

# APPOMATTOX REGIONAL LIBRARY SYSTEM

## BOARD OF TRUSTEES

October 15, 2025

Hopewell Library  
1:00 p.m.

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

**October 15, 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 – September 17, 2025

Statistical Report – dated October 15, 2025

Financial Report – dated October 15, 2025

Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Introduction of new Prince George Trustee - Vanessa Denis
- R2.** Staff Update
- R3.** Baker & Taylor
- R4.** New vehicle - Chrysler Pacifica Hybrid
- R5.** Report on the Library's Long Range Plan - FY2022-2025
- R6.** Proposed Strategic Plan - FY2026-FY2031
- R7.** FY2027 Draft Proposed Budget
- R8.** Board of Trustees Elections and Schedule for FY2026

**Committee Reports:**

**New Business:**

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

**Call to Order:** The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, September 17, 2025, at the Prince George Library. The meeting was called to order at 1:06 p.m.

**Trustees present:**

Dinwiddie County: Ms. Julie Dotson Reid and Ms. Randi Hawkins

Hopewell City: Mr. Larry Pankey and Mr. William Stewart

Prince George County: Ms. Angela Bennett

**Trustees absent:**

Dinwiddie County: Schneria Valentine

Hopewell City: Vacant chair

Prince George County: Ms. Vanessa Denis and Ms. Danielle Roache

**Staff present:**

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

**Approval of Agenda**

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

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

Minutes – July 16, 2025

Statistical Report – dated September 17, 2025

Financial Report – dated September 17, 2025

Bills for Review

**Communications:**

There was some discussion of displaying a quilt at the Dinwiddie Library.

**Citizen Comments:**

None.

**Report of Library Director:**

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

Mr. Manning indicated that the Library was fully staffed.

**R3. Summer Reading**

Mr. Manning noted the 2025 Summer Reading Program did well and highlighted adult participant numbers. There was some conversation of what prizes should be utilized next year.

**R4. Proposed Strategic Plan - FY2026-FY2031**

Mr. Wiegard provided context on how the Proposed Strategic Plan was developed and noted the emphasis on internal goals rather than external goals. Mr. Wiegard highlighted the continuing education objective. Mr. Stewart clarified the frequency with which the committee would meet to assess the success of the Strategic Plan and the mechanism pursued to achieve a Library of Virginia gold standard. Ms. Field noted the continuing education objective as a mechanism.

Mr. Manning emphasized the role of the Board in approving the Strategic Plan. Ms. Bennett requested more time to review and adjust the Proposed Strategic Plan and suggested further conversation at the next Trustees meeting.

**R5. Library of Things**

Mr. Manning provided an explanation of the Library of Things, noting procedures, circulation logistics, and expected budget changes. Mr. Pankey asked about the return and inventory process.

**R6. Presentation on Adult Collection Development**

Ms. Field presented to the Board on two electronic resource platforms used by the Library, Hoopla and Libby. Ms. Field provided budgetary insight into both as well as selection insight and noted a decline in physical circulation.

**R7. Director's Evaluation**

Ms. Bennett indicated the personnel committee would meet and provide the Board with a draft.

**Committee Reports:**

None.

**New Business:**

Mr. Manning noted that a new Chair needed to be elected, along with Vice Chair and Secretary, as Mr. Pankey would remain Treasurer. Mr. Stewart indicated interest in being Chair. Ms. Bennett suggested the remainder of nominations wait until the next meeting.

*MOTION: Ms. Reid moved to approve Mr. Stewart as Chair and Mr. Pankey as Treasurer. Ms. Bennett seconded the motion. The motion carried.*

**Unfinished Business:**

Board Meeting Schedule - FY2026

**Adjournment**

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

The meeting was adjourned at 2:19 p.m.

Respectfully submitted,

**Sarah Ball**

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

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Change from FY24	
															Chg by Month	Month
Burrowsville	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704		
	FY23	250	244	286	275	307	274	350	329	400	618	496	532	4,361		
	FY24	406	452	459	399	360	330	417	299	344	369	310	297	4,442		
	FY25	462	504	379	466	388	361	329	301	385	301	400	286	4,562		
	FY26	341	368	393											4%	-18%

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	638											-22%	-17%

Dinwiddie	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787		
	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454		
	FY24	1,808	1,873	1,583	1,388	1,451	1,655	1,670	1,640	1,566	1,506	1,768	1,831	19,739		
	FY25	1,823	1,752	1,612	1,879	1,418	1,657	1,483	1,387	1,635	1,593	1,606	1,842	19,687		
	FY26	1,713	1,549	1,622											1%	-6%

Disputanta	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882		
	FY23	447	669	536	494	411	382	461	437	463	431	466	549	5,746		
	FY24	400	566	682	706	658	477	514	501	533	675	662	800	7,174		
	FY25	641	658	447	428	300	359	282	378	524	779	730	641	6,167		
	FY26	627	801	622											39%	17%

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Change from FY24	
															Chg by Month	Month
Hopewell	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824		
	FY23	9,157	9,812	8,657	8,174	6,969	7,096	7,966	7,714	8,427	7,314	7,851	8,734	97,871		
	FY24	9,985	10,406	8,414	8,906	7,645	7,413	8,429	7,721	8,208	8,897	8,555	9,090	103,669		
	FY25	11,129	9,564	9,207	9,608	7,469	7,144	6,869	7,215	8,776	8,548	9,018	9,631	104,178		
	FY26	10,370	9,931	9,211											0%	-1%

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	1,088											-10%	-4%

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	9,169											10%	4%

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	916											-16%	-36%

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	3,340											18%	17%

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Change from FY24	
															Chg by Month	Month
ARLS Totals	FY22	17,643	18,906	1												

# Appomattox Regional Library System

## Revenue and Expenses

July 1, 2025 - June 30, 2026

fund#	Revenue 09/30/25	Adopted FY2026 Budget	Receipts to Previous Month	Monthly Receipts - 09/25	Total Receipts 09/30/25	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$760,057	\$190,014	\$190,014	\$380,029	50.0%	\$380,029
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	\$663	\$203	\$866	17.3%	\$4,134
107	Copying/Fax Receipt	\$25,000	\$4,380	\$2,353	\$6,733	26.9%	\$18,267
108	Endowment Funds	\$17,500	\$0	\$0	\$0	0.0%	\$17,500
109	E-Rate Refunds	\$20,000	\$28,350	\$0	\$28,350	141.7%	(\$8,350)
110	Gifts/Donations	\$1,000	\$353	\$0	\$353	35.3%	\$647
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$2,700	\$543	\$269	\$813	30.1%	\$1,887
<b>TOTALS</b>		<b>\$2,718,341</b>	<b>\$665,758</b>	<b>\$192,839</b>	<b>\$858,597</b>	<b>31.6%</b>	<b>\$1,859,744</b>

