

# APPOMATTOX REGIONAL LIBRARY SYSTEM

## BOARD OF TRUSTEES

September 17, 2025

Prince George Library  
1:00 p.m.

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

**September 17, 2025**

**1:00 p.m.**

**Call to Order**

**Approval of Agenda**

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

Minutes – July 16, 2025

Statistical Report – dated September 17, 2025

Financial Report – dated September 17, 2025

Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Introduction of new Prince George Trustee - Vanessa Denis
- R2.** Staff Update
- R3.** Summer Reading
- R4.** Proposed Strategic Plan - FY2026-FY2031
- R5.** Library of Things
- R6.** Presentation on Adult Collection Development
- R7.** Director's Evaluation

**Committee Reports:**

**New Business:**

Election of Officers - Chair, (Vice Chair), Secretary & Treasurer - Appointment of Committees  
Approval of proposed Strategic Plan

**Unfinished Business:**

Board Meeting Schedule - FY2026

**Adjournment**

**Next meeting on October 15, 2025 at 1:00 pm at the Hopewell Library**

**Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of July 16, 2025**

**Call to Order:** The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, July 16, 2025, at the Rohoic Library located at 7301 Boydton Plank Rd. Petersburg, VA. The meeting was called to order at 1:00 p.m.

**Trustees present:**

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

**Trustees absent:**

Dinwiddie County: Ms. Schneria Valentine  
Hopewell City: Vacant chair  
Prince George County: Ms. Amanda Binford

**Staff present:**

Brian Manning, Regional Library Director; Briana Terry, Administrative and Personnel Services Manager; Ginger Mauler, Branch Services Manager; and Cathy Field, Adult Services Librarian

**Approval of Agenda**

Motion: Ms. Hawkins moved to approve the agenda as presented. A trustee seconded the motion. The motion carried.

**Consent Agenda**

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

Minutes - May 21, 2025

Minutes - June 16, 2025 Statistical Report - dated July 16, 2025

Financial Report - dated July 16, 2025

There was some conversation regarding the usage of the Appomattox Regional Library System savings account.

Bills for Review

Motion: Ms. Hawkins moved to approve all items on the consent agenda. A trustee seconded. The motion carried.

**Communications:**

None

**Public Comment:**

None

**Report of Library Director:****R1. Staff Update**

Director Manning reported the opening at Dinwiddie was still vacant. Ms. Terry confirmed the interview timeline for the position. Director Manning further reported the resignation of Ms. Terry, effective August 1, 2025. The Board thanked Ms. Terry for her service and wished her well.

**R2. New Prince George Board Member - Virginia Smith**

Mr. Manning noted that Ms. Smith was no longer available to serve on the Board, with Prince George expecting to contact another candidate soon. He further noted a potential candidate for the Hopewell vacancy.

**R3. End of year report on FY2025 Performance**

Mr. Manning clarified the report presented to the Board, noting a gradual increase in “door count” and a near return of circulation numbers in the recuperation of the COVID-19 pandemic. Mr. Manning noted the strong performance of electronic content. Mr. Manning noted that meeting room reservations have remained constant despite a decreased attendance at meetings. Mr. Manning also noted the changes in public computer and wifi usage.

A trustee questioned if there were any plans for how to improve computer usage. A trustee questioned services available for aging populations. Mr. Manning spoke on the Book a Librarian service.

Mr. Manning reflected on the Rohoic renovations that occurred and noted potential furniture needs in Hopewell. A trustee clarified the cost and budget line for exterminator services.

**R4. FY2025 Budget Report R5. FY2026 Board Meeting Schedule**

There was some discussion of the Board meeting schedule for 2026. It was suggested that a survey be sent again to determine the meeting schedule moving forward.

A trustee questioned the bylaw procedure and enforcement thereof for Board members who miss meetings, citing concerns for being able to constitute a quorum. Mr. Manning noted the historic struggle to fill Board positions.

## **R6. Library's Long Range Plan - FY2026 - FY 2031**

Mr. Wiegard spoke on the Long Range Plan and provided insight into the approach of the proposal. A trustee asked for clarification of the “innovation lab.” Mr. Wiegard likened it to a makerspace that could meet the technological needs and interest of the community. The trustee further asked if there was any discussion of adjusting operating hours at the branches.

### **Committee Reports:**

None

### **New Business:**

The new trustee introduced herself to members of the Board.

### **Unfinished Business:**

None

### **Adjournment:**

Motion: Ms. Hawkins moved to adjourn. \_\_\_\_ seconded. The motion carried.

The meeting was adjourned at 1:56 p.m.

Respectfully submitted,

**Sarah Ball**

*Administrative and Personnel Services Manager*

Appomattox Regional Library

209 E. Cawson Street, Hopewell, VA 23860

sball@arls.org

Statistical Report - FY2026 - September 17, 2025  
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of CHANGE Chg by FROM Month FY24	
Burrowsville	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704		
	FY23	250	244	286	275	307	274	350	329	400	618	496	532	4,361		
	FY24	406	452	459	399	360	330	417	299	344	369	310	297	4,442		
	FY25	462	504	379	466	388	361	329	301	385	301	400	286	4,562		
	FY26	341	368												-27%	-27%

Carson Depot	FY23	823	958	873	936	660	665	666	731	635	711	607	735	9,000		
	FY23	766	863	849	732	539	612	744	663	791	672	884	992	9,107		
	FY24	776	722	756	715	663	701	737	690	684	710	912	774	8,840		
	FY25	779	834	821	670	629	711	634	571	551	639	692	605	8,136		
	FY26	799	587												-30%	-14%

Dunwiddie	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787		
	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454		
	FY24	1,808	1,873	1,583	1,388	1,451	1,655	1,670	1,640	1,566	1,506	1,768	1,831	19,739		
	FY25	1,823	1,752	1,612	1,879	1,418	1,657	1,483	1,387	1,635	1,593	1,606	1,842	19,687		
	FY26	1,713	1,549												-12%	-9%

Disputanta	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882		
	FY23	447	669	536	494	411	382	461	437	463	431	466	549	5,746		
	FY24	400	566	682	706	658	477	514	501	533	675	662	800	7,174		
	FY25	641	658	447	428	300	359	282	378	524	779	730	641	6,167		
	FY26	627	801												22%	10%

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	Change from FY24
Hopewell	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824		
	FY23	9,157	9,812	8,657	8,174	6,969	7,096	7,966	7,714	8,427	7,314	7,851	8,734	97,871		
	FY24	9,985	10,406	8,414	8,906	7,645	7,413	8,429	7,721	8,208	8,897	8,555	9,090	103,669		
	FY25	11,129	9,564	9,207	9,608	7,469	7,144	6,869	7,215	8,776	8,548	9,018	9,631	104,178		
	FY26	10,370	9,931												4%	-2%

Mckenney	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435		
	FY23	1,088	1,236	1,164	1,088	957	852	1,009	971	1,343	918	1,085	1,095	12,806		
	FY24	1,123	1,353	1,197	1,254	1,142	1,055	1,240	1,250	1,361	1,181	959	1,329	14,444		
	FY25	1,320	1,228	1,203	1,136	956	1,094	913	755	969	1,268	1,232	1,572	13,646		
	FY26	1,430	1,098												-11%	-1%

Prince George	FY22	3,220	3,940	3,139	3,309	2,889	3,020	2,950	3,082	4,943	4,891	3,897	4,728	44,008		
	FY23	5,401	6,096	4,360	3,827	3,883	3,649	3,789	3,809	4,630	5,013	5,783	7,231	57,471		
	FY24	5,508	5,219	4,861	4,386	4,069	3,475	4,581	7,211	7,650	8,844	9,379	10,884	76,067		
	FY25	10,536	9,851	8,339	9,081	7,159	6,793	7,417	7,284	8,614	8,639	7,799	10,677	102,189		
	FY26	10,082	10,058												2%	1%

Rohoic	FY22	568	595	539	789	616	626	863	866	1,077	967	1,114	970	9,590		
	FY23	1,005	888	884	984	889	910	928	1,176	1,419	1,217	1,112	1,411	12,823		
	FY24	1,332	1,378	1,433	1,377	1,242	961	1,063	1,206	1,161	1,046	1,468	1,128	14,795		
	FY25	1,220	1,197	1,086	1,130	935	965	262	44	69	83	50	520	7,561		
	FY26	806	522												-56%	-45%

Econtent	FY22	1,854	2,101	1,860	1,686	1,725	1,586	1,825	1,845	1,869	1,635	2,246	1,865	22,097		
	FY23	1,872	2,213	1,782	1,861	1,871	1,629	1,967	1,833	2,062	2,169	2,281	1,893	23,433		
	FY24	2,283	2,358	2,028	2,157	2,270	2,275	2,282	2,601	2,813	2,581	2,655	2,698	29,001		
	FY25	2,903	3,055	2,840	2,853	2,731	3,146	3,573	3,268	3,442	3,103	3,590	3,460	37,964		
	FY26	3,519	3,461												13%	17%

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Change Chg by Month from FY24	
ARLS Totals	FY22	17,643	18,906	17,469	17,646	15,367	15,573	16,355	16,288	18,856	18,413	18,484	19,445	210,445		
	FY23	21,596	23,681	20,001	18,983	17,216	16,782	18,697	18,639	21,508	19,988	21,687	24,430	243,208		
	FY24	23,621	24,327	21,413	21,288	19,500	18,342	20,933	23,119	24,320	25,809	26,668	28,831	278,171		
	FY25	30,813	28,643	25,934	27,251	21,985	22,230	21,762	21,203	24,965	24,953	25,117	29,234	304,090		
	FY26	29,687	28,375	0	0	0	0	0	0	0	0	0	0	0	-1%	-2%



PATRON VISITS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2026														
Burrowsville	113	106	0	0	0	0	0	0	0	0	0	0	0	219
Carson Depot	204	145	0	0	0	0	0	0	0	0	0	0	0	349
Dinwiddle	546	414	0	0	0	0	0	0	0	0	0	0	0	960
Disputanta	187	181	0	0	0	0	0	0	0	0	0	0	0	368
Hopewell	13,379	12,462	0	0	0	0	0	0	0	0	0	0	0	25,841
McKenney	443	307	0	0	0	0	0	0	0	0	0	0	0	750
Prince George *	4,371	1,365	0	0	0	0	0	0	0	0	0	0	0	5,736
Rohoic	300	217	0	0	0	0	0	0	0	0	0	0	0	517
TOTAL	19,543	15,197	0	0	0	0	0	0	0	0	0	0	0	34,740
MISC TRANSACTIONS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	177	67	0	0	0	0	0	0	0	0	0	0	0	244
Meeting Room Users	857	1,105	0	0	0	0	0	0	0	0	0	0	0	1,962
Book Group	14	9	0	0	0	0	0	0	0	0	0	0	0	23
Adult Program **	945	699	0	0	0	0	0	0	0	0	0	0	0	1,644
Non-SRP Child Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-SRP Teen Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Storytime	678	347	0	0	0	0	0	0	0	0	0	0	0	1,025
SRP Child	1,605	731	0	0	0	0	0	0	0	0	0	0	0	2,336
SRP Teen	38	67	0	0	0	0	0	0	0	0	0	0	0	105
Self-guided Activities	765	1,104	0	0	0	0	0	0	0	0	0	0	0	1,869
Community Outreach	632	522	0	0	0	0	0	0	0	0	0	0	0	1,154
Notary Services	113	78	0	0	0	0	0	0	0	0	0	0	0	191
Database Usage	318	460	0	0	0	0	0	0	0	0	0	0	0	778
TOTALS	6,142	5,189	0	0	0	0	0	0	0	0	0	0	0	11,331

