime	678	347	388	595	309	0	0	0	0	0	0	0
SRP Child	1,605	731	0	0	0	0	0	0	0	0	0	0
SRP Teen	38	67	0	0	0	0	0	0	0	0	0	0
Self-guided Activities	765	1,104	578	555	645	0	0	0	0	0	0	0
Community Outreach	632	522	100	3,613	164	0	0	0	0	0	0	0
Notary Services	113	78	81	25	0	0	0	0	0	0	0	0
Database Usage	318	460	506	886	483	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>6,142</b>	<b>5,189</b>	<b>3,193</b>	<b>7,784</b>	<b>3,339</b>	<b>0</b>						

\*The door count indicator at Prince George malfunctioned sometime in August

\*\*Includes online  
programming

395      228      108      152

<b>TOTAL</b>
540
804
2,319
899
60,593
1,571
20,356
1,312
<b>88,394</b>
<b>TOTAL</b>
780
5,057
47
2,216
1,109
52
2,317
2,336
105
3,647
5,031
297
2,653
<b>25,647</b>

**883**

**Hotspot Circulation** 111 113 130 98 90 0 0 0 0 0 0 0 0 0 **542**

**Appomattox Regional Library System**  
**Revenue and Expenses**  
**July 1, 2025 - June 30, 2026**

fund#	Revenue 11/30/25	Adopted FY2026 Budget	Receipts to Previous Month	Monthly Receipts - 11/25	Total Receipts 11/30/25	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	\$760,057	\$380,029	\$0	\$380,029	50.0%	\$380,029
103	Dinwiddie	\$364,696	\$182,348	\$0	\$182,348	50.0%	\$182,348
104	Prince George	\$726,936	\$363,468	\$0	\$363,468	50.0%	\$363,468
105	State Funds	\$674,452	\$337,092	\$0	\$337,092	50.0%	\$337,360
106	Lost/Damaged/Fees	\$5,000	\$1,054	\$52	\$1,106	22.1%	\$3,894
107	Copying/Fax Receipts	\$25,000	\$8,858	\$1,421	\$10,278	41.1%	\$14,722
108	Endowment Funds	\$17,500	\$0	\$0	\$0	0.0%	\$17,500
109	E-Rate Refunds	\$20,000	\$28,350	\$0	\$28,350	141.7%	(\$8,350)
110	Gifts/Donations	\$1,000	\$363	\$0	\$363	36.3%	\$637
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$2,700	\$1,125	\$310	\$1,435	53.1%	\$1,265
<b>TOTALS</b>		<b>\$2,718,341</b>	<b>\$1,302,685</b>	<b>\$1,783</b>	<b>\$1,304,468</b>	<b>48.0%</b>	<b>\$1,413,873</b>

EXPENSES 11/30/2025	FY26 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 11/25	TOTAL EXPENSES 11/30/25	PERCENTAGE SPENT
<b>Personnel</b>					
200 MLS Salaries & Wages	\$560,323	\$191,985	\$48,847	\$240,832	43.0%
201 Non-MLS Salary & Wages	\$755,138	\$252,908	\$54,201	\$307,109	40.7%
202 Benefits for Staff/Retirees	\$330,000	\$111,601	\$24,355	\$135,956	41.2%
<b>Total Personnel</b>	<b>\$1,645,461</b>	<b>\$556,494</b>	<b>\$127,403</b>	<b>\$683,897</b>	<b>41.6%</b>
<b>Books &amp; Materials</b>					
300 Books	\$108,900	\$22,920	\$10,168	\$33,089	30.4%
301 Leased Materials	\$18,500	\$0	\$0	\$0	0.0%
302 Standing Order Books	\$36,560	\$8,010	\$2,137	\$10,147	27.8%
303 Print News & Periodicals	\$9,000	\$925	\$0	\$925	10.3%
304 Audiovisual Materials	\$35,070	\$4,973	\$3,308	\$8,281	23.6%
305 Electronic Materials	\$25,000	\$16,554	\$229	\$16,783	67.1%
306 Material Services Supplies	\$6,500	\$509	\$47	\$557	8.6%
308 Restricted - Donation/Grant	\$0	\$25	\$0	\$25	0.0%
309 Equipment, Devices & Kits	\$1,000	\$228	\$0	\$228	0.0%
310 Econtent	\$55,000	\$12,501	\$21,283	\$33,784	61.4%
<b>Total Books &amp; Materials</b>	<b>\$295,530</b>	<b>\$66,646</b>	<b>\$37,173</b>	<b>\$103,818</b>	<b>35.1%</b>
<b>Capital Expenditures</b>					
Library Non-Computer Equip.,					
400 Furniture & Fixtures	\$80,000	\$3,986	\$0	\$3,986	5.0%
401 Computer Hardware	\$70,000	\$40,079	\$0	\$40,079	57.3%
402 Vehicles	\$0	\$56,386	\$0	\$56,386	
<b>Total Capital Expenditures</b>	<b>\$150,000</b>	<b>\$100,451</b>	<b>\$0</b>	<b>\$100,451</b>	<b>67.0%</b>
<b>Contractual</b>					
500 Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%

Software & Web Based App.					
501 Licensing Contracts	\$70,000	\$23,274	\$1,582	\$24,856	35.5%
502 Audit	\$21,500	\$3,150	\$0	\$3,150	14.7%
503 Cataloging MARC Records	\$3,000	\$0	\$0	\$0	0.0%
505 Computer Support/Service Calls	\$110,000	\$42,300	\$9,041	\$51,340	46.7%

EXPENSES 11/30/2025	FY26 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 11/25	TOTAL EXPENSES 11/30/25	PERCENTAGE SPENT
507 Telecomm Internet Line Charges	\$50,000	\$14,812	\$3,281	\$18,093	36.2%
508 Printing and Publications	\$5,000	\$2,250	\$0	\$2,250	45.0%
<b>Total Contractual</b>	<b>\$262,600</b>	<b>\$85,785</b>	<b>\$13,904</b>	<b>\$99,689</b>	<b>38.0%</b>
<b>Facilities/Maint./Operations</b>					
600 Equip. Repair & Maintenance	\$7,000	\$1,728	\$72	\$1,799	25.7%
601 TLC Maintenance Contract	\$16,500	\$17,336	\$0	\$17,336	105.1%
602 Facilities and Rent	\$76,650	\$25,200	\$6,300	\$31,500	41.1%
603 Supplies	\$20,000	\$8,362	\$1,126	\$9,489	47.4%
604 Travel / Workshops /Conf. Fees	\$15,000	\$3,303	\$614	\$3,916	26.1%
605 Training / Education	\$2,000	\$0	\$0	\$0	0.0%
606 Utilities	\$3,750	\$1,024	\$233	\$1,257	33.5%
607 Telephone (Voice)	\$13,600	\$2,705	\$615	\$3,319	24.4%
608 Insurance	\$12,750	\$1,586	\$0	\$1,586	12.4%
609 Vehicle Maintenance & Fuel	\$5,000	\$907	\$297	\$1,205	24.1%
610 Job & Contracting Advertising	\$2,500	\$750	\$0	\$750	30.0%
611 Promotional Advertising	\$3,000	\$669	\$0	\$669	22.3%
612 Organization/Association Dues	\$3,500	\$210	\$0	\$210	6.0%
613 Postage	\$6,000	\$2,658	\$0	\$2,658	44.3%
614 Janitorial	\$94,000	\$32,108	\$7,600	\$39,709	42.2%
615 Other Building Maintenance	\$20,000	\$9,607	\$334	\$9,941	49.7%
<b>Total Facilities/Maint./Operations</b>	<b>\$301,250</b>	<b>\$108,153</b>	<b>\$17,191</b>	<b>\$125,344</b>	<b>41.6%</b>
<b>Programs/Activites/Other</b>					
700 YS Summer Reading Program	\$7,000	(\$557)	\$0	(\$557)	-8.0%

701 YS Programming & Supplies	\$7,500	\$1,073	\$141	\$1,214	16.2%
703 Adult Programming & Supplies	\$9,000	\$2,221	\$318	\$2,539	28.2%

EXPENSES 11/30/2025	FY26 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 11/25	TOTAL EXPENSES 11/30/25	PERCENTAGE SPENT
704 Local History Collection/Progs.	\$1,000	\$0	\$0	\$0	0.0%
705 Reserve	\$20,000	\$0	\$0	\$0	0.0%
709 Misc. Professional Serv. & Other	\$20,000	\$2,743	\$4,232	\$6,975	34.9%
<b>Total Programs/Activ./Other</b>	<b>\$64,500</b>	<b>\$5,480</b>	<b>\$4,690</b>	<b>\$10,171</b>	<b>15.8%</b>
<b>GRAND TOTALS</b>	<b>\$2,719,341</b>	<b>\$923,009</b>	<b>\$200,361</b>	<b>\$1,123,370</b>	<b>41.3%</b>

**BALANCE**

\$319,491  
\$448,029  
\$194,044  
**\$961,564**

\$75,811  
\$18,500  
\$26,413  
\$8,075  
\$26,789  
\$8,217  
\$5,943  
(\$25)  
\$772  
\$21,216  
**\$191,712**

\$76,014  
\$29,921  
(\$56,386)  
**\$49,549**

\$3,100

\$45,144

\$18,350

\$3,000

\$58,660

**BALANCE**

\$31,907

\$2,751

**\$162,911**

\$5,201

(\$836)