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/4/25	200823	21000-100	Federal Taxes Withheld	3,017.07	
9/4/25	200823	22000-100	Social Security Taxes Withheld	3,150.16	
9/4/25	200823	22000-100	FC Social Security	133.91	
9/4/25	200823	22000-100	ARLS Social Security	3,016.25	
9/4/25	200823	23000-100	Medicare Taxes Withheld	736.73	
9/4/25	200823	23000-100	FC Medicare Taxes	31.32	
9/4/25	200823	23000-100	ARLS Medicare	705.41	
			Electronic Federal Tax		
9/4/25	200823	10006-100	Payment		10,790.85
9/18/25	200824	21000-100	Federal Taxes Withheld	2,954.53	
9/18/25	200824	22000-100	Social Security Taxes Withheld	3,058.30	
9/18/25	200824	22000-100	FC Social Security	133.91	
9/18/25	200824	22000-100	ARLS Social Security	2,924.39	
9/18/25	200824	23000-100	Medicare Taxes Withheld	715.25	
9/18/25	200824	23000-100	FC Medicare Taxes	31.32	
9/18/25	200824	23000-100	ARLS Medicare	683.93	
			Electronic Federal Tax		
9/18/25	200824	10006-100	Payment		10,501.63
9/4/25	2013-1082	27000-400	EZ Link Voluntary	571.14	
9/4/25	2013-1082	10006-100	Treasurer of Virginia		571.14
9/4/25	2013-1083	27000-300	EZ Link Withheld	244.40	
9/4/25	2013-1083	70460-100	Ez Link Retirement	618.10	
9/4/25	2013-1083	10006-100	Treasurer of Virginia		862.50
9/9/25	2013-1084	70540-600	FC Life Insurance	56.54	
9/9/25	2013-1084	70540-600	FC VRS Retirement	42.17	
9/9/25	2013-1084	27000-200	VRS Withheld	3,004.72	
9/9/25	2013-1084	70460-100	ARLS VRS Insurance	817.12	
9/9/25	2013-1084	70460-100	ARLS VRS Retirement	1,168.04	
9/9/25	2013-1084	10006-100	Treasurer of Virginia		5,088.59
9/18/25	2013-1086	27000-300	EZ Link Withheld	244.40	
9/18/25	2013-1086	70460-100	Ez Link Retirement	618.10	
9/18/25	2013-1086	10006-100	Treasurer of Virginia		862.50
9/18/25	2013-1087	27000-400	EZ Link Voluntary	571.14	
9/18/25	2013-1087	10006-100	Treasurer of Virginia		571.14
9/12/25	2026-100E	82070-100	Westlaw Proflex - August	638.17	
9/12/25	2026-100E	10006-100	Thomson Reuters - West		638.17
9/12/25	2026-101E	82600-200	Mobile Internet	854.08	
9/12/25	2026-101E	10006-100	T-Mobile		854.08
9/12/25	2026-102E	84810-100	Antibacterial Soap	408.62	
9/12/25	2026-102E	10006-100	ULINE		408.62
9/12/25	2026-103E	84900-410	Grounds Maintenance - Carson	420.00	
9/12/25	2026-103E	10006-100	Virginia Landscapers LLC		420.00
9/12/25	2026-104E	83780-100	Invoice: Amazon 10855	35.98	
9/12/25	2026-104E	83700-100	Invoice: Amazon 10856	49.99	
9/12/25	2026-104E	83700-100	Invoice: Amazon 10860	39.94	
9/12/25	2026-104E	85210-100	Invoice: Amazon 10861	55.94	
9/12/25	2026-104E	83700-200	Invoice: Amazon 10862	19.99	
9/12/25	2026-104E	85110-100	Invoice: Amazon 10884	363.72	
9/12/25	2026-104E	80600-100	Invoice: Amazon 10885	9.99	
9/12/25	2026-104E	80020-100	Invoice: Amazon 8/22/25.1	59.20	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/12/25	2026-104E	80020-100	Invoice: Amazon 8/22/25.2	106.41	
9/12/25	2026-104E	80015-100	Invoice: Amazon 8/22/25.2	45.26	
9/12/25	2026-104E	80025-100	Invoice: Amazon 8/22/25.2	16.76	
9/12/25	2026-104E	80405-100	Invoice: Amazon 8/22/25.2	5.00	
9/12/25	2026-104E	80025-100	Invoice: Amazon 8/23/25	84.13	
9/12/25	2026-104E	80470-100	Invoice: Amazon 8/26/25.1	283.43	
9/12/25	2026-104E	80470-100	Invoice: Amazon 8/26/25.2	39.99	
9/12/25	2026-104E	10006-100	Amazon.com		1,215.73
9/12/25	2026-105E	20200-400	Truist 9/21/25	6,460.59	
9/12/25	2026-105E	10006-100	Truist		6,460.59
9/15/25	2026-106E	10007-100	Gross MLS	16,381.29	
9/15/25	2026-106E	10007-100	Gross Non MLS	8,552.10	
9/15/25	2026-106E	10007-100	Gross Hourly	14,730.36	
9/15/25	2026-106E	10007-100	Gross Smart Beginnings	1,760.11	
9/15/25	2026-106E	10006-100	ARLS-Payroll		41,423.86
9/26/25	2026-107E	83700-100	Invoice: Amazon 10886	167.60	
9/26/25	2026-107E	81100-100	Invoice: Amazon 10891	219.98	
9/26/25	2026-107E	83700-100	Invoice: Amazon 10896	55.90	
			Invoice:		
9/26/25	2026-107E	83700-100	CM1NDG-L91Y-KDV4	-167.60	
9/26/25	2026-107E	10006-100	Amazon.com		275.88
			Retirees Medicare Health		
9/26/25	2026-108E	70470-100	Insurance	696.00	
9/26/25	2026-108E	70470-100	Retirees Health Insurance	1,008.00	
9/26/25	2026-108E	10006-100	Anthem BlueCross BlueShield		1,704.00
9/26/25	2026-109E	70550-600	FC Health Insurance	982.80	
9/26/25	2026-109E	70470-100	ARLS Health Insurance	15,360.29	
9/26/25	2026-109E	10006-100	Anthem BlueCross BlueShield #8299 60 017 0205967		16,343.09
9/26/25	2026-110E	84100-200	Telephone - HQ	270.15	
			#8299 60 017 0205967 Internet		
