

**BOARD OF TRUSTEES
Nov 18, 2024
Chatham Public Library
3:00 p.m.**

AGENDA

Call to order

ORDER OF BUSINESS

LIBRARY BOARD OF TRUSTEES

CONSENT AGENDA

- Reading/approval of the minutes of the Sept 2024 library meeting minutes
- Approval of the agenda
- Approval of Sept 2024 Financial Reports
- Approval of Sept 2024 Operations Reports
- Director's Report

ACTION ITEMS

- Policies
 - Public Safety
 - Passports
 - Meeting Rooms
 - Behavior Policy

INFORMATION ITEMS

- Brosville Renovations
- Bookmobile
 - Funding Requests
- Chatham – Outdoor area
- Dan River District Branch Update
 - School Board Presentation

**ANNOUNCEMENTS
ADJOURNMENT**

Pittsylvania County Public Library
Board of Trustees
Sept. 16, 2024
Chatham Branch Library

The Library Board of Trustees met on Sept. 16, 2024. Library board members present included Karen Eades, Portia Fitzgerald, David Law, York Pilson, Debra Turner, Shelby Buffington, and Rhonda Griffin.

Karen Eades, Chair, called the Library Board meeting to order at 3:05 pm.

The consent agenda containing the corrected minutes of the August, 2024 Library Board meeting, the agenda without amendment and the financial and operations reports for August 2024 were approved on a motion by David Law, seconded by York Pilson. Passed unanimously.

Action Items:

Rhonda Griffin distributed the updated board packets that were collected at the last meeting. Rhonda informed the board that the current board notebooks were also posted on the library's website under "About the Library". She asked if the board would consider transitioning the board notebooks to the online format. With no objection to the online board notebooks, the board also discussed transitioning to emailing the monthly board packets to save time and cost. Rhonda agreed to text the board members a meeting reminder along with a notification that the packets had been emailed. A motion was made by Portia Fitzgerald that the board notebooks transition to online format and the monthly board packets be emailed, accompanied by a reminder text to board members. David Law seconded the motion. Passed unanimously.

Information Items:

Rhonda Griffin informed the board that library staff had completed training to be passport agents. The training certificates and facility application documents have been submitted for approval. We are currently just awaiting approval.

Rhonda updated the board on the carpet at the Brosville Library. The installers arrived earlier than expected, causing the library to close sooner so that the books could be boxed up and placed in a storage container. The library closed to the public Sept 9th, with installers moving book shelves and removing carpet beginning Sept 16th.

Rhonda informed the board that the Next Step Grant to Danville Regional Foundation had been approved. Trees have already been removed and the library is currently looking for someone to install the terrace.

Rhonda reviewed funding options for the bookmobile, including the County providing the \$100,000 deposit. Debra Dodson, submitted a grant application to the Lion's Club and Hughes Foundation. JTMM will be the next application. We are hopeful that funding for the bookmobile will be raised through grants.

Rhonda presented to the School Board on August 13 inquiring if the school system had any available land in the Dan River District that could be used for a public library. We are still waiting for a response.

The meeting adjourned at 3:36 pm.

Next **Executive Board Meeting** is scheduled for Oct 7, 2024 at 3:00 pm at the Chatham Library.

GENERAL LEDGER BALANCES
October 2024

LOCAL FUNDS	DESCRIPTION	LAST MONTH BALANCE	THIS MONTH		ACTUAL BALANCE	ENCUMB	FIXED	PROJ BALANCE	TENTATIVE TRANSFERS	NEW PROJ BALANCE
			PAID	DEPOSIT						
100-4-073100-1022	Director-Salary	66,674.32	7,707.56		56,966.76	0.00	89,797.00	(30,830.24)	(523,997.76)	(30,830.24)
100-4-073100-1100	FT Salaries	651,101.30	75,280.90		575,820.40	0.00	876,944.00	(301,123.60)		(301,123.60)
100-4-073100-1300	P/T Salaries	177,506.81	18,921.44		158,585.37	0.00	233,175.00	(74,589.63)		(74,589.63)
100-4-073100-2100	FICA	68,676.74	7,662.07		61,014.67	0.00	91,809.00	(30,794.33)		(30,794.33)
100-4-073100-2210	VRS	111,407.42	12,144.38		99,263.04	0.00	147,635.00	(48,371.96)		(48,371.96)
100-4-073100-2301	Group Health Insurance	118,023.66	12,039.16		105,984.50	0.00	154,246.00	(48,261.50)		(48,261.50)
100-4-073100-2400	Dental	18,720.00	192.00		18,528.00	0.00	2,448.00	16,080.00		16,080.00
100-4-073100-2600	VRS Life Insurance	10,017.34	979.22		9,038.12	0.00	12,955.00	(3,916.88)		(3,916.88)
100-4-073100-2700	Unemployment Insurance	301.13	4.81		296.32	0.00	337.00	(40.68)		(40.68)
100-4-073100-2800	Work Comp Insurance	2,000.00	0.00		2,000.00	0.00	2,000.00	0.00		0.00
100-4-073100-3161	LT Disability Ins	1,400.04	299.98		1,100.06	0.00	3,249.00	(2,148.94)		(2,148.94)
100-4-073100-3171	Consultant-Data Processing		0.00		0.00	0.00	0.00	0.00		0.00
100-4-073100-3172	Emp Contract-General	4,110.00	0.00		2,400.00	0.00	2,400.00	0.00		0.00
100-4-073100-3310	Emp Contract-Janitor	1,557.50	1,710.00		1,525.00	0.00	1,525.00	0.00		0.00
100-4-073100-3600	Repair & Maint-Office Equip	300.00	0.00		300.00	0.00	300.00	0.00		0.00
100-4-073100-5110	Advertising	46,423.39	2,925.98		43,497.41	0.00	43,497.41	0.00		0.00
100-4-073100-5120	Electricity	4,175.42	206.93		3,968.49	0.00	3,968.49	0.00		0.00
100-4-073100-5130	Heating Fuels	3,344.24	150.35		3,193.89	0.00	3,193.89	0.00		0.00
100-4-073100-5130	Water & Sewer	1,800.00	0.00		1,800.00	0.00	1,640.03	0.00		0.00
100-4-073100-5210	Postage	139.60	0.00		(3,393.89)	0.00	(3,393.89)	0.00		0.00
100-4-073100-5230	Telephone	8,291.27	3,966.70		4,324.57	40.50	4,284.07	0.00		0.00
100-4-073100-5240	Internet Services	7,000.00	0.00		7,000.00	0.00	7,000.00	0.00		0.00
100-4-073100-5302	Fire Insurance	3,500.00	0.00		3,500.00	0.00	3,500.00	0.00		0.00
100-4-073100-5305	Motor Vehicle Insurance	1,149.28	0.00		853.83	0.00	853.83	0.00		0.00
100-4-073100-5540	Travel	1,031.33	1,440.00		(408.67)	1,508.21	(654.38)	0.00		0.00
100-4-073100-5840	Training & Education	(292.00)	77.00		(369.00)	0.00	(369.00)	0.00		0.00
100-4-073100-6001	Awards & Certificates	18,612.13	947.51		17,664.62	567.96	17,096.66	0.00		0.00
100-4-073100-6003	Office Supplies	(188.35)	465.02		(653.37)	0.00	(653.37)	0.00		0.00
100-4-073100-6005	Furniture & Fixtures	889.63	485.26		404.37	0.00	404.37	0.00		0.00
100-4-073100-6005	Janitorial Supplies	9,001.55	945.89		8,055.66	0.00	8,055.66	0.00		0.00
100-4-073100-6005	Rental/Copier Lease	124,482.34	1,732.48		122,749.86	375.00	122,374.86	0.00		0.00
100-4-073100-6007	Building & Maintenance	6,723.98	563.09		6,160.89	35.52	6,125.37	0.00		0.00
100-4-073100-6008	Fuels-Vehicle	200.00	0.00		200.00	0.00	200.00	0.00		0.00
100-4-073100-6012	Books & Subscriptions	1,879.39	602.26		1,277.13	0.00	1,277.13	0.00		0.00
100-4-073100-6014	Summer Reading Supplies	26,523.43	39.99		26,483.44	149.00	26,334.44	0.00		0.00
100-4-073100-6021	Computer Supplies	0.00	0.00		0.00	0.00	0.00	0.00		0.00
100-4-073100-6028	Petty Cash Fund	3,702.70	0.00		3,702.70	0.00	3,702.70	0.00		0.00
100-4-073100-6030	Service Costs-Parts	3,145.00	75.00		3,070.00	0.00	3,070.00	0.00		0.00
100-4-073100-6031	Service Costs-Labor	0.00	0.00		0.00	0.00	0.00	0.00		0.00
100-4-073100-8102	Furniture & Fixtures	0.00	0.00		0.00	0.00	0.00	0.00		0.00
100-4-073100-8105	Capital Outlay-Vehicle	0.00	0.00		0.00	0.00	0.00	0.00		0.00
100-4-073100-8192	Cap Outlay-Computer	45,000.00	22,000.49		22,999.51	0.00	22,999.51	0.00		0.00
100-4-073100-8216	Property Improvements	1,548,330.59	177,426.91		1,347,904.17	2,836.16	1,867,788.64	(523,997.76)	0.00	(523,997.76)