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

\*\*Includes online programming

395 228

623

REFERENCE QUESTIONS - FY2026	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	31	29	0	0	0	0	0	0	0	0	0	0	60
Carson Depot	74	32	0	0	0	0	0	0	0	0	0	0	106
Dinwiddie	180	184	0	0	0	0	0	0	0	0	0	0	364
Disputanta	87	97	0	0	0	0	0	0	0	0	0	0	184
Hopewell	1,279	1,307	0	0	0	0	0	0	0	0	0	0	2,586
McKenney	134	140	0	0	0	0	0	0	0	0	0	0	274
Prince George	1,369	1,510	0	0	0	0	0	0	0	0	0	0	2,879
Rohoic	18	48	0	0	0	0	0	0	0	0	0	0	66
<b>TOTALS</b>	<b>3,172</b>	<b>3,347</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,519</b>
<b>Computer Use</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
Burrowsville Workstation	21	13	0	0	0	0	0	0	0	0	0	0	34
WIFI	12	19	0	0	0	0	0	0	0	0	0	0	31
Carson Depot Workstation	24	30	0	0	0	0	0	0	0	0	0	0	54
WIFI	26	25	0	0	0	0	0	0	0	0	0	0	51
Dinwiddie Workstation	69	61	0	0	0	0	0	0	0	0	0	0	130
WIFI	56	37	0	0	0	0	0	0	0	0	0	0	93
Disputanta Workstation	88	71	0	0	0	0	0	0	0	0	0	0	159
WIFI	71	93	0	0	0	0	0	0	0	0	0	0	164
Hopewell Workstation	1,211	1,094	0	0	0	0	0	0	0	0	0	0	2,305
WIFI	920	889	0	0	0	0	0	0	0	0	0	0	1,809
McKenney Workstation	58	40	0	0	0	0	0	0	0	0	0	0	98
WIFI	49	37	0	0	0	0	0	0	0	0	0	0	86
Prince George Workstation	333	357	0	0	0	0	0	0	0	0	0	0	690
WIFI	346	338	0	0	0	0	0	0	0	0	0	0	684
Rohoic Workstation	37	25	0	0	0	0	0	0	0	0	0	0	62
WIFI	50	50	0	0	0	0	0	0	0	0	0	0	100
<b>TOTALS</b>	<b>3,371</b>	<b>3,179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,550</b>

Hotspot Circulation

111

113

0

0

0

0

0

0

0

0

0

0

224

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

<b>fund#</b>	<b>Revenue 08/31/25</b>	<b>Adopted FY2026 Budget</b>	<b>Receipts to Previous Month</b>	<b>Monthly Receipts - 08/25</b>	<b>Total Receipts 09/30/25</b>	<b>Percentage Received</b>	<b>Balance Due</b>
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$760,057	\$190,014	\$0	\$190,014	25.0%	\$570,043
103	Dinwiddie	\$364,696	\$91,174	\$0	\$91,174	25.0%	\$273,522
104	Prince George	\$726,936	\$181,734	\$0	\$181,734	25.0%	\$545,202
105	State Funds	\$674,452	\$168,546	\$0	\$168,546	25.0%	\$505,906
106	Lost/Damaged/Fees	\$5,000	\$404	\$259	\$663	13.3%	\$4,337
107	Copying/Fax Receipt	\$25,000	\$2,379	\$2,002	\$4,380	17.5%	\$20,620
108	Endowment Funds	\$17,500	\$0	\$0	\$0	0.0%	\$17,500
109	E-Rate Refunds	\$20,000	\$17,517	\$6,676	\$24,193	121.0%	(\$4,193)
110	Gifts/Donations	\$1,000	\$0	\$353	\$353	35.3%	\$647
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$2,700	\$307	\$236	\$543	20.1%	\$2,157
<b>TOTALS</b>		<b>\$2,718,341</b>	<b>\$652,076</b>	<b>\$9,525</b>	<b>\$661,601</b>	<b>24.3%</b>	<b>\$2,056,740</b>

Fund#	EXPENSES 06/30/2026	FY26 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 08/25	TOTAL EXPENSES 08/31/25	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MLS Salaries & Wages	\$560,323	\$42,663	\$42,663	\$85,327	15.2%	\$474,996
201	Non-MLS Salary & Wages	\$755,138	\$56,695	\$57,195	\$113,890	15.1%	\$641,248
202	Benefits for Staff/Retirees	\$330,000	\$26,841	\$26,127	\$52,968	16.1%	\$277,032
	<b>Total Personnel</b>	<b>\$1,645,461</b>	<b>\$126,199</b>	<b>\$125,985</b>	<b>\$252,185</b>	<b>15.3%</b>	<b>\$1,393,276</b>
<b>Books &amp; Materials</b>							
300	Books	\$108,900	\$52	\$2,010	\$2,063	1.9%	\$106,837
301	Leased Materials	\$18,500	\$0	\$0	\$0	0.0%	\$18,500
302	Standing Order Books	\$36,560	\$1,227	\$2,393	\$3,620	9.9%	\$32,940
303	Print News & Periodicals	\$9,000	\$0	\$925	\$925	10.3%	\$8,075
304	Audiovisual Materials	\$35,070	\$185	\$157	\$343	1.0%	\$34,727
305	Electronic Materials	\$25,000	\$8,938	\$0	\$8,938	35.8%	\$16,062
306	Material Services Supplies	\$6,500	\$0	\$500	\$500	7.7%	\$6,000
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Equipment, Devices & Kits	\$1,000	\$228	\$0	\$228	0.0%	\$772
310	Econtent	\$55,000	\$9,054	\$894	\$9,948	18.1%	\$45,052
	<b>Total Books &amp; Materials</b>	<b>\$295,530</b>	<b>\$19,685</b>	<b>\$6,879</b>	<b>\$26,564</b>	<b>9.0%</b>	<b>\$268,966</b>
<b>Capital Expenditures</b>							
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$80,000	\$0	\$2,000	\$2,000	2.5%	\$78,000
401	Computer Hardware	\$70,000	\$1,332	\$1,332	\$2,664	3.8%	\$67,336
	<b>Total Capital Expenditures</b>	<b>\$150,000</b>	<b>\$1,332</b>	<b>\$3,332</b>	<b>\$4,664</b>	<b>3.1%</b>	<b>\$145,336</b>
<b>Contractual</b>							
500	Lyrais ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
	Software & Web Based App.						
501	Licensing Contracts	\$70,000	\$7,145	\$1,561	\$8,706	12.4%	\$61,294
502	Audit	\$21,500	\$0	\$0	\$0	0.0%	\$21,500

503	Cataloging MARC Records	\$3,000	\$0	\$0	\$0	0.0%	\$3,000
505	Computer Support/Service	\$110,000	\$12,452	\$9,541	\$21,993	20.0%	\$88,007
<b>Fund#</b>	<b>EXPENSES 06/30/2026</b>	<b>FY26</b>	<b>TOTAL SPENT</b>	<b>MONTHLY</b>	<b>TOTAL</b>	<b>PERCENTAGE</b>	<b>BALANCE</b>
	<b>Adopted</b>		<b>TO PREVIOUS</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>SPENT</b>	
	<b>Budget</b>		<b>MONTH</b>	<b>08/25</b>	<b>08/31/25</b>		
507	Telecomm Internet Line	\$50,000	\$3,228	\$4,301	\$7,529	15.1%	\$42,471
508	Printing and Publications	\$5,000	\$315	\$230	\$545	10.9%	\$4,456
	<b>Total Contractual</b>	<b>\$262,600</b>	<b>\$23,141</b>	<b>\$15,632</b>	<b>\$38,773</b>	<b>14.8%</b>	<b>\$223,827</b>
<b>Facilities/Maint./Operations</b>							
600	Equip. Repair & Maintenance	\$7,000	\$118	\$63	\$181	2.6%	\$6,819
601	TLC Maintenance Contract	\$16,500	\$0	\$17,336	\$17,336	105.1%	(\$836)
602	Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050
603	Supplies	\$20,000	\$2,490	\$1,684	\$4,174	20.9%	\$15,826
604	Travel / Workshops /Conf.	\$15,000	\$673	\$1,203	\$1,875	12.5%	\$13,125
605	Training / Education	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
606	Utilities	\$3,750	\$294	\$249	\$543	14.5%	\$3,207
607	Telephone (Voice)	\$13,600	\$662	\$713	\$1,376	10.1%	\$12,224
608	Insurance	\$12,750	\$0	\$65	\$65	0.5%	\$12,685
609	Vehicle Maintenance & Fuel	\$5,000	\$232	\$191	\$423	8.5%	\$4,577
610	Job & Contracting Advertising	\$2,500	\$501	\$99	\$600	24.0%	\$1,900
611	Promotional Advertising	\$3,000	\$26	\$310	\$336	11.2%	\$2,664
612	Organization/Association Dues	\$3,500	\$210	\$0	\$210	6.0%	\$3,290
613	Postage	\$6,000	\$702	\$998	\$1,700	28.3%	\$4,300
614	Janitorial	\$94,000	\$7,663	\$8,080	\$15,743	16.7%	\$78,257
615	Other Building Maintenance	\$20,000	\$4,122	\$3,588	\$7,709	38.5%	\$12,291
	<b>Total</b>	<b>\$301,250</b>	<b>\$23,993</b>	<b>\$40,878</b>	<b>\$64,871</b>	<b>21.5%</b>	<b>\$236,379</b>
<b>Facilities/Maint./Operations</b>							
<b>Programs/Activities/Other</b>							
700	YS Summer Reading Program	\$7,000	\$0	(\$557)	(\$557)	-8.0%	\$7,557
701	YS Programming & Supplies	\$7,500	\$84	\$532	\$616	8.2%	\$6,884

703 Adult Programming & Supplies	\$9,000	\$490	\$879	\$1,369	15.2%	\$7,631
Fund#	FY26 EXPENSES 06/30/2026 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 06/26	TOTAL EXPENSES 06/30/26	PERCENTAGE SPENT	BALANCE
704 Local History Collection/Progs.	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
705 Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709 Misc. Professional Serv. &	\$20,000	\$427	\$543	\$970	4.9%	\$19,030
Total Programs/Activ./Other	\$64,500	\$1,001	\$1,397	\$2,397	3.7%	\$62,103
GRAND TOTALS	\$2,719,341	\$195,350	\$194,104	\$389,454	14.3%	\$2,329,887