9/26/25	2026-110E	82600-200	- HQ	481.56	
9/26/25	2026-110E	10006-100	Comcast Communications		751.71
			#8299 60 020 0107829 Internet		
9/26/25	2026-111E	82600-460	- Rohoic	314.07	
9/26/25	2026-111E	10006-100	Comcast Communications		314.07
			#8299 60 020 0108397 Internet		
9/26/25	2026-112E	82600-420	- Dinwiddie	314.07	
9/26/25	2026-112E	10006-100	Comcast Communications		314.07
			#8299 60 019 0106328		
9/26/25	2026-113E	84100-450	Telephone - PG	114.85	
			#8299 60 019 0106328 Internet		
9/26/25	2026-113E	82600-450	- PG	425.05	
9/26/25	2026-113E	10006-100	Comcast Communications		539.90
9/26/25	2026-114E	82460-100	Monthly Billing for September	8,731.00	
			Additional Workstation		
9/26/25	2026-114E	82460-100	Monitoring	375.00	
9/26/25	2026-114E	82460-100	VM Server License	29.76	
9/26/25	2026-114E	82460-100	Server Socket License	30.00	
9/26/25	2026-114E	10006-100	Orion Network Solutions LLC		9,165.76
9/26/25	2026-115E	81210-100	21 Desktops, 1 Laptop	16,709.50	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/26/25	2026-115E	10006-100	Orion Network Solutions LLC		16,709.50
			Postage Meter Lease - Oct - Jan		
9/26/25	2026-116E	84700-100	2026	354.15	
			Pitney Bowes Global Financial		
9/26/25	2026-116E	10006-100	Services		354.15
9/26/25	2026-117E	80020-100	Invoice: 5019661334	19.19	
9/26/25	2026-117E	80250-100	Invoice: 5019664780	10.68	
9/26/25	2026-117E	10006-100	Baker & Taylor		29.87
9/26/25	2026-118E	80460-100	Invoice: 2210685	502.64	
9/26/25	2026-118E	10006-100	Blackstone Publishing		502.64
9/26/25	2026-119E	80260-100	Invoice: 999101344861	222.33	
9/26/25	2026-119E	80260-100	Invoice: 999101398062	101.21	
9/26/25	2026-119E	10006-100	Cengage Learning Inc/Gale		323.54
9/26/25	2026-120E	80200-100	Invoice: 60552935	11.99	
9/26/25	2026-120E	80230-100	Invoice: 90507845	7.21	
9/26/25	2026-120E	80230-100	Invoice: 90507852	13.63	
9/26/25	2026-120E	80230-100	Invoice: 90507851	74.95	
9/26/25	2026-120E	80230-100	Invoice: 90507850	11.43	
9/26/25	2026-120E	80230-100	Invoice: 90507848	7.24	
9/26/25	2026-120E	80230-100	Invoice: 90507847	7.21	
9/26/25	2026-120E	80230-100	Invoice: 90507846	21.64	
9/26/25	2026-120E	80200-100	Invoice: 90507849	30.10	
9/26/25	2026-120E	80210-100	Invoice: 90507844	37.02	
9/26/25	2026-120E	80210-100	Invoice: 90507843	90.84	
9/26/25	2026-120E	80230-100	Invoice: 90603204	63.57	
9/26/25	2026-120E	80230-100	Invoice: 90603199	7.21	
9/26/25	2026-120E	80230-100	Invoice: 90603200	7.21	
9/26/25	2026-120E	80230-100	Invoice: 90603203	11.44	
9/26/25	2026-120E	80230-100	Invoice: 90603205	10.37	
9/26/25	2026-120E	80200-100	Invoice: 90603201	9.78	
9/26/25	2026-120E	80210-100	Invoice: 90603198	177.39	
9/26/25	2026-120E	80210-100	Invoice: 90603197	32.47	
9/26/25	2026-120E	80210-100	Invoice: 90603202	17.43	
9/26/25	2026-120E	10006-100	Ingram Library Services		650.13
9/26/25	2026-121E	80410-100	Invoice: 507719833	66.90	
9/26/25	2026-121E	80405-100	Invoice: 507719835	229.12	
9/26/25	2026-121E	80440-100	Invoice: 507719836	339.40	
9/26/25	2026-121E	80440-100	Invoice: 507757633	69.95	
9/26/25	2026-121E	80405-100	Invoice: 507757632	471.69	
9/26/25	2026-121E	80410-100	Invoice: 507757630	206.68	
9/26/25	2026-121E	10006-100	Midwest Tape		1,383.74
			GASB 75 & 74 Access 9/25 -		
9/26/25	2026-122E	82100-100	9/27	3,150.00	
9/26/25	2026-122E	10006-100	Milliman, Inc		3,150.00
9/29/25	2026-123E	10007-100	Gross MLS	16,381.29	
9/29/25	2026-123E	10007-100	Gross Non MLS	8,552.10	
9/29/25	2026-123E	10007-100	Gross Hourly	15,582.45	
9/29/25	2026-123E	10007-100	Gross Smart Beginnings	1,760.11	
9/29/25	2026-123E	10006-100	ARLS-Payroll		42,275.95
9/2/25	2026-84E	10007-100	Gross MLS	16,381.29	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/2/25	2026-84E	10007-100	Gross Non MLS	8,552.10	
9/2/25	2026-84E	10007-100	Gross Hourly	16,036.31	
9/2/25	2026-84E	10007-100	Gross Smart Beginnings	1,760.11	
9/2/25	2026-84E	10006-100	ARLS-Payroll		42,729.81
9/2/25	2026-85E	84000-410	Utilities - Carson	195.34	
9/2/25	2026-85E	10006-100	Dominion Energy Virginia		195.34
9/2/25	2026-86E	81210-200	Security Cameras	1,332.00	
			Huntington Technology		
9/2/25	2026-86E	10006-100	Finance		1,332.00
9/12/25	2026-87E	80020-100	Invoice: 5019640970	17.21	
9/12/25	2026-87E	80020-100	Invoice: 5019641252	104.38	
9/12/25	2026-87E	80020-100	Invoice: 5019652472	395.41	
9/12/25	2026-87E	10006-100	Baker & Taylor		517.00
9/12/25	2026-88E	80460-100	Invoice: 2208452	42.91	
