

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

July 17, 2024

Hopewell Library

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

July 17, 2024

1:00 p.m.

Call to Order

Approval of Agenda

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

Minutes – May 15, 2024 & June 20, 2024
Statistical Report – dated July 17, 2024
Financial Report – dated July 17, 2024
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Summer Reading Update
- R3.** Staff Appreciation Dinner
- R4.** End of FY2024 Report on Budget and Performance
- R5.** Revision of Rules of Conduct

Committee Reports:

New Business:

Unfinished Business:

Discussion and Consideration of proposed Rules of Conduct
Board Schedule for FY2025

Adjournment

Next meeting on September 18, 2024 at 1:00 pm at a library as determined by the Chair

APPOMATTOX REGIONAL LIBRARY SYSTEM

Board of Trustees Regular Meeting

Minutes of June 20, 2024

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, June 20, 2024, at the Hopewell Library located at 200 East Carson Street, Hopewell, Virginia 23860. In the absence of the chairperson, the vice chairperson presided over the meeting. Vice chairperson, Dr. Sandra Ruffin called the meeting to order at 1:00 pm.

Trustees present: Sandra Ruffin (D), Larry Pankey (H), William Stewart (H), and Amanda Binford (PG).

Trustees absent: Randi Hawkins (D), Jean Hill-Atkins (resigned), Angela Bennett (PG), and Schneria Valentine (D).

Staff present: Brian Manning (Regional Library Director), Briana Terry (Administrative and Personnel Services Manager), and Chris Wiegard (Assistant Director).

Approval of Agenda and Consent Agenda As there was not a quorum, approval of the Agenda and Consent Agenda was tabled.

Communications:

Report of Library Director:

R1. Staff Update: We have two part-time positions posted and currently interviewing. One in Hopewell Circulation and the other as the Public Relations Coordinator. Per Library procedures, his status is probationary for the first six months of employment. We now have two Board of Trustees vacancies Hopewell and Prince George.

R2. Budget Update: Due to approval by the General Assembly, we will realize an increase above the budget approved in December 2023. Needs more explanation or revision.

R3. Summer Reading is going well and expected to exceed last year's programs for children and adults due various programs and online participation.

R4. Staff Appreciation Dinner: Participation, food and fellowship was good. The board was represented by William Stewart and Larry Pankey.

R5. Recommendation on Board Meeting Schedule for FY2025: Alternatives include 1) monthly meetings rotating between Hopewell, Prince George and Dinwiddie to make meeting locations simpler or 2) continuing our current monthly rotation to showcase the different library locations. We meet 10 months each year with no meeting in August and November. Decision tabled until we have a quorum.

R6. Revision of Rules of Conduct: Brian and Chris shared comments and questions by the Library and responded to questions about implementation including enforcement of the rules. Adoption and implementation by the library will occur after final review.

Committee Reports: None

Citizens Comments: We had the distinct pleasure of having a citizens' committee led the Hopewell City Manager, Dr. Concetta Manker, and including the City Council Ward 1 representative, Ms. Rita Joyner, representatives from Keep Hopewell Beautiful, Department of Social Services, Director of Economic Development and Capital Park and Butterworth Walls neighborhoods. Concerns by this committee include the unsheltered group who regularly congregate around and within the library and how possible community solutions might help. We discussed how the library's Rules of Conduct may apply to help the Hopewell community find solutions. We discussed how a broader community team may find positive, legal, neighborly solutions as we and many communities seek solutions.

Adjournment: With no further business discussion, Dr. Ruffin adjourned the meeting at 2:56 p.m.

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of May 15, 2024**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, May 15, 2024, at the Prince George Library located at 6605 Courts Drive, Prince George, Virginia. In the absence of the chairperson, the vice chairperson who also serves as secretary referred to Mr. Larry Pankey, treasurer, to preside over the meeting. Mr. Pankey called the meeting to order at 1 p.m.

Trustees present: Sandra E. Ruffin, vice chairperson (D); Larry Pankey (H) and William Stewart (H); and Angela Bennett (PG)

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

The Board continues to have a position open, representing Hopewell.

Staff present: Chris Wiegard, assistant director, Briana Terry, administrative and personnel services manager, and Sarah Finch, youth services manager

Staff absent: Brian Manning, regional library director

Approval of Agenda and Consent Agenda: Ms. Bennett moved to approve the agenda, Mr. Stewart seconded, and the motion was carried. Ms. Bennett moved to approve the consent agenda, including the minutes of March 20, 2024, and April 17, 2024; Statistical Report dated May 15, 2024; Financial Report, dated May 15, 2024; and Bills for Review; Dr. Ruffin seconded, and the motion was carried.

Communications: Ms. Briana Terry reported that on May 14, 2024, she received an e-mail from Ms. Jean Hill-Atkins (Prince George) giving notice of her resignation from the Board, effective immediately.

Citizen comments: None

Report of the Library Director (Staff reported in the absence of Mr. Manning, director)

R1. Staff Update – Ms. Terry reported that the material services manager position had been offered, and the prospective employee is now reviewing the offer. The adult services position remains open, and a part-time circulation position in Hopewell is open.

R2. Mr. Wiegard called attention to upcoming webinars hosted by the United for Libraries: June 5, 2024 – Law and the Right to Read: What Your Trustees Need to Know
June 11, 2024 – The Library and the Right to Read: Getting Ready for Banned Books Week (Refer to United for Libraries Website to verify time.) Board members were encouraged to view the webinars.

Appomattox Regional Library System
Minutes of May 15, 2024
Page 2

R3. Mr. Wiegard reported that the Animals along the Appomattox activity, partnered with animal shelters, was successful and received good citizen response.

R4. Mr. Wiegard and Ms. Finch reported on the summer reading program. The Adult Summer Reading Challenge encourages adult readers to think about what books they read and why; challenged to read four books between June 1 and August 17. The Parenting edition of the reading program challenges parents to read 10 books to their children between June 1 and August 17. All finishers win a library tote bag and a prize drawing for an iPad. The summer reading schedule of activities (June, July, August) appears action-packed and covers a host of activities scheduled for each Library.

R5. A change in the Library's credit card procedures has been implemented to avoid the Library losing monies on credit card transactions. The Library now accepts any form of ID when making transactions. This allows patrons to apply the cost to their Library cards. Previously, patrons without their Library card had to use a credit card, and the Library incurred the cost when the charge was less than the minimum charge for credit card transactions.

R6. The ARLS was awarded the Virginia Public Library Silver Standards of Excellence award. A review of the standards was given at the April 2024 Board meeting.

R7. Staff Appreciation Dinner will be held at the Prince George Library at 6 p.m. on Friday, June 21, 2024. Dinner will be provided by Bar-b-que food truck.

R8. There was consensus to reschedule the June 19, 2024, Board meeting to Thursday, June 20, 2024, due to Juneteenth national holiday.

R9. The recommended Board meeting schedule for FY2025 was tabled for the June meeting. However, the meeting scheduled on July 17 at the Rohoic Library was confirmed.

Unfinished Business

Discussion and consideration of the proposed rules of conduct was tabled for the June 2024 meeting. It was requested that the most recent updated version of the document be made available to board members in advance of the June meeting.

Adoption of Board Schedule for FY 2025 was tabled for the June 2024 meeting.

Adjournment: The next Board meeting will be held on Thursday, June 20, 2024, at the Prince George Library.

With no further discussion, Mr. Pankey called for a motion to adjourn. On the motion to adjourn by Ms. Bennett and seconded by Mr. Stewart, the motion was carried. The meeting adjourned at 2:08 p.m.