\$45,150

\$10,511

\$11,084

\$2,000

\$2,493

\$10,281

\$11,164

\$3,795

\$1,750

\$2,331

\$3,290

\$3,342

\$54,291

\$10,059

**\$175,906**

\$7,557

\$6,286  
\$6,461

**BALANCE**

\$1,000  
\$20,000  
\$13,025  
**\$54,329**  
**\$1,595,971**

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/2/25	200825	21000-100	Federal Taxes Withheld	3,002.58	
			Social Security Taxes Withheld	3,118.71	
10/2/25	200825	22000-100	FC Social Security	133.91	
10/2/25	200825	22000-100	ARLS Social Security	2,984.80	
10/2/25	200825	23000-100	Medicare Taxes Withheld	729.38	
10/2/25	200825	23000-100	FC Medicare Taxes	31.32	
10/2/25	200825	23000-100	ARLS Medicare	698.06	
			Electronic Federal Tax Payment		10,698.76
10/2/25	200825	10006-100	Federal Taxes Withheld	3,032.15	
			Social Security Taxes Withheld	3,126.86	
10/16/25	200826	21000-100	FC Social Security	133.91	
10/16/25	200826	22000-100	ARLS Social Security	2,992.95	
10/16/25	200826	23000-100	Medicare Taxes Withheld	731.27	
10/16/25	200826	23000-100	FC Medicare Taxes	31.32	
10/16/25	200826	23000-100	ARLS Medicare	699.95	
			Electronic Federal Tax Payment		10,748.41
10/16/25	200826	10006-100	Federal Taxes Withheld	3,178.22	
			Social Security Taxes Withheld	3,174.66	
10/30/25	200827	21000-100	FC Social Security	137.12	
10/30/25	200827	22000-100	ARLS Social Security	3,037.54	
10/30/25	200827	23000-100	Medicare Taxes Withheld	742.46	
10/30/25	200827	23000-100	FC Medicare Taxes	32.07	
10/30/25	200827	23000-100	ARLS Medicare	710.39	
			Electronic Federal Tax Payment		11,012.46
10/2/25	2013-1089	27000-400	EZ Link Voluntary	571.14	
10/2/25	2013-1089	10006-100	Treasurer of Virginia		571.14
10/2/25	2013-1090	27000-300	EZ Link Withheld	244.40	
10/2/25	2013-1090	70460-100	Ez Link Retirement	618.10	
10/2/25	2013-1090	10006-100	Treasurer of Virginia		862.50
10/8/25	2013-1091	70540-600	FC Life Insurance	56.54	
10/8/25	2013-1091	70540-600	FC VRS Retirement	42.17	
10/8/25	2013-1091	27000-200	VRS Withheld	3,156.82	
10/8/25	2013-1091	70460-100	ARLS VRS Insurance	813.46	
10/8/25	2013-1091	70460-100	ARLS VRS Retirement	998.51	
10/8/25	2013-1091	10006-100	Treasurer of Virginia		5,067.50
10/16/25	2013-1093	27000-400	EZ Link Voluntary	571.14	
10/16/25	2013-1093	10006-100	Treasurer of Virginia		571.14
10/16/25	2013-1094	27000-300	EZ Link Withheld	244.40	
10/16/25	2013-1094	70460-100	Ez Link Retirement	618.10	
10/16/25	2013-1094	10006-100	Treasurer of Virginia		862.50
10/30/25	2013-1096	27000-300	EZ Link Withheld	244.40	
10/30/25	2013-1096	70460-100	Ez Link Retirement	618.10	
10/30/25	2013-1096	10006-100	Treasurer of Virginia		862.50
10/30/25	2013-1097	27000-400	EZ Link Voluntary	571.14	

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<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
10/30/25	2013-1097	10006-100	Treasurer of Virginia		571.14
10/3/25	2026-124E	81210-200	Security Cameras	1,332.00	
			Huntington Technology		
10/3/25	2026-124E	10006-100	Finance		1,332.00
			2nd Payment - Desktops,		
10/6/25	2026-125E	81210-100	Laptop	16,709.50	
			Orion Network Solutions		
10/6/25	2026-125E	10006-100	LLC		16,709.50
10/6/25	2026-126E	20200-200	Sam's 10/8/25	728.70	
10/6/25	2026-126E	10006-100	Sam's Club Direct		728.70
10/10/25	2026-127E	84810-100	Invoice: Amazon 10907	49.72	
10/10/25	2026-127E	83700-100	Invoice: Amazon 10907	97.49	
10/10/25	2026-127E	83700-200	Invoice: Amazon 10904	185.44	
10/10/25	2026-127E	80470-100	Invoice: Amazon 9/22/25	39.99	
10/10/25	2026-127E	83700-200	Invoice: Amazon 10911	9.99	
10/10/25	2026-127E	83700-100	Invoice: Amazon 10913	71.70	
10/10/25	2026-127E	80015-100	Invoice: Amazon 9/25/25	220.00	
10/10/25	2026-127E	10006-100	Amazon.com		674.33
10/10/25	2026-128E	80020-100	Invoice: 5019662718	472.64	
10/10/25	2026-128E	10006-100	Baker & Taylor		472.64
			#8299 60 019 0107136		
10/10/25	2026-129E	82600-430	Internet - Disputanta	304.07	
10/10/25	2026-129E	10006-100	Comcast Communications		304.07
			#8299 0 020 0356327		
10/10/25	2026-130E	82600-410	Internet - Carson	314.07	
10/10/25	2026-130E	10006-100	Comcast Communications		314.07
			#8299 60 021 0013348		
10/10/25	2026-131E	84100-440	Telephone - McKenney	47.90	
			#8299 60 021 0013348		
10/10/25	2026-131E	82600-440	Internet - McKenney	412.58	
10/10/25	2026-131E	10006-100	Comcast Communications		460.48
10/10/25	2026-132E	84100-100	Telephone	155.02	
10/10/25	2026-132E	10006-100	Clearfly		155.02
10/10/25	2026-133E	84000-410	Utilities - Carson	140.34	
10/10/25	2026-133E	10006-100	Dominion Energy Virginia		140.34
10/10/25	2026-134E	80260-100	Invoice: 999101519754	49.98	
10/10/25	2026-134E	80260-100	Invoice: 999101468368	74.22	
10/10/25	2026-134E	10006-100	Cengage Learning Inc/Gale		124.20
10/10/25	2026-135E	84100-410	Telephone - Carson	77.33	
			Granite		
10/10/25	2026-135E	10006-100	Telecommunications		77.33
10/10/25	2026-136E	80440-100	Invoice: 507790250	98.02	
10/10/25	2026-136E	80405-100	Invoice: 507790249	177.95	
10/10/25	2026-136E	80410-100	Invoice: 507790247	74.35	
10/10/25	2026-136E	80440-100	Invoice: 507763695	19.48	
10/10/25	2026-136E	81000-300	Invoice: 507820464	1,212.63	
10/10/25	2026-136E	10006-100	Midwest Tape		1,582.43
10/10/25	2026-137E	82460-100	Windows Upgrade	2,100.00	
			Orion Network Solutions		
10/10/25	2026-137E	10006-100	LLC		2,100.00
10/10/25	2026-138E	85800-100	Staff Shirts	423.00	

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10/10/25	2026-138E	10006-100	Rich's Stitches Inc.		423.00
10/10/25	2026-139E	83700-100	Envelopes, Toner	1,412.09	
10/10/25	2026-139E	10006-100	Quill LLC		1,412.09
10/10/25	2026-140E	85850-100	Monthly Shredding	106.06	
10/10/25	2026-140E	10006-100	Shred-It USA LLC		106.06
			Westlaw Proflex -		
10/10/25	2026-141E	82070-100	September	638.17	
10/10/25	2026-141E	10006-100	Thomson Reuters - West		638.17
10/10/25	2026-142E	82600-200	Mobile Internet	856.66	
10/10/25	2026-142E	10006-100	T-Mobile		856.66
10/10/25	2026-143E	20200-400	Truist - 10/21/25	2,180.07	
10/10/25	2026-143E	10006-100	Truist		2,180.07
10/10/25	2026-144E	84810-100	Voban Absorbent	124.93	
10/10/25	2026-144E	10006-100	ULINE		124.93
10/10/25	2026-145E	83700-100	Toner, 213X, 218X	172.00	
10/10/25	2026-145E	10006-100	TMA Laser Group, Inc.		172.00
10/13/25	2026-146E	10007-100	Gross MLS	16,338.94	
10/13/25	2026-146E	10007-100	Gross Non MLS	8,552.10	
10/13/25	2026-146E	10007-100	Gross Hourly	15,500.53	
10/13/25	2026-146E	10007-100	Gross Smart Beginnings	1,760.11	
10/13/25	2026-146E	10006-100	ARLS-Payroll		42,151.68
10/14/25	2026-147E	80210-100	Invoice: 90850516	68.09	
10/14/25	2026-147E	80210-100	Invoice: 90850517	32.42	
10/14/25	2026-147E	80210-100	Invoice: 90850518	55.07	
10/14/25	2026-147E	80210-100	Invoice: 90850519	34.61	
10/14/25	2026-147E	80210-100	Invoice: 90850520	10.56	
10/14/25	2026-147E	80210-100	Invoice: 90850515	60.52	
10/14/25	2026-147E	80210-100	Invoice: 90850514	67.02	
10/14/25	2026-147E	80210-100	Invoice: 90850513	34.63	
10/14/25	2026-147E	80210-100	Invoice: 90874280	50.47	
10/14/25	2026-147E	80210-100	Invoice: 90874278	193.77	
10/14/25	2026-147E	80210-100	Invoice: 90874279	34.68	
10/14/25	2026-147E	80200-100	Invoice: 90850526	27.04	
10/14/25	2026-147E	80200-100	Invoice: 90850525	13.52	
10/14/25	2026-147E	80200-100	Invoice: 90850524	21.56	
10/14/25	2026-147E	80200-100	Invoice: 90874281	27.07	
10/14/25	2026-147E	80200-100	Invoice: 90874282	9.03	
10/14/25	2026-147E	80200-100	Invoice: 90874283	12.80	
10/14/25	2026-147E	80230-100	Invoice: 90850528	72.33	
10/14/25	2026-147E	80230-100	Invoice: 90850527	22.76	
10/14/25	2026-147E	80230-100	Invoice: 90850521	42.34	
10/14/25	2026-147E	80230-100	Invoice: 90850523	7.21	
10/14/25	2026-147E	80230-100	Invoice: 90850529	9.79	
10/14/25	2026-147E	80230-100	Invoice: 90850530	9.79	
10/14/25	2026-147E	80230-100	Invoice: 90874284	32.61	
10/14/25	2026-147E	10006-100	Ingram Library Services		949.69
10/17/25	2026-148E	85210-100	Invoice: Amazon 10916	79.32	
10/17/25	2026-148E	80020-100	Invoice: Amazon 9/26/25	27.60	
10/17/25	2026-148E	80470-100	Invoice: Amazon 10/01/25	69.99	
10/17/25	2026-148E	80470-100	Invoice: Amazon 10/1/25R	-0.99	