9/12/25	2026-88E	10006-100	Blackstone Publishing		42.91
			Social Media Archiving -		
9/12/25	2026-89E	82070-100	7/1/25 - 6/30/26	2,388.00	
9/12/25	2026-89E	10006-100	CivicPlus LLC		2,388.00
			#8299 60 019 0107136 Internet		
9/12/25	2026-90E	82600-430	- Disputanta	304.07	
9/12/25	2026-90E	10006-100	Comcast Communications		304.07
			#8299 60 020 0356327 Internet		
9/12/25	2026-91E	82600-410	- Carson	314.07	
9/12/25	2026-91E	10006-100	Comcast Communications		314.07
9/12/25	2026-92E	84100-100	Telephone - Regional	153.33	
9/12/25	2026-92E	10006-100	Clearly		153.33
			Learning Express 10/1/25 -		
9/12/25	2026-93E	80500-100	9/30/26	3,236.00	
9/12/25	2026-93E	10006-100	EBSCO Information Services		3,236.00
9/12/25	2026-94E	80260-100	Invoice: 999100882322	62.97	
9/12/25	2026-94E	80260-100	Invoice: 999100789079	74.97	
9/12/25	2026-94E	80260-100	Invoice: 999100782669	224.73	
9/12/25	2026-94E	10006-100	Cengage Learning Inc/Gale		362.67
9/12/25	2026-95E	84100-410	Telephone - Carson	77.25	
9/12/25	2026-95E	10006-100	Granite Telecommunications		77.25
9/12/25	2026-96E	80230-100	Invoice: 60552938	74.33	
9/12/25	2026-96E	80230-100	Invoice: 60552937	23.68	
9/12/25	2026-96E	80230-100	Invoice: 60555097	29.13	
9/12/25	2026-96E	80230-100	Invoice: 60555094	43.04	
9/12/25	2026-96E	80230-100	Invoice: 60555096	43.65	
9/12/25	2026-96E	80230-100	Invoice: 60555095	21.54	
9/12/25	2026-96E	80010-100	Invoice: 60555090	33.90	
9/12/25	2026-96E	80210-100	Invoice: 60552936	228.53	
9/12/25	2026-96E	80210-100	Invoice: 60555088	38.66	
9/12/25	2026-96E	80210-100	Invoice: 60555089	29.08	
9/12/25	2026-96E	80210-100	Invoice: 60555093	16.23	
9/12/25	2026-96E	80200-100	Invoice: 60552934	21.48	
9/12/25	2026-96E	80200-100	Invoice: 60555092	16.49	
9/12/25	2026-96E	80200-100	Invoice: 60555091	90.55	
9/12/25	2026-96E	80230-100	Invoice: 60556948	22.60	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/12/25	2026-96E	80230-100	Invoice: 60556951	7.18	
9/12/25	2026-96E	80230-100	Invoice: 60556949	7.18	
9/12/25	2026-96E	80230-100	Invoice: 60556950	62.10	
9/12/25	2026-96E	80210-100	Invoice: 60556945	67.92	
9/12/25	2026-96E	80210-100	Invoice: 60556944	36.50	
9/12/25	2026-96E	80200-100	Invoice: 60556947	13.04	
9/12/25	2026-96E	80200-100	Invoice: 60556946	28.49	
9/12/25	2026-96E	10006-100	Ingram Library Services		955.30
9/12/25	2026-97E	81000-300	Invoice: 507677298	1,340.47	
9/12/25	2026-97E	80405-100	Invoice: 507697070	360.32	
9/12/25	2026-97E	80440-100	Invoice: 507697072	293.80	
9/12/25	2026-97E	10006-100	Midwest Tape		1,994.59
9/12/25	2026-98E	83700-100	Legal Pads, Paper, Pens, Toner	364.19	
9/12/25	2026-98E	84810-100	Toilet Paper	237.56	
9/12/25	2026-98E	10006-100	Quill LLC		601.75
			Monthly Shredding - Two		
9/12/25	2026-99E	85850-100	Pickups	183.70	
9/12/25	2026-99E	10006-100	Shred-It USA LLC		183.70
9/11/25	44506	80010-100	Invoice: B7048899	112.60	
9/11/25	44506	80010-100	Invoice: B7046757	737.70	
9/11/25	44506	80010-100	Invoice: B7049198	75.64	
9/11/25	44506	80010-100	Invoice: B7051379	135.66	
9/11/25	44506	80010-100	Invoice: B7050224	101.87	
9/11/25	44506	80030-100	Invoice: B7048855	971.02	
9/11/25	44506	80038-100	Invoice: B7048854	589.08	
9/11/25	44506	80038-100	Invoice: B7049197	12.57	
9/11/25	44506	80038-100	Invoice: B7049886	43.08	
9/11/25	44506	80025-100	Invoice: B7048870	131.40	
9/11/25	44506	80025-100	Invoice: B7049073	32.70	
9/11/25	44506	80015-100	Invoice: B7048853	800.25	
9/11/25	44506	80015-100	Invoice: B7049085	68.94	
9/11/25	44506	80025-100	Invoice: B7051180	50.70	
9/11/25	44506	80010-100	Invoice: B7054212	91.48	
9/11/25	44506	80038-100	Invoice: B7053929	79.59	
9/11/25	44506	80025-100	Invoice: B7054207	50.13	
9/11/25	44506	10006-100	Brodart Co.		4,084.41
			Background Verifications -		
9/11/25	44507	85800-100	Denis, Wray	110.00	
9/11/25	44507	10006-100	Active Screening		110.00
9/11/25	44508	82910-200	Copier - Usage Charge	47.71	
9/11/25	44508	82910-200	Copier - Base Charge	21.92	
9/11/25	44508	10006-100	Canon USA, Inc.		69.63
9/11/25	44509	83500-420	Rent - Dinwiddie Library	300.00	
9/11/25	44509	83500-440	Rent - McKenney Library	300.00	
9/11/25	44509	83500-460	Rent - Rohoic Library	300.00	
9/11/25	44509	10006-100	County of Dinwiddie		900.00
9/11/25	44510	83500-450	Rent - PG Library	1,200.00	
9/11/25	44510	83500-480	Rent - Burrowsville Library	300.00	
9/11/25	44510	83500-430	Rent - Disputanta Library	150.00	
9/11/25	44510	10006-100	County of Prince George		1,650.00