Sandra E. Ruffin, Ed.D., Secretary
Appomattox Regional Library System
Sandra.Ruffin1948@outlook.com

Statistical Report
June 20, 2024

Statistical Report - FY2024
Circulation Data All Locations:

% of Chg
by
Month

Total

JUN

MAY

APR

MAR

FEB

JAN

DEC

NOV

OCT

SEPT

AUG

JUL

FY

Location

FY20

FY21

FY22

FY23

FY24

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	CHANGE FROM FY23
Burrowsville	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908		
	FY21	3	27	21	50	130	126	122	104	153	206	198	308	1,448		
	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704		
	FY23	250	244	286	275	307	274	350	329	400	618	496	532	4,361		
	FY24	406	452	459	399	360	330	417	299	344	369	310	297	4,442	-44%	2%

Carson Depot	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480		
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297		
	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	-22%	-3%

Dinwiddie	FY20	2,128	1,628	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	361	10	15,031		
	FY21	53	371	513	720	683	841	827	649	856	805	868	1,048	8,234		
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787		
	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454		
	FY24	1,808	1,873	1,583	1,388	1,451	1,655	1,670	1,640	1,566	1,506	1,768	1,831	19,739	-6%	7%

Disputanta	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937		
	FY21	3	2	29	21	96	175	201	238	379	329	401	415	2,289		
	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882		
	FY23	447	669	536	494	411	382	461	437	463	431	466	549	5,746		
	FY24	400	566	682	706	658	477	514	501	533	675	662	800	7,174	46%	25%

Hopewell	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748		
	FY21	4,994	8,743	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806		
	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824		
	FY23	9,157	9,812	8,657	8,174	6,969	7,096	7,966	7,714	8,427	7,314	7,851	8,734	97,871		
	FY24	9,985	10,406	8,414	8,906	7,645	7,413	8,429	7,721	8,208	8,897	8,555	9,090	103,669	4%	6%

Statistical Report
June 20, 2024

% of Chg
by
Month

Change
from
FY23

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month	% of Chg by Month	Change from FY23
McKenney	FY20	1,369	797	605	645	553	527	702	630	496	312	157	3	6,796			
	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780			
	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435			
	FY23	1,088	1,236	1,164	1,088	957	852	1,009	971	1,343	918	1,085	1,095	12,806			
	FY24	1,123	1,353	1,197	1,254	1,142	1,055	1,240	1,250	1,361	1,181	959	1,329	14,444	21%	13%	

Prince George	FY20	5,604	5,070	4,455	4,780	4,147	3,023	3,689	3,737	3,016	2,154	1,470	726	41,871			
	FY21	1,479	1,665	3,232	3,218	2,759	2,794	4,814	2,734	3,138	3,050	2,742	3,437	35,062			
	FY22	3,220	3,940	3,139	3,309	2,889	3,020	2,950	3,082	4,943	4,891	3,897	4,728	44,008			
	FY23	5,401	6,096	4,360	3,827	3,883	3,649	3,789	3,809	4,630	5,013	5,783	7,231	57,471			
	FY24	5,508	5,219	4,861	4,386	4,069	3,475	4,581	7,211	7,650	8,844	9,379	10,884	76,067	51%	32%	

Rohoic	FY20	1,256	1,013	821	1,138	864	819	967	1,101	585	366	207	4	9,141			
	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690			
	FY22	568	595	539	789	616	626	863	866	1,077	967	1,114	970	9,590			
	FY23	1,005	888	884	984	889	910	928	1,176	1,419	1,217	1,112	1,411	12,823			
	FY24	1,332	1,378	1,433	1,377	1,242	961	1,063	1,206	1,161	1,046	1,468	1,128	14,795	-20%	15%	

Econtent	FY20	2,000	1,472	1,466	1,501	1,384	1,418	1,376	1,342	1,326	2,437	2,331	2,063	20,116			
	FY21	1,969	1,986	1,859	1,813	2,141	1,757	2,013	2,104	1,985	1,796	1,976	1,943	23,342			
	FY22	1,854	2,101	1,860	1,686	1,725	1,586	1,825	1,845	1,869	1,635	2,246	1,865	22,097			
	FY23	1,872	2,213	1,782	1,861	1,871	1,629	1,967	1,833	2,062	2,169	2,281	1,893	23,433			
	FY24	2,283	2,358	2,028	2,157	2,270	2,275	2,282	2,601	2,813	2,581	2,655	2,698	29,001	43%	24%	

ARLS Totals	FY20	26,258	22,950	20,097	21,390	17,958	16,059	19,085	18,601	15,543	13,862	13,634	22,591	228,028			
	FY21	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948			
	FY22	17,646	18,908	17,498	17,667	15,463	15,748	16,556	16,526	19,235	18,742	18,885	19,860	212,734			
	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	29%	41%	

Statistical Report
June 20, 2024

PATRON VISITS FY2024		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	163	25	167	163	116	49	181	107	111	238	373	103	1,796	
Carson Depot	201	221	175	158	111	133	168	181	140	141	181	183	1,993	
Dinwiddie	552	563	473	524	503	702	505	556	480	520	541	683	6,602	
Disputanta	110	174	183	205	184	124	195	163	186	269	206	200	2,199	
Hopewell	11,710	12,700	11,046	11,759	9,020	9,996	10,784	12,473	13,285	15,008	14,394	13,295	145,470	
McKenney	369	361	397	445	240	313	431	416	456	412	296	430	4,566	
Prince George	5,310	4,769	4,320	4,207	3,456	3,166	2,926	5,338	4,784	5,654	4,911	4,875	53,716	
Rohoic	402	477	493	455	374	368	378	592	470	423	510	405	5,347	
TOTAL	18,817	19,290	17,254	17,916	14,004	14,851	15,568	19,826	19,912	22,665	21,412	20,174	221,689	
MISC TRANSACTIONS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	130	132	125	135	107	112	110	149	164	166	168	132	1,630	
Meeting Room Users	687	708	803	869	607	701	779	951	1,211	1,083	453	892	9,744	
Book Group	5	17	15	14	14	0	15	17	13	16	15	18	159	
Adult Program**	376	790	315	278	498	196	319	351	522	509	519	466	5,139	
Non-SRP Child Program	0	0	828	921	856	811	643	1,000	828	1,170	716	0	7,773	
Non-SRP Teen Program	0	0	10	10	4	22	25	10	8	8	0	0	97	
Storytime	440	181	417	302	381	268	302	493	342	492	254	596	4,468	
SRP Child	1,348	1,231	0	0	0	0	0	0	0	0	0	2,590	5,169	
SRP Teen	95	112	0	0	0	0	0	0	0	0	0	26	233	
Community Outreach	750	517	45	933	248	1,372	114	100	567	110	137	100	4,993	
Notary Services	0	19	20	33	22	13	45	38	36	39	26	51	342	
Database Usage	4,554	4,187	5,177	428	144	4,334	5,259	416	217	194	541	452	25,903	
TOTALS	8,385	7,894	7,755	3,923	2,881	7,829	7,611	3,525	3,908	3,787	2,829	5,323	65,650	

**Includes online programming

Statistical Report
June 20, 2024

REFERENCE QUESTIONS - FY2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	46	40	33	26	36	39	36	29	27	30	33	39	414
Carson Depot	1	5	3	5	51	51	60	53	55	64	74	42	464
Dinwiddie	114	149	169	139	150	130	170	192	138	156	188	213	1,908
Disputanta	33	44	63	99	61	38	32	59	48	64	67	100	708
Hopewell	1,165	1,215	1,008	1,296	1,069	1,226	1,446	621	975	1,295	1,322	1,121	13,759
McKenney	153	139	106	108	99	131	196	198	196	141	169	142	1,778
Prince George	869	787	751	812	564	483	833	781	1,045	1,246	891	1,084	10,146
Rohoic	141	183	154	117	115	120	95	137	128	125	204	106	1,625
TOTALS	2,522	2,562	2,287	2,602	2,145	2,218	2,868	2,070	2,612	3,121	2,948	2,847	30,802
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	3	2	8	4	5	10	4	12	7	5	2	8	70
WIFI	12	6	14	8	9	10	12	15	14	11	13	17	141
Carson Depot Workstation	42	49	31	50	8	31	25	31	48	38	23	18	394
WIFI	17	23	23	27	20	23	24	23	26	26	33	30	295
Dinwiddie Workstation	51	56	40	61	46	39	39	64	76	72	64	51	659
WIFI	50	65	40	33	33	19	32	32	42	42	41	43	472
Disputanta Workstation	18	54	34	61	57	39	50	46	38	55	67	62	581
WIFI	66	54	51	88	99	78	86	43	106	82	74	168	995
Hopewell Workstation	1,296	1,568	1,366	1,218	1,016	1,034	1,331	1,460	1,327	1,411	1,268	1,115	15,410
WIFI	683	751	662	643	599	591	632	709	753	773	804	767	8,367
McKenney Workstation	33	40	24	37	19	42	39	47	56	27	40	35	439
WIFI	69	58	42	57	51	63	64	55	40	40	32	50	621
Prince George Workstation	359	421	334	357	278	270	309	358	377	410	413	414	4,300
WIFI	219	207	205	254	212	228	226	237	224	302	285	292	2,891
Rohoic Workstation	24	38	22	27	20	11	14	19	25	18	17	17	252
WIFI	27	44	31	38	25	37	20	42	32	37	41	33	407
TOTALS	2,969	3,436	2,927	2,963	2,497	2,525	2,907	3,193	3,191	3,349	3,217	3,120	36,294

Scanner Usage 780 1,275 959 1,195 844 791 1,211 777 1,059 1,694 1,047 1,255 12,887