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10/17/25	2026-148E	80020-100	Invoice: Amazon 9/30/25	47.29	
10/17/25	2026-148E	80025-100	Invoice: Amazon 9/30/25	41.80	
10/17/25	2026-148E	80470-100	Invoice: Amazon 10/2/25	41.95	
10/17/25	2026-148E	80470-100	Invoice: Amazon 10/1/25.2	231.84	
10/17/25	2026-148E	83700-440	Invoice: Amazon 10933	28.49	
10/17/25	2026-148E	10006-100	Amazon.com #8299 60 017 0205967		567.29
10/17/25	2026-149E	84100-200	Telephone - HQ #8299 60 017 0205967	270.15	
10/17/25	2026-149E	82600-200	Internet - HQ	483.44	
10/17/25	2026-149E	10006-100	Comcast Communications #8299 60 020 0107829		753.59
10/17/25	2026-150E	82600-460	Internet - Rohoic	314.07	
10/17/25	2026-150E	10006-100	Comcast Communications #8299 60 019 0106328		314.07
10/17/25	2026-151E	84100-450	Telephone - PG #8299 60 019 0106328	114.85	
10/17/25	2026-151E	82600-450	Internet - PG	425.71	
10/17/25	2026-151E	10006-100	Comcast Communications #8299 60 020 0108397		540.56
10/17/25	2026-152E	82600-420	Internet - Dinwiddie	314.07	
10/17/25	2026-152E	10006-100	Comcast Communications Insurance - 2026 Chrysler Pacific		314.07
10/17/25	2026-153E	84200-100		1,521.00	
10/17/25	2026-153E	10006-100	Cincinnati Insurance Co.		1,521.00
10/17/25	2026-154E	80260-100	Invoice: 999101504446	62.97	
10/17/25	2026-154E	10006-100	Cengage Learning Inc/Gale		62.97
10/17/25	2026-155E	80230-100	Invoice: 91043163	11.42	
10/17/25	2026-155E	80230-100	Invoice: 91043164	45.53	
10/17/25	2026-155E	80230-100	Invoice: 91043165	27.13	
10/17/25	2026-155E	80230-100	Invoice: 91043166	10.37	
10/17/25	2026-155E	80200-100	Invoice: 91043159	9.02	
10/17/25	2026-155E	80210-100	Invoice: 91043160	108.41	
10/17/25	2026-155E	80210-100	Invoice: 91043162	34.67	
10/17/25	2026-155E	80210-100	Invoice: 91043161	45.70	
10/17/25	2026-155E	80210-100	Invoice: 91043158	32.51	
10/17/25	2026-155E	80200-100	Invoice: 91182534	15.07	
10/17/25	2026-155E	80200-100	Invoice: 91182533	11.32	
10/17/25	2026-155E	80200-100	Invoice: 91182532	27.11	
10/17/25	2026-155E	80200-100	Invoice: 91182531	13.54	
10/17/25	2026-155E	80210-100	Invoice: 91182526	37.00	
10/17/25	2026-155E	10006-100	Ingram Library Services		428.80
10/17/25	2026-156E	80440-100	Invoice: 507852725	440.08	
10/17/25	2026-156E	80410-100	Invoice: 507852726	29.74	
10/17/25	2026-156E	10006-100	Midwest Tape		469.82
10/17/25	2026-157E	84000-200	Utilities - HQ	48.48	
10/17/25	2026-157E	84000-410	Utilities - Carson	48.48	
10/17/25	2026-157E	84000-200	Utilities - Burrowsville	48.49	
10/17/25	2026-157E	10006-100	Primo Brands		145.45
10/17/25	2026-158E	84810-100	Vinyl Gloves	15.28	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/17/25	2026-158E	83700-100	Wite-Out, Pencils, Paper	250.06	
10/17/25	2026-158E	10006-100	Quill LLC		265.34
			Elementor Pro License		
10/17/25	2026-159E	82070-100	Renewal	75.00	
10/17/25	2026-159E	10006-100	Steck Insights Web Design		75.00
10/27/25	2026-160E	10007-100	Gross MLS	17,276.75	
10/27/25	2026-160E	10007-100	Gross Non MLS	8,884.95	
10/27/25	2026-160E	10007-100	Gross Hourly	15,261.95	
10/27/25	2026-160E	10007-100	Gross Smart Beginnings	1,869.74	
10/27/25	2026-160E	10006-100	ARLS-Payroll		43,293.39
10/31/25	2026-161E	84810-100	Invoice: Amazon 10944	56.22	
10/31/25	2026-161E	83700-100	Invoice: Amazon 10944	8.99	
10/31/25	2026-161E	83780-100	Invoice: Amazon 10944	34.48	
10/31/25	2026-161E	10006-100	Amazon.com		99.69
10/31/25	2026-162E	70470-100	Retiree Health Insurance	1,008.00	
			Anthem BlueCross		
10/31/25	2026-162E	10006-100	BlueShield		1,008.00
			Retirees Medicare Health		
10/31/25	2026-163E	70470-100	Insurance	696.00	
			Anthem BlueCross		
10/31/25	2026-163E	10006-100	BlueShield		696.00
10/31/25	2026-164E	70550-600	FC Health Insurance	982.80	
10/31/25	2026-164E	70470-100	ARLS Health Insurance	15,360.29	
			Anthem BlueCross		
10/31/25	2026-164E	10006-100	BlueShield		16,343.09
			#8299 60 021 0013348		
10/31/25	2026-165E	84100-440	Telephone - McKenney	47.90	
			#8299 60 021 0013348		
10/31/25	2026-165E	82600-440	Internet - McKenne	412.74	
10/31/25	2026-165E	10006-100	Comcast Communications		460.64
10/31/25	2026-166E	81210-200	Security Cameras	1,332.00	
			Huntington Technology		
10/31/25	2026-166E	10006-100	Finance		1,332.00
			Monthly Billing for		
10/31/25	2026-167E	82460-100	October	8,731.00	
10/31/25	2026-167E	82460-100	Additional Monitoring	250.00	
10/31/25	2026-167E	82460-100	VM Server License	29.76	
10/31/25	2026-167E	82460-100	Socket License	30.00	
			Orion Network Solutions		
10/31/25	2026-167E	10006-100	LLC		9,040.76
10/31/25	2026-168E	84700-100	Postage	603.75	
10/31/25	2026-168E	10006-100	Purchase Power		603.75
10/31/25	2026-169E	20200-200	Sams 111/8/25	219.36	
10/31/25	2026-169E	10006-100	Sam's Club Direct		219.36
10/31/25	2026-170E	80260-100	Invoice: 999101594745	320.70	
10/31/25	2026-170E	10006-100	Cengage Learning Inc/Gale		320.70
10/31/25	2026-171E	80230-100	Invoice: 90850522	7.21	
10/31/25	2026-171E	80230-100	Invoice: 91182537	58.76	
10/31/25	2026-171E	80230-100	Invoice: 91182536	45.51	
10/31/25	2026-171E	80230-100	Invoice: 91182535	22.87	
10/31/25	2026-171E	80230-100	Invoice: 91182530	14.42	

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10/31/25	2026-171E	80230-100	Invoice: 91182529	7.22	
10/31/25	2026-171E	80230-100	Invoice: 91182527	7.22	
10/31/25	2026-171E	80230-100	Invoice: 91182528	7.22	
10/31/25	2026-171E	10006-100	Ingram Library Services		170.43
10/31/25	2026-172E	80410-100	Invoice: 507890042	29.74	
10/31/25	2026-172E	80410-100	Invoice: 507890044	123.46	
10/31/25	2026-172E	80440-100	Invoice: 507890043	342.56	
10/31/25	2026-172E	10006-100	Midwest Tape		495.76
10/9/25	44526	80025-100	Invoice: B7070872	21.60	
10/9/25	44526	80025-100	Invoice: B7066503		1,253.22
10/9/25	44526	80025-100	Invoice: B7069596	266.03	
10/9/25	44526	80010-100	Invoice: B7064567	184.85	
10/9/25	44526	80010-100	Invoice: B7066694	384.48	
10/9/25	44526	80010-100	Invoice: B7069789	242.47	
10/9/25	44526	80038-100	Invoice: B7064856	36.76	
10/9/25	44526	80038-100	Invoice: B7066502	10.41	
10/9/25	44526	80030-100	Invoice: B7064518	27.66	
10/9/25	44526	80030-100	Invoice: B7069608	11.49	
10/9/25	44526	80030-100	Invoice: B7070641	22.98	
10/9/25	44526	80010-100	Invoice: B7070873	323.37	
10/9/25	44526	80015-100	Invoice: B7070885	401.54	
10/9/25	44526	80038-100	Invoice: B7070644	902.38	
10/9/25	44526	80820-450	Invoice: B7070889	24.62	
10/9/25	44526	80030-100	Invoice: B7070640	1,071.95	
10/9/25	44526	80010-100	Invoice: B7072616	23.72	
10/9/25	44526	80030-100	Invoice: B7072532	21.03	
10/9/25	44526	80038-100	Invoice: B7072256	17.56	
10/9/25	44526	10006-100	Brodart Co.		5,248.12
			Background Verification -		
10/9/25	44527	85800-100	F. Thomas	36.00	
10/9/25	44527	10006-100	Active Screening		36.00
10/9/25	44528	82910-200	Copier - Usage Charge	46.64	
10/9/25	44528	82910-200	Copier - Base Charge	21.92	
10/9/25	44528	10006-100	Canon USA, Inc.		68.56
			Fla-vor Ice, Aluminum		
10/9/25	44529	85110-100	Pans	21.61	
			Cotton Swabs, Paper Bags,		
10/9/25	44529	85110-100	Plates, Febreze	34.84	
10/9/25	44529	10006-100	Sarah Finch		56.45
10/9/25	44530	20500-100	VFHY - 10/7/25	2,375.00	
			First Connections for Early		
10/9/25	44530	10006-100	Success		2,375.00
10/9/25	44531	85200-100	Chair Yoga - 9/17, 9/24	80.00	
10/9/25	44531	10006-100	Lauren Hannon		80.00
10/9/25	44532	84300-100	Inv #14514 - Fuel	213.57	
10/9/25	44532	84300-100	Inv #14515 - Fuel	28.43	
10/9/25	44532	10006-100	Hopewell City Treasurer		242.00
10/9/25	44533	85200-100	Yoga - 9/8, 9/15, 9/22, 9/29	160.00	
10/9/25	44533	10006-100	Sharon Jadrnak		160.00
10/9/25	44534	84800-200	Janitorial - HQ	4,572.69	

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Oct 1, 2025 to Oct 31, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/9/25	44534	84800-410	Janitorial - Carson	220.00	
10/9/25	44534	84800-420	Janitorial - Dinwiddie	350.00	
10/9/25	44534	84800-430	Janitorial - Disputanta	256.00	
10/9/25	44534	84800-440	Janitorial - McKenney	250.00	
10/9/25	44534	84800-450	Janitorial - PG	1,485.58	
10/9/25	44534	84800-460	Janitorial - Rohoic	220.00	
10/9/25	44534	84800-480	Janitorial - Burrowsville	195.00	
10/9/25	44534	10006-100	MCS Services, Inc.		7,549.27
10/9/25	44535	84900-200	Monitoring of Alarms - HQ	55.00	
10/9/25	44535	84900-450	Monitoring of Alarms - PG	59.00	
			Petersburg Alarm		
10/9/25	44535	10006-100	Company, Inc.		114.00
			2026 Chrysler Pacifica		
10/9/25	44536	81300-100	Hybrid	56,386.20	
10/9/25	44536	10006-100	Hall Automotive		56,386.20
			Hangers for Baby Clothes		
10/9/25	44537	85210-100	Swap	25.00	
10/9/25	44537	10006-100	Megan Ranes		25.00
10/9/25	44538	83810-100	Travel - 9/19, 10/1, 10/3	145.19	
10/9/25	44538	10006-100	Brian Manning		145.19
10/16/25	44539	80025-100	Invoice: B7072526	130.86	
10/16/25	44539	80025-100	Invoice: B7072257	31.62	
10/16/25	44539	80025-100	Invoice: B7073477	240.48	
10/16/25	44539	80010-100	Invoice: B7073632	69.36	
10/16/25	44539	80030-100	Invoice: B7073214	4.85	
10/16/25	44539	80038-100	Invoice: B7075202	10.41	
10/16/25	44539	80025-100	Invoice: B7075213	69.76	
10/16/25	44539	80025-100	Invoice: B7075249	121.50	
10/16/25	44539	80010-100	Invoice: B7075541	47.44	
10/16/25	44539	80020-100	Invoice: B7075209	114.34	
10/16/25	44539	80038-100	Invoice: B7076408	20.82	
10/16/25	44539	80025-100	Invoice: B7076407	25.34	
10/16/25	44539	80025-100	Invoice: B7076285	108.58	
10/16/25	44539	80020-100	Invoice: B7076208	157.53	
10/16/25	44539	80020-100	Invoice: B7076376	1,120.44	
10/16/25	44539	80030-100	Invoice: B7076286	25.89	
10/16/25	44539	80025-100	Invoice: B7076992	22.80	
10/16/25	44539	80020-100	Invoice: B7076993	30.54	
10/16/25	44539	80020-100	Invoice: B7077086	218.78	
10/16/25	44539	80020-100	Invoice: B7077138	952.25	
10/16/25	44539	10006-100	Brodart Co.		3,523.59
			Replace Broken Lock -		
10/16/25	44540	84900-200	Non Profit Room - HQ	1,249.31	
10/16/25	44540	10006-100	Elite Lock Solutions		1,249.31
10/16/25	44541	85870-100	Staff Day Breakfast	179.80	
10/16/25	44541	10006-100	Sarah Ball		179.80
10/30/25	44542	80030-100	Invoice: B7077530	304.14	
10/30/25	44542	80038-100	Invoice: B7077067	78.95	
10/30/25	44542	80015-100	Invoice: B7077065	144.73	
10/30/25	44542	80015-100	Invoice: B7077440	45.98	