## Appomattox Reg Library System

## Check Register

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

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
8/7/25	Electronic Federal Tax Payment	200821	11,081.94
8/21/25	Electronic Federal Tax Payment	200822	10,828.34
8/7/25	Treasurer of Virginia	2013-1075	5,088.59
8/7/25	Treasurer of Virginia	2013-1076	599.61
8/7/25	Treasurer of Virginia	2013-1077	889.09
8/21/25	Treasurer of Virginia	2013-1078	862.50
8/21/25	Treasurer of Virginia	2013-1079	571.14
8/1/25	Amazon.com	2026-36E	315.74
8/1/25	Comcast Communications	2026-37E	460.48
8/1/25	CNA Surety Direct Bill	2026-38E	65.00
8/1/25	Dominion Energy Virginia	2026-39E	248.68
8/1/25	Cengage Learning Inc/Gale	2026-40E	351.97
8/1/25	Huntington Technology Finance	2026-41E	1,332.00
8/1/25	Ingram Library Services	2026-42E	672.32
8/1/25	Library Furniture International, LLC	2026-43E	2,000.00
8/1/25	Purchase Power	2026-44E	603.75
8/1/25	Quill LLC	2026-45E	669.16
8/1/25	Sam's Club Direct	2026-46E	407.16
8/1/25	Virginia Landscapers LLC	2026-47E	360.00
8/1/25	Virginia Landscapers LLC	2026-48E	580.00
8/1/25	Virginia Landscapers LLC	2026-49E	220.00
8/1/25	Virginia Landscapers LLC	2026-50E	146.00
8/4/25	ARLS-Payroll	2026-51E	42,862.89
8/5/25	Comcast Communications	2026-52E	314.07
8/12/25	Deluxe	2026-53E	97.43
8/15/25	Amazon.com	2026-54E	308.24
8/15/25	Comcast Communications	2026-55E	751.51
8/15/25	Comcast Communications	2026-56E	329.77
8/15/25	Comcast Communications	2026-57E	304.07
8/15/25	Comcast Communications	2026-58E	539.70
8/15/25	Clearfly	2026-59E	155.37
8/15/25	DEMCO, Inc.	2026-60E	499.96
8/15/25	Granite Telecommunications	2026-61E	77.25
8/15/25	Shred-It USA LLC	2026-62E	91.85
8/15/25	Thomson Reuters - West	2026-63E	638.17
8/15/25	T-Mobile	2026-64E	774.57
8/15/25	Virginia Landscapers LLC	2026-65E	555.00
8/15/25	Baker & Taylor	2026-66E	18.44
8/15/25	Ingram Library Services	2026-67E	804.91
8/15/25	Midwest Tape	2026-68E	894.05
8/15/25	Truist	2026-69E	6,813.80
8/18/25	ARLS-Payroll	2026-70E	42,642.12
8/29/25	Amazon.com	2026-71E	601.29
8/29/25	Anthem BlueCross BlueShield	2026-72E	15,360.30
8/29/25	Anthem BlueCross BlueShield	2026-73E	1,008.00
8/29/25	Anthem BlueCross BlueShield	2026-74E	696.00
8/29/25	Baker & Taylor	2026-75E	1,058.42
8/29/25	Comcast Communications	2026-76E	460.48

**Appomattox Reg Library System**

**Check Register**

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

Filter Criteria includes: Report order is by Check Number.

<b>Date</b>	<b>Payee</b>	<b>Check #</b>	<b>Amount</b>
8/29/25	Comcast Communications	2026-77E	314.07
8/29/25	Comcast Communications	2026-78E	314.07
8/29/25	Ingram Library Services	2026-79E	499.72
8/29/25	Orion Network Solutions LLC	2026-80E	9,540.76
8/29/25	Sam's Club Direct	2026-81E	102.44
8/29/25	The Library Corporation	2026-82E	17,635.06
8/29/25	TMA Laser Group, Inc.	2026-83E	696.28
8/19/25	Flat Creek Farm	44442V	-557.00
8/14/25	Brodart Co.	44477	11.39
8/14/25	Active Screening	44478	185.45
8/14/25	Canon USA, Inc.	44479	63.11
8/14/25	Autumn Costello	44480	45.00
8/14/25	Rija Mughal	44481	46.23
8/14/25	Michelle Lawhorn	44482	19.10
8/14/25	Lori Booth	44483	239.86
8/14/25	Alyssa Noe	44484	240.14
8/14/25	Steven Thompson	44485	83.48
8/14/25	Brian Manning	44486	45.56
8/14/25	Sarah Finch	44487	234.18
8/14/25	Lauren Hannon	44488	80.00
8/14/25	MCS Services, Inc.	44489	7,367.97
8/14/25	Petersburg Alarm Company, Inc.	44490	114.00
8/14/25	Megan Ranes	44491	21.06
8/14/25	Ginger Mauler	44492	31.42
8/14/25	VCE Dinwiddie	44493	216.69
8/15/25	Voided Check	44494	
8/15/25	County of Prince George	44495	1,650.00
8/15/25	Voided Check	44496	
8/15/25	County of Dinwiddie	44497	900.00
8/15/25	Hopewell City Treasurer	44498	3,750.00
8/28/25	Active Screening	44499	50.00
8/28/25	Rija Mughal	44500	39.93
8/28/25	Hopewell City Treasurer	44501	190.52
8/28/25	Womack Publishing Company, Inc.	44502	56.00
8/28/25	Brodart Co.	44503	765.68
8/28/25	Lauren Hannon	44504	160.00
8/28/25	Sharon Jadrnak	44505	160.00
Total			<u>202,323.30</u>



Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/7/25	200821	21000-100	Federal Taxes Withheld	3,246.90	
			Social Security Taxes		
8/7/25	200821	22000-100	Withheld	3,174.99	
8/7/25	200821	22000-100	FC Social Security	133.91	
8/7/25	200821	22000-100	ARLS Social Security	3,041.08	
8/7/25	200821	23000-100	Medicare Taxes Withheld	742.53	
8/7/25	200821	23000-100	FC Medicare Taxes	31.32	
8/7/25	200821	23000-100	ARLS Medicare	711.21	
			Electronic Federal Tax		
8/7/25	200821	10006-100	Payment		11,081.94
8/21/25	200822	21000-100	Federal Taxes Withheld	3,064.80	
			Social Security Taxes		
8/21/25	200822	22000-100	Withheld	3,146.00	
8/21/25	200822	22000-100	FC Social Security	133.91	
8/21/25	200822	22000-100	ARLS Social Security	3,012.09	
8/21/25	200822	23000-100	Medicare Taxes Withheld	735.77	
8/21/25	200822	23000-100	FC Medicare Taxes	31.32	
8/21/25	200822	23000-100	ARLS Medicare	704.45	
			Electronic Federal Tax		
8/21/25	200822	10006-100	Payment		10,828.34
8/7/25	2013-1075	70540-600	FC Life Insurance	56.54	
8/7/25	2013-1075	70540-600	FC VRS Retirement	42.17	
8/7/25	2013-1075	27000-200	VRS Withheld	3,169.22	
8/7/25	2013-1075	70460-100	ARLS VRS Insurance	817.12	
8/7/25	2013-1075	70460-100	ARLS VRS Retirement	1,003.54	
8/7/25	2013-1075	10006-100	Treasurer of Virginia		5,088.59
8/7/25	2013-1076	27000-400	EZ Link Voluntary	599.61	
8/7/25	2013-1076	10006-100	Treasurer of Virginia		599.61
8/7/25	2013-1077	27000-300	EZ Link Withheld	245.83	
8/7/25	2013-1077	70460-100	Ez Link Retirement	643.26	
8/7/25	2013-1077	10006-100	Treasurer of Virginia		889.09
8/21/25	2013-1078	27000-300	EZ Link Withheld	244.40	
8/21/25	2013-1078	70460-100	Ez Link Retirement	618.10	
8/21/25	2013-1078	10006-100	Treasurer of Virginia		862.50
8/21/25	2013-1079	27000-400	EZ Link Voluntary	571.14	
8/21/25	2013-1079	10006-100	Treasurer of Virginia		571.14
8/1/25	2026-36E	83700-460	Invoice: Amazon 10780.1	127.47	
8/1/25	2026-36E	80440-100	Invoice: Amazon 7/8/25	119.76	
8/1/25	2026-36E	80020-100	Invoice: Amazon 7/8/25	31.02	
8/1/25	2026-36E	80405-100	Invoice: Amazon 7/8/25	37.49	
8/1/25	2026-36E	10006-100	Amazon.com		315.74
			#8299 60 021 0013348		
8/1/25	2026-37E	84100-440	Telephone - McKenney	47.90	
			#8299 60 021 0013348		
8/1/25	2026-37E	82600-440	Internet - McKenney	412.58	
8/1/25	2026-37E	10006-100	Comcast Communications		460.48

Appomattox Reg Library System  
Cash Disbursements Journal

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

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/1/25	2026-38E	84200-100	Notary Insurance - 8/17/25-8/17/26	65.00	
8/1/25	2026-38E	10006-100	CNA Surety Direct Bill		65.00
8/1/25	2026-39E	84000-410	Utilities - Carson	248.68	
8/1/25	2026-39E	10006-100	Dominion Energy Virginia		248.68
8/1/25	2026-40E	80260-100	Invoice: 999100699050	161.55	
8/1/25	2026-40E	80260-100	Invoice: 999100706329	127.45	
8/1/25	2026-40E	80260-100	Invoice: 999100734133	62.97	
8/1/25	2026-40E	10006-100	Cengage Learning Inc/Gale		351.97
8/1/25	2026-41E	81210-200	Security Cameras	1,332.00	
8/1/25	2026-41E	10006-100	Huntington Technology		1,332.00
8/1/25	2026-41E	10006-100	Finance		1,332.00
8/1/25	2026-42E	80230-100	Invoice: 60538059	11.34	
8/1/25	2026-42E	80230-100	Invoice: 60538058	19.79	
8/1/25	2026-42E	80230-100	Invoice: 60538057	22.60	
8/1/25	2026-42E	80230-100	Invoice: 60538056	11.34	
8/1/25	2026-42E	80210-100	Invoice: 60538055	33.40	
8/1/25	2026-42E	80210-100	Invoice: 60538054	32.34	
8/1/25	2026-42E	80210-100	Invoice: 60538053	34.50	
8/1/25	2026-42E	80210-100	Invoice: 60538052	69.90	
8/1/25	2026-42E	80230-100	Invoice: 60538702	10.80	
8/1/25	2026-42E	80230-100	Invoice: 60538701	39.58	
8/1/25	2026-42E	80210-100	Invoice: 60538700	79.67	
8/1/25	2026-42E	80210-100	Invoice: 60538699	40.05	
8/1/25	2026-42E	80210-100	Invoice: 60538698	85.21	
8/1/25	2026-42E	80210-100	Invoice: 60538697	34.32	
8/1/25	2026-42E	80210-100	Invoice: 60541531	54.88	
8/1/25	2026-42E	80210-100	Invoice: 60541532	34.53	
8/1/25	2026-42E	80200-100	Invoice: 60541530	16.49	
8/1/25	2026-42E	80200-100	Invoice: 60541529	41.58	
8/1/25	2026-42E	10006-100	Ingram Library Services		672.32
8/1/25	2026-43E	81100-460	Holdback - Furniture Fixes - Rohoic	2,000.00	
8/1/25	2026-43E	10006-100	Library Furniture		2,000.00
8/1/25	2026-43E	10006-100	International, LLC		2,000.00
8/1/25	2026-44E	84700-100	Postage	603.75	
8/1/25	2026-44E	10006-100	Purchase Power		603.75
8/1/25	2026-45E	83700-100	Toner	279.63	
8/1/25	2026-45E	84810-100	Paper Towels, Toilet Paper	178.06	
8/1/25	2026-45E	83700-100	Toner	211.47	
8/1/25	2026-45E	10006-100	Quill LLC		669.16
8/1/25	2026-46E	20200-200	Sam's 8/8/25	407.16	
8/1/25	2026-46E	10006-100	Sam's Club Direct		407.16
8/1/25	2026-47E	84900-410	Grounds Maintenance - Carson 5/12/25	360.00	