GENERAL LEDGER BALANCES
October 2024

DESCRIPTION	LAST MONTH BALANCE	THIS MONTH		ACTUAL BALANCE	ENCUMB	FIXED	PROJ BALANCE	TENTATIVE TRANSFERS	NEW PROJ BALANCE
		PAID	DEPOSIT						
LOCAL - REVENUE									
265-4-150212 Telephone Acct	0.00	1,111.10	n/a	1,111.10	0.00	0.00	1,111.10		1,111.10
265-3-189903 Gifts/Donations/etc Collected	0.00	256.00	n/a	256.00	0.00	0.00	256.00		256.00
265-4-410501 Unappropriated Funds	0.00	0.00	n/a	0.00	0.00	0.00	0.00		0.00
	0.00	1,367.10		1,367.10	0.00	0.00	1,367.10		1,367.10
INCOME									

STATE FUNDS									
250-4-073300-1022 Director-Salary	0.00	0.00		0.00	0.00	0.00	0.00		0.00
250-4-073300-3161 Consultant-Data Processing	0.00	0.00		0.00	0.00	0.00	0.00		0.00
250-4-073300-3320 Service Contract-Office Equip	10,357.00	0.00		10,357.00	0.00	10,357.00	0.00		0.00
250-4-073300-6001 Office Supplies	5,828.83	310.73		5,518.10	0.00	4,000.00	1,518.10		1,518.10
250-4-073300-6003 Furniture & Fixtures	19,449.74	0.00		19,449.74	1,036.40	10,807.32	7,606.02		7,606.02
250-4-073300-6012 Books & Subscriptions	96,593.94	11,785.27		84,808.67	0.00	135,120.29	(50,311.62)		50,311.62
25040733006012-01 Newspapers	7,600.05								
25040733006012-02 Audiovisual (DVD&AUDIO)	20,096.01								
25040733006012-03 Electronic-Playaway	26,000.00								
250-4-073300-6021 Computer Supplies	25,591.05	124.95		25,466.10	0.00	15,402.88	10,063.22		10,063.22
250-4-073300-8102 Cap Outlay-Furniture & Fixtures	0.00	0.00		0.00	0.00	0.00	0.00		0.00
250-4-073300-8105 Cap Outlay-Vehicle	0.00	0.00		0.00	0.00	0.00	0.00		0.00
250-4-073300-8107 Cap Outlay-Computer	0.00	0.00		0.00	0.00	0.00	0.00		0.00
	211,516.62	12,220.95	0.00	145,599.61	1,036.40	175,687.49	0.00		0.00

GIFT FUND									
265-4-073310-6012 Memorial Books Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

COPY MACHINE FUND									
265-4-073320-3310 Repair & Maint-Off Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
265-4-073320-3320 Service Contract-Off Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
265-4-073320-6001 Office Supplies									
265-4-073320-6003 Furniture & Fixtures	20,000.00	0.00	0.00	20,000.00	20,000.00	20,000.00	0.00		20,000.00
265-4-073320-8102 Capital Furniture & Fixtures	20,000.00	0.00	0.00	20,000.00	20,000.00	20,000.00	0.00		20,000.00

September 2024

PITTSYLVANIA COUNTY LIBRARY SYSTEM OPERATIONS REPORTS

System Wide Statistics

	24-25 YTD	23-24 YTD	% Diff
Circulation	116,465	120,513	-3.4%
Patron Visits	29,471	25,725	14.6%
Library Program Attendance	4,407	4,142	6.4%
Internet (Computer use and Wireless)	65,590	65,079	0.8%

User Statistics

Chatham	Sep-24	Sep-23	% Diff
New Members	20	38	-47.4%
Patron Visits	3,104	3,488	-11.0%
Library program attendance	864	1,611	-46.4%

24-25 YTD	23-24 YTD	% Diff
66	110	-40.0%
10,039	11,236	-10.7%
1,533	2,731	-43.9%

Bookmobile	Sep-24	Sep-23	% Diff
New Members	0	2	-100.0%
Patron Visits	323	327	-1.2%
Library program attendance	7	16	-56.3%

24-25 YTD	23-24 YTD	% Diff
2	5	-60.0%
689	1,047	-34.2%
162	28	478.6%

Gretna	Sep-24	Sep-23	% Diff
New Members	16	13	23.1%
Patron Visits	1,779	680	161.6%
Library program attendance	350	0	100.0%

24-25 YTD	23-24 YTD	% Diff
46	15	206.7%
6,154	784	684.9%
991	0	100.0%

Brosville/Cascade	Sep-24	Sep-23	% Diff
New Members	3	16	-81.3%
Patron Visits	298	1,156	-74.2%
Library program attendance	0	99	-100.0%

24-25 YTD	23-24 YTD	% Diff
19	49	-61.2%
3,355	3,905	-14.1%
578	328	76.2%

Mt Hermon	Sep-24	Sep-23	% Diff
New Members	31	38	-18.4%
Patron Visits	2,775	2,605	6.5%
Library program attendance	403	459	-12.2%

24-25 YTD	23-24 YTD	% Diff
129	96	34.4%
8,626	8,248	4.6%
1,305	1,083	20.5%

History Center	Sep-24	Sep-23	% Diff
Patron Visits	210	103	103.9%

24-25 YTD	23-24 YTD	% Diff
608	505	20.4%

Cyber Library	Sep-24	Sep-23	% Diff
Magzter	7	4	75.0%
Hoopla (new members)	25	16	56.3%

24-25 YTD	23-24 YTD	% Diff
13	10	30.0%
86	67	28.4%

Circulation Statistics

Chatham	Sep-24	Sep-23	% Diff
Books (print)	3,079	3,748	-17.8%
Audio Books	221	304	-27.3%
Video Media	876	1,372	-36.2%
Internet (Total hrs)	243	408	-40.4%
Total	4,419	5,832	-24.2%

24-25 YTD	23-24 YTD	% Diff
9,776	12,153	-19.6%
666	1,004	-33.7%
2,995	4,709	-36.4%
707	1,095	-35.4%
14,144	18,961	-25.4%

Bookmobile	Sep-24	Sep-23	% Diff
Books (print)	1,487	1,955	-23.9%
Audio Books	83	31	167.7%
Video Media	66	96	-31.3%
Total	1,636	2,082	-21.4%

24-25 YTD	23-24 YTD	% Diff
3,573	4,785	-25.3%
87	41	112.2%
219	289	-24.2%
3,879	5,115	-24.2%

Gretna	Sep-24	Sep-23	% Diff
Books (print)	1,928	498	287.1%
Audio Books	101	24	320.8%
Video Media	487	139	250.4%
Internet (Total hrs)	152	24	533.3%
Total	2,668	685	289.5%

24-25 YTD	23-24 YTD	% Diff
7,217	932	674.4%
366	26	1307.7%
1,548	144	975.0%
604	24	2416.7%
9,735	1,126	764.6%

Brosville/Cascade	Sep-24	Sep-23	% Diff
Books (print)	671	1,282	-47.7%
Audio Books	22	18	22.2%
Video Media	87	229	-62.0%
Internet (Total hrs)	13	114	-88.6%
Total	793	1,643	-51.7%

24-25 YTD	23-24 YTD	% Diff
3,215	4,827	-33.4%
142	94	51.1%
371	743	-50.1%
317	346	-8.4%
4,045	6,010	-32.7%

Mt Hermon	Sep-24	Sep-23	% Diff
Books (print)	2,681	3,392	-21.0%
Audio Books	77	121	-36.4%
Video Media	413	700	-41.0%
Internet (Total hrs)	291	179	62.6%
Total	3,462	4,392	-21.2%

24-25 YTD	23-24 YTD	% Diff
9,580	11,666	-17.9%
334	325	2.8%
1,318	2,060	-36.0%
725	510	42.2%
11,957	14,561	-17.9%

Cybrary	Sep-24	Sep-23	% Diff
Hoopla (checkouts)	1,572	1,264	24.4%
Magzter	165	64	157.8%
Genealogy	1,788	2,983	-40.1%
Wireless	26,554	21,014	26.4%
Total	30,079	25,325	18.8%

24-25 YTD	23-24 YTD	% Diff
4,764	3,796	25.5%
422	266	58.6%
4,282	7,574	-43.5%
63,237	63,104	0.2%
72,705	74,740	-2.7%