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Oct 1, 2025 to Oct 31, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/30/25	44542	80038-100	Invoice: B7077180	16.18	
10/30/25	44542	80030-100	Invoice: B7077178	179.91	
10/30/25	44542	80015-100	Invoice: B7080188	155.46	
10/30/25	44542	80038-100	Invoice: B7080144	33.06	
10/30/25	44542	80038-100	Invoice: B7080128	75.34	
10/30/25	44542	80030-100	Invoice: B7080189	63.42	
10/30/25	44542	80030-100	Invoice: B7080201	33.57	
10/30/25	44542	80038-100	Invoice: B7080691	8.38	
10/30/25	44542	80020-100	Invoice: B7080639	48.60	
10/30/25	44542	80025-100	Invoice: B7080125	33.78	
10/30/25	44542	80020-100	Invoice: B7080126	109.17	
10/30/25	44542	80020-100	Invoice: B7080591	17.59	
10/30/25	44542	80020-100	Invoice: B7080226	144.52	
10/30/25	44542	80025-100	Invoice: B7080592	22.78	
10/30/25	44542	80025-100	Invoice: B7080092	71.92	
10/30/25	44542	10006-100	Brodart Co.		1,587.48
			Travel - Dinwiddie 9/11/25,		
10/30/25	44543	83810-420	9/12/25	59.76	
			Travel - Dinwiddie 9/15/25,		
10/30/25	44543	83810-420	9/18/25	91.12	
10/30/25	44543	10006-100	Shelly Curtis		150.88
10/30/25	44544	83810-410	Travel - Carson 9/12/25	26.33	
10/30/25	44544	10006-100	Linda April Bradshaw		26.33
			Travel - Dinwiddie		
10/30/25	44545	83810-420	10/10/25	14.61	
10/30/25	44545	83810-420	Travel - Dinwiddie 9/12/25	14.61	
10/30/25	44545	10006-100	Jennifer Bruck		29.22
			Travel - HQ 10/15/25,		
10/30/25	44546	83810-100	10/16/25	39.93	
10/30/25	44546	10006-100	Rija Mughal		39.93
			Yoga - 10/1, 10/8, 10/15,		
10/30/25	44547	85200-100	10/22	160.00	
10/30/25	44547	10006-100	Lauren Hannon		160.00
10/30/25	44548	83700-100	Screw Set	10.99	
10/30/25	44548	10006-100	McKay Hardware, Inc.		10.99
10/30/25	44549	84400-100	Jobline - Assistant Director	150.00	
			Virginia Library		
10/30/25	44549	10006-100	Association		150.00
10/31/25	44550	83500-420	Rent - Dinwiddie Library	300.00	
10/31/25	44550	83500-440	Rent - McKenney Library	300.00	
10/31/25	44550	83500-460	Rent - Rohoic Library	300.00	
10/31/25	44550	10006-100	County of Dinwiddie		900.00
10/31/25	44551	83500-450	Rent - PG Library	1,200.00	
			Rent - Burrowsville Library	300.00	
10/31/25	44551	83500-480	Rent - Disputanta Library	150.00	
10/31/25	44551	83500-430	County of Prince George		1,650.00
10/31/25	44552	83500-200	Rent - Hopewell Library	3,750.00	
10/31/25	44552	10006-100	Hopewell City Treasurer		3,750.00

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Oct 1, 2025 to Oct 31, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Total	281,452.36	281,452.36

Appomattox Reg Library System  
 Amazon  
 For the Period Oct 1, 2025 to Oct 31, 2025

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/1/25	83700-200	Supplies - HQ	Amazon 10904	Ink For Canon Printer	185.44	
10/1/25			Amazon 10904	Amazon.com		185.44
10/1/25	84810-100	Supplies - Janitorial	Amazon 10907	Windex, Soap, Lysol	49.72	
10/1/25	83700-100	Supplies - Regional	Amazon 10907	Storage Box, Whiteboard	97.49	
10/1/25			Amazon 10907	Amazon.com		147.21
10/1/25	83700-200	Supplies - HQ	Amazon 10911	Hook & Loop Tape	9.99	
10/1/25			Amazon 10911	Amazon.com		9.99
10/1/25	83700-100	Supplies - Regional	Amazon 10913	Cardstock	71.70	
10/1/25			Amazon 10913	Amazon.com		71.70
10/1/25	80470-100	Video Games	Amazon 9/22/25	Video Games	39.99	
10/1/25			Amazon 9/22/25	Amazon.com		39.99
10/1/25	80015-100	Young Adult-Fiction	Amazon 9/25/25	YAF	220.00	
10/1/25			Amazon 9/25/25	Amazon.com		220.00

**10/10/25**      **CK #2026-127E**      **674.33**

10/1/25	80470-100	Video Games	Amazon 10/01/25	Video Games	69.99	
10/1/25			Amazon 10/01/25	Amazon.com		69.99
10/1/25	80470-100	Video Games	Amazon 10/1/25.2	Video Games	231.84	
10/1/25			Amazon 10/1/25.2	Amazon.com		231.84
10/1/25	80470-100	Video Games	Amazon 10/1/25R	Video Games		0.99
10/1/25			Amazon 10/1/25R	Amazon.com	0.99	
10/1/25	80470-100	Video Games	Amazon 10/2/25	Video Games	41.95	
10/1/25			Amazon 10/2/25	Amazon.com		41.95
10/1/25	85210-100	Programming	Amazon 10916	Glue, Ornaments, Pearls	79.32	
10/1/25			Amazon 10916	Amazon.com		79.32
10/1/25	80020-100	Adult Non-Fiction	Amazon 9/26/25	ANF	27.60	
10/1/25			Amazon 9/26/25	Amazon.com		27.60
10/1/25	80020-100	Adult Non-Fiction	Amazon 9/30/25	ANF	47.29	
10/1/25	80025-100	Adult Fiction	Amazon 9/30/25	AF	41.80	
10/1/25			Amazon 9/30/25	Amazon.com		89.09
10/10/25	83700-440	Supplies - McKenney	Amazon 10933	Scanner - McKenney	28.49	
10/10/25			Amazon 10933	Amazon.com		28.49

**10/17/25**      **CK #2026-148E**      **569.27**

10/14/25	84810-100	Supplies - Janitorial	Amazon 10944	Soap, Gloves	56.22	
10/14/25	83700-100	Supplies - Regional	Amazon 10944	Pens	8.99	
10/14/25	83780-100	Supplies - Mascot	Amazon 10944	Cat Food	34.48	
10/14/25			Amazon 10944	Amazon.com		99.69

**10/31/25**      **CK #2026-161E**      **99.69**

Appomattox Reg Library System  
Sam's

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/21/25	Sams 10863	83700-100	Tylenol	12.98	
8/21/25	Sams 10863	84810-100	TP, PT	104.48	
8/21/25	Sams 10863	20200-200	Sam's Club Direct		117.46
9/3/25	Sams 10788	81100-460	Refrigerator - Rohoic	259.00	
9/3/25	Sams 10788	20200-200	Sam's Club Direct		259.00
9/12/25	Sams 1090	83700-100	Batteries	24.98	
			Supplies - Staff Vending		
9/12/25	Sams 1090	83710-100	Mach	17.98	
9/12/25	Sams 1090	84810-100	TP, Clorox Wipes, Lysol	195.35	
9/12/25	Sams 1090	20200-200	Sam's Club Direct		238.31
			Supplies - Staff Vending		
9/17/25	Sams 10906	83710-100	Mach	88.95	
9/17/25	Sams 10906	83700-100	Batteries	24.98	
9/17/25	Sams 10906	20200-200	Sam's Club Direct		113.93
Total					<b><u>728.70</u></b>

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/13/25	Sams 10940	83700-100	Spoon, Bags, Candy	117.96	
10/13/25	Sams 10940	85110-100	Candy	37.26	
			Supplies - Staff Vending		
10/13/25	Sams 10940	83710-100	Mach	10.48	
10/13/25	Sams 10940	84810-100	Toilet Paper	53.66	
10/13/25	Sams 10940	20200-200	Sam's Club Direct		219.36
Total					<b><u>219.36</u></b>

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Appomattox Reg Library System  
Truist CK #2026-143E

10/10/25

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
8/27/25	Hobby 10883	85110-100	Crafts, Jewelry Making	128.81	
8/27/25	Hobby 10883	20200-400	Hobby Lobby		128.81
8/28/25	Read	80210-100	Adult Fiction - SO	32.40	
8/28/25	Read	20200-400	Reader Service		32.40
8/30/25		85200-100	Cricut Subscription	9.99	
8/30/25		20200-400			9.99
8/31/25	Google 8/31/25.1	82020-100	Google Telecom	12.80	
8/31/25	Google 8/31/25.1	20200-400	Google		12.80
8/31/25	Google 8/31/25.2	82020-100	Google E-Mail	637.00	
8/31/25	Google 8/31/25.2	20200-400	Google		637.00
9/5/25	Sage 9/5/25	82070-100	Sage HR	237.60	
9/5/25	Sage 9/5/25	20200-400	Sage Software SB, Inc.		237.60
9/11/25	Rural 9/11/25	82600-480	Internet - Burrowsville	219.00	
9/11/25	Rural 9/11/25	20200-400	RuralBand		219.00
9/13/25		82000-100	Software Licenses	29.99	
9/13/25		20200-400	Adobe Indesign		29.99
9/15/25	H/PG Chamber 10929	85800-100	Sept Luncheon	20.00	
9/15/25	H/PG Chamber 10929	20200-400	Hopewell/PG Chamber Commerce		20.00
9/22/25	Despair 10914	83700-100	Calendar	37.00	
9/22/25	Despair 10914	20200-400	Despair, Inc.		37.00
9/24/25	Sherwin 10917	83700-200	Paint - HQ	193.08	
9/24/25	Sherwin 10917	20200-400	Sherwin Williams		193.08
9/24/25	VLA 10919	83800-200	Conference - Field	290.00	
9/24/25	VLA 10919	20200-400	Virginia Library Association		290.00
9/25/25	Read 9/25/25	80210-100	Adult Fiction - SO	32.40	
9/25/25	Read 9/25/25	20200-400	Reader Service		32.40
9/25/25	VLA 0920	83800-200	Conference - A. King	300.00	
9/25/25	VLA 0920	20200-400	Virginia Library Association		300.00
<b>Total</b>				<b>2,180.07</b>	<b>2,180.07</b>