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Aug 1, 2025 to Aug 31, 2025

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/1/25	2026-47E	10006-100	Virginia Landscapers LLC		360.00
			Grounds Maintenance -		
8/1/25	2026-48E	84900-410	Carson 6/2025	580.00	
8/1/25	2026-48E	10006-100	Virginia Landscapers LLC		580.00
			Grounds Maintenance -		
8/1/25	2026-49E	84900-410	Carson - 4/2025	220.00	
8/1/25	2026-49E	10006-100	Virginia Landscapers LLC		220.00
			Grounds Maintenance -		
8/1/25	2026-50E	84900-410	Carson - 3/2025	146.00	
8/1/25	2026-50E	10006-100	Virginia Landscapers LLC		146.00
8/4/25	2026-51E	10007-100	Gross MLS	16,381.29	
8/4/25	2026-51E	10007-100	Gross Non MLS	9,295.51	
8/4/25	2026-51E	10007-100	Gross Hourly	15,425.98	
8/4/25	2026-51E	10007-100	Gross Smart Beginnings	1,760.11	
8/4/25	2026-51E	10006-100	ARLS-Payroll		42,862.89
			#8299 60 020 0356327		
8/5/25	2026-52E	82600-410	Internet - Carson	314.07	
8/5/25	2026-52E	10006-100	Comcast Communications		314.07
			Operating Deposit Slips -		
8/12/25	2026-53E	83700-100	300 ct	97.43	
8/12/25	2026-53E	10006-100	Deluxe		97.43
8/15/25	2026-54E	83700-100	Invoice: Amazon 10822	44.06	
8/15/25	2026-54E	83770-100	Invoice: Amazon 10821	11.94	
8/15/25	2026-54E	83780-100	Invoice: Amazon 10821	7.99	
8/15/25	2026-54E	83700-100	Invoice: Amazon 10821	35.72	
8/15/25	2026-54E	80200-100	Invoice: Amazon 7/21/25	48.87	
8/15/25	2026-54E	80020-100	Invoice: Amazon 7/21/25	14.78	
8/15/25	2026-54E	83700-100	Invoice: Amazon 10824	114.89	
8/15/25	2026-54E	85210-100	Invoice: Amazon 10837	29.99	
8/15/25	2026-54E	10006-100	Amazon.com		308.24
			#8299 60 017 0205967		
8/15/25	2026-55E	84100-200	Telephone HQ	270.15	
			#8299 60 017 0205967		
8/15/25	2026-55E	82600-200	Internet - HQ	481.36	
8/15/25	2026-55E	10006-100	Comcast Communications		751.51
			#8299 60 020 0356327		
8/15/25	2026-56E	82600-410	Internet - Carson	329.77	
8/15/25	2026-56E	10006-100	Comcast Communications		329.77
			#8299 60 019 0107136		
8/15/25	2026-57E	82600-430	Internet - Disputanta	304.07	
8/15/25	2026-57E	10006-100	Comcast Communications		304.07
			#8299 60 019 0106328		
8/15/25	2026-58E	84100-450	Telephone - PG	114.85	

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Aug 1, 2025 to Aug 31, 2025

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 019 0106328		
8/15/25	2026-58E	82600-450	Internet - PG	424.85	
8/15/25	2026-58E	10006-100	Comcast Communications		539.70
8/15/25	2026-59E	84100-100	Telephone - Regional	155.37	
8/15/25	2026-59E	10006-100	Clearfly		155.37
			Repair Tape, Tape, Durafold Jacket, DVD		
8/15/25	2026-60E	80600-100	Cases	499.96	
8/15/25	2026-60E	10006-100	DEMCO, Inc.		499.96
8/15/25	2026-61E	84100-410	Telephone - Carson Granite	77.25	
8/15/25	2026-61E	10006-100	Telecommunications		77.25
8/15/25	2026-62E	85850-100	Monthly Shredding	91.85	
8/15/25	2026-62E	10006-100	Shred-It USA LLC		91.85
8/15/25	2026-63E	82070-100	Westlaw Proflex - July	638.17	
8/15/25	2026-63E	10006-100	Thomson Reuters - West		638.17
8/15/25	2026-64E	82600-200	Mobile Internet	774.57	
8/15/25	2026-64E	10006-100	T-Mobile		774.57
			Grounds Maintenance -		
8/15/25	2026-65E	84900-410	Carson	555.00	
8/15/25	2026-65E	10006-100	Virginia Landscapers LLC		555.00
8/15/25	2026-66E	80250-100	Invoice: 5019609004	18.44	
8/15/25	2026-66E	10006-100	Baker & Taylor		18.44
8/15/25	2026-67E	80230-100	Invoice: 60541534	11.34	
8/15/25	2026-67E	80230-100	Invoice: 60541535	7.18	
8/15/25	2026-67E	80230-100	Invoice: 60541533	22.60	
8/15/25	2026-67E	80030-100	Invoice: 67844923	35.42	
8/15/25	2026-67E	80230-100	Invoice: 67844928	10.24	
8/15/25	2026-67E	80210-100	Invoice: 67844927	10.53	
8/15/25	2026-67E	80200-100	Invoice: 67844926	14.99	
8/15/25	2026-67E	80200-100	Invoice: 67844925	28.48	
8/15/25	2026-67E	80200-100	Invoice: 67844924	14.99	
8/15/25	2026-67E	80230-100	Invoice: 60545127	29.95	
8/15/25	2026-67E	80210-100	Invoice: 60545122	12.53	
8/15/25	2026-67E	80210-100	Invoice: 60545126	15.68	
8/15/25	2026-67E	80210-100	Invoice: 60545125	102.42	
8/15/25	2026-67E	80200-100	Invoice: 60545124	41.97	
8/15/25	2026-67E	80200-100	Invoice: 60545123	44.97	
8/15/25	2026-67E	80230-100	Invoice: 60545796	44.74	
8/15/25	2026-67E	80230-100	Invoice: 60545797	14.36	
8/15/25	2026-67E	80230-100	Invoice: 60545798	7.18	
8/15/25	2026-67E	80210-100	Invoice: 60545793	13.75	
8/15/25	2026-67E	81000-300	Invoice: 60545795	29.98	
8/15/25	2026-67E	80200-100	Invoice: 60545794	17.98	
8/15/25	2026-67E	80230-100	Invoice: 60547712	35.52	
8/15/25	2026-67E	80210-100	Invoice: 60547711	37.72	
8/15/25	2026-67E	80210-100	Invoice: 60547710	45.63	

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/15/25	2026-67E	80210-100	Invoice: 60547709	34.48	
8/15/25	2026-67E	80210-100	Invoice: 60547706	75.32	
8/15/25	2026-67E	80200-100	Invoice: 60547708	26.98	
8/15/25	2026-67E	80200-100	Invoice: 60547707	17.98	
8/15/25	2026-67E	10006-100	Ingram Library Services		804.91
8/15/25	2026-68E	81000-300	Invoice: 507534892	894.05	
8/15/25	2026-68E	10006-100	Midwest Tape		894.05
8/15/25	2026-69E	20200-400	Truist 8/21/25	6,813.80	
8/15/25	2026-69E	10006-100	Truist		6,813.80
8/18/25	2026-70E	10007-100	Gross MLS	16,381.29	
8/18/25	2026-70E	10007-100	Gross Non MLS	8,617.66	
8/18/25	2026-70E	10007-100	Gross Hourly	15,883.06	
8/18/25	2026-70E	10007-100	Gross Smart Beginnings	1,760.11	
8/18/25	2026-70E	10006-100	ARLS-Payroll		42,642.12
8/29/25	2026-71E	80020-100	Invoice: Amazon 8/6/25	93.63	
8/29/25	2026-71E	84810-100	Invoice: Amazon 10844	101.66	
8/29/25	2026-71E	83700-100	Invoice: Amazon 10844	43.87	
8/29/25	2026-71E	85110-100	Invoice: Amazon 10849	206.32	
8/29/25	2026-71E	85210-100	Invoice: Amazon 10852	155.81	
8/29/25	2026-71E	10006-100	Amazon.com		601.29
8/29/25	2026-72E	70550-600	FC Health Insurance	982.80	
8/29/25	2026-72E	70470-100	ARLS Health Insurance	14,377.50	
			Anthem BlueCross		
8/29/25	2026-72E	10006-100	BlueShield		15,360.30
8/29/25	2026-73E	70470-100	Retirees Health Insurance	1,008.00	
			Anthem BlueCross		
8/29/25	2026-73E	10006-100	BlueShield		1,008.00
			Retirees Medicare Health		
8/29/25	2026-74E	70470-100	Insurance	696.00	
			Anthem BlueCross		
8/29/25	2026-74E	10006-100	BlueShield		696.00
8/29/25	2026-75E	80020-100	Invoice: 5019628684	1,058.42	
8/29/25	2026-75E	10006-100	Baker & Taylor		1,058.42
			#8299 60 021 0013348		
8/29/25	2026-76E	84100-440	Telephone - McKenney	47.90	
			#8299 60 021 0013348		
8/29/25	2026-76E	82600-440	Internet - McKenney	412.58	
8/29/25	2026-76E	10006-100	Comcast Communications		460.48
			#8299 60 020 0108397		
8/29/25	2026-77E	82600-420	Internet - Dinwiddie	314.07	
8/29/25	2026-77E	10006-100	Comcast Communications		314.07
			#8299 60 020 0107829		
8/29/25	2026-78E	82600-460	Internet - Rohoic	314.07	
8/29/25	2026-78E	10006-100	Comcast Communications		314.07
8/29/25	2026-79E	80200-100	Invoice: 60548253	13.49	