YTD Report Internet Totals: 27253

Acquisitions

<i>Items added to the collection</i>
Sep-24
662

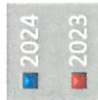
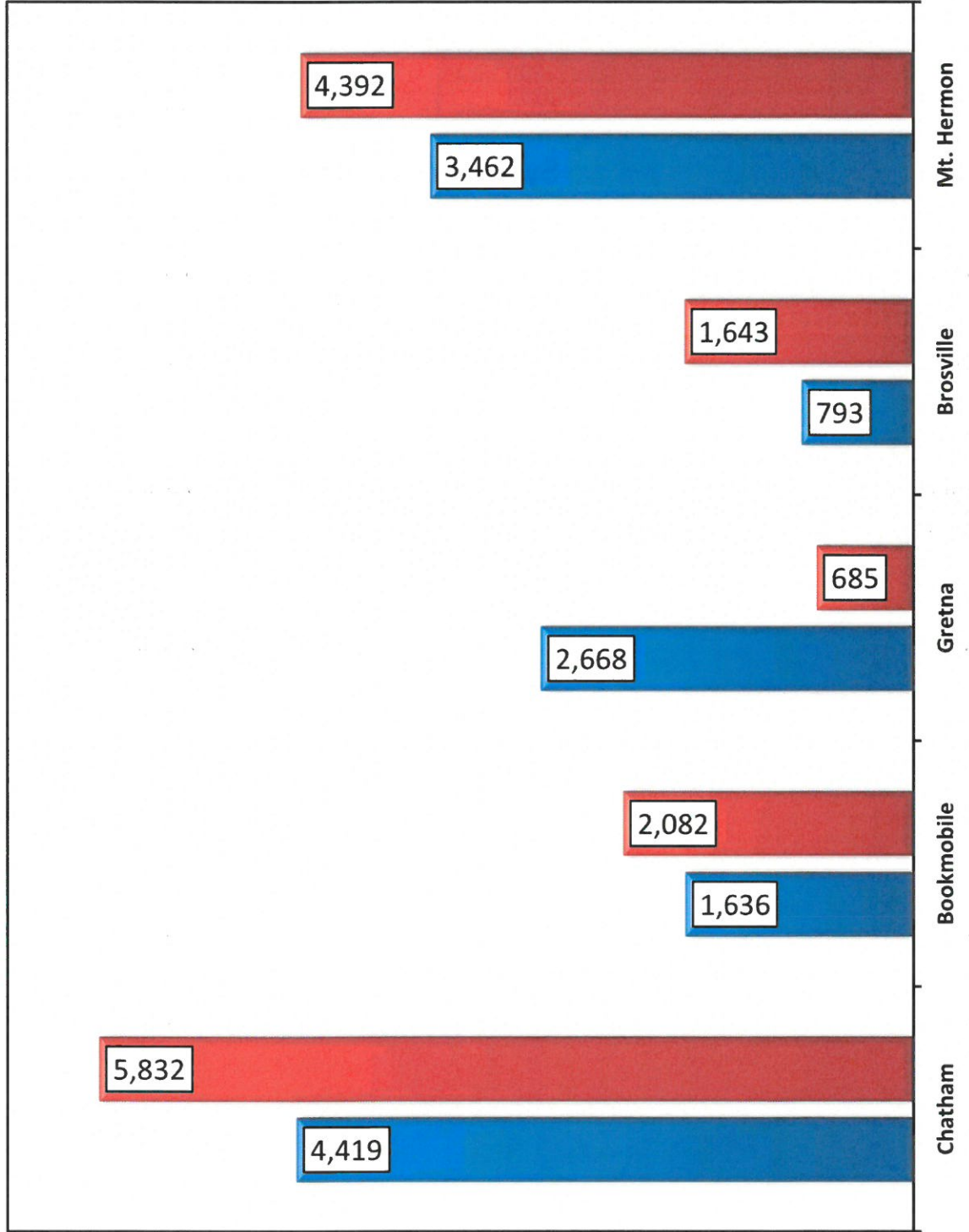
<i>Items removed from collection</i>
Sep-24
505

System Virtual Statistics

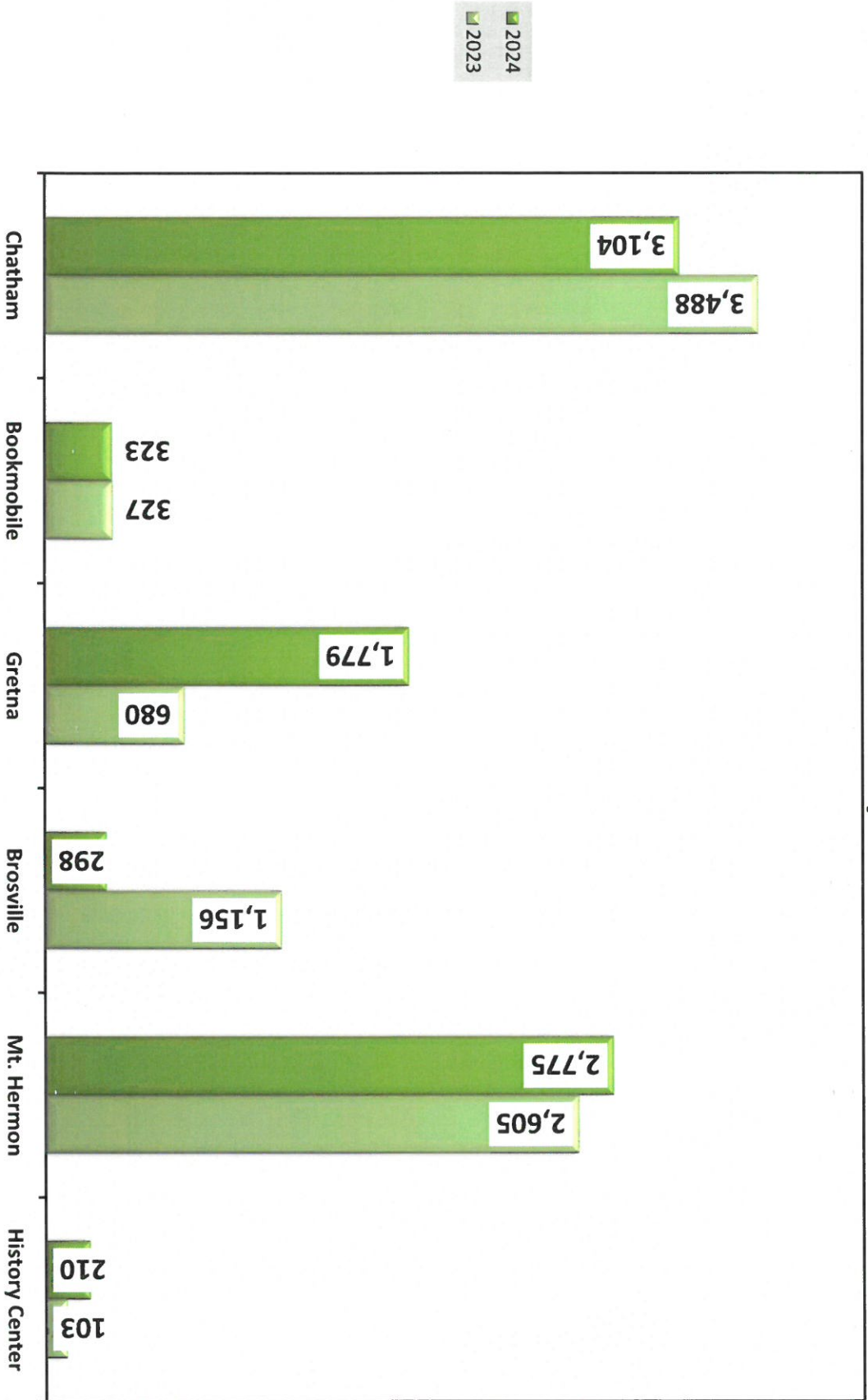
Website Statistics	Sep-24	Sep-23	% Diff	24-25 YTD
PCPLIB.ORG Views	4431	4843	-8.5%	14107

Mobile App	Sep-24	Sep-23	% Diff	24-25 YTD
New Users	31	19	63%	67
Total Views	489	567	-14%	1459

Total Circulation - September 2024



Patron Visits - September 2024



October 2024

PITTSYLVANIA COUNTY LIBRARY SYSTEM OPERATIONS REPORTS

System Wide Statistics

	24-25 YTD	23-24 YTD	% Diff
Circulation	163,858	165,621	-1.1%
Patron Visits	39,518	35,465	11.4%
Library Program Attendance	6,883	5,999	14.7%
Internet (Computer use and Wireless)	96,863	90,609	6.9%

User Statistics

Chatham	Oct-24	Oct-23	% Diff
New Members	19	16	18.8%
Patron Visits	3,211	3,359	-4.4%
Library program attendance	1,083	1,199	-9.7%

24-25 YTD	23-24 YTD	% Diff
85	126	-32.5%
13,250	14,595	-9.2%
2,616	3,930	-33.4%

Bookmobile	Oct-24	Oct-23	% Diff
New Members	6	6	0.0%
Patron Visits	693	516	34.3%
Library program attendance	416	8	5100.0%

24-25 YTD	23-24 YTD	% Diff
8	11	-27.3%
1,382	1,563	-11.6%
578	36	1505.6%

Gretna	Oct-24	Oct-23	% Diff
New Members	47	113	-58.4%
Patron Visits	2,418	1,893	27.7%
Library program attendance	622	195	219.0%

24-25 YTD	23-24 YTD	% Diff
93	128	-27.3%
8,572	2,677	220.2%
1,613	195	727.2%

Brosville/Cascade	Oct-24	Oct-23	% Diff
New Members	4	6	-33.3%
Patron Visits	515	1,348	-61.8%
Library program attendance	71	123	-42.3%

24-25 YTD	23-24 YTD	% Diff
23	55	-58.2%
3,870	5,253	-26.3%
649	451	43.9%

Mt Hermon	Oct-24	Oct-23	% Diff
New Members	19	28	-32.1%
Patron Visits	2,946	2,434	21.0%
Library program attendance	700	340	105.9%