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

fund#	Revenue 06/30/24	FY2024 Adopted	Receipts to		Monthly Receipts - 06/24	Total Receipts - Percentage 06/30/24 Received		Balance Due
			Previous Month	Month				
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000	
102	Hopewell	\$702,423	\$702,423	\$0	\$702,423	100.0%	\$0	
103	Dinwiddie	\$335,995	\$335,995	\$0	\$335,995	100.0%	\$0	
104	Prince George	\$671,456	\$671,456	\$0	\$671,456	100.0%	\$0	
105	State Funds	\$524,012	\$615,044	\$0	\$615,044	117.4%	(\$91,032)	
106	Lost/Damaged/Fees	\$8,000	\$3,434	\$667	\$4,100	51.3%	\$3,900	
107	Copying/Fax Receipts	\$25,000	\$21,514	\$1,698	\$23,212	92.8%	\$1,788	
108	Endowment Funds	\$16,766	\$16,984	\$0	\$16,984	101.3%	(\$218)	
109	E-Rate Refunds	\$16,000	\$13,383	\$0	\$13,383	83.6%	\$2,617	
110	Gifts/Donations	\$1,000	\$3,695	\$0	\$3,695	369.5%	(\$2,695)	
111	Grants	\$1,000	\$2,500	\$0	\$2,500	250.0%	(\$1,500)	
112	Other	\$1,500	\$3,414	\$277	\$3,690	246.0%	(\$2,190)	
	TOTALS	\$2,423,152	\$2,389,842	\$2,641	\$2,392,483	98.7%	\$30,669	

Fund#	EXPENSES 06/30/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 06/2024	TOTAL EXPENSES 06/30/24	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$525,982	\$482,499	\$41,262	\$523,760	99.6%	\$2,221
201	Non-MLS Salary & Wages	\$701,778	\$631,323	\$50,318	\$681,641	97.1%	\$20,138
202	Benefits for Staff/Retirees	\$352,192	\$285,488	\$24,416	\$309,903	88.0%	\$42,289
	Total Personnel	\$1,579,952	\$1,399,309	\$115,995	\$1,515,304	95.9%	\$64,647
	Books & Materials						
300	Books	\$105,000	\$97,313	\$2,924	\$100,237	95.5%	\$4,763
301	Leased Materials	\$21,000	\$16,783	\$716	\$17,499	83.3%	\$3,501
302	Standing Order Books	\$30,000	\$24,420	\$2,346	\$26,766	89.2%	\$3,234
303	Print News & Periodicals	\$10,000	\$8,808	\$74	\$8,882	88.8%	\$1,118
304	Audiovisual Materials	\$25,000	\$27,612	\$2,455	\$30,067	120.3%	(\$5,067)
305	Electronic Materials	\$5,500	\$10,293	\$30	\$10,323	187.7%	(\$4,823)
306	Material Services Supplies	\$6,000	\$5,303	\$0	\$5,303	88.4%	\$697
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$33,284	\$3,757	\$37,041	148.2%	(\$12,041)
	Total Books & Materials	\$227,500	\$223,816	\$12,301	\$236,117	103.8%	(\$8,617)
	Capital Expenditures						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$15,000	\$16,950	\$2,416	\$19,366	129.1%	(\$4,366)
401	Computer Hardware	\$70,000	\$39,328	\$13,425	\$52,752	75.4%	\$17,248
	Total Capital Expenditures	\$85,000	\$56,277	\$15,841	\$72,118	84.8%	\$12,882
	Contractual						
500	Lyrasis ILL Services	\$3,100	\$3,274	\$0	\$3,274	105.6%	(\$174)
	Software & Web Based App.						
501	Licensing Contracts	\$60,000	\$58,552	\$991	\$59,543	99.2%	\$457
502	Audit	\$21,500	\$23,855	\$0	\$23,855	111.0%	(\$2,355)
503	Cataloging MARC Records	\$3,000	\$5,120	\$0	\$5,120	170.7%	(\$2,120)
505	Computer Support/Service Calls	\$70,000	\$85,218	\$8,647	\$93,865	134.1%	(\$23,865)

Fund#	EXPENSES 06/30/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 06/2024	TOTAL EXPENSES 06/30/24	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$34,560	\$2,508	\$37,068	92.7%	\$2,932
508	Printing and Publications	\$5,000	\$5,522	\$1,605	\$7,127	142.5%	(\$2,127)
	Total Contractual	\$202,600	\$216,099	\$13,751	\$229,851	113.5%	(\$27,251)
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$5,150	\$987	\$6,137	87.7%	\$863
601	TLC Maintenance Contract	\$16,500	\$16,492	\$0	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650	\$69,300	\$6,300	\$75,600	98.6%	\$1,050
603	Supplies	\$20,000	\$17,860	\$828	\$18,689	93.4%	\$1,311
604	Travel / Workshops / Conf. Fees	\$5,000	\$8,288	\$447	\$8,735	174.7%	(\$3,735)
605	Training / Education	\$2,000	\$2,572	\$0	\$2,572	128.6%	(\$572)
606	Utilities	\$3,750	\$3,273	\$140	\$3,413	91.0%	\$337
607	Telephone (Voice)	\$13,600	\$9,255	\$640	\$9,895	72.8%	\$3,705
608	Insurance	\$12,750	\$39	\$13,512	\$13,551	106.3%	(\$801)
609	Vehicle Maintenance & Fuel	\$5,000	\$2,114	\$220	\$2,334	46.7%	\$2,666
610	Job & Contracting Advertising	\$2,500	\$907	\$1,131	\$2,038	81.5%	\$462
611	Promotional Advertising	\$2,000	\$391	\$0	\$391	19.5%	\$1,609
612	Organization/Association Dues	\$3,500	\$3,503	\$0	\$3,503	100.1%	(\$3)
613	Postage	\$5,500	\$5,059	\$11	\$5,070	92.2%	\$430
614	Janitorial	\$94,000	\$85,985	\$7,780	\$93,765	99.7%	\$235
615	Other Building Maintenance	\$9,000	\$12,432	\$334	\$12,766	141.8%	(\$3,766)
616	Restricted - Donation/Grant	\$2,500	\$2,500	\$0	\$2,500	100.0%	\$0
	Total	\$281,250	\$245,121	\$32,330	\$277,451	98.6%	\$3,799
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$7,164	\$2,623	\$9,787	139.8%	(\$2,787)
701	YS Programming & Supplies	\$4,500	\$4,073	\$148	\$4,221	93.8%	\$279
703	Adult Programming & Supplies	\$8,000	\$7,178	\$822	\$8,000	100.0%	(\$0)

Fund#	EXPENSES 06/30/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 06/2024	TOTAL EXPENSES 06/30/24	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$350	\$350	\$0	\$350	100.0%	\$0
705	Reserve	\$20,000	\$0	\$20,000	\$20,000	100.0%	\$0
709	Misc. Professional Serv. & Other	\$9,500	\$12,957	\$2,201	\$15,158	159.6%	(\$5,658)
	Total Programs/Activ./Other	\$49,350	\$31,723	\$25,794	\$57,517	116.5%	(\$8,167)
	GRAND TOTALS	\$2,425,652	\$2,172,347	\$216,011	\$2,388,358	98.5%	\$37,293