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/29/25	2026-79E	80200-100	Invoice: 60548252	37.48	
8/29/25	2026-79E	80210-100	Invoice: 60548251	17.68	
8/29/25	2026-79E	80210-100	Invoice: 60548256	66.84	
8/29/25	2026-79E	80210-100	Invoice: 60548255	57.30	
8/29/25	2026-79E	80210-100	Invoice: 60548254	11.75	
8/29/25	2026-79E	80230-100	Invoice: 60548257	9.17	
8/29/25	2026-79E	80230-100	Invoice: 60548258	25.84	
8/29/25	2026-79E	80230-100	Invoice: 60548259	10.29	
8/29/25	2026-79E	80200-100	Invoice: 60551436	19.08	
8/29/25	2026-79E	80210-100	Invoice: 60551437	67.92	
8/29/25	2026-79E	80210-100	Invoice: 60551438	11.75	
8/29/25	2026-79E	80230-100	Invoice: 60551440	79.87	
8/29/25	2026-79E	80230-100	Invoice: 60551442	21.54	
8/29/25	2026-79E	80230-100	Invoice: 60551439	42.54	
8/29/25	2026-79E	80230-100	Invoice: 60551441	7.18	
8/29/25	2026-79E	10006-100	Ingram Library Services		499.72
8/29/25	2026-80E	82460-100	Monthly Billing for August Additional Workstation	8,731.00	
8/29/25	2026-80E	82460-100	Monitoring	750.00	
8/29/25	2026-80E	82460-100	VM Server License	29.76	
8/29/25	2026-80E	82460-100	Socket License	30.00	
8/29/25	2026-80E	10006-100	Orion Network Solutions LLC		9,540.76
8/29/25	2026-81E	20200-200	Sam's 9/8/25	102.44	
8/29/25	2026-81E	10006-100	Sam's Club Direct Library Solution Software		102.44
8/29/25	2026-82E	83000-100	11/1/25-10/31/26	15,273.30	
8/29/25	2026-82E	82910-100	Proquest Syndetics Renewal 11/1/25-10/31/26	2,062.76	
8/29/25	2026-82E	83800-200	2025 TLCU Conference - MS	299.00	
8/29/25	2026-82E	10006-100	The Library Corporation		17,635.06
8/29/25	2026-83E	83700-100	218X and 213X Toner	696.28	
8/29/25	2026-83E	10006-100	TMA Laser Group, Inc.		696.28
8/19/25	44442V	85000-100	Down on the Farm 8/6/25		-557.00
8/19/25	44442V	10006-100	Flat Creek Farm	-557.00	
8/14/25	44477	80025-100	Invoice: B7031931	11.39	
8/14/25	44477	10006-100	Brodart Co. Background Verifications -		11.39
8/14/25	44478	85800-100	Ball, Bruck	185.45	
8/14/25	44478	10006-100	Active Screening		185.45
8/14/25	44479	82910-200	Copier Usage	41.19	
8/14/25	44479	82910-200	Copier - Base Charge	21.92	
8/14/25	44479	10006-100	Canon USA, Inc.		63.11
8/14/25	44480	85200-100	3 Mediation Classes	45.00	
8/14/25	44480	10006-100	Autumn Costello		45.00

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/14/25	44481	83810-200	Travel - HQ 7/23/25, 7/29/25	46.23	
8/14/25	44481	10006-100	Rija Mughal		46.23
8/14/25	44482	83810-200	Travel - HQ 7/23/25	19.10	
8/14/25	44482	10006-100	Michelle Lawhorn		19.10
8/14/25	44483	83810-440	Travel - McKenney 7/7/25, 7/9/25	45.56	
8/14/25	44483	83810-440	Travel - McKenney 7/16/25, 7/17/25, 7/18/25	68.34	
8/14/25	44483	83810-440	Travel - McKenney 7/21/25, 7/23/25	45.56	
8/14/25	44483	83810-440	Travel - McKenney 7/30/25, 7/31/25, 8/1/25	80.40	
8/14/25	44483	10006-100	Lori Booth		239.86
8/14/25	44484	83810-410	Travel - Carson 7/7/25, 7/8/25, 7/9/25	68.34	
8/14/25	44484	83810-410	Travel - Carson 7/10/25	22.78	
8/14/25	44484	83810-410	Travel - Carson 7/14/25, 7/17/25	42.08	
8/14/25	44484	83810-410	Travel - Carson 7/22/25, 7/24	42.08	
8/14/25	44484	83810-410	Travel - Carson 7/28/25, 7/29/25	42.08	
8/14/25	44484	83810-410	Travel - Carson 8/8/25	22.78	
8/14/25	44484	10006-100	Alyssa Noe		240.14
8/14/25	44485	83810-450	Travel - PG 7/18/25, 7/21/25	49.85	
8/14/25	44485	83810-450	Travel - PG 7/15/25	16.21	
8/14/25	44485	83810-450	Travel - PG 7/30/25	17.42	
8/14/25	44485	10006-100	Steven Thompson		83.48
8/14/25	44486	83810-100	Travel - CALD Meeting 8/8/25	45.56	
8/14/25	44486	10006-100	Brian Manning		45.56
8/14/25	44487	85110-100	Plates, Party Favors, Snacks, Water	141.83	
8/14/25	44487	83810-200	Travel - HQ 7/16/25, 7/23/25	42.75	
8/14/25	44487	83810-200	Travel - HQ 8/8/25	40.13	
8/14/25	44487	85110-100	Plates	9.47	
8/14/25	44487	10006-100	Sarah Finch		234.18
8/14/25	44488	85200-100	Chair Yoga - 7/23/25, 7/30/25	80.00	
8/14/25	44488	10006-100	Lauren Hannon		80.00
8/14/25	44489	84800-200	Janitorial - HQ	4,389.19	
8/14/25	44489	84800-410	Janitorial - Carson	220.00	
8/14/25	44489	84800-420	Janitorial - Dinwiddie	350.00	
8/14/25	44489	84800-430	Janitorial - Disputanta	256.00	

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/14/25	44489	84800-440	Janitorial - McKenney	250.00	
8/14/25	44489	84800-450	Janitorial - PG	1,487.78	
8/14/25	44489	84800-460	Janitorial - Rohoic	220.00	
8/14/25	44489	84800-480	Janitorial - Burrowsville	195.00	
8/14/25	44489	10006-100	MCS Services, Inc.		7,367.97
8/14/25	44490	84900-450	Monitoring of Alarms - PG	59.00	
8/14/25	44490	84900-200	Monitoring of Alarms - HQ	55.00	
8/14/25	44490	10006-100	Petersburg Alarm Company, Inc.		114.00
8/14/25	44491	85210-100	Measuring Spoons, Spoons	21.06	
8/14/25	44491	10006-100	Megan Ranes		21.06
8/14/25	44492	83810-450	Travel - 7/28/25	31.42	
8/14/25	44492	10006-100	Ginger Mauler Supplies for Summer		31.42
8/14/25	44493	85210-100	Wellness Series	216.69	
8/14/25	44493	10006-100	VCE Dinwiddie		216.69
8/15/25	44494	11000-100	Voided Check		
8/15/25	44494	10006-100	Voided Check		
8/15/25	44495	83500-450	Rent - PG Library	1,200.00	
8/15/25	44495	83500-480	Rent - Burrowsville Library	300.00	
8/15/25	44495	83500-430	Rent - Disputanta Library	150.00	
8/15/25	44495	10006-100	County of Prince George		1,650.00
8/15/25	44496	11000-100	Voided Check		
8/15/25	44496	10006-100	Voided Check		
8/15/25	44497	83500-420	Rent - Dinwiddie Library	300.00	
8/15/25	44497	83500-440	Rent - McKenney Library	300.00	
8/15/25	44497	83500-460	Rent - Rohoic Library	300.00	
8/15/25	44497	10006-100	County of Dinwiddie		900.00
8/15/25	44498	83500-200	Rent - Hopewell Library	3,750.00	
8/15/25	44498	10006-100	Hopewell City Treasurer eCheck Failure - 7/2024,		3,750.00
8/28/25	44499	85800-100	8/2024	50.00	
8/28/25	44499	10006-100	Active Screening		50.00
8/28/25	44500	83810-200	Travel - HQ 8/13/25, 8/14/25	39.93	
8/28/25	44500	10006-100	Rija Mughal		39.93
8/28/25	44501	84300-100	Inv #14294 - Fuel	39.05	
8/28/25	44501	84300-100	Inv #14289 - Fuel	37.79	
8/28/25	44501	84300-100	Inv #14307 - Fuel	36.57	
8/28/25	44501	84300-100	Inv #14337 - Fuel	77.11	
8/28/25	44501	10006-100	Hopewell City Treasurer Sussex Surry Dispatch -		190.52
8/28/25	44502	80300-200	HQ 9/3/26	56.00	



Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/28/25	44502	10006-100	Womack Publishing Company, Inc.		56.00
8/28/25	44503	80010-100	Invoice: B7040785	765.68	
8/28/25	44503	10006-100	Brodart Co.		765.68
8/28/25	44504	85200-100	Chair Yoga - 8/9, 8/13, 8/20, 8/27	160.00	
8/28/25	44504	10006-100	Lauren Hannon		160.00
8/28/25	44505	85200-100	Yoga - 8/4, 8/14, 8/18, 8/25	160.00	
8/28/25	44505	10006-100	Sharon Jadrnak		160.00
Total				202,323.30	202,323.30

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

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
8/1/25	83700-460	Supplies - Rohoic	Amazon 10780.1	Blinds - Rohoic	127.47	
8/1/25			Amazon 10780.1	Amazon.com		127.47
8/1/25	80440-100	Juvenile A/V	Amazon 7/8/25	YSAV	119.76	
8/1/25	80020-100	Adult Non-Fiction	Amazon 7/8/25	ANF	31.02	
8/1/25	80405-100	DVD's	Amazon 7/8/25	DVDs	37.49	
8/1/25			Amazon 7/8/25	Amazon.com		188.27
			<b>8/1/25</b>	<b>CK #2026-36E</b>		<b>315.74</b>
8/1/25	83770-100	Supplies - Staff Parties	Amazon 10821	Banner, Ribbon	11.94	
				Hair Remover		
8/1/25	83780-100	Supplies - Mascot	Amazon 10821	Glove	7.99	
				Wasp Spray,		
				Counterfeit Pens,		
8/1/25	83700-100	Supplies - Regional	Amazon 10821	Cord	35.72	
8/1/25			Amazon 10821	Amazon.com		55.65
8/1/25	83700-100	Supplies - Regional	Amazon 10822	Waterproof Boxes	44.06	
8/1/25			Amazon 10822	Amazon.com		44.06
8/1/25	83700-100	Supplies - Regional	Amazon 10824	Cable & Cases	114.89	
8/1/25			Amazon 10824	Amazon.com		114.89
8/1/25	85210-100	Supplies - Adult Programming	Amazon 10837	Puzzle Board	29.99	
8/1/25			Amazon 10837	Amazon.com		29.99
8/1/25	80200-100	Graphic Novels - SO	Amazon 7/21/25	Graphic SO	48.87	
8/1/25	80020-100	Adult Non-Fiction	Amazon 7/21/25	ANF	14.78	
8/1/25			Amazon 7/21/25	Amazon.com		63.65
			<b>8/15/25</b>	<b>CK #2026-54E</b>		<b>308.24</b>
8/6/25	80020-100	Adult Non-Fiction	Amazon 8/6/25	ANF	93.63	
8/6/25			Amazon 8/6/25	Amazon.com		93.63
				Swiffer, Hand		
				Sanitizer, Clorox		
8/7/25	84810-100	Supplies - Janitorial	Amazon 10844	Wipes	101.66	
				Wire Stakes,		
				Ointment, SD		
8/7/25	83700-100	Supplies - Regional	Amazon 10844	Card Reader	43.87	
8/7/25			Amazon 10844	Amazon.com		145.53
				Puppets, Bubbles,		
				Shakers, Sticky		
8/7/25	85110-100	Supplies - Youth Services	Amazon 10849	Hands	206.32	
8/7/25			Amazon 10849	Amazon.com		206.32
8/12/25	85210-100	Supplies - Adult Programming	Amazon 10852	Brushes, Paint,		
8/12/25			Amazon 10852	Jars, Napkina	155.81	
				Amazon.com		155.81