First Connections  
July 1, 2025 to Oct 31, 2025

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/25	<b>Beginning Balance</b>			<b>5,835.05</b>
7/22/25	Payment from FC		5,835.05	
7/31/25	July Salary & Benefits	5,835.05		
8/18/25	Payment from FC		5,835.05	
8/31/25	August Salary & Benefits	5,835.05		
9/15/25	Payment from FC		5,835.05	
9/30/25	September Salary & Benefits	5,835.05		
10/14/25	Payment from FC		5835.05	
10/31/25	October Salary & Benefits	8,215.78		
10/31/25	<b>Ending Balance</b>			<b>8,215.78</b>

**PROPOSED AMENDMENT TO THE BYLAWS OF  
THE APPOMATTOX REGIONAL LIBRARY  
CONSIDERED AT THE DECEMBER 10, 2025 MEETING**

Whereas, the current bylaws of the Appomattox Regional Library System, Article IV states:

**Article VI – Attendance**

Due to the definition of this Board as a governing board, and thus the legal need for each trustee to be an integral part of this Board, at the end of each fiscal year, the outgoing chairman shall forward the attendance record for all the trustees to the respective jurisdictions.

And whereas, the Virginia statute included provisions allowing for the attendance at public meetings by remote access, including.

**§ 2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency.**

4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

And whereas, the board of trustees wish to amend the bylaws as provided in Article VII of such bylaws and there being a quorum present at the December 2025 meeting.

Therefore, by majority vote, the board of trustees adopts the following amendment as a second and third paragraph to Article VI of the bylaws. The vote shall be recorded in the minutes of the December 10, 2025 meeting.

Any member of the board may arrange to attend any board meeting electronically and remotely as provided in Section 2.2-3708.3 (4) of the Code of Virginia, provided that the board member gives advance notice to the board chair and the library director of the member's intention to attend electronically and that the number of meetings any board members attend electronically shall be limited to two meetings or 25% of the meetings held during the applicable fiscal year, whichever number is greater.

A majority vote of a quorum of the board may elect to hold any meeting electronically as stated in Section 2.2-3708.3, provided that the vote to hold a meeting electronically shall occur at a regular or special meeting prior to the proposed date, that provisions are made

for the public to attend the meeting as provided in the statute, and that proper notice to the public that the meeting will be held electronically and remotes is made as stated in the applicable statute.

Adopted December 10, 2025 by a quorum present of the Appomattox Regional Library System.

Mr. William Stewart, Chair

**MOTION TO GO INTO CLOSED SESSION:**

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

**TO CONVENE A CLOSED SESSION:**

FIRST: Any Board Member may make the motion:

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

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

The Secretary does a Roll Call Vote.

Board Members:

1. Mr. Stewart
2. Mr. Pankey
3. Ms. Hawkins
4. Ms. Reid
5. Ms. Valentine
6. Ms. Denis
7. Ms. Bennett
8. Ms. Roache
9. Vacant

**NOW IN CLOSED SESSION**

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**CERTIFICATION AFTER CLOSED SESSION**

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

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

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

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

Do a Roll Call Vote.

Board Members:

1. Mr. Stewart
2. Mr. Pankey
3. Ms. Hawkins
4. Ms. Reid
5. Ms. Valentine
6. Ms. Denis
7. Ms. Bennett
8. Ms. Roache
9. Vacant

**Appomattox Regional Library System**

**Revenue and Expenses**

**Proposed Budget for FY2026**

fund#	Revenue 09/30/25	Adopted FY2026 Budget	Total Receipts 7/25 -9/25	October 2025 Receipts	Total Receipts	Percentage Received	Balance Due	Proposed FY2027 Budget	Percentage Increase or Decrease	Comments
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$20,000	0%	
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000	\$100,000	0%	
102	Hopewell	\$760,057	\$380,029	\$0	\$380,029	50.0%	\$380,028	\$802,576	6%	
103	Dinwiddie	\$364,696	\$182,348	\$0	\$182,348	50.0%	\$182,348	\$385,596	6%	
104	Prince George	\$726,936	\$363,468	\$0	\$363,468	50.0%	\$363,468	\$767,827	6%	
105	State Funds	\$674,452	\$337,092	\$0	\$337,092	50.0%	\$337,360	\$674,184	0%	
106	Lost/Damaged/Fees	\$5,000	\$1,054	\$52	\$1,106	22.1%	\$3,894	\$3,000	-40%	Due to the ending of daily overdue fines and fewer items being lost or damaged, the revenue for Lost or Damaged items continues to decrease
107	Copying/Fax Receipts	\$25,000	\$8,858	\$1,421	\$10,279	41.1%	\$14,721	\$25,000	0%	
108	Endowment Funds	\$17,500	\$0	\$0	\$0	0.0%	\$17,500	\$20,000	14%	
109	E-Rate Refunds	\$20,000	\$28,350	\$0	\$28,350	141.7%	(\$8,350)	\$20,000	0%	E-Rate is based on expenses related to qualifying services. The library made improvements to its network in FY2024 that will not occur in FY2025
110	Gifts/Donations	\$1,000	\$363	\$0	\$363	36.3%	\$637	\$1,000	0%	
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000	\$1,000	0%	
112	Other	\$2,700	\$1,125	\$310	\$1,435	53.1%	\$1,265	\$2,700	0%	
<b>TOTALS</b>		<b>\$2,718,341</b>	<b>\$1,302,687</b>	<b>\$1,783</b>	<b>\$1,304,470</b>	<b>48.0%</b>	<b>\$1,413,871</b>	<b>\$2,822,883</b>	<b>4%</b>	

Fund#	EXPENSES 09/30/25	FY26 Adopted Budget	TOTAL SPENT 7/1/25 - 09/30/25	MONTHLY EXPENSES - 10/25	TOTAL EXPENSES 10/31/25	PERCENTAGE SPENT	BALANCE	Proposed FY2027 Budget	Percentage Increase or Decrease	Comments
<b>Personnel</b>										
200	MLS Salaries & Wages	\$560,323	\$191,985	\$48,847	\$240,832	43.0%	\$319,491	\$582,736	4%	The library is proposing a 4% COLA for all employees due to existing and projected inflation rates.
201	Non-MLS Salary & Wages	\$755,138	\$252,908	\$54,201	\$307,109	40.7%	\$448,029	\$785,344	4%	The library is proposing a 4% COLA for all employees due to existing and projected inflation rates.
202	Benefits for Staff/Retirees	\$330,000	\$111,601	\$24,355	\$135,956	41.2%	\$194,044	\$381,852	16%	The best information available at the time of the creation of this budget proposal projects a possible 15% increase in health insurance costs in the coming fiscal year. Possible changes in the library's staffing structure would affect the library's required retirement system contributions.
<b>Total Personnel</b>		<b>\$1,645,461</b>	<b>\$556,494</b>	<b>\$127,403</b>	<b>\$683,897</b>	<b>41.6%</b>	<b>\$961,564</b>	<b>\$1,749,931</b>	<b>6%</b>	
<b>Books &amp; Materials</b>										
300	Books	\$108,900	\$22,920	\$10,168	\$33,088	30.4%	\$75,812	\$104,824	-4%	
301	Leased Materials	\$18,500	\$0	\$0	\$0	0.0%	\$18,500	\$18,500	0%	
302	Standing Order Books	\$36,560	\$8,010	\$2,137	\$10,147	27.8%	\$26,413	\$38,050	4%	
303	Print News & Periodicals	\$9,000	\$925	\$0	\$925	10.3%	\$8,075	\$9,000	0%	
304	Audiovisual Materials	\$35,070	\$4,973	\$3,308	\$8,281	23.6%	\$26,789	\$38,388	9%	
305	Electronic Materials	\$25,000	\$16,554	\$229	\$16,783	67.1%	\$8,217	\$15,000	-40%	Based on changing use and demand, the library has reduced the number of databases and online resources the library offers.
<b>Fund# EXPENSES 09/30/25</b>		<b>FY26 Adopted Budget</b>	<b>TOTAL SPENT 7/1/25 - 09/30/25</b>	<b>MONTHLY EXPENSES - 10/25</b>	<b>TOTAL EXPENSES 10/31/25</b>	<b>PERCENTAGE SPENT</b>	<b>BALANCE</b>	<b>Proposed FY2027 Budget</b>	<b>Percentage Increase or Decrease</b>	<b>Comments</b>
306	Material Services Supplies	\$6,500	\$509	\$47	\$556	8.6%	\$5,944	\$6,500	0%	

308	Restricted - Donation/Grant	\$0	\$25	\$0	\$25	0.0%	(\$25)	\$0	0%	
309	Equipment, Devices & Kits	\$1,000	\$228	\$0	\$228	0.0%	\$772	\$3,150	215%	The library started its Library of Things with hotspots and expanded with donations of disc golf sets and blood pressure kits. The library intends to continue adding or replacing items to the collection as space and money allows.
310	Econtent	\$55,000	\$12,501	\$21,283	\$33,784	61.4%	\$21,216	\$65,000	18%	High demand for downloadable books, audiobooks, music and videos require additional funding
<b>Total Books &amp; Materials</b>										
<b>Capital Expenditures</b>										
400	Library Non-Computer Equip., Furniture & Fixtures	\$80,000	\$3,986	\$0	\$3,986	5.0%	\$76,014	\$50,000	-38%	The FY2026 budget included furniture costs for locations that will not be necessary in FY2027.
401	Computer Hardware	\$70,000	\$40,079	\$0	\$40,079	57.3%	\$29,921	\$90,000	29%	The library continues its technology plan and certain public and staff computers are scheduled for replacement.
402	Vehicles	\$0	\$56,386	\$0	\$56,386		(\$56,386)	\$0	-100%	
<b>Total Capital Expenditures</b>										
<b>Contractual</b>										
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100	\$3,100	0%	
501	Software & Web Based App. Licensing Contracts	\$70,000	\$23,274	\$1,582	\$24,856	35.5%	\$45,144	\$80,000	14%	
<b>Fund# EXPENSES 09/30/25</b>										
		<b>FY26 Adopted Budget</b>	<b>TOTAL SPENT 7/1/25 - 09/30/25</b>	<b>MONTHLY EXPENSES - 10/25</b>	<b>TOTAL EXPENSES 10/31/25</b>	<b>PERCENTAGE SPENT</b>	<b>BALANCE</b>	<b>Proposed FY2027 Budget</b>	<b>Percentage Increase or Decrease</b>	<b>Comments</b>
502	Audit	\$21,500	\$3,150	\$0	\$3,150	14.7%	\$18,350	\$25,000	16%	Change is based on actual costs from the FY2025 audit. The library's previous accountant has retired but the library remains with the same firm.