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Jun 1, 2024 to Jun 30, 2024

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/13/24	200788	21000-100	Federal Taxes Withheld	3,358.66	
			Social Security Taxes		
6/13/24	200788	22000-100	Withheld	3,000.26	
6/13/24	200788	22000-100	SB Social Security	134.30	
6/13/24	200788	22000-100	ARLS Social Security	2,865.96	
6/13/24	200788	23000-100	Medicare Taxes Withheld	701.66	
6/13/24	200788	23000-100	SB Medicare Taxes	31.41	
6/13/24	200788	23000-100	ARLS Medicare	670.25	
			Electronic Federal Tax		
6/13/24	200788	10006-100	Payment		10,762.50
			Social Security Taxes		
6/24/24	200789	22000-100	Withheld	16.77	
6/24/24	200789	22000-100	ARLS Social Security	16.77	
6/24/24	200789	23000-100	Medicare Taxes Withheld	3.93	
6/24/24	200789	23000-100	ARLS Medicare	3.93	
			Electronic Federal Tax		
6/24/24	200789	10006-100	Payment		41.40
6/27/24	200790	21000-100	Federal Taxes Withheld	3,038.48	
			Social Security Taxes		
6/27/24	200790	22000-100	Withheld	2,850.81	
6/27/24	200790	22000-100	SB Social Security	134.28	
6/27/24	200790	22000-100	ARLS Social Security	2,716.53	
6/27/24	200790	23000-100	Medicare Taxes Withheld	666.74	
6/27/24	200790	23000-100	SB Medicare Taxes	31.40	
6/27/24	200790	23000-100	ARLS Medicare	635.34	
			Electronic Federal Tax		
6/27/24	200790	10006-100	Payment		10,073.58
6/13/24	2013-974	70540-600	FC Life Insurance	64.21	
6/13/24	2013-974	70540-600	FC VRS Retirement	185.92	
6/13/24	2013-974	27000-200	VRS Withheld	3,211.08	
6/13/24	2013-974	70460-100	ARLS VRS Insurance	912.97	
6/13/24	2013-974	70460-100	ARLS VRS Retirement	1,929.47	
6/13/24	2013-974	10006-100	Treasurer of Virginia		6,303.65
6/27/24	2013-976	27000-300	EZ Link Withheld	217.60	
6/27/24	2013-976	70460-100	EZ Link Retirement	542.01	
6/27/24	2013-976	10006-100	Treasurer of Virginia		759.61
6/27/24	2013-977	27000-400	EZ Link Voluntary	487.94	
6/27/24	2013-977	10006-100	Treasurer of Virginia		487.94
6/6/24	2024-385E	80025-100	Invoice: Amazon 5/10/24	34.29	
6/6/24	2024-385E	83700-100	Invoice: Amazon 10056	171.97	
6/6/24	2024-385E	83700-450	Invoice: Amazon 10062	202.59	
6/6/24	2024-385E	80410-100	Invoice: Amazon 5/23/24	29.96	
6/6/24	2024-385E	80020-100	Invoice: Amazon 5/23/24.2	53.71	
6/6/24	2024-385E	80440-100	Invoice: Amazon 5/28/24	17.70	
6/6/24	2024-385E	80405-100	Invoice: Amazon 5/21/24	169.43	
6/6/24	2024-385E	80470-100	Invoice: Amazon 5/21/24	52.99	
6/6/24	2024-385E	80025-100	Invoice: Amazon 5/21/24	39.38	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Jun 1, 2024 to Jun 30, 2024

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6/6/24	2024-385E	80020-100	Invoice: Amazon 5/21/24	17.98	
6/6/24	2024-385E	80025-100	Invoice: Amazon 5/21/24.2	17.78	
6/6/24	2024-385E	80020-100	Invoice: Amazon 5/29/24	113.20	
6/6/24	2024-385E	80025-100	Invoice: Amazon 5/29/24	41.29	
6/6/24	2024-385E	80038-100	Invoice: Amazon 5/29/24	11.39	
6/6/24	2024-385E	80460-100	Invoice: Amazon 5/29/24	24.39	
6/6/24	2024-385E	80030-100	Invoice: Amazon 5/24/24.3	20.00	
6/6/24	2024-385E	80015-100	Invoice: Amazon 5/24/24.3	18.73	
6/6/24	2024-385E	80025-100	Invoice: Amazon 5/24/24.3	74.49	
6/6/24	2024-385E	80020-100	Invoice: Amazon 5/24/24.3	91.02	
6/6/24	2024-385E	80405-100	Invoice: Amazon 5/24/24.3	4.80	
6/6/24	2024-385E	80010-100	Invoice: Amazon 5/24/24.3	5.39	
6/6/24	2024-385E	83700-200	Invoice: Amazon 10051	16.99	
6/6/24	2024-385E	10006-100	Amazon.com		1,229.47
6/6/24	2024-386E	80020-100	Invoice: 5018924299	92.31	
6/6/24	2024-386E	80020-100	Invoice: 5018924300	47.85	
6/6/24	2024-386E	80020-100	Invoice: 5018943758	56.01	
6/6/24	2024-386E	80020-100	Invoice: 5018943759	102.24	
6/6/24	2024-386E	80020-100	Invoice: 5018943757	36.26	
6/6/24	2024-386E	80100-100	Invoice: NS24050340	715.85	
6/6/24	2024-386E	10006-100	Baker & Taylor #8299 60 021 0013348		1,050.52
6/6/24	2024-387E	84100-440	Telephone - McKenney #8299 60 021 0013348	47.90	
6/6/24	2024-387E	82600-440	Internet - McKenney	400.81	
6/6/24	2024-387E	10006-100	Comcast Communications #8299 60 019 0107136		448.71
6/6/24	2024-388E	82600-430	Internet - Disputanta	304.07	
6/6/24	2024-388E	10006-100	Comcast Communications		304.07
6/6/24	2024-389E	81100-100	New Phone Hardware	1,350.00	
6/6/24	2024-389E	10006-100	Connect IT		1,350.00
6/6/24	2024-390E	84100-100	Telephone - Regional	157.86	
6/6/24	2024-390E	10006-100	Clearfly		157.86
6/6/24	2024-391E	81100-200	Booktruck	555.31	
6/6/24	2024-391E	83700-480	Library Flag - Burrowsville	129.27	
6/6/24	2024-391E	10006-100	DEMCO, Inc.		684.58
6/6/24	2024-392E	84000-410	Utilities - Carson	140.35	
6/6/24	2024-392E	10006-100	Dominion Energy Virginia		140.35
6/6/24	2024-393E	81000-300	Novelist - 7/1/24 - 6/30/25	1,924.00	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Jun 1, 2024 to Jun 30, 2024

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6/6/24	2024-393E	10006-100	EBSCO Information Services		1,924.00
6/6/24	2024-394E	82450-100	Disputanta's APC & Ancient	1,264.27	
6/6/24	2024-394E	82450-100	Burrowsville APC	122.00	
6/6/24	2024-394E	82450-100	Monthly Billing for June	2,634.28	
6/6/24	2024-394E	82450-100	Managed Workstations	4,318.92	
6/6/24	2024-394E	82450-100	Cloud Storage	20.88	
6/6/24	2024-394E	82450-100	Cloud Backups	20.00	
6/6/24	2024-394E	82450-100	Internet	80.00	
6/6/24	2024-394E	82450-100	Axcient Cloud	18.00	
6/6/24	2024-394E	10006-100	E-N Computers, Inc.		8,478.35
6/6/24	2024-395E	80210-100	Invoice: 63068745	45.16	
6/6/24	2024-395E	80210-100	Invoice: 63067440	68.22	
6/6/24	2024-395E	80210-100	Invoice: 63067439	68.18	
6/6/24	2024-395E	80210-100	Invoice: 63067438	18.57	
6/6/24	2024-395E	80210-100	Invoice: 63068747	16.04	
6/6/24	2024-395E	80210-100	Invoice: 63068748	34.12	
6/6/24	2024-395E	80210-100	Invoice: 63069197	7.57	
6/6/24	2024-395E	80210-100	Invoice: 67716307	34.12	
6/6/24	2024-395E	80210-100	Invoice: 67716313	11.15	
6/6/24	2024-395E	80210-100	Invoice: 67716306	34.06	
6/6/24	2024-395E	80010-100	Invoice: 63068753	63.72	
6/6/24	2024-395E	80010-100	Invoice: 63067445	32.37	
6/6/24	2024-395E	80038-100	Invoice: 63067442	65.04	
6/6/24	2024-395E	80038-100	Invoice: 63068751	99.99	
6/6/24	2024-395E	80015-100	Invoice: 63067443	65.88	
6/6/24	2024-395E	80230-100	Invoice: 63067447	12.57	
6/6/24	2024-395E	80230-100	Invoice: 63068749	7.90	
6/6/24	2024-395E	80230-100	Invoice: 63068754	14.36	
6/6/24	2024-395E	80230-100	Invoice: 63068746	10.07	
6/6/24	2024-395E	80230-100	Invoice: 67716305	35.33	
6/6/24	2024-395E	80030-100	Invoice: 63068750	50.46	
6/6/24	2024-395E	80015-100	Invoice: 63068752	87.82	
6/6/24	2024-395E	80015-100	Invoice: 63067444	14.38	
6/6/24	2024-395E	80200-100	Invoice: 63067446	17.98	
6/6/24	2024-395E	80200-100	Invoice: 67716311	39.72	
6/6/24	2024-395E	80200-100	Invoice: 67716309	13.49	
6/6/24	2024-395E	80200-100	Invoice: 67716312	41.97	
6/6/24	2024-395E	80200-100	Invoice: 67716310	12.74	
6/6/24	2024-395E	80025-100	Invoice: 63067441	103.76	
6/6/24	2024-395E	80030-100	Invoice: 67716308	14.36	
6/6/24	2024-395E	80010-100	Invoice: 63069200	55.02	
6/6/24	2024-395E	80038-100	Invoice: 63069199	21.03	
6/6/24	2024-395E	80030-100	Invoice: 63069198	57.93	
6/6/24	2024-395E	10006-100	Ingram Library Services		1,275.08
6/6/24	2024-396E	80440-100	Invoice: 505523744	15.08	
6/6/24	2024-396E	80440-100	Invoice: 505552617	255.10	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Jun 1, 2024 to Jun 30, 2024