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

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
			8/29/25	CK #2026-71E		601.29

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Jun 20, 2025 to Jul 20, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/9/25	Sams 10808	83700-100	Cardstock	53.92	
7/9/25	Sams 10808	84000-200	Utilities - HQ	23.92	
7/9/25	Sams 10808	84810-100	Lysol, Toilet Paper	128.43	
7/9/25	Sams 10808	20200-200	Sam's Club Direct		206.27
			Supplies - Staff Vending		
7/11/25	Sams 10797	83710-100	Mach	52.48	
7/11/25	Sams 10797	84000-450	Utilities - PG	5.98	
7/11/25	Sams 10797	84000-200	Utilities - HQ	20.80	
7/11/25	Sams 10797	84000-420	Utilities - Dinwiddie	5.98	
7/11/25	Sams 10797	84000-430	Utilities - Disputanta	5.98	
7/11/25	Sams 10797	84000-410	Utilities - Carson	5.98	
7/11/25	Sams 10797	20200-200	Sam's Club Direct		97.20
7/16/25	Sams 10816	84810-100	Paper Towels	35.83	
7/16/25	Sams 10816	83780-100	Kitty Litter	37.96	
7/16/25	Sams 10816	84000-480	Utilities - Burrowsville	5.98	
7/16/25	Sams 10816	84000-440	Utilities - McKenney	5.98	
7/16/25	Sams 10816	84000-430	Utilities - Disputanta	5.98	
7/16/25	Sams 10816	84000-410	Utilities - Carson	5.98	
7/16/25	Sams 10816	84000-450	Utilities - PG	5.98	
7/16/25	Sams 10816	20200-200	Sam's Club Direct		103.69
		8/1/25	CK #2026-46E		407.16

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/30/25	Sams 10832	84000-200	Utilities - HQ	11.96	
7/30/25	Sams 10832	84000-450	Utilities - PG	11.96	
7/30/25	Sams 10832	84810-100	Bleach, Soap	66.30	
7/30/25	Sams 10832	83730-100	Supplies - Staff Tea	12.22	
7/30/25	Sams 10832	20200-200	Sam's Club Direct		102.44
		8/29/25	CK #2026-81E		102.44

## Appomattox Reg Library System

Truist CK #2026-69E

For the Period From Jun 27, 2025 to Jul 26, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/29/25	Ancestry 10834	80500-100	Newspapers.com 6/25 - 12/25	29.95	
6/29/25	Ancestry 10834	20200-400	Ancestry.com		29.95
6/30/25	Cricut 10836	85200-100	Monthly Subscription	9.99	
6/30/25	Cricut 10836	20200-400			9.99
6/30/25	Google 6/30/25	82020-100	Google E-Mail	1,494.95	
6/30/25	Google 6/30/25	20200-400	Google		1,494.95
6/30/25	Google 6/30/25.1	82020-100	Google Telecom	12.76	
6/30/25	Google 6/30/25.1	20200-400	Google		12.76
7/3/25	Staples 10798	83700-100	Paper Clips, Toner	283.45	
7/3/25	Staples 10798	84810-100	Windex	82.49	
7/3/25	Staples 10798	20200-400	Staples, Inc.		365.94
7/5/25	Rent 10800	82910-200	Equip Repair/Maint Cont.- HQ	70.07	
7/5/25	Rent 10800	20200-400	Rent-A-Center		70.07
7/5/25	Sage 7/5/25	82070-100	Sage HR	237.60	
7/5/25	Sage 7/5/25	20200-400	Sage Software SB, Inc.		237.60
7/11/25	Adobe 10811	82070-100	Annual Subscription FY26	263.88	
7/11/25	Adobe 10811	20200-400	Adobe Indesign		263.88
7/13/25		82000-100	Software Licenses	29.99	
7/13/25		20200-400	Adobe Indesign		29.99
7/24/25	Better 10823	82070-100	FY26 Volunteer Subscription	283.00	
7/24/25	Better 10823	20200-400	Better Impact USA, Inc.		283.00
7/24/25	Buds 10791	84900-200	Building Cleaning	2,750.00	
7/24/25	Buds 10791	20200-400	Budz With Sudz, LLC		2,750.00
7/24/25	Post 10805	84700-450	Power Washing	348.00	
7/24/25	Post 10805	20200-400	PO Box 460 Rental		348.00
7/24/25	Rural 7/24/25	82600-480	US Postal Service	219.00	
7/24/25	Rural 7/24/25	20200-400	Internet - Burrowsville		219.00
7/24/25	Zoom 10835	82000-100	RuralBand	167.90	
7/24/25	Zoom 10835	20200-400	Annual Subscription		167.90
7/25/25	H/PG Chamber 10827	85800-100	Zoom Video	30.00	
7/25/25	H/PG Chamber 10827	20200-400	Communications, Inc.		30.00
7/26/25	Indeed 10833	84400-100	Chamber Lunch	500.77	
7/26/25	Indeed 10833	20200-400	Hopewell/PG Chamber		500.77
			Commerce		
			Ad - Admin & Personnel		
			Mgr		
			indeed.com		
Total				6,813.80	6,813.80

First Connections  
July 1, 2025 - August 31, 2025

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

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

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

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

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



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

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

Youth Services:

People who finished SRP:

0-5: 166

6-12: 285

13-18: 65

Program totals:

June: 3749

July: 3718

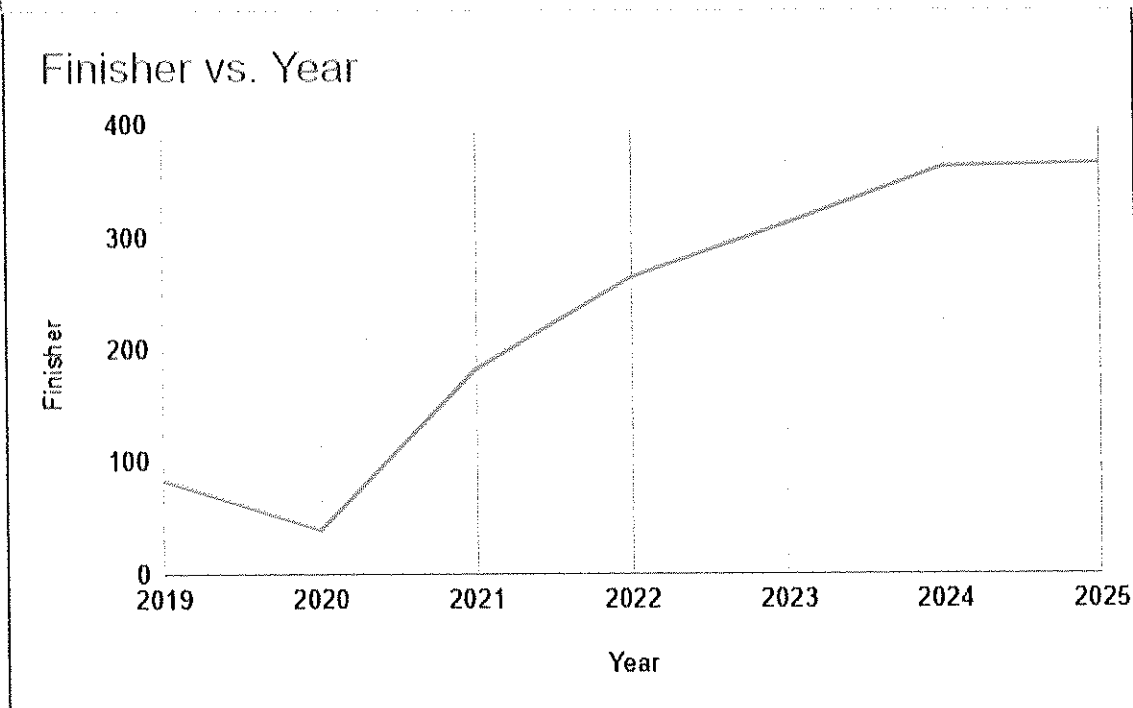
August: 2067

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Total: 9964

Adult Services:

A	B	C	D	E	F
Branch	Physical	Beanstack	Staff	Total	
Burrowsville	0	1	0	1	
Carson	3	6	0	9	
Dlnwiddie	31	8	0	39	
Disputatanta	6	2	2	10	
Hopewell	136	13	12	161	
McKenney	24	4	2	30	
Prince George	74	26	6	106	
Rohoic	7	3	0	10	
Total	281	63	22	366	



**The Appomattox Regional Library System  
Strategic Plan  
October 2025- September 2030**

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Goal 2 – Analyze and Improve Library Collections and Facilities	4
Goal 3 – Improve Community Access to Impactful Technology	4
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## Introduction

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In accordance with state requirements, public library systems in Virginia must develop strategic goals every five years. The Appomattox Regional Library System (ARLS) last created a strategic plan in 2021. This updated plan outlines our goals and objectives for the next five years, from June 2025 through July 2030. This plan reflects a renewed focus on key areas identified by both staff and community input. Unlike the previous plan developed with the help of outside consultants this strategic plan was designed internally by the ARLS Librarians Committee, guided by local feedback. 319 residents completed surveys online and in print to help us better understand the priorities across the three localities we serve. To ensure that this plan remains a living document we will conduct quarterly check-ins at librarians' meetings beginning in September 2025.

In order for the librarians to carry out their work with the strategic plan, we intend to also develop a "working draft" document that provides more detail and time tables for the strategic plan work. This will be the document that we work from as we meet on a quarterly basis to discuss our progress on carrying out the strategic plan.

Public libraries continue to face transformational changes in how citizens view them, access information and entertainment, and interact with each other to thrive in today's society. In the survey process, we found that the citizens using the services of ARLS broadly agreed that our library system brings value to their lives and our community. A gradual transition is taking place from book-based learning to the online community, but there is still a very broad spectrum of what our patrons value in our services. We continue to be a destination where people gather to explore, interact, and imagine.

## Statements

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**Vision** A Community that is enlightened, empowered, and enriched. (unchanged)

**Mission** The Appomattox Regional Library Systems fosters lifelong learning, creativity, and joy. We actively engage with our community to meet needs. (revised)

**Values** We work to provide easy access to facts, stories, and spaces. We welcome everyone, protect confidentiality, and build a staff with expertise and caring. We support our communities, and foster connection. (new)

## Goals and Objectives

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### Goal 1 – Raise Professional Standards for Library Services and Staff

**Objective 1:** The Library will achieve the Library of Virginia Gold Standard by the end of this strategic plan period. Currently, ARLS scores 82 points under the *Standards for Virginia Public Libraries* for libraries serving populations between 50,000 and 99,000. This places us at the "Silver" level, which encompasses scores between 67 and 95. To reach the "Gold" level, we need to gain an additional 14 points.

**Objective 2:** The Library will establish and maintain minimum standards for continuing education for full-time staff, part-time staff, and Library Board members. Continuing education opportunities may include webinars, conferences, and in-house training.