503	Cataloging MARC Records	\$3,000	\$0	\$0	\$0	0.0%	\$3,000	\$3,000	0%	
505	Computer Support/Service Calls	\$110,000	\$42,300	\$9,041	\$51,341	46.7%	\$58,659	\$120,000	9%	The library plans to move to a local IT Support company which bills on an hourly basis. This may costs
507	Telecomm Internet Line Charges	\$50,000	\$14,812	\$3,281	\$18,093	36.2%	\$31,907	\$50,000	0%	
508	Printing and Publications	\$5,000	\$2,250	\$0	\$2,250	45.0%	\$2,750	\$6,500	30%	Increase in costs of supplies and charges from vendors
<b>Total Contractual Facilities/Maint./Operations</b>		<b>\$262,600</b>	<b>\$85,786</b>	<b>\$13,904</b>	<b>\$99,690</b>	<b>38.0%</b>	<b>\$162,910</b>	<b>\$287,600</b>	<b>10%</b>	
600	Equip. Repair & Maintenance	\$7,000	\$1,728	\$72	\$1,800	25.7%	\$5,200	\$7,000	0%	
601	TLC Maintenance Contract	\$16,500	\$17,336	\$0	\$17,336	105.1%	(\$836)	\$17,500	6%	
602	Facilities and Rent	\$76,650	\$25,200	\$6,300	\$31,500	41.1%	\$45,150	\$76,650	0%	
603	Supplies	\$20,000	\$8,362	\$1,126	\$9,488	47.4%	\$10,512	\$20,000	0%	
604	Travel / Workshops /Conf. Fees	\$15,000	\$3,303	\$614	\$3,917	26.1%	\$11,083	\$6,000	-60%	The previous year's budget allowed for attendance at state and national conferences. There are no national conferences for staff to attend in FY2027
605	Training / Education	\$2,000	\$0	\$0	\$0	0.0%	\$2,000	\$2,000	0%	The newly adopted Strategic Plan for the library requires continuing education for all staff and for Board of Trustees members.
606	Utilities	\$3,750	\$1,024	\$233	\$1,257	33.5%	\$2,493	\$3,750	0%	
607	Telephone (Voice)	\$13,600	\$2,705	\$615	\$3,320	24.4%	\$10,280	\$9,000	-34%	Moving the library's fax service offered to the public away from land lines and to a web based system decreased the library's telephone costs.

Fund#	EXPENSES 09/30/25	FY26 Adopted Budget	TOTAL SPENT 7/1/25 - 09/30/25	MONTHLY EXPENSES - 10/25	TOTAL EXPENSES 10/31/25	PERCENTAGE SPENT	BALANCE	Proposed FY2027 Budget	Percentage Increase or Decrease	Comments
608	Insurance	\$12,750	\$1,586	\$0	\$1,586	12.4%	\$11,164	\$15,000	18%	
609	Vehicle Maintenance & Fuel	\$5,000	\$907	\$297	\$1,204	24.1%	\$3,796	\$6,500	30%	The Library has purchased a new van for passengers and to serve as the courier van when the courier van is unavailable.
610	Job & Contracting Advertising	\$2,500	\$750	\$0	\$750	30.0%	\$1,750	\$2,000	-20%	

611	Promotional Advertising	\$3,000	\$669	\$0	\$669	22.3%	\$2,331	\$3,000	0%
612	Organization/Association Dues	\$3,500	\$210	\$0	\$210	6.0%	\$3,290	\$3,500	0%
613	Postage	\$6,000	\$2,658	\$0	\$2,658	44.3%	\$3,342	\$5,500	-8%
614	Janitorial	\$94,000	\$32,108	\$7,600	\$39,708	42.2%	\$54,292	\$94,000	0%
615	Other Building Maintenance	\$20,000	\$9,607	\$334	\$9,941	49.7%	\$10,059	\$20,000	0%
<b>Total Facilities/Maint./Operations</b>		<b>\$301,250</b>	<b>\$108,153</b>	<b>\$17,191</b>	<b>\$125,344</b>	<b>41.6%</b>	<b>\$175,906</b>	<b>\$291,400</b>	-3%
<b>Programs/Activites/Other</b>									
700	YS Summer Reading Program	\$7,000	(\$557)	\$0	(\$557)	-8.0%	\$7,557	\$7,000	0%
701	YS Programming & Supplies	\$7,500	\$1,073	\$141	\$1,214	16.2%	\$6,286	\$8,000	7%
703	Adult Programming & Supplies	\$9,000	\$2,221	\$318	\$2,539	28.2%	\$6,461	\$9,000	0%
704	Local History Collection/Progs.	\$1,000	\$0	\$0	\$0	0.0%	\$1,000	\$1,000	0%
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$10,000	-50%
709	Misc. Professional Serv. & Other	\$20,000	\$2,743	\$4,232	\$6,975	34.9%	\$13,025	\$20,000	0%
<b>Total Programs/Activ./Other</b>		<b>\$64,500</b>	<b>\$5,480</b>	<b>\$4,691</b>	<b>\$10,171</b>	<b>15.8%</b>	<b>\$54,329</b>	<b>\$55,000</b>	<b>-15%</b>
<b>GRAND TOTALS</b>		<b>\$2,719,341</b>	<b>\$923,009</b>	<b>\$200,361</b>	<b>\$1,123,370</b>	<b>41.3%</b>	<b>\$1,595,971</b>	<b>\$2,822,343</b>	<b>4%</b>

**Board of Trustees Meeting Locations**  
**July 2025 – June 2026**

<b>Date</b>	<b>Location</b>	<b>Time</b>
July 16, 2025	Rohoic	1:00 p.m.
August 2025	NO MEETING	-
September 17, 2025	Prince George	1:00 p.m.
October 15, 2025	Hopewell	1:00 p.m.
November 2025	NO MEETING	-
December 12, 2025	Rohoic	1:00 p.m.
January 21, 2026	Prince George	1:00 p.m.
February 18, 2026	Hopewell	1:00 p.m.
March 18, 2026	Rohoic	1:00 p.m.
April 15, 2026	Prince George	1:00 p.m.
May 20, 2026	Hopewell	1:00 p.m.
June 17, 2026	Rohoic	1:00 p.m.

**Board of Trustees Meeting Locations**  
**July 2025 - June 2026**

<b>September 17, 2025</b>	<b>Prince George</b>
<b>October 15, 2025</b>	<b>Rohoic</b>
<b>December 10, 2025</b>	<b>Hopewell</b>
<b>February 18, 2026</b>	<b>Prince George</b>
<b>April 15, 2026</b>	<b>Rohoic</b>
<b>June 17, 2026</b>	<b>Hopewell</b>

## **Board of Trustees Meeting Locations**

### **July 2025 - June 2026**

<b>Sept 16 , 2025</b>	<b>Prince George</b>
<b>October 15, 2025</b>	<b>Hopewell</b>
<b>December 10, 2025</b>	<b>Rohoic</b>
<b>April 15, 2026</b>	<b>Prince George</b>

The four meeting schedule for FY2026 is off from what would be the established 4 meetings per year due to meetings already held or scheduled this fiscal year. Going forward in FY2027, the 4 meeting per year schedule will be as follows:

## **Board of Trustees Meeting Locations**

### **July 2026 - June 30, 2027**

<b>September 16, 2026</b>	<b>Hopewell</b>
<b>December 16, 2026</b>	<b>Rohoic</b>
<b>February 17, 2027</b>	<b>Prince George</b>
<b>May 19, 2027</b>	<b>Hopewell</b>

Going forward, the 4 meeting schedule would continue on the same months as stated in the FY2027 schedule.

All dates are contingent on the board continuing with meetings on the third Wednesday of each month.

Board committees could meet at such times and such dates as the committee deems necessary.



# APPOMATTOX

REGIONAL LIBRARY SYSTEM

April 2, 2025

Lucius Gilliam

Dear Mr. Gilliam

On Friday March 28, 2025, I discussed with you your perception that the library staff are “spying” on your internet use. I stated that the library staff reserve the right to look at computer screens in order to warn patrons that they are not permitted to view adult content on the public computers due to the likelihood that it will upset other patrons. We understand that your wish is to have more physical privacy in computer use, and I explained that public libraries have largely rejected that approach in favor of filtering internet sites and also visually policing patron use of the internet. I stated that we do not invade privacy to the extent of remotely tapping into computers to monitor patron activity.

We were surprised therefore on April 1 when you took a staff member aside while she was shelving and whispered to her that you are aware of our spying and have taken the issue to members of the Hopewell City Council. Your arm was around her shoulder which made her physically uncomfortable- which is unacceptable. I therefore took you aside later that same day and informed you that it is now inappropriate to discuss the issue with staff other than myself or Brian Manning the Regional Director, as you have already been informed that the library retains the right to check on computer use. I stated that such discussion with my subordinates would therefore be interpreted as harassment, as they don’t have the power to change our policy. A few minutes later, you returned to me and stated that you regret any perception that your interaction with the staff member in question was harassment, and that it is not your intention to harass staff.

You have the right to resent our policies, and you also have the right to argue against those policies with Brian Manning, the Regional Library Director, as well as with the Library Board of Trustees or with the Hopewell City Council. But on further consideration of the event from yesterday, we are taking the step to ban you from the ARLS library locations for the period of one year. You will be able to return to our library locations on April 2, 2026.

Sincerely

Chris Wiegard  
Assistant Director  
Appomattox Regional Library System

April 2, 2025

Lucius Gilliam

Dear Mr. Gilliam

On Friday March 28, 2025, I discussed with you your perception that the library staff are "spying" on your internet use. I stated that the library staff reserve the right to look at computer screens in order to warn patrons that they are not permitted to view adult content on the public computers due to the likelihood that it will upset other patrons. We understand that your wish is to have more physical privacy in computer use, and I explained that public libraries have largely rejected that approach in favor of filtering internet sites and also visually policing patron use of the internet. I stated that we do not invade privacy to the extent of remotely tapping into computers to monitor patron activity.

We were surprised therefore on April 1 when you took a staff member aside while she was shelving and whispered to her that you are aware of our spying and have taken the issue to members of the Hopewell City Council. Your arm was around her shoulder which made her physically uncomfortable- which is unacceptable. I therefore took you aside later that same day and informed you that it is now inappropriate to discuss the issue with staff other than myself or Brian Manning the Regional Director, as you have already been informed that the library retains the right to check on computer use. In future, I stated that such discussion with my subordinates would therefore be interpreted as harassment, as they don't have the power to change our policy. A few minutes later, you returned to me and stated that you regret any perception that your interaction with the staff member in question was harassment, and that it is not your intention to harass staff.