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

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6/6/24	2024-396E	80440-100	Invoice: 505552618	45.62	
6/6/24	2024-396E	80410-100	Invoice: 505552619	76.83	
6/6/24	2024-396E	80405-100	Invoice: 505514493	338.80	
6/6/24	2024-396E	80440-100	Invoice: 505514492	795.74	
6/6/24	2024-396E	80410-100	Invoice: 505514490	28.72	
6/6/24	2024-396E	81000-300	Invoice: 50558952	1,832.79	
6/6/24	2024-396E	10006-100	Midwest Tape		3,388.68
6/6/24	2024-397E	20200-200	Sams 6/8/24	111.26	
6/6/24	2024-397E	10006-100	Sam's Club Direct		111.26
6/6/24	2024-398E	85850-100	Monthly Shredding	80.22	
6/6/24	2024-398E	10006-100	Shred-It USA LLC		80.22
6/6/24	2024-399E	20200-400	Truist 6/21/24	4,051.81	
6/6/24	2024-399E	10006-100	Truist		4,051.81
			Material Services Manager		
6/6/24	2024-400E	84400-100	Ad	291.60	
6/6/24	2024-400E	10006-100	YourMembership.com, Inc.		291.60
6/6/24	2024-401E	81210-200	Security Cameras	1,332.00	
			Huntington Technology		
6/6/24	2024-401E	10006-100	Finance		1,332.00
6/7/24	2024-402E	10007-100	Gross MLS	15,972.58	
6/7/24	2024-402E	10007-100	Gross Non MLS	8,977.04	
6/7/24	2024-402E	10007-100	Gross Hourly	12,908.48	
6/7/24	2024-402E	10007-100	Gross Smart Beginnings	1,756.78	
6/7/24	2024-402E	10006-100	ARLS-Payroll		39,614.88
6/21/24	2024-403E	85010-100	Invoice: Amazon 10073	390.06	
6/21/24	2024-403E	83700-100	Invoice: Amazon 10075	78.78	
6/21/24	2024-403E	84810-100	Invoice: Amazon 10075	55.36	
6/21/24	2024-403E	85210-100	Invoice: Amazon 10070	424.91	
6/21/24	2024-403E	80405-100	Invoice: Amazon 5/21/24.1	39.92	
6/21/24	2024-403E	80020-100	Invoice: Amazon 5/23/24.1	19.86	
6/21/24	2024-403E	80025-100	Invoice: Amazon 5/23/24.1	36.15	
6/21/24	2024-403E	80405-100	Invoice: Amazon 5/23/24.1	8.79	
6/21/24	2024-403E	80440-100	Invoice: Amazon 5/28/24.1	53.94	
6/21/24	2024-403E	80470-100	Invoice: Amazon 5/29/24.1	53.49	
6/21/24	2024-403E	80020-100	Invoice: Amazon 5/29/24.2	144.50	
6/21/24	2024-403E	80025-100	Invoice: Amazon 5/29/24.2	56.40	
6/21/24	2024-403E	80038-100	Invoice: Amazon 5/29/24.2	13.16	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Jun 1, 2024 to Jun 30, 2024

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6/21/24	2024-403E	80470-100	Invoice: Amazon 5/29/24.2	36.94	
6/21/24	2024-403E	80405-100	Invoice: Amazon 5/29/24.2	13.99	
6/21/24	2024-403E	80200-100	Invoice: Amazon 5/30/24	356.07	
6/21/24	2024-403E	80015-100	Invoice: Amazon 5/30/24	11.15	
6/21/24	2024-403E	80020-100	Invoice: Amazon 5/31/24	271.72	
6/21/24	2024-403E	80025-100	Invoice: Amazon 5/31/24	32.06	
6/21/24	2024-403E	80230-100	Invoice: Amazon 6/3/24/.1	126.32	
6/21/24	2024-403E	80405-100	Invoice: Amazon 6/3/24/.1	27.06	
6/21/24	2024-403E	80230-100	Invoice: Amazon 6/3/24.2	5.99	
6/21/24	2024-403E	80230-100	Invoice: Amazon 76/3/24.3	5.99	
6/21/24	2024-403E	80025-100	Invoice: Amazon 6/4/24.1	90.44	
6/21/24	2024-403E	80020-100	Invoice: Amazon 6/4/24.1	151.67	
6/21/24	2024-403E	80038-100	Invoice: Amazon 6/4/24.2	5.50	
6/21/24	2024-403E	80038-100	Invoice: Amazon 6/4/24.3	5.50	
6/21/24	2024-403E	10006-100	Amazon.com		2,515.72
6/21/24	2024-404E	70470-100	Retiree Health Insurance Anthem BlueCross	900.00	
6/21/24	2024-404E	10006-100	BlueShield		900.00
6/21/24	2024-405E	70470-100	Retirees Health Insurance Anthem BlueCross	436.00	
6/21/24	2024-405E	10006-100	BlueShield		436.00
6/21/24	2024-406E	70550-600	FC Health Insurance	877.50	
6/21/24	2024-406E	70470-100	ARLS Health Insurance Anthem BlueCross	13,237.50	
6/21/24	2024-406E	10006-100	BlueShield		14,115.00
6/21/24	2024-407E	80250-100	Invoice: 5018970175	15.37	
6/21/24	2024-407E	10006-100	Baker & Taylor		15.37
6/21/24	2024-408E	80460-100	Invoice: 2155704	163.77	
6/21/24	2024-408E	80460-100	Invoice: 2155701	7.95	
6/21/24	2024-408E	80460-100	Invoice: 2157382	77.90	
6/21/24	2024-408E	10006-100	Blackstone Publishing Worker's Compensation		249.62
6/21/24	2024-409E	84200-100	Policy FY25	2,526.00	
6/21/24	2024-409E	10006-100	Cincinnati Insurance Co. #8299 60 017 0205967		2,526.00
6/21/24	2024-410E	84100-200	Telephone - HQ	250.15	
6/21/24	2024-410E	82600-200	#8299 60 017 0205967	464.09	
6/21/24	2024-410E	10006-100	Comcast Communications #8299 60 020 0107829		714.24
6/21/24	2024-411E	82600-460	Internet - Rohoic	309.07	
6/21/24	2024-411E	10006-100	Comcast Communications #8299 60 020 010839		309.07
6/21/24	2024-412E	82600-420	Internet - Dinwiddie	309.07	
6/21/24	2024-412E	10006-100	Comcast Communications		309.07