The following requirements will apply annually:

- Library Board members: 3 hours
- Part-time staff: 3 hours
- Full-time staff: 5 hours

The Director will collaborate with the Library Board to identify and schedule appropriate continuing education activities. All library staff will choose their continuing education opportunities in consultation with their supervisors. This requirement will take effect in the 2026 calendar year and will be included in that year's performance evaluations.

**Objective 3:** The Library will create or update written procedures to improve service consistency. Three procedures will be scheduled for completion each year, with due dates in March, August, and December.

#### Proposed Procedures:

- Onboarding
- Incident Reports
- Phone Etiquette
- Money Handling with Patrons
- HR: Retirement Party Protocol
- Disaster Event Procedures (All Locations)
- Weeding Procedures (All Collections)
- Damaged DVDs (View On Site)
- Notary Procedures (Staff and Patrons)
- Purchase Orders
- Library of Things (Check-Out and Check-In)
- Expanded Procedures for Damaged Books

## **Goal 2 – Analyze and Improve Library Collections and Facilities**

**Objective 1:** The Library will conduct a comprehensive audit of all collections and facilities to assess timeliness and variety. The target completion date is January 2028

**Objective 2:** The Library will reduce the number of outdated materials by the end of the strategic plan period, as measured by an improvement in the average publication year of the collection.

**Objective 3:** The Library will conduct a patron survey to gather feedback on collections and facilities. The survey will be available from April through September 2026. A summary report will be presented to the Library Board in January 2027.

**Objective 4:** The incoming Assistant Director will be tasked with developing a plan to update the Hopewell building specifically focusing on carpet, furnishings, and paint by June 2027. The Assistant Director will also assess the building's cabling issues and provide solution options to the Director.

## **Goal 3 – Improve Community Access to Impactful Technology**

**Objective 1:** The Digital Services and Materials Services Librarians will assess the Library's access to emerging technologies. This committee will submit recommendations to the Director by April 2027. Their report will include suggestions for items to be added to the *Library of Things* collection, as well as an evaluation of technologies needed to enhance the Library's service offerings to the community.

**Objective 2:** The Library will evaluate the feasibility of establishing an innovation lab, considering factors such as cost-effectiveness, target audience, and long-term sustainability. A report outlining findings and recommendations will be submitted to the Library Board in January 2028.

## **Goal 4 – Improve Community Access to Library Locations and Services**

**Objective 1:** The Library will collaborate with localities to improve signage and/or install flags at branches with limited visibility. The Branch Services Manager will provide progress reports twice per year.

**Objective 2:** The Library will conduct a disability access audit of all library locations by June 2028. Findings will be reported to the Library Board.

**Objective 3:** The Director will work with the City of Hopewell to develop a plan to improve safety and enhance the exterior appearance of the Hopewell Library. The plan will be completed by the end of the strategic plan period.

**Objective 4:** The Library will pilot a live chat reference service to assess community interest. This trial will run for a minimum of two months in 2026, Monday through Friday. All transactions will be recorded for statistical analysis.

**Objective 5:** The Library will enhance language and translation services for non-English speakers. A standardized procedure and staff training will be implemented for all circulation and reference staff by the end of 2027.

**Objective 6:** All departments responsible for programming will submit annual reports to the Library Board. These reports will evaluate each program’s popularity and cost-effectiveness.

**Strategic Plan Matrix: Goals, Objectives, and Target Dates**    Looks great;¶¶

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**Goal 1 – Raise Professional Standards for Library Services and Staff**

Objective	Description	Target Date / Frequency
1.1	Achieve Library of Virginia Gold Standard by increasing score from 82 to at least 96	By end of strategic plan (2028)
1.2	Establish and maintain minimum standards for continuing education: 3 hrs/year for Library Board and part-time staff; 5 hrs/year for full-time staff	Begins 2026; evaluated annually
1.3	Create or update written procedures to improve service consistency; 3 per year due in March, August, and December	Ongoing through 2028



## **Goal 2 – Analyze and Improve Library Collections and Facilities**

<b>Objective</b>	<b>Description</b>	<b>Target Date / Frequency</b>
2.1	Conduct a comprehensive audit of all collections and facilities for timeliness and variety	January 2028
2.2	Reduce outdated materials, measured by average publication year	By end of strategic plan (2028)
2.3	Conduct a patron survey on collections and facilities; report results to Library Board	Survey: Apr–Sep 2026; Report: Jan 2027
2.4	Assistant Director to develop a plan for Hopewell building updates (carpet, furnishings, paint, cabling)	Plan due June 2027

## **Goal 3 – Improve Community Access to Impactful Technology**

<b>Objective</b>	<b>Description</b>	<b>Target Date / Frequency</b>
3.1	Assess access to emerging technologies and recommend items for Library of Things	Report due April 2027
3.2	Evaluate feasibility of establishing an innovation lab based on cost, audience, and sustainability	Report due January 2028

#### **Goal 4 – Improve Community Access to Library Locations and Services**

<b>Objective</b>	<b>Description</b>	<b>Target Date / Frequency</b>
4.1	Work with localities to improve signage/flags at low-visibility branches	Progress reports twice per year
4.2	Conduct a disability access audit of all library locations	Report due June 2028
4.3	Develop a plan with the City of Hopewell to improve exterior and safety at Hopewell Library	By end of strategic plan (2028)
4.4	Pilot a live chat reference service (Mon–Fri) for at least 2 months	Trial in 2026
4.5	Improve language/translation services for non-English speakers; provide procedures and staff training	By end of 2027
4.6	All programming departments submit annual reports evaluating program popularity and cost-effectiveness	Annually

## Appendices

### ARLS Overview

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#### History

Our name reflects the Appomattox River, which flows through each of the three three localities that we serve, the City of Hopewell, Prince George County, and Dinwiddie County. Library Services in the Hopewell- Prince George area began in 1930 when Thomas B. Robertson established a Library Association for persons interested in forming a library. In 1931, the city of Hopewell formally took over operations, appointing Mrs. Maude Langhorne Nelson as its first librarian. Originally known as the John Randolph Library, the Library was located in the State Planters Bank building (now United Virginia Bank). In 1957 the library moved to the annex of the municipal building, and its name was changed to honor its first librarian Maude Langhorne Nelson. In 1974, Prince George and Dinwiddie Counties joined the City of Hopewell to form the Appomattox Regional Library System.

Today the Appomattox Regional Library System (ARLS) operates eight library locations-

**Prince George County:** Burrowsville Library (Disputanta), Disputanta Library (Disputanta), Carson Depot (Carson), Prince George Library (Prince George)

**Dinwiddie County:** Dinwiddie Library (Dinwiddie), McKenney Library (McKenney), Rohoic Library (Dinwiddie)

**City of Hopewell:** Maude Langhorne Nelson Library (Hopewell)

#### Programs and Services

All ARLS programs, services, and resources are free of charge and available to the public offerings include:

- Lending of print and online books and magazines, and audiovisual materials including DVDs, audiobooks, and e-content.
- Library of Things, featuring non-traditional items such as blood pressure monitors and art kits.
- Internet access, computers, scanning, printing, copying, and faxing.
- Electronic resources for continuing education and job development including access to Universal Class, Brainfuse, Transparent Language, and more.

- Electronic resources for genealogy research including Ancestry Library Edition and HeritageQuest.
- Storytime and other educational and creative programs for youth 0-18 years of age.
- Collaborative programming with local organizations to bring health, social, and educational resources directly to the library.
- Fitness classes
- Book clubs for adults
- Seed Library
- Public art exhibitions
- Cultural and community events
- Book-a-Librarian: formatting resumes, setting up new online accounts, and other basic computing skills.
- Public meeting rooms
- Notary services
- Exam Proctoring
- Through community partnerships, the library offers free access to essential items like COVID-19 tests and menstruation products. Items may change over time depending on partnerships and community needs.
- Library of things

## Planning Process for Committee

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Regional Library Director Brian Manning authorized the Librarian staff to design the Strategic Plan for 2025-2030. This approach differed from the process of a previous Strategic plan, which was guided by two paid outside consultants, and another previous Strategic plan, in which a committee of staff, Board members, and volunteers from the community crafted the plan.

As part of the new process, the librarians designed a public survey for the ARLS community. The survey was made available both online and in a print version. Over 280 people completed the survey. The findings of the survey can be found under *Survey Process and Themes*. Following the Survey, the librarians met monthly to develop the new strategic plan.

The Librarians Committee made a decision to refocus our strategic priorities. This shift does not dismiss the importance of past goals such as expanding library programming for children and adults, an initiative that remains vital and was reaffirmed in the survey responses. However the committee recognized an opportunity to address additional areas essential to library excellence. These include raising professional standards for library services and staff, analyzing and improving library collections and facilities, improving community access to impactful technology, and improving community access to library locations and services.

To ensure that this plan remains a living document we will conduct quarterly check-ins at librarians' meetings beginning in September 2025 where we will dedicate time to reflect on the plans progress and discuss how it is being incorporated into daily operations.

### **Planning Committee Participants**

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- Chris Wiegard, Assistant Director
- Ginger Mauler, Branch Services Manager
- Sarah Finch, Youth Services Librarian
- Cathy Field, Adult Services Librarian
- Alex King, Digital Services Librarian
- Morgan Devlin, Material Services Manager
- Megan Ranes, Adult Services Librarian
- Sarah Ball, Administrative and Personnel Services Manager

### **Demographic Summary of Service Community**

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#### **City of Hopewell**

Hopewell is an urban community with a population of approximately 22,970 in 2024. The city's population skews young, with 21.5% under 18 and 15% age 65 or older. Hopewell's racial composition is 44.4% White, 42.6% Black, and 8.6% Hispanic or Latino.

Key challenges include a high poverty rate of 23.8%, low median household income at \$48,681, and lower educational attainment with only 12.5% of the population holding a bachelor's degree or higher. Despite economic barriers, 92.2% of households have access to computers and 85.6 % have access to broadband internet.

Key strategic opportunities include:

- Support digital literacy and expand technology access
- Enhance youth and family programs
- Job readiness and GED support
- Strengthen health and social service partnerships

#### **Prince George County**

Prince George County is a suburban-rural hybrid with a population of 43,589 in 2024, experiencing a modest growth of 1.4% from 2020. The age profile of the population is 19.3%

under 18 years of age and 13.9% age 65 or older. The racial composition is 59.9% White, 32.8% Black, and 10.9% Hispanic or Latino.

Economically, Prince George has a median household income of \$88,225, home owner occupied housing units at 73.9%, and a poverty rate of 11.3%. Educational attainment is higher than the other two localities, with 24% holding a bachelor's degree or more. 95.7% of households have access to computers and 92.1 % have access to broadband internet.

Key strategic opportunities include:

- Enhance youth and family programs
- Promote skill development and personal growth resources
- Strengthen outreach

### **Dinwiddie County**

Dinwiddie is a largely rural county with a steadily growing population of 28,576 in 2024, up 2.3% since 2020. The age profile of the population is 19.8% under 18 years of age and 19.6% age 65 or older. The racial composition is 65.1% White, 30.9% Black, and 4.5% Hispanic or Latino.

Economically, Dinwiddie has a median household income of \$83,898, poverty rate of 11.8%, and high home owner occupied units at 78.2%. Educational attainment is moderate, 20.5% of the population has a bachelor's degree or higher. 94.1% of households have access to computers and 84.7 % have access to broadband internet. Dinwiddie has a low population density with an estimated 55 people per square mile.