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/11/25	44511	85210-100	Wax Flakes, Scents	75.77	
9/11/25	44511	10006-100	Megan Ranes		75.77
9/11/25	44512	83810-100	Travel - HQ 8/28/25	36.18	
9/11/25	44512	10006-100	James Nickerson		36.18
9/11/25	44513	20500-100	VFHY - 9/2/25	2,375.00	
			First Connections for Early		
9/11/25	44513	10006-100	Success		2,375.00
9/11/25	44514	84900-450	Monitoring of Alarms - PG	59.00	
9/11/25	44514	84900-200	Monitoring of Alarms - HQ	55.00	
			Petersburg Alarm Company,		
9/11/25	44514	10006-100	Inc.		114.00
9/11/25	44515	81100-100	Scanner	649.00	
9/11/25	44515	81100-100	Warranty	175.00	
9/11/25	44515	81100-100	Shipping	99.00	
9/11/25	44515	82000-100	ScanPerfect Software	1,495.00	
9/11/25	44515	82000-100	Software Assurance	350.00	
9/11/25	44515	10006-100	ScannX		2,768.00
9/11/25	44516	83500-200	Rent - Hopewell Library	3,750.00	
9/11/25	44516	84300-100	Inv #14356 Fuel	237.52	
9/11/25	44516	10006-100	Hopewell City Treasurer		3,987.52
9/11/25	44517	82700-100	Explore - Sept - Nov	1,705.00	
9/11/25	44517	10006-100	Johnson Printing Service		1,705.00
9/11/25	44518	84800-200	Janitorial - HQ	4,558.00	
9/11/25	44518	84800-410	Janitorial - Carson	220.00	
9/11/25	44518	84800-420	Janitorial - Dinwiddie	350.00	
9/11/25	44518	84800-430	Janitorial - Disputanta	256.00	
9/11/25	44518	84800-440	Janitorial - McKenney	250.00	
9/11/25	44518	84800-450	Janitorial - PG	1,545.00	
9/11/25	44518	84800-460	Janitorial - Rohoic	220.00	
9/11/25	44518	84800-480	Janitorial - Burrowsville	195.00	
9/11/25	44518	10006-100	MCS Services, Inc.		7,594.00
9/11/25	44519	85200-100	Chair Yoga - 9/3/25, 9/10/25	80.00	
9/11/25	44519	10006-100	Lauren Hannon		80.00
9/25/25	44520	80025-100	Invoice: B7046755	1,601.78	
9/25/25	44520	80010-100	Invoice: B7054905	105.79	
9/25/25	44520	80030-100	Invoice: B7055298	44.85	
9/25/25	44520	80025-100	Invoice: B7055184	132.63	
9/25/25	44520	80025-100	Invoice: B7055297	85.01	
9/25/25	44520	80015-100	Invoice: B7059155	34.11	
9/25/25	44520	80030-100	Invoice: B7058847	82.17	
9/25/25	44520	80038-100	Invoice: B7059163	153.19	
9/25/25	44520	80010-100	Invoice: B7059798	57.90	
9/25/25	44520	80015-100	Invoice: B7059927	74.61	
9/25/25	44520	80030-100	Invoice: B7059999	58.06	
9/25/25	44520	80038-100	Invoice: B7059797	56.99	
9/25/25	44520	80025-100	Invoice: B7060075	227.64	
9/25/25	44520	80010-100	Invoice: B7060712	13.19	
9/25/25	44520	80010-100	Invoice: B7060709	321.57	
9/25/25	44520	80015-100	Invoice: B7060862	95.41	
9/25/25	44520	80030-100	Invoice: B7060717	546.54	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/25/25	44520	80038-100	Invoice: B7060917	467.46	
9/25/25	44520	80025-100	Invoice: B7060711	67.58	
9/25/25	44520	80010-100	Invoice: B7062485	13.19	
9/25/25	44520	80010-100	Invoice: B7062719	123.48	
9/25/25	44520	80015-100	Invoice: B7062680	11.49	
9/25/25	44520	80030-100	Invoice: B7062721	158.84	
9/25/25	44520	80038-100	Invoice: B7062486	180.40	
9/25/25	44520	80025-100	Invoice: B7062487	33.80	
9/25/25	44520	10006-100	Brodart Co.		4,747.68
9/25/25	44521	80500-100	Annual Fee - Image Host	4,380.00	
9/25/25	44521	10006-100	The Crowley Company		4,380.00
9/25/25	44522	83810-200	Travel - HQ 9/10/25, 9/11/25	65.39	
9/25/25	44522	10006-100	Rija Mughal		65.39
9/25/25	44523	84510-100	Bronze Sponser - Wine Tasting	225.00	
9/25/25	44523	10006-100	Kiwanis Club of Hopewell		225.00
9/25/25	44524	82910-200	Color Copies - 6/1/25 - 9/16/25	798.66	
			Copier Contract - 9/7/25 -		
9/25/25	44524	82910-200	9/6/26	609.90	
9/25/25	44524	10006-100	Mauck & Company		1,408.56
			Foam Board, Markers,		
9/25/25	44525	85210-100	Crayons, Paint, Vinyl	116.50	
9/25/25	44525	10006-100	Catherine Field		116.50
<hr/>					
Total				267,337.83	267,337.83
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Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/1/25	83780-100	Supplies - Mascot	Amazon 10855	Automatic Cat Feeder	35.98	
9/1/25			Amazon 10855	Amazon.com		35.98
9/1/25	83700-100	Supplies - Regional	Amazon 10856	Receipt Paper	49.99	
9/1/25			Amazon 10856	Amazon.com		49.99
9/1/25	83700-100	Supplies - Regional	Amazon 10860	Window Decals, Advil	39.94	
9/1/25			Amazon 10860	Amazon.com		39.94
		Supplies - Adult				
9/1/25	85210-100	Programming	Amazon 10861	Seed Envelopes	55.94	
9/1/25			Amazon 10861	Amazon.com		55.94
9/1/25	83700-200	Supplies - HQ	Amazon 10862	Wireless Keyboard	19.99	
9/1/25			Amazon 10862	Amazon.com		19.99
		Supplies - Youth				
9/1/25	85110-100	Services	Amazon 10884	Moss, Crystals, Beads, Bugs, Stickers	363.72	
9/1/25			Amazon 10884	Amazon.com		363.72
		Material Services -				
9/1/25	80600-100	Supplies	Amazon 10885	Plastic Key Tags	9.99	
9/1/25			Amazon 10885	Amazon.com		9.99
9/1/25	80020-100	Adult Non-Fiction	Amazon 8/22/25.1	ANF	59.20	
9/1/25			Amazon 8/22/25.1	Amazon.com		59.20
9/1/25	80020-100	Adult Non-Fiction	Amazon 8/22/25.2	ANF	106.41	
9/1/25		Young				
9/1/25	80015-100	Adult-Fiction	Amazon 8/22/25.2	YAF	45.26	
9/1/25	80025-100	Adult Fiction	Amazon 8/22/25.2	AF	16.76	
9/1/25	80405-100	DVD's	Amazon 8/22/25.2	DVDs	5.00	
9/1/25			Amazon 8/22/25.2	Amazon.com		173.43
9/1/25	80025-100	Adult Fiction	Amazon 8/23/25	AF	84.13	
9/1/25			Amazon 8/23/25	Amazon.com		84.13
9/1/25	80470-100	Video Games	Amazon 8/26/25.1	Video Games	283.43	
9/1/25			Amazon 8/26/25.1	Amazon.com		283.43
9/1/25	80470-100	Video Games	Amazon 8/26/25.2	Video Games	39.99	
9/1/25			Amazon 8/26/25.2	Amazon.com		39.99