24-25 YTD	23-24 YTD	% Diff
148	124	19.4%
11,572	10,682	8.3%
2,005	1,423	40.9%

History Center	Oct-24	Oct-23	% Diff
Patron Visits	264	190	38.9%

24-25 YTD	23-24 YTD	% Diff
872	695	25.5%

Cyber Library	Oct-24	Oct-23	% Diff
Magzter	4	1	300.0%
Hoopla (new members)	21	13	61.5%

24-25 YTD	23-24 YTD	% Diff
17	11	54.5%
107	80	33.8%

Circulation Statistics

Chatham	Oct-24	Oct-23	% Diff
Books (print)	2,916	3,661	-20.3%
Audio Books	240	272	-11.8%
Video Media	822	1,537	-46.5%
Internet (Total hrs)	254	356	-28.7%
Total	4,232	5,826	-27.4%

24-25 YTD	23-24 YTD	% Diff
12,692	15,814	-19.7%
906	1,276	-29.0%
3,817	6,246	-38.9%
961	1,451	-33.8%
18,376	24,787	-25.9%

Bookmobile	Oct-24	Oct-23	% Diff
Books (print)	1,965	2,392	-17.9%
Audio Books	57	105	-45.7%
Video Media	98	113	-13.3%
Total	2,120	2,610	-18.8%

24-25 YTD	23-24 YTD	% Diff
5,538	7,177	-22.8%
144	146	-1.4%
317	402	-21.1%
5,999	7,725	-22.3%

Gretna	Oct-24	Oct-23	% Diff
Books (print)	2,125	1,880	13.0%
Audio Books	119	66	80.3%
Video Media	461	639	-27.9%
Internet (Total hrs)	220	102	115.7%
Total	2,925	2,687	8.9%

24-25 YTD	23-24 YTD	% Diff
9,342	2,812	232.2%
485	92	427.2%
2,009	783	156.6%
824	126	554.0%
12,660	3,813	232.0%

Brosville/Cascade	Oct-24	Oct-23	% Diff
Books (print)	723	1,164	-37.9%
Audio Books	29	14	107.1%
Video Media	47	240	-80.4%
Internet (Total hrs)	51	124	-58.9%
Total	850	1,542	-44.9%

24-25 YTD	23-24 YTD	% Diff
3,938	5,991	-34.3%
171	108	58.3%
418	983	-57.5%
368	470	-21.7%
4,895	7,552	-35.2%

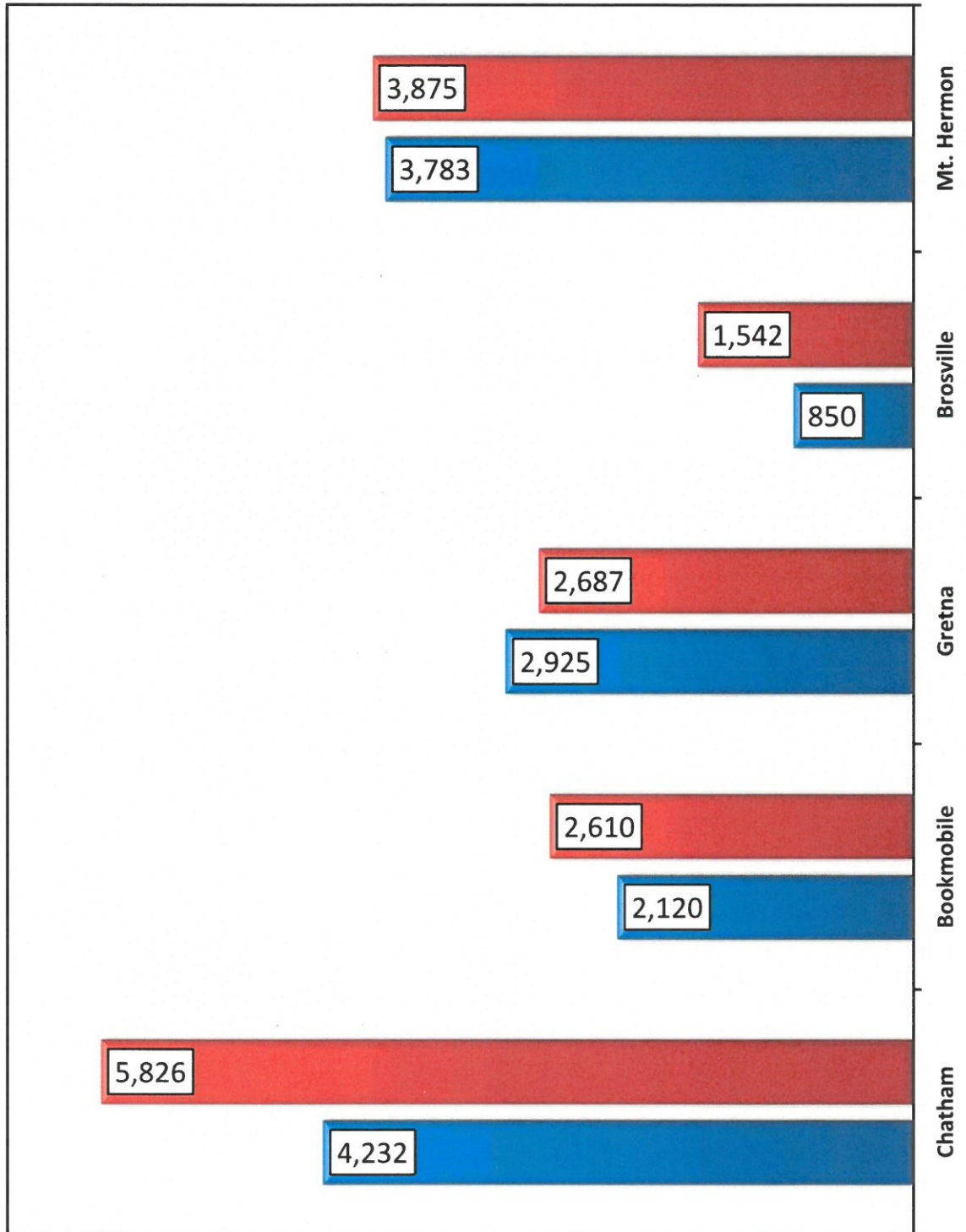
Mt Hermon	Oct-24	Oct-23	% Diff
Books (print)	2,953	3,111	-5.1%
Audio Books	95	98	-3.1%
Video Media	502	500	0.4%
Internet (Total hrs)	233	166	40.4%
Total	3,783	3,875	-2.4%

24-25 YTD	23-24 YTD	% Diff
12,533	14,777	-15.2%
429	423	1.4%
1,820	2,560	-28.9%
958	676	41.7%
15,740	18,436	-14.6%

Cybrary	Oct-24	Oct-23	% Diff
Hoopla (checkouts)	1,703	1,293	31.7%
Magzter	233	87	167.8%
Genealogy	1,032	2,406	-57.1%
Wireless	30,515	24,782	23.1%
Total	33,483	28,568	17.2%

24-25 YTD	23-24 YTD	% Diff
6,467	5,089	27.1%
655	353	85.6%
5,314	9,980	-46.8%
93,752	87,886	6.7%
106,188	103,308	2.8%