You have the right to resent our policies, and you also have the right to argue against those policies with Brian Manning, the Regional Library Director, as well as with the Library Board of Trustees or with the Hopewell City Council. But on further consideration of the event from yesterday, we are taking the step to ban you from the ARLS library locations for the period of six months. You will be able to return to our library locations on October 2, 2025.

Sincerely

Chris Wiegard  
Assistant Director  
Appomattox Regional Library System



**APPOMATTOX**  
REGIONAL LIBRARY SYSTEM

## Incident Report

Directions: Complete this form with factual information, not opinion, and as much detail as possible. Date of Incident: 4/1/2025 Time: ~10:30 am am/pm

Location: Hopewell

Person in Charge at Time of Incident: Chris

Name and Phone Number of Person(s) Involved: Rebecca and Lucius Gilliam

General Description of Person (If name is unknown): older black man who wears a mask under his nose

Witnesses Name and Phone Number: Rebecca Taylor

Description of Incident: Rebecca was shelving in nonfiction (near info computers), with a cart at the end of the aisle by the end cap. He then approached her and leaned forward to whisper in her ear that he "knows" we're spying on him and that he has called the city council. Chris approached him outside the front entrance at 2:30 p.m. to review what he had said with Rebecca. He was not apologetic, so Chris explained to him that he is entitled to complain to Chris or Brian or the City Council but he is no longer allowed to take my staff aside to complain to them. He stated that he has already complained to 2 members of the City Council, and I repeated that is fine, but don't harass the staff. He approached the desk at 2:50 to apologize for harrassing staff.

If Police Were Called

Officer's Name: n/a

Report Number: n/a

**(no subject)**

7 messages

**Lucius a. Gilliam** <lcsglm@yahoo.com>  
To: "bmannning@arls.org" <bmannning@arls.org>

Sat, Oct 25, 2025 at 12:10 PM

----- Forwarded message -----

**From:** Lucius a. Gilliam <lcsglm@yahoo.com>  
**To:** admin@arls.org <admin@arls.org>  
**Sent:** Saturday 25 October 2025 at 12:03:48 GMT-4  
**Subject:**

To Regional Library Director, Brian Manning, This is Lucius A. Gilliam informing you that I've completed the six month expulsion from the Hopewell Library and I intend to make my return soon. However I'm concern that upon entering the library, members of your staff may not be comfortable with my presence there and rest assured that as long as they don't bother me, I won't bother them. I'm also concern about the fact that you suspended a patron for six months but allowed him back after several weeks, which could be seen as showing favor toward this individual because of the color of his skin, which I'm sure may/may not be the case, but in the eyes of others, they may see this differently. Also in our last meeting you never told me that I couldn't go to other libraries that are a part of the ARLS and use their computers, of which in the eyes of the public, you deliberately deceived me and I had to go to a library that wasn't a part of the system. Upon my return if I'm interfered by you or your staff from entering the library, I will pursue matters by filing a complaint with the Hopewell City Council or the Board of Trustees or the Mayor of Hopewell, if necessary, or pursue this matter with the local media, but only if the harassment from your staff picks up where it was left off. I'm a patron who has the right to use the library system anywhere, whether I committed a wrongful act or not and to not inform me that my access to other libraries that are part of the ARLS has been block is unfair and unjustified, and should be based on facts not suspicion. I should not have be expelled from the Hopewell Library in the first place because I did apologize for my part in the so-called "harassment" but we all know the real reason but you would have to explain that to the board how you knew in the first place, which could bring up privacy issues as far as patrons using the computers and having someone in the back "reading" what is being watched by the patrons themselves, which also bring up the issue of stealing personal data while the patron is using the computers, a issue I will bring up with board and others. I expect to meet with Mr. Manning prior to my return and that the atmosphere will be a little more pleasant this time. I will be moving back and forth between different locations as far as other libraries depending upon weather and other conditions, but I will be back soon, no date set. Please make sure that you discuss this with your staff for I will be making sudden appearances and will be conducting an inquiry into library policies and then we will see what can and cannot be done as far this issue is concern. I understand that Chris Wiegard is retiring soon, for I wish all the best and that he have a great life moving forward. See you soon and Thank you.

**Brian Manning** <bmannning@arls.org>  
To: "Lucius a. Gilliam" <lcsglm@yahoo.com>

Mon, Oct 27, 2025 at 1:53 PM

Dear Mr. Gilliam,

I have reviewed your email thoroughly and several times. Let me be clear on several points as they affect your return to the library.

First, regarding favoritism, let me remind you that you were originally barred for one year in my authority and discretion to reduce previously issued barrings. It is my sole role to decide if circumstances and an understanding of the rules justify a change to the barring. I make any such accommodation based on the demeanor and understanding the person shows regarding the rules of conduct required to use the library. I base my determination on whether a six month barring is reduced to a few weeks while a person with a one year barring is reduced to six months on my perception at that time that the person and I have reached a meeting of the minds. A copy of the rules are attached.

Second, this is the Appomattox Regional Library System. Failure to follow the rule affects the system and not just one library. A patron who is barred is barred from the system - all eight locations. I have no way of being sure that the behavior occurring at one location will not be repeated if a person is allowed to move to another location.

Third, my staff perform their duties throughout the library locations and do them well. When you return, my staff will continue to follow their duties and tasks as they are supposed to do and whether you are bothered by such work is not relevant. They do their jobs and we allow the patrons to use the library within the requirements of the Rules of Conduct.

Fourth, and most important, I believe your comment that, "...as long as they don't bother me, I won't bother them" is a threat. That anyone expects me to accept that he or she has the ability to decide unilaterally what bothers them and that they intend to retaliate as they unilaterally see fit is unacceptable. I will not instruct any of my staff to be careful around any particular patron or face the patron "bothering" them. I state again, my staff do their jobs and do those jobs well.

Pursuant to Section 13.3, paragraph 1 of the attached rules, you are barred for threatening staff for an additional year beginning today, October 27, 2025. I have scheduled our next meeting on Tuesday, October 26, 2026 at 10 am. You may email me a different time on that particular day and I will accommodate your schedule.

Sincerely,

Brian K. Manning  
Regional Library Director  
Appomattox Regional Library System  
209 East Cawson Street  
Hopewell, VA 23860

804-458-6329, Ext. 2005

[Quoted text hidden]

 **SECTION THIRTEEN - RULES OF CONDUCT FOR USING THE LIBRARY.pdf**  
1462K

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**Lucius a. Gilliam <lcsglm@yahoo.com>**  
To: Brian Manning <bmanning@arls.org>

Mon, Oct 27, 2025 at 3:38 PM

Mr. Manning, This is Lucius A. Gilliam, letting you know that my comment "As long as they don't bother me, I won't bother them" was not a threat but a statement indicating actions on their part that would be considered uncomfortable and threatening to me such as staring at me from distance or walking by me and giving me the evil eye, behavior to others that would be considered a challenge or a threat to them. Barring me for a year from the Hopewell library for a statement taken out of context is nothing more then an act of retaliation on your part. As I stated another patron was barred for six months and was allowed back into your library after a few weeks, an act I consider to be favoritism or what else would you call it? If necessary I will go the City Council of Hopewell or The Board of Trustees and file a complaint with them about this purposely act of retaliation on your part and the staff. I was sincere at the meeting we had but you left out certain details that later came to my attention, such as unable to use any of the other libraries on the list. Some people would consider that you are deliberately attempting to so what "keep me in my place" as regards to my behavior, which in the past I've demonstrated as non-hostile or non-violent while other patrons have behave otherwise. I will be dropping in at the library this coming Thursday if you are available to talk further. If filing a suit against you and the staff, if necessary, appropriate under the circumstances then I will take that action, but I rather talk to you about this before it get that far, beside I think your library's reputation is already getting bad reviews because of the homeless person sitting across from your front door in the cold, rainy weather and you don't have the compassion to even let her stay on the inside door of the library out of the bad weather. I think that is news worthy enough to get the board's attention don't you or how you really feel about homeless people. I will be going to a church dinner and I will mention this conversation with all the local pastors and let's see how they feel about your comments of my return. I am a citizen of Hopewell and I have every right to go to my local library and feel safe even from those who work there. Remember your staff was eye balling me while let other patrons like Crutches sleep in the library or Cowboy, who I believe made threats too, back in the library after a few weeks rather then do the whole six-months. So when I show up I expect you Mr. Manning to be there to meet me or set a date on your time, for time is on my side. I will talk to a member of the City Council or the Board of Trustees about this sudden "vendetta" that you are bringing against me and won't stand for it, right or wrong, I did my part and you have no right to make a decision like barring me for a year without even discussing with me face to face, it's a coward way out for what you did. I will be see you soon as soon as make some phone calls to people you don't want to have to answer to, that not a threat but a promise. I trying very hard to maintain my cool but when you send some an email like that you sometimes can't help yourself. If you feel my statement was a real threat then call the police and file a report, for I'm sure they will ask you some very tough questions, questions that may embarrass your library, for they may ask you did I threaten them physically and the answer is no, just simply I don't want to be bother by a bunch of bs on your staff's part. When I return I will follow the rules as I always have, simply just leave me alone. I've read the rules and according to some of them I've seen patron do almost all the things that's listed like 13. 2 1,3,4,6,8,9,10,13, and 13.3 1,3,4,6, and if you are wondering, I've seen this go on when I was there all the time and your staff doesn't do anything about it. Your library is starting to

become very unpleasant and unfavorable, at least the library I go to doesn't act the way your staff do, they do their job but not like their life depends on it, they let the patrons do what they need to as long as they don't break the rules and not before. I was considering doing the original whole year all the way up to April 3, 2026, out of consideration for the staff member who felt uncomfortable about my touch on her left shoulder, and by the way, did she tell you that I didn't blame her? So I will be coming by the library this coming Thursday unless you instruct me on another date to meet me. Let talk first since your rules state I can request such a meeting face to face, so I'm asking to meet with you Mr. Manning otherwise this situation will be brought before the City Council, the Board of Trustees or even the Mayor of Hopewell, maybe even the press. I've been going to the Hopewell library since I was a kid and I'm not going to let some outsider decide where I can read a book because he think every word I say is threat, for I don't make threat, I make promises. If I have take this matter to a courthouse I will, you can count on it. I wait for your response and I suggest that you make copies of your rules and make sure every patron gets one, for I've seen behavior in your library that should have been dealt with a long time ago and your staff let it pass. I will await your answer. Thank you.

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**Lucius a. Gilliam** <lcsglm@yahoo.com>  
To: Brian Manning <bmanning@arls.org>

Tue, Oct 28, 2025 at 12:08 PM

Dear Mr. Manning,

Let me make my point clear to you that even you and your staff will understand perfectly, for they will effect your position at the library.