**9/12/2025 CK #2026-104E 1,215.73**

9/1/25	83700-100	Supplies - Regional	Amazon 10886	Pelican Hotspot Cases	167.60	
9/1/25			Amazon 10886	Amazon.com		167.60
		Non-Computer				
9/3/25	81100-100	Equip. - Reg	Amazon 10891	Garage Shelving	219.98	
9/3/25			Amazon 10891	Amazon.com		219.98
				Window Alert Leaf		
9/4/25	83700-100	Supplies - Regional	Amazon 10896	Medley	55.90	
9/4/25			Amazon 10896	Amazon.com		55.90
			CM1NDG-L91Y-			
9/22/25	83700-100	Supplies - Regional	KDV4	Return of Pelican Cases		-167.60
9/22/25			CM1NDG-L91Y-			
			KDV4	Amazon.com	-167.60	

**9/26/25 CK #2026-107E 275.88**

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/29/25	Lamb 10828	84510-100	Donation - Community		
			Partner	25.75	
			Lamb Center for Arts and		
7/29/25	Lamb 10828	20200-400	Healing		25.75
7/30/25		85200-100	Cricut Subscription	9.99	
7/30/25		20200-400			9.99
7/31/25	Google 7/31/25.1	82020-100	Google E-Mail - 7/22-7/31	205.48	
7/31/25	Google 7/31/25.1	20200-400	Google		205.48
7/31/25	Google 7/31/25.2	82020-100	Google E-Mail 7/1-7/14	675.14	
7/31/25	Google 7/31/25.2	20200-400	Google		675.14
7/31/25	Google 7/31/25.3	82020-100	Google E-Mail - Telecom	12.77	
7/31/25	Google 7/31/25.3	20200-400	Google		12.77
7/31/25	Hawkeye 10810	84900-460	Window Logos & Stripe	1,007.75	
7/31/25	Hawkeye 10810	20200-400	Hawkeye Graphics		1,007.75
7/31/25	Read 7/31/25	80210-100	Adult Fiction - SO	32.40	
7/31/25	Read 7/31/25	20200-400	Reader Service		32.40
			Repairs/Replace Staff		
8/1/25	Elite 10831, 10806	84900-200	Lock	1,612.50	
8/1/25	Elite 10831, 10806	20200-400	Elite Lock Solutions		1,612.50
8/2/25	Indeed 10890	84400-100	Ad - Administrative Mgr	99.23	
8/2/25	Indeed 10890	20200-400	indeed.com		99.23
8/5/25	Sage 8/5/25	82070-100	Sage HR	243.00	
8/5/25	Sage 8/5/25	20200-400	Sage Software SB, Inc.		243.00
			Sponser/ Hopewell High		
8/7/25	Elite 10897	84510-100	BB	310.00	
8/7/25	Elite 10897	20200-400	Elite Sports		310.00
8/8/25	Fridas 10853	85800-100	CALD Lunch	17.00	
8/8/25	Fridas 10853	20200-400	Fridas Mexican Restaurant		17.00
8/13/25		82000-100	Software Licenses	29.99	
8/13/25		20200-400	Adobe Indesign		29.99
8/14/25	Museum 10839	83800-200	Preservation Workshop	75.00	
			Virginia Association of		
8/14/25	Museum 10839	20200-400	Museum		75.00
8/14/25	Post 10840	84700-420	PO Box Rental	280.00	
8/14/25	Post 10840	20200-400	US Postal Service		280.00
8/14/25	Post 10846	84700-440	PO Box Rental	114.00	
8/14/25	Post 10846	20200-400	US Postal Service		114.00
8/14/25	Rural 8/14/25	82600-480	Internet - Burrowsville	219.00	
8/14/25	Rural 8/14/25	20200-400	RuralBand		219.00
8/15/25	Colonial 10894	85800-100	Monthly Luncheon	20.00	
			Colonial Heights Chamber		
8/15/25	Colonial 10894	20200-400	of Co		20.00
8/19/25	Progress 8/19/25	80300-200	Progress - HQ thru 9/2026	868.58	
8/19/25	Progress 8/19/25	20200-400	The Progress Index		868.58
			Bags, Gloves, Toilet		
8/19/25	Staples 10857	84810-100	Cleaner	328.10	
8/19/25	Staples 10857	20200-400	Staples, Inc.		328.10
8/25/25	Staples 10868	82700-100	Poster Board with Mascot	229.50	
8/25/25	Staples 10868	20200-400	Staples, Inc.		229.50
8/26/25	Target	85110-100	Bags, Candy, Crayons	45.41	
8/26/25	Target	20200-400	Target		45.41
	Total			6,460.59	6,460.59

<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		5,835.05	
8/31/25	August Salary & Benefits	5,835.05		
9/15/25	Payment from FC		5,835.05	
9/30/25	September Salary & Benefits	5,835.05		
9/30/25	<b>Ending Balance</b>			<b>5,835.05</b>