Total Circulation - October 2024



YTD Report Internet Totals: 31273

Acquisitions

<i>Items added to the collection</i>
Oct-24
507

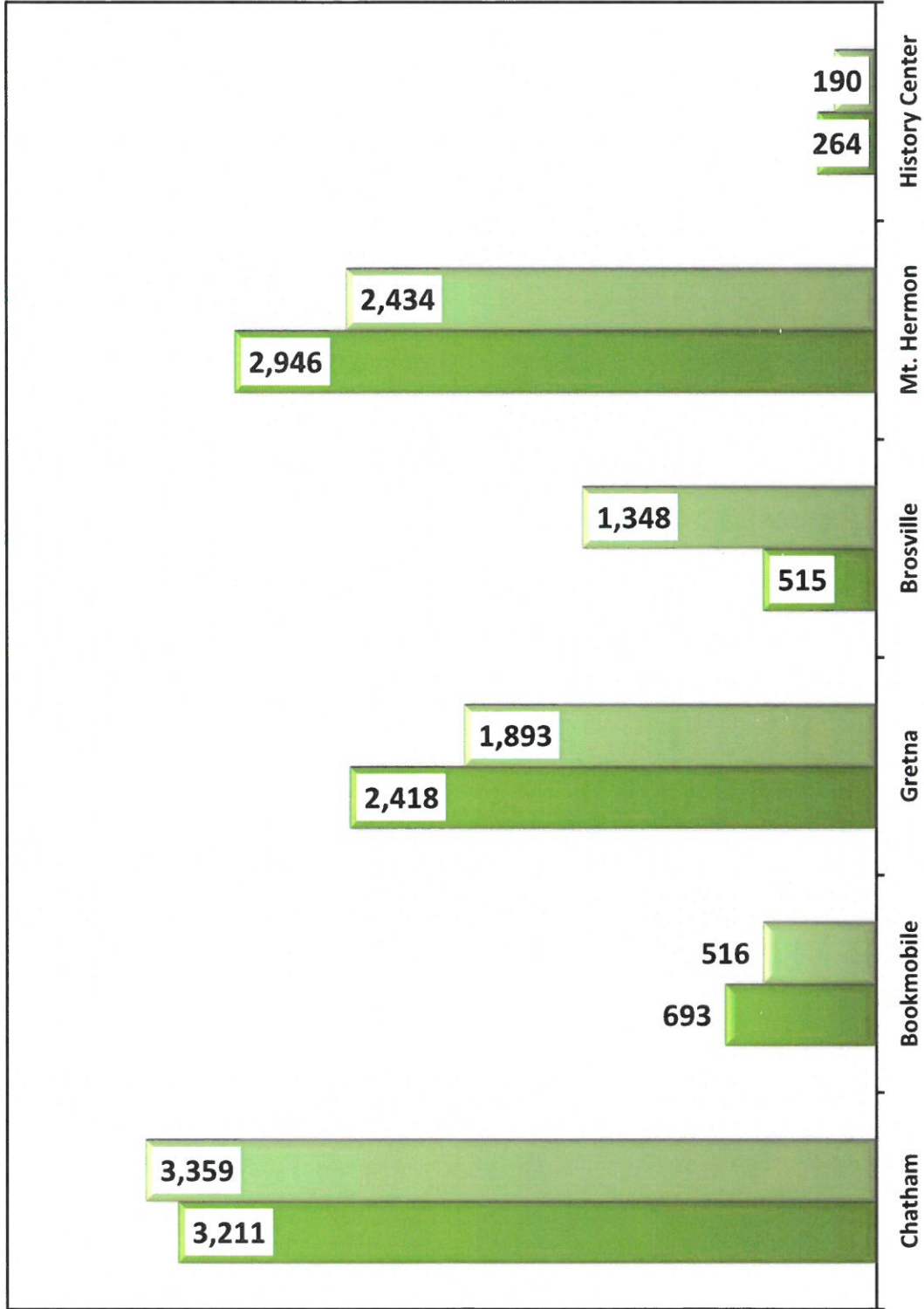
<i>Items removed from collection</i>
Oct-24
243

System Virtual Statistics

Website Statistics	Oct-24	Oct-23	% Diff	24-25 YTD
PCPLIB.ORG Views	4440	3066	44.8%	14107

Mobile App	Oct-24	Oct-23	% Diff	24-25 YTD
New Users	16	9	78%	67
Total Views	524	151	247%	1459

Patron Visits - October 2024



2024
2023

Pittsylvania County Public Library Director's Report – October 2024

Personnel:

- NewsBank Database Training for branch managers was held on the three new databases: Heritage Hub, Black Life, and Access World News, which has past and current issues of the Star Tribune.
- Narcan Training was held for staff, provided by the State Library.
- Employment Law training was provided through the county for supervisors.
- The Youth Services staff from each of the four branches attended VLA.

Facilities –

- Bookmobile: The County approve \$100,000 deposit. Lions Club and Community Foundation grant applications have been submitted. We are waiting to hear the grant announcements.
- Brosville: Carpet was installed, walls painted, and epoxy flooring applied at the Brosville Library during the last part of September. Trees blocking the sign and in front of the building were cut back. The staff, including staff from other branches, pitched in to help box up the books, move boxes to the storage Pod, and put the books back on the shelves. The branch opened back up to the public the second week of October.
- Chatham: Construction began on the Chatham terrace behind the library. A DRF – Next Step Grant was awarded to fund the project. Drainage pipes were also installed the divert water away from the building. Johnson Landscaping also sowed grass and put down straw. We are hoping to be able to use the outside area in the spring once the grass has started growing.
- Gretna: Delegate Eric Phillips secured \$160,000 in the state budget to complete the Gretna renovations. After the funding was announced, Gretna staff noticed a leak in the ceiling. Maintenance inspected the area and determined that the 25-year-old roof needed to be replaced. All other projected were put on hold to determine the cost of the replacement roof. After receiving estimates, the winning company will begin replacing the roof in mid-November. A storage shed that will double as a Booksale room and additional library space will also be purchased. Parking lot paving will be put on hold until the spring when the weather is warm enough, and dependent on remaining funding.
- History Center: The History Center needs more storage space. We are looking for solutions.
- Mt Hermon: We were finally able to repair the water fountain at the Mt. Hermon Library.

Budget –

- Capital Improvement Needs – County departments presented to the Board of Supervisors on October 30th, highlighting current and future capital needs costing over \$100,000. After reminding the board of the need and relevance of libraries, Rhonda thanked the Board for the Bookmobile down payment, mentioned the need to expand the Chatham Main Library, and informed the Board that there is an active group of citizens that want a library in the Dan River District. Supervisor Hite, responded, “Yes there is. They spoke to me about it last night.” He also mentioned that the group had thought that they were going to receive donated land, but that fell through. Nonetheless, the group is still actively pursuing a library branch in that district.
- PPL Foundation – The PPL Foundation received the \$25,000 check from DRF. Tree removal, landscaping, and extension cords were purchased using the grant funds.
- Hannah Moser, Bookmobile Coordinator and Rhonda Griffin visited Matthew Specialty Vehicle in Greensboro to review options for a replacement bookmobile.

Programs & Activities:

○ Admin/System:

- Educational Collaborative offered a “See the Possible” trip to Winchester, Va. DRF arranged visited to the school system, public library, Boys and Girls Club, and museum. Unfortunately, the trip had to be cancelled at the last minute due to a car accident involving a local teacher.
- Staff from different branches/admin participated in passing out candy at the Sheriff’s Dept. ODAC Trunk or Treat event.

● Bookmobile: Hannah Moser, BS, MLS Candidate, Outreach Coordinator

Bookmobile September Report

September 2024

During the month of September, the Bookmobile began stopping at Twin Springs Elementary School on September 5, 2024 and Gretna Elementary School on September 12, 2024. The Bookmobile will be stopping at Twin Springs Elementary School once a month for the remainder of the year to hold a story time and provide a passive to go activity for one class of 3 year olds. The Bookmobile will also be stopping at Gretna Elementary School once a month for the remainder of the year to hold a story time and provide a passive to go activity for two classes of 3 year olds. The Bookmobile plans to keep these stops for the new year as well.

The Take N’ Make A Scarecrow Puppet was one of the month of September’s passive activities. We had a good response for this activity! The Bookmobile also had free Fall themed coloring sheets and National Hispanic Heritage themed coloring sheets available during the month as additional passive activities for patrons. The Bookmobile was decorated during the month for the Fall season to include leaf cutouts, a Fall In Love with Reading poster/flyer, a Fall Snoopy bulletin, and decorations to celebrate National Hispanic Heritage Month.

The Bookmobile requested funding from the Friends of the Chatham Library during the month of Septemebr for events to be held in the upcoming months. Upon receiving the requested funding from the Friends of the Chatham Library, the Bookmobile was able to register and pay for the vendor registration fee to participate in the Fall Fest 2024 to be held at Gretna Elementary School in the month of October. The Bookmobile was also able to confirm its participation in the upcoming Touch-A-Truck event at Tunstall Middle School during the month of October per a Tunstall Middle School teacher’s request – Ms. Paige Hines. The Bookmobile requested a sign this month to be purchased for the Bookmobile to display “Open To The Public” on the sign. The plans are to place the sign outside of the Bookmobile at stops in hopes to bring attention to new patrons.



I was able to send out several emails this month to local organizations to introduce myself and also to provide them with the Bookmobile’s current 2024 schedule. Informational emails went sent out to the following organizations: Chatham Lions Club, Chatham Rotary Club, Climax Ruritan Club, Ms. Jones/Pittsylvania County Community Action, Pittsylvania Historical Society, Danville-Pittsylvania County United Way, Ms. Kerr/Gretna PACE – Centra, and CHEC (Christian Homes Educating Children) / Rachel Craft. I also emailed Ms. Bell/School Librarian – Faith Christian Academy (Hurt) and Guildfield Missionary Baptist Church (Dry Fork) to request to use their properties as new stops with no response. Futhermore, this month we did receive a phone call from Ms. Amanda White with Union Hall Elementary School confirming that the 4 year old class will be participating in the October 30, 2024 Pop Up date this year. We are looking forward to a busy October 2024!

Sincerely,

Hannah Moser, BS, MLS Candidate, Outreach Coordinator

Bookmobile October Report October 2024

The Bookmobile had a very productive month during the month of October. There were several opportunities in which the Bookmobile was able to participate in Fall and Halloween related events. The Bookmobile participated in the Gretna Elementary School's Fall Fest held on October 4, 2024; Tunstall Middle School's Fall Fling (Touch-A-Truck) on October 19, 2024; and Treats On Main Street – Chatham on October 25, 2024. During each of these events, the Bookmobile was open to the public to allow patrons the opportunity to check out books if desired, explore the Bookmobile, and to learn more about the Bookmobile's services.

In the month of October, patrons were given the opportunity to grab a "Take N' Make Pumpkin Craft" as well as Halloween themed coloring sheets. There were also flyers displayed during the month of October on the Bookmobile related to the Smokey Bear Reading Challenge, Fire Safety, and free activity sheets available on Fire Safety. The Bookmobile was able to encourage Dry Fork Christian School and Emmanuel School to participate in the Smokey Bear Reading Challenge. The classes that visited the Bookmobile during the month of October were provided with the paper Reading Logs to be filled out and completed to accomplish the Reading Challenge. The paper Reading Logs will be collected during the month of November 2024 when the Bookmobile stops at Dry Fork Christian School and Emmanuel School. Those patrons/students who completed the Reading Challenge will be given some free prizes such as stickers, a certificate, and an informational Smokey the Bear card. The Seed Share passive activity was taken down during the month of October and several boxes of discarded books were taped up to go to the Ennis building to be sold with the book sale.