Key strategic opportunities include:

- Expand digital access support for rural and older residents
- Conduct accessibility audits and collaborate with localities to improve signage and reduce barriers.

U.S. Census Bureau. (n.d.). U.S. Census Bureau QuickFacts: United States.  
<https://www.census.gov/quickfacts>

## Survey Process and Themes

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In early 2025, ARLS distributed a survey to library users in order to gain their perspective on community desires and needs. This survey was intended to provide useful input as we tried to tailor our strategic goals to meet those desires and needs.

We were surprised and pleased to receive 319 responses to our survey! The responses came from all locations within our service area. Most responses were made online, although some were made using the paper forms.

There were a number of shared themes in the responses. Many respondents used words such as “welcoming,” “comfortable,” “friendly,” and offered praise to staff. In terms of services, there were many comments in support of existing services such as audiovisual materials, meeting spaces, and programs for children and adults. Though some mentioned access to e-materials such as electronic books or AV materials, more people supported traditional paper-based books.

Some of the respondents at Hopewell made critical comments involving the presence of unsheltered persons in the Hopewell building. In some cases the comments explored real issues such as patron behaviors or the presence of trash outdoors, and in other cases questioned the rights of unsheltered people to enter the building- an idea that has no legal basis.

An additional recurring comment was on the limitations of branch hours in our more rural locations. Our Dinwiddie location had the most comments about limited hours, with 15 responses.

There is a great deal of information in the survey responses. Here is a link to the spreadsheet of responses for those interested in the details:

<https://docs.google.com/spreadsheets/d/1z-AWMexkKmF2wHb45M5gcYgVGP5sSWNzq35vykCLKaE/edit?usp=sharing>

### Circulation Statistics for Hoopla and Libby FY24

	Hoopla	Libby
Jul-23	813	1425
Aug-23	884	1433
Sep-23	831	1174
Oct-23	709	1428
Nov-23	882	1349
Dec-23	793	1462
Jan-24	882	1373
Feb-24	819	1762
Mar-24	819	1967
Apr-24	806	1731
May-24	844	1785
Jun-24	806	1886
<b>Total Circulations</b>	<b>9,888</b>	<b>18,775</b>
<b>Total Spent FY 24</b>	<b>\$20,852.02</b>	<b>\$9,559.80</b>
<b>Price Per Circulations</b>	<b>\$2.11</b>	<b>\$0.51</b>

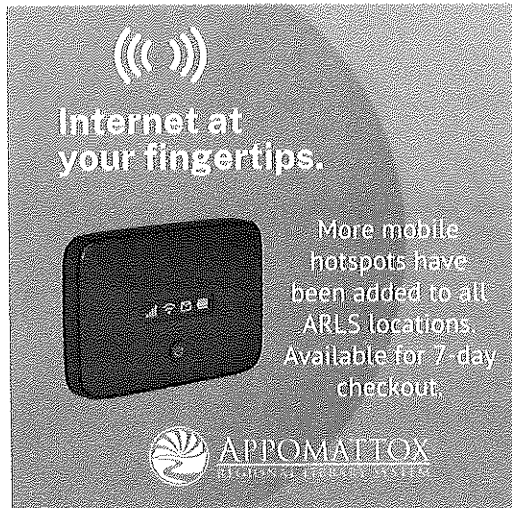
### Circulation Statistics for Hoopla and Libby FY25

	Hoopla	Libby
Jul-24	884	2002
Aug-24	1023	2005
Sep-24	961	1844
Oct-24	1039	1778
Nov-24	1016	1634
Dec-24	1021	2059
Jan-25	1091	2400
Feb-25	1008	2218
Mar-25	962	2431
Apr-25	768	2285
May-25	851	2588
Jun-25	771	2591
<b>Total Circulations FY25</b>	<b>11,395</b>	<b>25,835</b>
<b>Money Spent FY25</b>	<b>\$24,102.82</b>	<b>\$19,495</b>
<b>Price Per Circulations</b>	<b>\$2.11</b>	<b>\$0.75</b>



# Library of Things

## Hotspots



Hot spots are available at **all ARLS locations** for **1-week check out and can not be renewed**. Hot spots will automatically turn off at the end of the checkout period. No holds. Please call your local branch to be put on a waiting list.

## Blood Pressure Monitors



The American Heart Association and the Virginia Department of Health's Crater Health District are partnering with ARLS to make blood pressure monitors available to the community.

### Kit Include

- Contained in drawstring bags, each kit includes:
- Blood Pressure Monitor (with armband)
- Laminated Instructional Packet

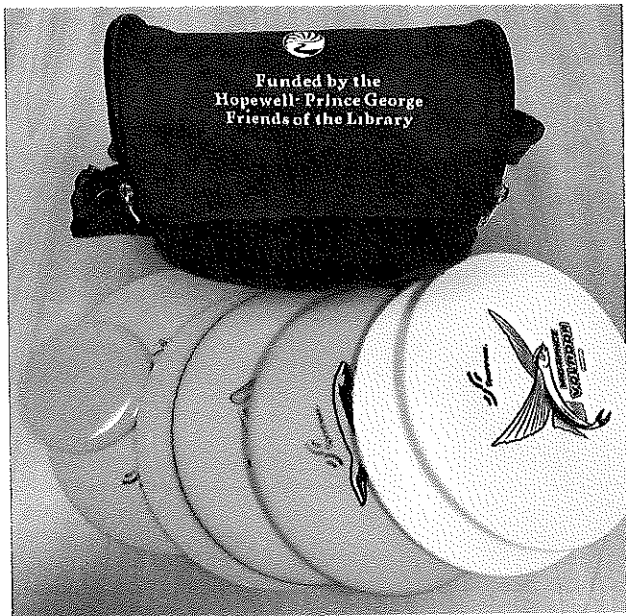
- Paper Insert
- Journal for Blood Pressure Logging

#### Pick-Up Locations

- Hopewell Library
- Prince George Library
- Rohoic Library
- McKenney Library

**Available for 3-week checkout and can be renewed up to 3x.** Please return the bag, the blood pressure monitor (including the box, armband, and batteries), and the laminated packet. The paper insert and journal are yours to keep.

#### Disc Golf Sets



Disc golf sets are available for checkout at the **Prince George Library**. Generously funded by the Hopewell Prince George friends of the Library. **Available for 3-week checkout and can be renewed up to 3x.** Holds may be placed. Please return the bag and all of the discs included in the kit.

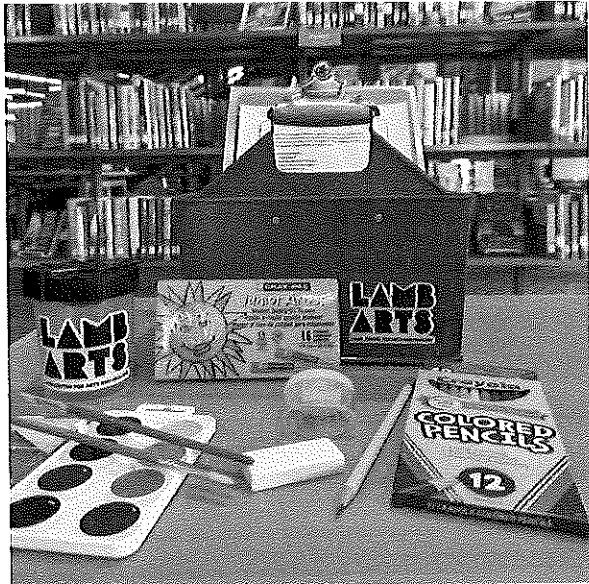
There is a Disc Golf Course located near the Prince George Library, at the Scott Memorial Park Complex (6000 Scott Memorial Park, Prince George, VA 23875).

#### Kit Include

- 2-Putter

- 2-Mid-Range
- 2-Driver
- 1-Mini Disc Marker

## Lamb Arts Kits



Lamb Arts Kits are available for checkout at the **Hopewell Library**. Kits include watercolor supplies, oil pastels, and drawing materials. **Available for 3-week checkout and can be renewed up to 3x.** Holds may be placed.

## Video Games

Nintendo Switch games are available at the **Hopewell Library** for **3-week checkout and can be renewed up to 2x.** There is a **limit of 3 games** per patron. Holds may be placed. For a full list of games available [click here](#).

## Nature Backpacks



This backpack will provide families with tools to explore, enjoy, and learn in their backyard and any Virginia state park. These are available in person at the Hopewell, Mckenney, and Prince George libraries. Patrons can place holds and request delivery to other library locations. Patrons should return with all the items included.

**Kits Include**

- Pass for free parking/entrance to all Virginia state parks
- How to get the most out of your visit to a Virginia state park
- Virginia State Parks Trail Quest Information.
- Pocket naturalist bugs and slugs guide
- Pocket naturalist animal tracks guide
- Pocket naturalist Virginia Birds guide
- Pocket naturalist Mammals guide
- Pocket naturalist Virginia trees & wildflowers guide
- Pocket Naturalist Geology
- "Big Foot Leave No Trace" ethics card
- Discovery activities English and Spanish
- Port-a-bug field observation container
- Magnifying lens
- Dip Net
- Forceps
- 6-inch ruler
- Binoculars
- Compass



## Infrared thermometer:

Replacement case: \$15

Replacement thermometer: 34.98

Check for: Instruction packet, soft carrying case, thermometer

Does have a 9 volt battery under screwed on cover

Barcode on side of scanner and hanging tag

## Car Diagnostic Scanner



Replacement (case and scanner came together): 54.95

Check for: Instruction packet, scanner

Bar code on back of scanner and hanging tag

## Radon detector



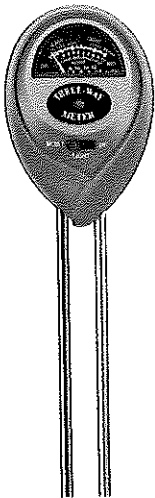
Detector- 115.00

Case- 15.99

Check for:

Instruction packet, detector, 3 AAA batteries

## Soil Tester



Detector- 9.99

Case- \$15

Check for: Instruction sheet, soil tester

## Moisture meter

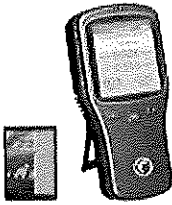


Meter- 49.99

Case- 17.99

Check for: Moisture meter, instructional packet, 9 volt battery

## Air Monitor



Meter- \$99

Case- 17.99

Check for: Meter, USB cord, instructions

## Carbon Monoxide Reader

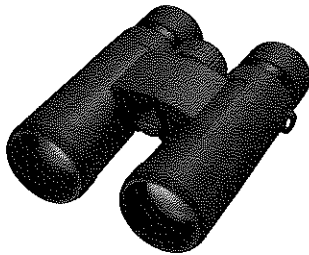


Meter (case included)- 113.37

Check for: Meter, instructional packet, 4 AAA batteries.



## Binoculars



Replacement cost: \$113.95

Check for:

Case, Eyepiece Cap, Neck Strap, Objective Cap, instructions

## Pickleball Set



Replacement cost: 29.58

Check for: Two balls, four paddles, bag (picture shows four balls, only two in bag)