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Jun 1, 2024 to Jun 30, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 020 0356327		
6/21/24	2024-413E	82600-410	Internet - Carson	309.07	
6/21/24	2024-413E	10006-100	Comcast Communications		309.07
			#8299 60 019 0106328		
6/21/24	2024-414E	84100-450	Telephone - PG	112.85	
			#8299 60 019 0106328		
6/21/24	2024-414E	82600-450	Internet - PG	411.59	
6/21/24	2024-414E	10006-100	Comcast Communications		524.44
6/21/24	2024-415E	81210-100	Laptops	12,092.56	
6/21/24	2024-415E	82450-100	Anxcient Work	46.25	
6/21/24	2024-415E	82450-100	Axcient Work	122.50	
6/21/24	2024-415E	10006-100	E-N Computers, Inc.		12,261.31
6/21/24	2024-416E	84100-410	Telephone - Carson	71.02	
6/21/24	2024-416E	10006-100	Granite Telecommunications		71.02
6/21/24	2024-417E	80210-100	Invoice: 63071049	102.36	
6/21/24	2024-417E	80210-100	Invoice: 63071050	36.28	
6/21/24	2024-417E	80210-100	Invoice: 63071046	13.77	
6/21/24	2024-417E	80210-100	Invoice: 63071047	33.02	
6/21/24	2024-417E	80038-100	Invoice: 63071054	90.93	
6/21/24	2024-417E	80030-100	Invoice: 63071053	69.90	
6/21/24	2024-417E	80010-100	Invoice: 63071056	52.87	
6/21/24	2024-417E	80025-100	Invoice: 63071052	49.66	
6/21/24	2024-417E	80015-100	Invoice: 63071055	20.50	
6/21/24	2024-417E	80230-100	Invoice: 63071048	31.71	
6/21/24	2024-417E	80230-100	Invoice: 63071051	42.28	
6/21/24	2024-417E	80210-100	Invoice: 63073638	51.18	
6/21/24	2024-417E	80210-100	Invoice: 63073637	34.12	
6/21/24	2024-417E	80210-100	Invoice: 63073639	16.01	
6/21/24	2024-417E	80010-100	Invoice: 63073641	61.70	
6/21/24	2024-417E	80015-100	Invoice: 63073640	62.18	
6/21/24	2024-417E	80230-100	Invoice: 63073642	7.18	
6/21/24	2024-417E	80230-100	Invoice: 63073636	25.30	
6/21/24	2024-417E	80210-100	Invoice: 63075473	17.11	
6/21/24	2024-417E	80210-100	Invoice: 63075470	13.15	
6/21/24	2024-417E	80210-100	Invoice: 63075477	11.15	
6/21/24	2024-417E	80030-100	Invoice: 63075474	17.13	
6/21/24	2024-417E	80010-100	Invoice: 63075476	32.37	
6/21/24	2024-417E	80015-100	Invoice: 63075475	23.30	
6/21/24	2024-417E	80230-100	Invoice: 63075472	10.61	
6/21/24	2024-417E	80230-100	Invoice: 63075471	19.05	
6/21/24	2024-417E	80230-100	Invoice: 63075478	7.18	
6/21/24	2024-417E	80230-100	Invoice: 63075479	5.98	
6/21/24	2024-417E	10006-100	Ingram Library Services		957.98
6/21/24	2024-418E	80440-100	Invoice: 505577360	61.66	
6/21/24	2024-418E	80405-100	Invoice: 505576939	34.58	
6/21/24	2024-418E	80440-100	Invoice: 505614132	19.58	
6/21/24	2024-418E	10006-100	Midwest Tape		115.82

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Jun 1, 2024 to Jun 30, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/21/24	2024-419E	82070-100	Westlaw Proflex - May	569.79	
6/21/24	2024-419E	10006-100	Thomson Reuters - West		569.79
6/24/24	2024-420E	10007-100	Gross MLS	15,692.76	
6/24/24	2024-420E	10007-100	Gross Non MLS	7,844.87	
6/24/24	2024-420E	10007-100	Gross Hourly	12,817.74	
6/24/24	2024-420E	10007-100	Gross Smart Beginnings	1,756.88	
6/24/24	2024-420E	10006-100	ARLS-Payroll		38,112.25
			Background Verifications -		
6/25/24	2024-421E	85800-100	S. Piepenburg	36.00	
6/25/24	2024-421E	10006-100	Active Screening		36.00
6/25/24	43751V	82600-480	Internet - Burrowsville		-219.00
6/25/24	43751V	10006-100	RuralBand	-219.00	
6/6/24	44072	80260-100	Invoice: 84358060	78.72	
6/6/24	44072	80260-100	Invoice: 84365914	49.48	
6/6/24	44072	80260-100	Invoice: 84358602	62.97	
6/6/24	44072	10006-100	Cengage Learning Inc/Gale		191.17
6/6/24	44073	85880-100	Staff Appreciation Dinner	1,575.00	
6/6/24	44073	10006-100	BBQ Bliss		1,575.00
6/6/24	44074	82910-200	Copier Usage Charge	32.90	
6/6/24	44074	82910-200	Copier Base Charge	19.06	
6/6/24	44074	10006-100	Canon Solutions America, Inc.		51.96
6/6/24	44075	85110-100	Sharpies, baggies, party favors, bubbles	140.61	
6/6/24	44075	10006-100	Sarah Finch		140.61
6/6/24	44075V	85110-100	Sharpies, baggies, party favors, bubbles		-140.61
6/6/24	44075V	10006-100	Sarah Finch	-140.61	
6/6/24	44076	85110-100	Streamers	10.53	
6/6/24	44076	10006-100	Deborah Wright		10.53
6/6/24	44077	85200-100	Chair Yoga - 5/29, 6/5/24	80.00	
6/6/24	44077	10006-100	Lauren Hannon		80.00
6/6/24	44078	84300-100	Fuel - All Vehicles	219.98	
6/6/24	44078	10006-100	Hopewell City Treasurer		219.98
6/6/24	44079	82910-200	Color Copies - 3/1/24 - 6/1/24	935.01	
6/6/24	44079	10006-100	Mauck & Company		935.01
6/6/24	44080	84800-200	Janitorial - HQ	4,382.69	
6/6/24	44080	84800-410	Janitorial - Carson	220.00	
6/6/24	44080	84800-420	Janitorial - Dinwiddie	350.00	
6/6/24	44080	84800-430	Janitorial - Disputanta	256.00	
6/6/24	44080	84800-440	Janitorial - McKenney	250.00	
6/6/24	44080	84800-450	Janitorial - PG	1,485.58	
6/6/24	44080	84800-460	Janitorial - Rohoic	220.00	
6/6/24	44080	84800-480	Janitorial - Burrowsville	195.00	
6/6/24	44080	81100-100	Upright Vacuum Cleaner	391.14	
6/6/24	44080	83700-100	Vacuum Cleaner Bags	16.23	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Jun 1, 2024 to Jun 30, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/6/24	44080	10006-100	MCS Services, Inc.		7,766.64
6/6/24	44081	84900-200	Monitoring of Alarms - HQ	55.00	
6/6/24	44081	84900-450	Monitoring of Alarms - PG	59.00	
6/6/24	44081	10006-100	Petersburg Alarm Company, Inc.		114.00
6/6/24	44082	80300-200	Dinwiddie Monitor - HQ	74.00	
6/6/24	44082	10006-100	Womack Publishing Company, Inc.		74.00
6/6/24	44083	82700-100	June-August Explore	1,605.00	
6/6/24	44083	10006-100	Johnson Printing Service		1,605.00
6/6/24	44084	84900-410	Grounds Maintenance - Carson	220.00	
6/6/24	44084	10006-100	Virginia Landscapers LLC		220.00
6/6/24	44085	85110-100	Sharpies, baggies, party favors, bubbles	137.17	
6/6/24	44085	10006-100	Sarah Finch		137.17
6/21/24	44086	80260-100	Invoice: 84451166	227.92	
6/21/24	44086	80260-100	Invoice: 84480962	80.22	
6/21/24	44086	80260-100	Invoice: 84480097	100.46	
6/21/24	44086	80260-100	Invoice: 84479889	104.21	
6/21/24	44086	80260-100	Invoice: 84480651	78.72	
6/21/24	44086	10006-100	Cengage Learning Inc/Gale		591.53
6/21/24	44087	83500-420	Rent - Dinwiddie Library	300.00	
6/21/24	44087	83500-440	Rent - McKenney Library	300.00	
6/21/24	44087	83500-460	Rent - Rohoic Library	300.00	
6/21/24	44087	10006-100	County of Dinwiddie		900.00
6/21/24	44088	83500-480	Rent - Burrowsville Library	300.00	
6/21/24	44088	83500-430	Rent - Disputanta Library	150.00	
6/21/24	44088	83500-450	Rent - PG Library	1,200.00	
6/21/24	44088	10006-100	County of Prince George		1,650.00
6/21/24	44089	83810-450	Travel - PG 1/12/24, 1/16/24	20.20	
6/21/24	44089	83810-450	Travel - PG 1/23/24, 1/26/24	31.92	
6/21/24	44089	83810-450	Travel - PG 2/1/24	18.63	
6/21/24	44089	83810-450	Travel - PG 2/2/24, 2/6/24	34.74	
6/21/24	44089	83810-450	Travel - PG 2/13/24, 4/9/24	18.58	
6/21/24	44089	83810-450	Travel - PG 5/1/24, 5/6/24	24.75	
6/21/24	44089	83810-450	Travel - PG 5/9/24	15.05	
6/21/24	44089	83810-450	Travel - PG 6/13/24, 6/14/24	157.96	
6/21/24	44089	10006-100	Ginger Mauler		321.83
6/21/24	44090	85010-100	Water, e6000 pt	5.19	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Jun 1, 2024 to Jun 30, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/21/24	44090	83810-200	Travel - HQ 6/11/24, 6/12/24	61.05	
6/21/24	44090	10006-100	Michelle Lawhorn		66.24
			Bubbles, snacks, cups,		
6/21/24	44091	85010-100	Amazon music	197.54	
6/21/24	44091	10006-100	Sarah Finch		197.54
6/21/24	44092	85200-100	Chair Yoga 6/12/24	40.00	
6/21/24	44092	10006-100	Lauren Hannon		40.00
6/21/24	44093	83500-200	Rent - Hopewell Library	3,750.00	
6/21/24	44093	10006-100	Hopewell City Treasurer		3,750.00
6/21/24	44094	85000-100	Reptile Display Presentation	250.00	
6/21/24	44094	10006-100	Sea Clear Aquarium Rentals		250.00
6/21/24	44095	83810-420	Travel - Dinwiddie 5/23/24	14.80	
6/21/24	44095	10006-100	Shelly Curtis		14.80
6/21/24	44096	85000-100	Down on the Farm	482.00	
6/21/24	44096	10006-100	Flat Creek Farm		482.00
6/21/24	44097	83810-200	Travel - HQ 6/12/24, 6/13/24	49.28	
6/21/24	44097	10006-100	Rija Mughal		49.28
			Commercial Package		
6/27/24	44098	84200-100	Renewal 7/24 to 6/25	10,986.00	
6/27/24	44098	10006-100	Ford Agency, Inc.		10,986.00
	Total			201,450.57	201,450.57