The Bookmobile was able to also do a "Pop-Up" at two local elementary schools to include Hurt Elementary School and Union Hall Elementary School. On October 29, 2024 the Bookmobile stopped at Hurt Elementary School to visit with their one class of 4-year olds. The class participated in a Halloween themed story time, checked out books, and were provided with a Candy Corn Craft to go/passive activity. On October 30, 2024 the Bookmobile stopped at Union Hall Elementary School to visit with their one class of 4-year olds. This class also participated in a Halloween themed story time, checked out books, and were provided with a Candy Corn Craft to go/passive activity.

The Bookmobile was scheduled for a maintenance check via phone in October for the generator and the engine with the diesel shop. We are planning to drop off the Bookmobile on November 7, 2024 to the diesel shop for maintenance service. The 2025 Bookmobile schedule has been finalized as all of the new stops were confirmed during the month of October. The new Bookmobile stops will include the following locations: New Prospect Baptist Church (Hurt); Union Hall Elementary School (1 class of 4-year olds); Kentuck Baptist Church; Kwik Shop (Dry Fork); Puckett's Grill and Grocery; Rock Springs United Methodist Church; and Prospect Missionary Baptist Church (Old Mayfield Road). Ms. Beth Marsh,

Chatham Public Library's Branch Manager was able to update the Bookmobile's 2024 schedule on the Pittsylvania County Public Library's website to reflect the new holiday that county employees will receive this year - Thursday, December 26, 2024 – upon request. This day was updated on the Bookmobile's 2024 schedule to indicate that this day is a holiday as the Bookmobile will not be providing services on that date. The Bookmobile is looking forward to the month of November as we continue to promote and provide access to reading materials for the upcoming Thanksgiving and Christmas holidays!

Sincerely, Hannah Moser, BS, MLS Candidate, Outreach Coordinator

- **Brosville:** From Branch Manager, Kim Matthews

Brosville Library was closed for renovations most of the month of September. Staff spent days boxing books to empty the shelves. Carpet was installed, epoxy flooring put in, and painting was completed. Shelves were then put back in place and the books were put back on the shelves. In addition, staff painted furniture to give the library a refreshed look. The library reopened to the public October 8th.

Branch Manager Kim Matthews was selected to receive a scholarship to attend the Rural Library Association in Massachusetts. She was excited about the programs that she attended.

New part-time employee Daniel Rogers began working while the library was closed for carpet installation.



- **Chatham:** From Branch Manager, Beth Marsh – **Chatham Library Manager's Report – September & October 2024**

September Overview

September was a bustling month for the Chatham Library, aligning perfectly with Library Card Sign-Up Month. We encouraged the community to take full advantage of the many resources the library offers. Tot Time and Little U programs for toddlers and preschoolers were especially successful, with Tot Time drawing 32 participants and Little U welcoming 12 young learners. Abigail's Espresso Candle Craft brought in 5 adults, creating a relaxed and engaging atmosphere. Additionally, our passive programs, like the Guessing Jar and Scavenger Hunt, garnered enthusiastic participation, with 33 and 26 participants respectively.



Box Car Drive-In: One of the most fun family events in September was the Box Car Drive-In on September 26th, where 17 children, ages 6-11, joined us to decorate their own cardboard "box cars" before enjoying a movie in our newly renovated meeting room. Families worked together on their creations, making the event a wonderful combination of hands-on creativity and cinematic enjoyment.

Children's Programs: After School Games and Lego Club remained popular with school-aged children. We had two sessions of each, with After School Games drawing 6 participants and Lego Club engaging 15. Friday Paws, our read-to-a-therapy-dog program, brought in 15 participants in September. Passive programming also thrived, with the Guessing Jar and Scavenger Hunt creating ongoing excitement for our younger visitors.

Career Choice Youth Expo: We also participated in the offsite Career Choice Youth Expo, where over 500 young adults attended to learn about different career paths. Allison represented the library, helping to engage teens and strengthen community connections.

Adult Programs: Our adult patrons continued to enjoy our Tuesday Bridge sessions, which hosted 11 games throughout September and October. These weekly sessions averaged 5 participants per week and have developed a loyal following. The new Book Club also launched in September with 3 people attending the interest meeting.



The Friends of the Library Fall Wreath Raffle, held in September, was a successful fundraiser, with Leecy Painter being our excited winner!

October Overview

October was packed with engaging activities and seasonal events that brought the community together. Tot Time continued its success, with 84 children participating across four sessions, while Little U saw an impressive 61 preschoolers in attendance.



Reptile Day: Reptile Day on October 21st was a major highlight, where Kristin delighted the children by introducing them to her pet snake, Karma. The interactive event saw 30 patrons attending and learning about reptiles in an engaging and educational setting.

Book Sale and Friends Membership Drive: The Friends of the Library held their Fall Book Sale on October 4th and 5th, raising over \$800. To boost membership, a reminder letter was sent to former Friends, resulting in an overwhelming response that brought the group's total to 27 members. December will also welcome two new board members, filling the two open seats on the Chatham Friends of the Library board.

Friday Paws: Friday Paws continued its success with 6 participants attending the October 11th session, where young readers enjoyed interacting with the therapy dogs.

- **History Center:** The library is now offering three new databases through NewsBank:
 - **Access World News** – which includes Star Tribune 2003 – present
 - **Black Life in America** – African American experience from 18th century to present
 - **Heritage Hub** – US Obituaries and death notices from 1704 – today.

- **Mt. Hermon:** From Branch Manager, Tim Rogers –

September was a busy month for Mt. Hermon Library. Our own Earline Grant started back with book bingo and it has been a constant favorite with patrons. We had a total of 14 in attendance for September. We continue to receive calls asking about the next bingo game.

We introduced a new program called Homeschool Junction which provides STEM and literacy related activities for homeschoolers while parents take a break in the meeting room or sitting on our patio. As you can imagine this has been a hit with parents and students. Our October group grew by several families.

Perhaps our most successful program in September was our Bluey Bash. Our youth services staff member Sharon Jamison put together a series of activity stations based on those from the popular children's program Bluey. Over 30 parents and children enjoyed working through eight stations with something for all ages. We received very positive comments and have continued to receive comments about how enjoyable the program was for all in attendance.



Our Autumn Painting class was well attended with 8 budding artists joining us as we painted a fall forest. Interest was such that all in attendance signed up for the Oct class before we even had time to post it on our calendar.

We also experienced an increase in patrons taking advantage of our office functions such as computer use, printing, faxing and notary services. Our convenient location and wide array of services makes a favorite spot for research, studying, or taking care of personal business. With the upcoming addition of passport services, we should expect to see the use of these

services increase.

Looking ahead to Oct- Dec, given the positive responses and comments from patrons during September and the plethora fall programs and activities, we are expecting lively and active attendance throughout the season.

October was a very busy month for the Mt Hermon Library. In addition to our regular program offerings we experienced active participation in our many seasonal offerings.

The month started with a family pumpkin art craft. Nine patrons' created pumpkins to decorate our library for the month of October. Each pumpkin was numbered and patrons could vote for their favorite. One of our regular patron's daughter, Everly Saunders, won the prize of a bag of treats.

Five patrons joined us for the autumn decorative craft which involved decorating a mason jar with leaves and ribbons.

Home School Junction has become one of our regular programs and continues to be a hit with parents and kids. Parents can take a break in the library or out by the waterfall as Sharon leads the kids in age appropriate STEM activities and a special Storytime.



We conducted an off-site painting class for the CHECK homeschool group. We had nineteen middle school age homeschoolers join us in painting a fall scene. Parents and kids were very enthusiastic and we received a

glowing thank you email from the director of the group. The CHECK group donated \$20 to the Friends in appreciation for our efforts.

The Senior Planet program this month was on protecting your data online. Those in attendance entered into a lively discussion practicing live techniques and tips. The lecture scheduled to last an hour lasted an hour and forty-five minutes! Those in attendance ask when the next program will be offered which will be Using AI for seniors beginning in January.

On Oct. 15 we conducted our final painting class for 2024 by painting a fall scene of trees by a stream. Those in attendance were excited and each time we did, these new patron's joined us. They all ask about when the next class will be offered.

Taylor Swift fans were treated to a fun seasonal craft making ghost made of cheese cloth and decorated with Taylor Swift attire from one her album covers. This program continues to garner excitement with patrons with many immediately signing up for the next class.

Our part time staff Earline Grant and Hayley Farthing each created their own craft program for the month. Earline' Busted Canvas Halloween craft was well received as was Hayley's Halloween Candle Stick. Several patrons commented how good the programs were and how much they enjoyed the Mt Hermon Library.