**Appomattox Regional Library System**  
**Report on Long Range Plan for FY2022-FY2025**  
**October 15, 2025**

## Contents

Goal 1 – Foster Lifelong Learning.....	
Objective 1 – The library will provide programming for all youth age categories each quarter in each jurisdiction.....	
Objective 2 – The library will provide adult programming, whether in person or online, on topics of interest to the community.....	
Objective 3 – The library will develop partnerships with community organizations to provide adult programming quarterly.....	
Objective 4 – The library will actively promote its Book-a-Librarian service as established by the library's procedures.....	
Goal 2 – Provide Open Access to Information, Entertainment, and Technology.....	
Objective 1 – The library will increase availability of technology internally and for circulation to the community.....	
Objective 2 – The library will actively promote community involvement in collection development.....	
Objective 3 – The library will actively promote online educational resources offered by the library.....	
Goal 3 – Cultivate Exchange of Ideas.....	
Objective 1 –The library will provide adult programming on diverse topics.....	
Objective 2 – The library will develop displays, online presentations or informational webpages on diverse topics.....	
Goal 4 – Encourage Community Engagement and Gathering.....	
Objective 1 – The library will encourage community participation through the library with other community organizations to support the needs and interests of the community.....	
Objective 2 – The library will develop additional meeting and programming spaces through partnerships with other community organizations.....	
Objective three – The library will encourage outside groups and organizations to use the library's available gathering space as a set by the library's policies.....	
Appendix.....	

## Goal 1 – Foster Lifelong Learning

Objective 1 – The library will provide programming for all youth age categories each quarter in each jurisdiction

### 1st Quarter

- a) The Library presented a combined 159 storytimes and preschool programs with a combined in person attendance of 4,061 during the first quarter of FY2025. This attendance is less than the attendance in FY2024 for the same period of 4,595. However, Youth Services staff shifted focus in FY2025 to elementary age programming.
- b) A portion of the first quarter numbers reflect the library's Summer Reading Program (SRP) which runs from June through middle August. This period straddles the end of one fiscal year and the beginning of the next. Youth attendance at SRP programming in 2024 at all summer reading programs was 5,119. Attendance in 2025 was 5,511.
- c) The library presented 132 elementary school programs during the first quarter of FY2025. Attendance for the first quarter of FY2025 was 2783 at such programs. This is a significant increase from FY2024 during which the library presented 47 programs for elementary school age children with 1,472 attendees.
- d) The library presented 12 teen/young adult programs during the first quarter of FY2025 to 268 attendees. This reflects a decrease in number of programs from FY2024's first quarter of 21 programs but an increase in attendance from 217 attendees.

### 2nd Quarter

- a) During FY2025's second quarter, the Library presented 129 programs to the storytime and preschool audience. Attendance was 3,355. The attendance is comparable to the second quarter of FY2024 of 3,539, despite a reduction in the number of programs from 151.
- b) The library continued its focus on the elementary school population by increasing programming from 36 to 72. Attendance increased in FY2025 to 2,091 from FY2024's attendance at similar programs of 2,091. This statistic includes the attendees at the library's programming conducted during the city's Light Up the Night but excludes any door count for the event..
- c) The library presented five teen/young adult programs during the second quarter of FY2025. This one more program than the library presented during the second quarter of FY2024. However, attendance increased from 36 during FY2024 to 58 during FY2025.

### 3rd Quarter

- a) The Library presented a combined 141 storytimes and preschool programs during FY2025 to 3,206. This is comparable to 148 programs in FY2024 to 3,122 attendees.
- b) The library presented 49 elementary school age programs to 379 attendees. The library presented 53 programs during the third quarter of FY2024 for 486 attendees.
- c) The library presented six teen/young adult programs to 58 attendees. While the library held one less program held during the same period in FY2024, the library drew 52 attendees in FY2024.

### 4th Quarter

- a) The library presented 146 storytimes and preschool programs to 3,915 attendees in FY2025. Library staff presented 155 comparable programs in the fourth quarter of FY2024 to 3,665 attendees.
- b) The library presented 108 elementary school age programs to 2,399 attendees. The 4th Quarter includes the first month of Summer Reading and its special programming. Attendance dropped from the previous last quarter of 4,476.
- c) The library presented seven teen/young adult programs to 32 attendees. This is an increase in programming from four in FY2024. However, attendance was comparable to the FY2024 attendance of 34.

Library Youth Services staff presented programming in each of the three jurisdictions in each quarter. Programs included music, crafts, STREAM, and promotion to parents on literacy importance. Programs presented outside the library at schools, parks and outreach events such as the Library Day with the Tri-Cities Chili Peppers.

### Objective 2 – The library will provide adult programming, whether in person or online, on topics of interest to the community

The library presented 498 adult programs during FY2025, whether inside a library location, at a remote location or online, with a total attendance of 3,592. Program topics included classes on financial literacy, the Weston Lecture series in partnership with the Historic Hopewell Foundation, canning and creating refrigerated pickles, the environment, continuing education and GED classes, topics important to senior citizens, gardening, the library's monthly book groups and yoga and exercise classes. The Friends of the Library of Hopewell/Prince George continued its support of the open mic Poetry & Prose program.

Since beginning the partnership to offer the GED classes, one attendee has graduated and a second is on track to receive a diploma.

Although not a “program”, librarians offered the library’s new notary service on an individual basis.. The service was a rousing success with a total of 632 notary acts completed last fiscal year.

#### Objective 3 – The library will develop partnerships with community organizations to provide adult programming quarterly

A list of the library’s current community partners is included as an appendix to this report. Significant successes were with the Historic Hopewell Foundation’s Lunch & Learn Lecture Series, the area animal shelters during the library’s Animals along the Appomattox events, the Hopewell Recreation & Park Department’s Rec Reader program and working with the Hopewell Department Social Services being present in the Hopewell Library.

Of special note is the library’s partnership with Sylvia Sisters and the distribution of menstruation kits for free. During FY2025 the library distributed 323 kits and 4,108 individual products from library locations and the library’s partnership with Dinwiddie Parks and Recreation.

#### Objective 4 – The library will actively promote its Book-a-Librarian service as established by the library’s procedures

The library has periodically included information about the service in its newsletters, social media and signage. Staff recommend the service to patrons while assisting them, particularly when the staff member believes the patron would benefit from more one-on-one assistance. Librarians also offer the service when time permits without an appointment to patrons asking for in-depth assistance.