Appomattox Reg Library System

Truist CK #2024-399E

6/6/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/27/24	Staples 10003	84810-100	Gloves, Toilet Paper	181.48	
4/27/24	Staples 10003	20200-400	Staples, Inc.		181.48
4/30/24	Google 4/30/24	82020-100	Google E-Mail	388.76	
4/30/24	Google 4/30/24	20200-400	Google		388.76
4/30/24	Pirate 4/30/24	85800-100	Shipping Microfilm	99.50	
4/30/24	Pirate 4/30/24	20200-400	Pirate Ship		99.50
4/30/24	What	85800-100	Lunch - Advisory Meeting	19.21	
4/30/24	What	20200-400	What the Cup		19.21
5/1/24	Staples 10015	84810-100	Cleaner & Trash Bags	200.53	
5/1/24	Staples 10015	20200-400	Staples, Inc.		200.53
5/2/24	AED 10037	83700-410	AED Pad - Carson	110.00	
5/2/24	AED 10037	20200-400	AED Superstore		110.00
5/3/24	Amazon 10028	85210-100	Labels for Yarn Closet	15.99	
5/3/24	Amazon 10028	20200-400	Amazon.com		15.99
5/10/24	Mad 10022	85000-100	Fire & Ice, Spin Pop Boom	1,725.00	
5/10/24	Mad 10022	20200-400	Mad Science of Central Virginia		1,725.00
5/10/24	Rural 5/10/24	82600-480	Internet - Burrowsville	219.00	
5/10/24	Rural 5/10/24	20200-400	RuralBand		219.00
5/13/24	Adobe 5/13/24	82000-100	Software Licenses	29.99	
5/13/24	Adobe 5/13/24	20200-400	Adobe Indesign		29.99
5/13/24	Amazon 10045	85800-100	Gift Card for Staff	25.00	
5/13/24	Amazon 10045	20200-400	Amazon.com		25.00
5/13/24	Secretary 10050	85800-100	Notary Application Fee	45.00	
5/13/24	Secretary 10050	20200-400	Secretary of the Commonwealt		45.00
5/15/24	Lucas	85860-100	Food - Board Meetings	41.21	
5/15/24	Lucas	20200-400	Luca's Italian Restaurant		41.21
5/20/24	Online 10058	80600-100	Colored Labels	58.56	
5/20/24	Online 10058	20200-400	Onlinelabels.com		58.56
5/22/24	Hello 10064	85800-100	Annual Fee for 1000 Pages	399.99	
5/22/24	Hello 10064	20200-400	Hello Fax		399.99
5/23/24	Dollar 10068	85110-100	Supplies - Youth Services	54.81	
5/23/24	Dollar 10068	20200-400	Dollar Tree		54.81
5/23/24	Hobby 10067	85110-100	Crafts, Jewelry, Art	127.38	
5/23/24	Hobby 10067	20200-400	Hobby Lobby		127.38
5/23/24	Read 5/23/24	80210-100	Invoice: Read 6/9/24	32.40	
5/23/24	Read 5/23/24	20200-400	Reader Service		32.40
5/26/24	Ancestry 10076	80500-100	On-Line Periodicals & Database	229.00	
5/26/24	Ancestry 10076	20200-400	Ancestry.com		229.00
5/26/24	VA Notary 1006	83910-100	Notary Class	49.00	
5/26/24	VA Notary 1006	20200-400	VA Notary Public Classes		49.00
	Total			4,051.81	4,051.81

Appomattox Reg Library System

Sam's CK #2024-397E

6/6/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/9/24	Sams 10044	83730-100	Supplies - Staff Coffee	21.96	
			Supplies - Staff Vending		
5/9/24	Sams 10044	83710-100	Mach	9.34	
5/9/24	Sams 10044	83700-100	Paper	79.96	
5/9/24	Sams 10044	20200-200	Sam's Club Direct		111.26
	Total			111.26	111.26

Appomattox Reg Library System
 Amazon
 For the Period From Jun 1, 2024 to Jun 30, 2024

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

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
6/1/24	83700-200	Supplies - HQ	Amazon 10051	Expanding File Folders	16.99	
6/1/24			Amazon 10051	Amazon.com		16.99
6/1/24	83700-100	Supplies - Regional	Amazon 10056	Paper, Note Pads, Ink	171.97	
6/1/24			Amazon 10056	Amazon.com		171.97
6/1/24	83700-450	Supplies - Prince George	Amazon 10062	Folders, Clock, Decals, Wall Art - PG	202.59	
6/1/24			Amazon 10062	Amazon.com		202.59
6/1/24	80025-100	Adult Fiction	Amazon 5/10/24	AF	34.29	
6/1/24			Amazon 5/10/24	Amazon.com		34.29
6/1/24	80405-100	DVD's	Amazon 5/21/24	DVDs	169.43	
6/1/24	80470-100	Video Games	Amazon 5/21/24	Video Games	52.99	
6/1/24	80025-100	Adult Fiction	Amazon 5/21/24	AF	39.38	
6/1/24	80020-100	Adult Non-Fiction	Amazon 5/21/24	ANF	17.98	
6/1/24			Amazon 5/21/24	Amazon.com		279.78
6/1/24	80025-100	Adult Fiction	Amazon 5/21/24.2	AF	17.78	
6/1/24			Amazon 5/21/24.2	Amazon.com		17.78
6/1/24	80410-100	CDs - Music	Amazon 5/23/24	Music CDs	29.96	
6/1/24			Amazon 5/23/24	Amazon.com		29.96
6/1/24	80020-100	Adult Non-Fiction	Amazon 5/23/24.2	ANF	53.71	
6/1/24			Amazon 5/23/24.2	Amazon.com		53.71
6/1/24	80030-100	Juvenile Easys	Amazon 5/24/24.3	Easies	20.00	
6/1/24	80015-100	Young Adult-Fiction	Amazon 5/24/24.3	YA Fiction	18.73	
6/1/24	80025-100	Adult Fiction	Amazon 5/24/24.3	AF	74.49	
6/1/24	80020-100	Adult Non-Fiction	Amazon 5/24/24.3	ABF	91.02	
6/1/24	80405-100	DVD's	Amazon 5/24/24.3	DVDs	4.80	
6/1/24	80010-100	Y/S Non Fiction	Amazon 5/24/24.3	YSNF	5.39	
6/1/24			Amazon 5/24/24.3	Amazon.com		214.43
6/1/24	80440-100	Juvenile A/V	Amazon 5/28/24	YSAV	17.70	
6/1/24			Amazon 5/28/24	Amazon.com		17.70
6/1/24	80020-100	Adult Non-Fiction	Amazon 5/29/24	ANF	113.20	
6/1/24	80025-100	Adult Fiction	Amazon 5/29/24	AF	41.29	
6/1/24	80038-100	Juvenile Fiction	Amazon 5/29/24	Juvenile Fiction	11.39	
6/1/24	80460-100	Books on CD	Amazon 5/29/24	Books on CD	24.39	
6/1/24			Amazon 5/29/24	Amazon.com		190.27
CK #2024-385E					1,229.47	1,229.47
6/6/24						