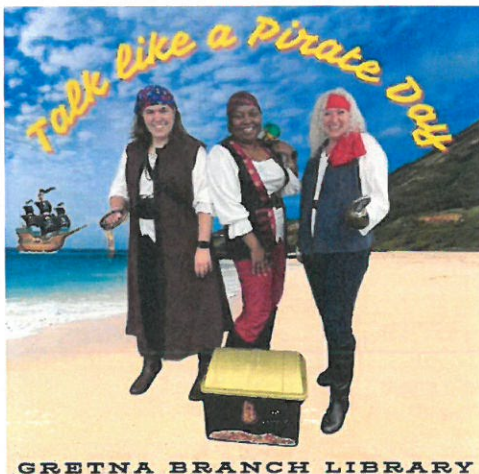
We ended the month with over 300+ trick or treaters coming in the library on Halloween for treats and to take a look at our staffers the Faery Princess, Hippie Chick, and Gandalf the White and our two gypsy fortune tellers.

- **Gretna** - From Branch Manager, Adrian Badgett

September 2024

Bingo for Books took place Tuesday night at the Gretna Branch Library. Despite the rainy weather, we had two enthusiastic patrons join us, and everyone had a fantastic time! They had a great time playing, and the highlight was choosing their book prizes at the end.

The September Recipe Club, held on 9/10/24, featured a *Potluck* theme. We had 9 participants who brought a delicious spread, including deviled eggs, tuna macaroni salad, meatloaf, sausage and peppers skillet, Italian pasta salad, and chocolate chocolate chip cookies for dessert. It was a tasty and fun gathering!



The Gretna staff had a blast celebrating Talk Like a Pirate Day! Everyone dressed up in pirate attire, and any patron who spoke in a pirate voice was rewarded with a Hershey gold or silver nugget. It's a fun way we like to engage with our community. In addition, our Youth Services Specialist visited the 3-year-old classroom at Gretna Elementary School, where she hosted a lively storytime for the little ones.

October 2024

In October, the Gretna Branch Library hosted our first-ever *Gretna Middle School Library Night*. Middle school students and their parents were invited for an evening of fun, featuring scavenger hunts, crafts, door prizes, and information about the library's services. During the event, staff also registered 10 adults and 21 juveniles for library cards.



The Needlework Group met in October for two hours of crafting and camaraderie. Led by our beloved patron, Vickie Spear, the group worked on various projects and enjoyed the fellowship.

On October 15th, we held our monthly *Bingo for Books* event, with 8 patrons of all ages participating. Everyone had a great time, with each attendee winning a game and selecting a book prize.

After careful consideration, we've decided to pause the *Recipe Club* until Spring.

Our *Reading Paws* program also took place in October, offering children and teens the opportunity to read to a therapy dog. The program is held on the 1st and 3rd Friday of each month and is growing in popularity.

The Gretna Branch Library hosted its first-ever Haunted House Decorating Contest this October. Families picked up a house to decorate on October 1st and returned their creations by October 12th. A total of 15 families participated, and voting took place from October 15th to 30th. The winners were announced at our Spooktacular event on October 31, 2024. The first-place winner was the Reaves Family, with their hauntingly creative "Haunted Skull Island" house.

The Spooktacular event, for children ages 5-12 and their parents, was a spooky good time! Participants enjoyed themed crafts, trick-or-treating, and plenty of festive fun alongside our staff.



Public Safety Policy

The Pittsylvania County Public Library strives to provide a safe and secure environment for the public and staff to work and enjoy library services. In the event of sudden weather emergencies such as a hail storm or tornados, library staff and patrons are urged to shelter in place until the danger has passed. In the event of a public safety emergency such as a school shooting, violent or potentially violent forms of public unrest, library staff and patrons are urged to follow the guidance of public safety officials.

All Pittsylvania County Public Library branches participate in the Pittsylvania County Emergency Community Notification System to receive alerts about weather and public safety emergencies.

In the event of a dangerous severe weather, public safety, or other emergency, the library director or branch manager may, if necessary:

- Secure building(s) and refuse entry to anyone for the duration of the emergency. This could include closing blinds, locking doors, turning off lights, and/or placing barriers in front of windows or doors.
- Require all patrons and staff to immediate vacate building(s) and flee the area, if advised to do so by public safety personnel.
- Require patrons to exit through an alternate door, such as a fire exit or staff exit, if the front door opens onto a dangerous situation such as downed power lines.
- Secure staff and patrons in windowless or interior spaces, including bathrooms or staff-only offices, for protection against tornado or other wind events.

Patrons may always elect to leave the library building, even if it is against the recommendations of public safety or weather personnel, but may not be allowed to re-enter for the duration of the emergency. They may also be asked to leave via an alternate door.

Library staff should inform the Branch Manager, who will inform the Director, as soon as possible, in whatever means is most convenient (text, call, email) in the event of an emergency situation, and should update the Branch Manager/Director as soon as possible when the danger has passed.

Post-emergency Shelter

In the aftermath of a severe weather or public safety event such as a large fire or power disruption that displaces multiple families, the library director will work with public safety personnel to offer the assistance of the library as an emergency headquarters, public shelter, warming or cooling center, or recharging station, if library buildings are operational and available. Staff may be asked to volunteer to work additional hours in these circumstances.

Tornados

Tornado *Warning*: Take Action! A tornado has been sighted or indicated by weather radar – Take Shelter immediately.

Tornado *Watch*: Be Prepared! A tornado is possible. Remain alert for approaching storms.

Tornado safe places include a basement, storm cellar or an interior room on the lowest floor with no windows. In a high-rise building, pick a hallway in the center of the building. You may not have enough time to go to the lowest floor. Vehicles and mobile homes are not safe places.

Library safe spaces include: bathrooms and any windowless interior space (offices, storage closets). Shut the door and, if possible, cover yourself with coats or blankets.

Pittsylvania County Public Safety Contacts

Director of Public Safety: (434) 432-7920

Pittsylvania County Sheriff: Chatham / Danville Area: 434-432-7800
Gretna Area: 434-656-6211

In an emergency, call 911

Approved January 2021.

Passport Acceptance Facility

The Pittsylvania County Public Library has four designated Passport Acceptance Facilities: Brosville, Chatham, Gretna, and Mt. Hermon Branches. Passport applications are **by appointment only** during regular library hours. Availability can be limited. Call to schedule an appointment. Brosville – 434-685-1285, Chatham – 434-432-3271, Gretna -434-290-3223 , and Mt. Hermon – 434-835-0326

It is strongly advised that every person applying for a passport [review the process beforehand](#).

What you will need:

- Proof of U.S. Citizenship (provide one of the following):
 - Previous U.S. Passport
 - An original and a copy of a certified U.S. Birth Certificate (from a city, county or state, NOT a hospital certificate)
 - Consular Report of Birth Abroad or Certification of Birth
 - Certificate of Naturalization or Citizenship
- Proof of Identity (provide one of the following):
 - Current, valid Virginia driver's license and a copy of both the front and back (Please bring a secondary ID if you have an out of state license.)
 - Military ID
 - Government ID
 - Certificate of Naturalization or Citizenship
- For minors under the age of 16, each child must appear in person and parents listed on birth certificate or legal guardian(s) must be present with evidence of identity. In cases of custody or guardianship, original legal documents will be required.
- Completed (**but not signed**) DS-11 form, which can be obtained from Pittsylvania County Public Library or printed from the [State Department website](#).
- Passport photo
 - We are NOT able to provide passport photos. Bring passport photos with you to your appointment. (Possible photo providers: Post Office, CVS)
 - Be aware that passport photos must adhere to strict requirements set by the U.S. Department of State. See the [U.S. Passports website](#) for more information and examples of acceptable photos.
- Fees
 - U.S. Department of State total **must be paid with check or money order only**. Cash, credit or debit cards will not be accepted. One check or money order for EACH application is needed.
 - There is an Execution Fee of \$35 per application payable to the Pittsylvania County Public Library. Library Execution Fee may be paid with cash, check, or money order.

- View a complete list of [current fees charged by the State Department](#).

Current Processing Times

Processing times are determined by the National Passport Agency and are subject to change. [Click here](#) to see current processing times and to determine the best way to apply for a passport based on your travel dates.

WHAT TO KNOW ABOUT COURIER AND EXPEDITOR COMPANIES

There are multiple companies on the internet offering to get your passport quickly, but **you will not receive your passport any faster than you would if you applied in person** at a [passport agency or center](#).

The State Department has issued information about these companies to protect citizens applying for passports from paying extra fees. Please go to [Courier and Expeditor Companies](#) to learn more.

Applications are available free from the State Department website or at our library; if you are paying to print your application, consider it a fraudulent interaction.

For more information, including current processing times, visit the [State Department website](#).

Virginia birth certificates may be obtained from the [Office of Vital Records](#) or the [DMV](#). Visit the [CDC website](#) for information about obtaining an original birth certificate from all states.

MEETING ROOM POLICY

Each branch of the Pittsylvania County Public Library has a meeting room that can be reserved by the public, subject to the rules and restrictions outlined below. However, library programs and uses always have priority and will not be rescheduled for the convenience of outside users.

The fact that a group is permitted to use a library meeting room does not in any way constitute an endorsement of that group's aims or policies by the library. Advertisements for meetings held in the library meeting room may not suggest library sponsorship or endorsement.