First, your decision to reduce the barring of the patron known as Cowboy from six months to six week was not based on the rules but the fact that he had someone speak up for him and you cave in, possibly that someone threaten action against you, nevertheless, I was sincere about my behavior, which was in fact escalated by your staff's constant conduct toward me. I've the right to not be harassed anymore then your staff not have the right to perpetrate it, after all, I'm sure there are Federal guidelines that regulate the behavior of those who run our libraries and how they conduct themselves toward patron who use their facilities. My behavior was not at all harassment but legal protest, after all I did use a sign and not my voice, toward your staff, but the only mistake I made was touching a staff member on the shoulder expressing my displeasure and that action will be taken on my part in the form of a complaint with the City Council or the Board of Trustees. I did apologize for that action, and not just once, yet you still barred me, and not for the reason Chris stated in the letter as you and I know well. Nevertheless you didn't even present any evidence to that complaint nor did visually see me do anything wrong, for you yourself passed by my computer and saw nothing inappropriate on the screen, but you use harassment as an excuse. I have look over all the rules and no violation of 13. 2 1-15, 13. 3 1? 2-7, 13. 4 and 13. 5 have been breach by me. As far as our meeting, yes Mr. Manning we did reach an understanding but you left out certain details as far as me using the ARLS at other libraries, for you failed to tell me that my library card would be deactivated, either deliberately or unintentional and I had to seek out computer use elsewhere.

Second, the ARLS isn't some fragile egg that you might mistakenly drop and break and far as the rules, not all libraries follow them, for each one run their domain the way they see fit as I've witness on my travels. As for my behavior, I have no intention of repeating the same error twice, even if I feel I can get away with it and you have no right to decide on behalf of another library how they will handle a patron who behavior is inappropriate at any other location. I question a lot of librarians about the rules and each one say they are flexible and that they decide as to how to handle conduct within their jurisdiction. If one library tries to tell another library how to handle the patrons that use their facilities that could cause a disruption in the ARLS.

Third, I made it clear in our meeting that Chris and the rest of the staff should do their job, but only if a complaints comes from parents with kids or other patrons who may be disturb by the behavior of another patron and if my memory serves me right, no evidence of such complaints was presented on your part or any other staff member, no written statements or testimony was given, for your staff simply suspected foul play but no sighting of such behavior was seen, not even by you, Mr. Manning. Suspicion doesn't mean fact and Chris made it clear that visual confirmation not electronic spying is proof of wrong doing, so instead you substitute harassment. I been going to the Hopewell library long before you or any of your staff showed up in the city and I followed every rule place before, for my attendants speaks for itself and as for your staff doing their job bothers me, well only if they abuse their duties and tasks, hurting the patron in the process.

And finally, When I made the statement, "as long as they don't bother me, I won't bother them", I was saying if we all stay within our lanes and do what we are suppose to do, all will go smoothly and well, meaning I won't have to take some kind of legal action against you and your staff, which I intend to provided you meet with me this Thursday to discuss the matter. My statement didn't mention physical, verbal, or sexual abusive behavior in any way and you simply use my words as an excuse to further bar me, but like I said if you feel I threaten you and your staff then call the police and report it, but you will have to explain my statement to them. I'm sure they will dismiss it as a misinterpretation on your part and advise you to allow back into the Hopewell library. I'm not trying to decide for your staff what they do as far as me is concern and I expect them to stick to their duties and task, but don't try to over do it, make other patron nervous and they may not want to use your library anymore, something to think about. I did express concern about whether your staff will be

uncomfortable with my return, for that is why I made the statement, not as a threat but real concern for the atmosphere in the facility. I also made it clear that my presence at the Hopewell library will be limited because I have other matters to intend to regarding employment and housing and that will take up time, even from going to the library. Upon my return I will follow all rules as I've always done but you have to show the olive branch Mr. Manning and meet me halfway. Adding seven months to Chris's one year bar won't solve the issue, for I have resources elsewhere to meet my needs, if necessary. Also your action could be looked upon as discrimination and violation of my First Amendment Rights. The library is a public business, not private, paid by taxpayers funded by the local government and you are an employee, not an owner. I'm a customer who you serve and the library provide services to me, for if I feel that the employee and his/her staff is harassing me, I have the right to file protest against such behavior, just as you the employee have the right to do same, but you don't have the right to abuse or misuse your authority just because you feel uncomfortable about what someone says or does and I do acknowledge my behavior and have made the appropriate step to correct it.

Pursuant to Section 13.3 1 I acknowledge but further barring is unnecessary and over the top. I will see you Thursday, October 30, 2025 any time during the whole day. If our meeting doesn't go well legal action will be taken against you and your staff, discrimination and violation of my First Amendment Rights, including the right to protest. I will see you soon.

On Monday 27 October 2025 at 13:54:17 GMT-4, Brian Manning <bmannning@arls.org> wrote:

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**Brian Manning** <bmannning@arls.org>  
To: "Lucius a. Gilliam" <lcsglm@yahoo.com>

Tue, Oct 28, 2025 at 12:22 PM

Dear Mr. Gilliam

It is always your prerogative to pursue the course of action you believe that is in your best interest. I will answer as appropriate as requested from anyone. I take this email as an attempt to intimidate me into changing my decisions and actions based on threatened future decisions you make. However, that is an exception associated with the library director role and I do not have any belief or opinion that I have acted improperly.

I stand by my interpretation of your first email about your intentions towards my staff on your return and I stand by my decision as the appropriate action to address the comments and situation.

You are barred from the library (meaning all locations of the Appomattox Regional Library System), for one year as of October 27, 2026. As I stated in my previous email, returning to the library in October 2026 depends on our meeting in October 2026 and an understanding of the expected interaction and behavior towards staff and other patrons.

Sincerely,

Brian K. Manning  
Regional Library Director  
Appomattox Regional Library System  
209 East Cawson Street  
Hopewell, VA 23860

804-458-6329, Ext. 2005

[Quoted text hidden]

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**Lucius a. Gilliam** <lcsglm@yahoo.com>  
To: Brian Manning <bmannning@arls.org>

Tue, Oct 28, 2025 at 12:30 PM

Then you leave me no choice but to take legal action against you and library staff for discrimination and violation of my First Amendment Rights, but first I will begin contacting members of the City Council and The Board of Trustees. I tried to be reasonable, stating my understanding of the situation on both sides, but it's obvious you had no intention of allowing back into the Hopewell library in the first place. I will still show up Thursday to discuss the matter, in the meantime, steps will begin soon as far as legal matters. Thank you.

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**Lucius a. Gilliam** <lcsglm@yahoo.com>

Tue, Oct 28, 2025 at 12:32 PM

To: Brian Manning <bmanning@arls.org>

And no I wasn't trying to intimate you but simply trying to show you reason, but don't blame me if this goes to court. You have a good day.

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## **SECTION THIRTEEN: RULES OF CONDUCT FOR USING THE LIBRARY Adopted 7/17/24**

### **13.1 Appropriate Library Conduct**

The Appomattox Regional Library System (ARLS) and its staff make every effort to provide library patrons with a welcoming environment that fosters lifelong learning. The library's 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, and 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. The patron may return to an ARLS location only after meeting with the assistant director or with 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.

A person barred from library property may appeal the decision by requesting a meeting with the director. After meeting with the director, either in person or electronically, the director, in the director's sole discretion, may reduce or end the person's barring period.

### **13. 2 Unreasonably Disruptive Behavior**

The following are grounds for barring a patron from ARLS property after staff have warned the patron 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 to sell books or merchandise. 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. Exceptions may be made by the presenter during a children's program or exercise program.
8. Sleeping in the library is not permitted.
9. 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.
10. 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.
11. Bringing any animal inside of the library other than designated service animals. Emotional support animals are not considered a designated service animal. The library may make an exception for presenters bringing animals to the library as part of a scheduled program.
12. Violating the ARLS's Internet Use Policy whether using library workstations or the library's WiFi.
13. Bringing in more than two bags. No bag may exceed 16"x16"x20". The library director may make exceptions for library staff, programs and meetings.
14. 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.
15. 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.

Library staff may dispose of unattended items left after closing for any reason other than a medical emergency the same day.

#### **13.5 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.

#### **13.6 Unattended Children**

REV 2/26/25

The Appomattox Regional Library System welcomes the use of its facilities and services by children of all ages. The library offers its services and programs in ways to make the library appealing to children, to encourage them to visit the library, and to develop a love of books, reading, and libraries.

The Appomattox Regional Library System welcomes children, but any public building such as a library may be unsafe for a child who is left unattended. Libraries and their staff are not licensed or expected to provide childcare. A child of any age left alone at the library without a responsible caregiver may become bored, fatigued, hungry, or frightened. This may lead to behavior that disrupts library services and puts the child at risk. The library therefore encourages parents to consider the safety and welfare of their

children as well as the needs of all other library users.

The Appomattox Regional Library System has adopted the following rules for the protection and well-being of the children who enjoy our libraries and to prevent unreasonable disruption of others using the library.

Rules:

1. Children age 12 and older may use the library unattended. However, they must follow the Rules of Conduct adopted by the Library Board.
2. A parent or responsible caregiver age 15 or older must supervise children under the age of 12.
3. Children age five and younger must be within sight and conversation distance of the person responsible for their safety.
4. Parents or caregivers using computers or other resources are still responsible for the behavior of their children and should remain conscious of where their children are and what they are doing.
5. Library programs designed for children under age 10 require that the child's responsible adult be present.
6. The library may bar a child from a library activity or program due to repeated inappropriate behavior.
7. Caregivers must be able to effectively supervise the children and provide contact information for a parent or guardian upon request.
8. The Library Director or designee will notify parent(s) and or guardian(s) of children who exhibit disruptive behaviors in the library.
9. The library assumes no responsibility for the care of any minors on library property. Parents are responsible for their child's behavior. The Library is not responsible for an unattended child while in the building or if they leave the Library premises.
10. Parents or caregivers are responsible for any damage or act of vandalism including the cutting, tearing, defacing, or destroying books, periodicals, equipment, furniture or the facility.
11. The library can request that a child leave the premises if the ARLS Library Code of Conduct is not followed. If a parent believes that their child is not old enough to leave the library unaccompanied, then the child should not be in the library without a parent or caregiver.
12. Any minor (under the age of 18) with mental, physical or emotional disabilities that affect decision-making skills or render supervision necessary must be accompanied by a parent, caregiver or assigned chaperone.
13. At closing time library staff will contact law enforcement regarding any child aged 13 or younger left at the library.
14. If a child wishes to leave the library, the library staff will not stop the child from

doing so.

15. Under no circumstances will library staff transport or take a minor away from the library building. Staff members are not permitted to assume responsibility for any child in the absence of an adult or assigned chaperone.

The library acknowledges that the maturity of children at different ages varies. These rules are subject to the discretion of library staff who may apply them to children other than the ages stated above if they deem necessary.

#### **13.7 Smoking**

Rev. 5/21/19

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

#### **13.8 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.