Appomattox Reg Library System

Amazon

For the Period From Jun 1, 2024 to Jun 30, 2024

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

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
		Supplies - Adult				
6/1/24	85210-100	Programming	Amazon 10070	Nintendo Supplies	424.91	
6/1/24			Amazon 10070	Amazon.com		424.91
6/1/24	85010-100	Supplies - SRP	Amazon 10073	SRP Supplies	390.06	
6/1/24			Amazon 10073	Amazon.com		390.06
6/1/24	83700-100	Supplies - Regional	Amazon 10075	Cork Board, Light Bulbs	78.78	
6/1/24	84810-100	Supplies - Janitorial	Amazon 10075	Lysol, Gloves	55.36	
6/1/24			Amazon 10075	Amazon.com		134.14
6/1/24	80405-100	DVD's	Amazon 5/21/24.1	DVDs	39.92	
6/1/24			Amazon 5/21/24.1	Amazon.com		39.92
6/1/24	80020-100	Adult Non-Fiction	Amazon 5/23/24.1	ANF	19.86	
6/1/24	80025-100	Adult Fiction	Amazon 5/23/24.1	AF	36.15	
6/1/24	80405-100	DVD's	Amazon 5/23/24.1	DVDs	8.79	
6/1/24			Amazon 5/23/24.1	Amazon.com		64.80
6/1/24	80440-100	Juvenile A/V	Amazon 5/28/24.1	YSAV	53.94	
6/1/24			Amazon 5/28/24.1	Amazon.com		53.94
6/1/24	80470-100	Video Games	Amazon 5/29/24.1	Video Games	53.49	
6/1/24			Amazon 5/29/24.1	Amazon.com		53.49
6/1/24	80020-100	Adult Non-Fiction	Amazon 5/29/24.2	ANF	144.50	
6/1/24	80025-100	Adult Fiction	Amazon 5/29/24.2	AF	56.40	
6/1/24	80038-100	Juvenile Fiction	Amazon 5/29/24.2	JF	13.16	
6/1/24	80470-100	Video Games	Amazon 5/29/24.2	Video Games	36.94	
6/1/24	80405-100	DVD's	Amazon 5/29/24.2	DVDs	13.99	
6/1/24			Amazon 5/29/24.2	Amazon.com		264.99
6/1/24	80200-100	Graphic Novels - SO	Amazon 5/30/24	Graphic SO	356.07	
6/1/24	80015-100	Young Adult-Fiction	Amazon 5/30/24	YA Fiction	11.15	
6/1/24			Amazon 5/30/24	Amazon.com		367.22
6/1/24	80020-100	Adult Non-Fiction	Amazon 5/31/24	ANF	271.72	
6/1/24	80025-100	Adult Fiction	Amazon 5/31/24	AF	32.06	
6/1/24			Amazon 5/31/24	Amazon.com		303.78
6/3/24	80230-100	Y/S - SO	Amazon 6/3/24.2	YSSO	5.99	
6/3/24			Amazon 6/3/24.2	Amazon.com		5.99
6/3/24	80230-100	Y/S - SO	Amazon 6/3/24/.1	YSSO	126.32	
6/3/24	80405-100	DVD's	Amazon 6/3/24/.1	DVDs	27.06	
6/3/24			Amazon 6/3/24/.1	Amazon.com		153.38
6/3/24	80230-100	Y/S - SO	Amazon 76/3/24.3	YSSO	5.99	
6/3/24			Amazon 76/3/24.3	Amazon.com		5.99
6/4/24	80025-100	Adult Fiction	Amazon 6/4/24.1	AF	90.44	
6/4/24	80020-100	Adult Non-Fiction	Amazon 6/4/24.1	ANF	151.67	
6/4/24			Amazon 6/4/24.1	Amazon.com		242.11
6/4/24	80038-100	Juvenile Fiction	Amazon 6/4/24.2	JF	5.50	
6/4/24			Amazon 6/4/24.2	Amazon.com		5.50
6/4/24	80038-100	Juvenile Fiction	Amazon 6/4/24.3	JF	5.50	
6/4/24			Amazon 6/4/24.3	Amazon.com		5.50

Appomattox Reg Library System

Amazon

For the Period From Jun 1, 2024 to Jun 30, 2024

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

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
			CK #2024-403E		2,515.72	2,515.72
			6/21/2024			

Appomattox Reg Library System
 First Connections Report
 For the Period From Jul 1, 2023 to June 30, 2024

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/23	Beginning Balance			8,262.78
7/24/23	Payment from FC		8,360.28	
7/31/23	July Salary & Benefits	5,882.05		
8/17/23	Payment from FC		5,979.55	
8/31/23	August Salary & Payments	5,882.05		
9/18/23	Payment from FC		5,687.05	
9/30/23	September Salary & Benefits	5,882.05		
10/16/23	Payment from FC		5,882.05	
10/31/23	October Salary & Benefits	5,882.05		
11/27/23	Payment from FC		5,882.05	
11/30/23	November Salary & Benefits	8,262.78		
12/22/23	Payment from FC		8,262.78	
12/31/23	December Salary & Benefits	5,882.05		
1/22/24	Payment from FC		5,882.05	
1/31/24	January Salary & Benefits	5,882.05		
2/29/24	Payment from FC		5,882.05	
2/29/24	February Salary & Benefits	5,882.05		
3/18/24	Payment from FC		5,882.05	
3/31/24	March Salary & Benefits	5,882.05		
4/15/24	Payment from FC		5,882.05	
4/30/24	April Salary & Benefits	5,882.05		
5/28/24	Payment from FC		5,882.05	
5/31/24	May Salary & Benefits	8,262.78		
6/25/24	Payment from FC		8,262.78	
6/30/24	June Salary & Benefits	5,882.10		
6/30/24	Ending Balance			5,882.10

Years in Comparisons - FY2020-2024

Annual Visits

2020 – 219,782
2021 – 111,954
2022 – 155,034
2023 – 206,988
2024 – 221,689

Meeting Room Use (# of meetings / attendance)

2020 – 1,335 / 17,859
2021 – 12 / 271
2022 – 870 / 4,559
2023 – 1,608 / 10,179
2024 – 1,630 / 9,744

Program Attendance (Adult)

2020 – 4,004
2021 – 2,836
2022 – 4,107
2023 – 4,006
2024 – 5,298

Reference / Request for Assistance

2020 – 19,850
2021 – 20,294
2022 – 23,044
2023 – 25,216
2024 – 30,802

Program Attendance

(Youth – 0-11)

2020 – 31,921 (10,927 Story Time)
2021 – 63,097 (23,997 Story Time)
2022 – 17,210 (6,508 Story Time)
2023 – 19,593 (6,508 Story Time)
2024 – 17,410 (4,468 Story Time)

Circulation

2020 – 228,028
2021 – 194,948
2022 – 217,327
2023 – 242,072
2024 – 278,178

During FY2020 & FY2021 a significant portion of children's programming was online on Facebook, YouTube and other social media outlets)

Program Attendance

(Youth – 12-18)

2020 – 1,118
2021 – 344
2022 – 594
2023 – 1,322
2024 – 330

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

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, program participants will enjoy the experience and entertainment. At the same time, every patron using an ARLS location should expect to be able to use the library space without unreasonable disruptions and without having to experience disturbing behavior of other patrons. ARLS staff will address any problems they observe or which are brought to their attention. Patrons being unreasonably disruptive will be warned once. If the behavior continues, the patron will be directed to leave the library for the day. Depending on the circumstances, a patron being unreasonably disruptive may be barred from ARLS property for up to six months.

Patrons demonstrating highly disturbing behavior will be directed to leave the property immediately. A patron demonstrating highly disturbing behavior will be barred from ARLS property for one year and may 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 the patron has been warned to stop disrupting the use of the library for other patrons:

1. Disorderly conduct which means any behavior that interferes with regular use of ARLS services by a patron or ARLS staff. Disorderly conduct includes, but is not limited to, loud conversations or ongoing noises of excessive volume that interferes with other patrons or the staff using the library.
2. Use of abusive, obscene, or sexual language.
3. Consuming food in the library other than designated areas. Beverages with lids are permitted inside the library. Otherwise, beverages may only be consumed in designated cafe' areas.
4. Entering without shoes or shirt or removing the same while in the library.
5. Selling or soliciting money within the library. ARLS may make an exception for presenters at library or Friends of the Library sponsored events 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"20". 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.

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

Board of Trustees Meeting Locations
July 2024 – June 2025

Date	Location	Time
July 17, 2024	Hopewell	1:00 p.m.
August 2024	NO MEETING	-
September 18, 2024	McKenney	1:00 p.m.
October 16, 2024	Carson	1:00 p.m.
November 2024	NO MEETING	-
December 11, 2024	Prince George	1:00 p.m.
January 15, 2025	Hopewell	1:00 p.m.
February 19, 2025	Rohoic	1:00 p.m.
March 19, 2025	McKenney	1:00 p.m.
April 16, 2025	Carson	1:00 p.m.
May 21, 2025	Prince George	1:00 p.m.
June 18, 2025	Hopewell	TBD