The maximum capacity of each meeting room (approximate):

Brosville/Cascade Library: 20 people

Chatham Library: 60 people

Gretna Library: 27 people

Mt. Hermon Library: 40 people

History Research Center & Library: 50 people

- The library reserves the History Center meeting room during library hours.

- The Historical Society is responsible for meetings outside of library hours.

Please note, however, that parking at some library branches may be more limited than the capacity of the meeting room.

Who may reserve a library meeting room?

Individuals and groups holding meetings, events, or gatherings that are:

- Civic
- Nonprofit,
- Cultural, or
- Educational in purpose,

AND that are:

- Free and
- Open to the public

OR that are:

- Lawful executive sessions of governmental bodies.

Meeting rooms may NOT be reserved for:

- Private parties or gatherings of any description;
- Sales events by individuals or businesses;
- Business promotions, sales, staff meetings, or training;
- Solicitation of the public for any reason or cause;
- Religious services or meetings of a religious nature;
- Meetings that are partisan in nature;
- Meetings that may reasonably be anticipated to be disorderly, dangerous to persons or property, or otherwise disruptive to normal library functions;
- Fund-raising programs, other than those sponsored by the library Board of Trustees and/or the Friends of the Pittsylvania County Public Library, including book signings at which the author's work is sold.

Approved by the Board of Trustees on December 8, 2008; revision approved November 2012; revision approved June 2015; revision approved December 2019

How do I schedule a meeting room?

Meeting room applications may be obtained on the library website or at any branch library. Applications must be completed and presented to the Branch Manager for approval and scheduling if the room is available. Submitting an application does not guarantee approval.

Meeting rooms may not be reserved more than 90 days in advance, or less than 24 hours in advance.

Meeting rooms may not be reserved more than once a week or on a continuing basis. Permission may be granted to organizations for weekly meetings over a period not to exceed six weeks. Exceptions can be made to the frequency of meetings and length of reservation period for academic or educational classes upon a written request to the Director.

The library reserves the right to limit a group's regular use of the meeting room in order to accommodate the needs of other groups and in order to encourage the use of the rooms by many groups. If a group repeatedly does not show up for a scheduled meeting, the group may lose its privilege of using a meeting room.

When are the meeting rooms available?

Meeting rooms may not be reserved for use outside of normal library hours. Staff will not open early, close late, or open on a day the library is closed in order to accommodate non-library sponsored events without the authorization of the Director. Such exceptions will be rare and made on a case-by-case basis.

What does it cost to reserve a meeting room?

There is no charge to use a meeting room.

What furniture, equipment, facilities, or services are available?

The library provides a limited number of tables and chairs for meetings; please consult with the staff of the individual library. All meeting rooms have a digital display screen; please consult with the staff *in advance* to ensure that your needs can be accommodated. Staff have limited time, equipment, and technology training to assist you in addressing technology needs.

Are there any restrictions on the use of meeting rooms?

- Library personnel must have free access to the meeting room at all times.
- The library retains the right to monitor meetings conducted on its premises to ensure compliance with the meeting room policy.
- No admission fee may be charged to individuals for attending functions in a library meeting room.
- Charges to cover the cost of materials provided or used by the group may be levied if accompanied by a written statement of those charges and materials costs.
- No fees may be charged that benefit an individual or business.
- Smoking is prohibited at all times in the library.

- No illegal substances or alcoholic beverages may be brought into a library building.
- Burning of any materials, including incense and candles, is prohibited.
- Meeting rooms may not be used for groups larger than the capacity of the room.
- Library entrance areas, hallways, and other library spaces may not be used.
- Meetings and programs that disrupt the use of the library by the public may be terminated at any time.
- The Pittsylvania County Public Library reserves the right to prohibit a group's further use of meeting rooms for disorderly conduct or for failure to abide by the library's policies, procedures, or guidelines.
- The library reserves the right to close due to weather conditions or other special circumstances. Groups will not necessarily be notified by the library. In uncertain weather conditions, the group should contact the library to make sure that it is open.

Can I use the meeting room to sell products or services?

No. The library may not be used by any individual or organization selling goods or services of any kind. The only exception to this rule is for the fundraising activities of the Library Board of Trustees, PPL Foundation, and Friends of the Pittsylvania County Library.

Can I host an exhibit in the meeting room?

Yes. A group wishing to use the meeting room for any time of exhibition must sign an exhibitor's agreement releasing the library from responsibility for any and all damages or the loss of the exhibit. Exhibitors must allow the library to continue to use the meeting room for regularly scheduled programs during the period of the exhibition.

Am I responsible for set up, clean-up and damages?

Yes. Meeting room users may arrange furniture as they wish, but must return it to its original position before the room is vacated. Groups must obtain permission in advance to serve refreshments. The library does not have kitchen equipment and may have no or only limited sink access and refrigeration available in the meeting room. Library facilities must be left in clean and orderly condition or the user will be charged for cleaning. Users are responsible for all damages and repairs to library furnishings or facilities. The person signing the meeting room reservation application is responsible for assuring that the use of the room complies with library policies.

Patron Behavior Policy

The library is a place where users can study, research, browse, read, participate in programs and use computers in a welcoming, respectful, and non-threatening environment. Patrons are expected to respect the rights of others who require a quiet environment in which to study, compute, research and write.

Problem behavior is any behavior that is disruptive to library use. Users who, by their behavior, persist in harassing or annoying others and thereby disrupt their ability to concentrate on their work will be given one warning regarding the specific behavior. Upon a second occurrence, the offender will be required to leave the library for the remainder of the day. Upon a third occurrence, the offender will lose library privileges and must successfully petition the Library Director by letter to regain access.

Threats of violence, whether imminent or in the future, to library staff and/or patrons, are strictly prohibited. Threats of any kind, behavior, or acts which appear to be a danger to others are all strictly prohibited. These include assault, fighting, and other acts of violence, or the threat or attempt to commit such acts of violence. There shall be zero tolerance for any threats, confrontational behavior, or violent actions of any kind toward library staff or patrons and such actions shall be reported to the police or sheriff.

General Patron Behavior Guidelines:

- Patrons may not engage in any activity in violation of federal, state, local, or other applicable law or library policy.
- Possession of a weapon, except as permitted by law, or exhibiting any item in a threatening manner is not permitted.
- Patrons may not demonstrate disruptive, drunken, or threatening behavior that may jeopardize the personal safety of patrons, staff, or facilities.
- Acts of sexual misconduct or stalking are not tolerated; this includes indecent exposure; offensive touching; sexual harassment; displaying pornography; stalking or staring; and any conduct that alarms, annoys, or harasses another patron or staff member.
- Physical displays of affection or sexual acts are inappropriate behavior for the library.
- Those who steal, damage or deface library materials or property will be prosecuted. Parents can be liable for damage done by a child under the age of eighteen.
- Smoking and the use of tobacco products is prohibited in the library. This includes the use of e-cigarettes. Controlled substances and alcohol may not be used or consumed in the library or on library property.
- Interfering with another person's right to use the library or with the library staff's performance of their duties is not allowed.
- Creating a disturbance by making noise, talking loudly, photographing or recording, or engaging in other disruptive conduct is not allowed.
- Soliciting patrons and staff for donations or for the purpose of obtaining signatures on petitions, or conducting surveys not authorized by the library is not allowed on library property.

Patron Behavior Policy

- Patrons may not conduct a for-profit business in the library.
- Personal possessions should not be left at public service points for safekeeping. The library is unable to guarantee the security of such items. Patrons should not leave personal items unattended.
- Misusing the rest rooms is not allowed. This includes using the rest rooms for bathing, shampooing, doing laundry, changing clothes, or smoking.
- Animals, other than service animals, are not permitted in library buildings except for programs approved by the Director or Branch Manager. In addition, animals may not be left unattended or tethered to library property for more than ten minutes and only in areas that do not obstruct public walkways and entrances.
- Audio devices must be used with consideration for others. Cell phones should be turned off, or muted, while in the library. Phone conversations must be conducted outside the library.
- Film and video recordings inside the library and of library patrons at library events require the prior approval of the library director and the verbal or written consent of all individuals (or their legal guardians) being filmed or recorded.
- All bags and other articles are subject to inspection by library personnel. The library reserves the right to limit the size and number of items brought into the library.
- Habitual sleepers, noisy sleepers and those who are sprawled on furniture or the floor in a manner that is disturbing to other persons will not be tolerated. Library users who simply doze off for a short time will ordinarily be left alone.
- In order to maintain clean and attractive library facilities and furniture, it is forbidden to sit on tables, place feet on furniture, lie on floors, or to deface walls. Only one person may sit in each chair.
- Food is not allowed in the library, except at designated times or in designated rooms. Beverages must be in secured, lidded containers in permitted areas only.
- Shirts and shoes must be worn in the library. Offensive body odor or personal hygiene, as well as being attired so as to be disruptive to the library environment will not be tolerated.
- Parents are responsible for the behavior and supervision of their children. Children under the age of eight should not be left unattended in any part of the building. (See safe child policy).
- Running and climbing is not allowed in the library building.
- Patrons may not bring skateboards, scooters, roller skates, or similar equipment into the library, nor may they be used on library property. Public entrances must not be blocked; bicycles must be parked away from the building.
- Patrons may not inhibit other's ability to use the library, including excessive or exaggerate time and/or space demands/requirements.

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