Despite these efforts, staff documented only eight Book-a-Librarian sessions in FY2025. The services available through Book a Librarian have been modified for FY2025 to better meet the one-on-one assistance being requested by patrons. The management team is exploring other ways to communicate on a one-on-one basis with patrons including providing online reference in the future.

## Goal 2 – Provide Open Access to Information, Entertainment, and Technology

### Objective 1 – The library will increase availability of technology internally and for circulation to the community

The library continues to actively promote the availability of circulating hotspots. The library increased the number of available hotspots for circulation, improved the signal reception for its unit and moved to unlimited data use on each unit.

The library continued its updating of its computers on its technology replacement plan.

The library expanded its Library of Things in FY2026 by adding additional electronics and home testing devices. The decisions on items to be ordered occurred in FY2025. The library delayed creation of a Makerspace based on information and input received in crafting a proposed Strategic Plan beginning in FY2026.

Although not part of making technology available to the patrons, a successful addition to the library's Library of Things is the seeds library at the Prince George Library. In April 2025, the library launched its Seed Library with the goals of preserving native plants, promoting self-sustainability, and fostering community engagement. The initiative began entirely through donations and was met with strong community interest. Between April and June, 79 packets of seeds were borrowed, resulting in a 93% circulation rate. This early success highlights both the community's enthusiasm for the project and its potential for continued growth and impact.

### Objective 2 – The library will actively promote community involvement in collection development

Staff track requests of patrons for materials not in the collection. Staff use the Interlibrary Loan Form to document these requests. Any time the library does have an item that a patron wants, staff fill out an ILL form and send it to the librarian in charge of interlibrary loans. Staff filled 288 requests for interlibrary loan in FY2025.

If the requested item is recently published, the request is sent to the person responsible for ordering that area of the collection for purchase. If the material is more than six months past publication date, the librarian evaluates whether the library should add the requested item to the collection or if staff should suggest an alternative in the collection to the patron. If the item is not and will not be available as part of the library's collection, the librarian contacts the patron regarding receiving the book through interlibrary loan.

Every location has print survey cards asking for recommendations for the collection. The library also offers online opportunities to recommend additions to the collection on its website, [Feedback | Appomattox Regional Library System \(arls.org\)](#), and through the Overdrive collection Libby application.

A copy of the FY2025 comments is attached as an appendix to this report.

### Objective 3 – The library will actively promote online educational resources offered by the library

The library continues to promote the use of its JobNow and VetNow resources in conjunction with the employment workshops. The library added a financial literacy online resource in FY2024. However, the resource, despite programs and promotion, was not as successful as hoped. The library replaced the financial literacy resource at the end of FY2025 with an education and testing online resource called Learning Express. Learning Express has shown definite improvement in usage.

Signage, patron assistance and posts in the library's newsletter and social media have periodically promoted the library's downloadable collections in Overdrive and Hoopla. The library continues its promotion of the genealogy online resources such as Ancestry and HeritageQuest.

## Goal 3 – Cultivate Exchange of Ideas

### Objective 1 –The library will provide adult programming on diverse topics

Through its partnership with the Historic Hopewell Foundation or as programs created by library staff or in support of community partners, the library presented programs on a variety of topics during FY2025. Samples of such topics include:

- Discovery and Exploration of the Confederate Ironclad
- German Prisoners of War in Virginia during World WarII
- Songs of the Civil War
- Alzheimers Asso. Healthy Living for your Brain and Body
- Invasive Plants
- Junk Journaling
- Coping with Grief During the Holidays

Other programs and presentations by the library and its staff included:

- Yoga and fitness
- Art and creativity
- Family Craft Nights and knitting groups
- Canning and food preparation
- Personal wellness including personal blood pressure monitoring
- Adoption
- Author visit
- Open mic opportunities for patron created poetry and prose
- Gardening
- Monthly book group discussions
- Adult gaming

Staff continued to create online video presentations for the library's YouTube channel. 1,566 visitors watched the library's posted videos on topics ranging from the Historic Hopewell Foundation's Lunch & Learn lectures to craft demonstrations and instructional videos.

#### Objective 2 – The library will develop displays, online presentations or informational webpages on diverse topics

Physical displays of library materials and/or resources during FY2025 included, but were not limited to, Black History Month, National Hispanic Heritage Month, Banned Books, and Women's History. Staff create new displays monthly on current topics or topics of interest such as gardening, job searching and employment, and local history. Displays are created to display items from the collection related to adult, teen and children collections and for resources for each age group

### Goal 4 – Encourage Community Engagement and Gathering

#### Objective 1 – The library will encourage community participation through the library with other community organizations to support the needs and interests of the community

The library uses its development of community partners to present library resources outside of the library as well as encourage patrons to come to the library. A spreadsheet of the library's community partners is included as an appendix to this document.

Not listed with the community partners are the numerous outreaches at which the library participated. Outreach locations included but is not limited to, Farmers Markets, street festivals, events hosted at the schools, recreation departments, and Ft. Gregg-Adams. The library

participated in various holiday events in the communities, Hopewell's Light Up the Night celebration and participating in the Prince George Juneteenth celebration.

The library's strongest support from outside organizations promoting the library and the library resources remain the Historic Hopewell Foundation, the Hopewell Recreation & Parks Department, and the Dinwiddie Parks, Recreation & Tourism Department. The Rotary Club of Prince George County provided grant support for the Summer Reading Program.

### **Objective 2 – The library will develop additional meeting and programming spaces through partnerships with other community organizations**

The library has a strong relationship with the Dinwiddie Parks, Recreation & Tourism Department that has allowed frequent use of its meeting spaces at the Eastside Enhancement Center and Ragsdale Community Center for programs at no cost. Although there is no formal arrangement for use of the extra space, the department is very accommodating in allowing the library to have available space when needed. However, public use of the meeting space still requires going through the department and its reservation system. The department provided access to the Friends of the Library – Dinwiddie (FOLD) to the historic courthouse on a Sunday for its annual program.

The library also works closely with the city's Recreation and Parks department. Library are regular presenters at the various city events as well as participating in an outreach capacity.

Despite these strong relationships, the library has not been able to develop a direct access to the partners' spaces or the ability.

### **Objective three – The library will encourage outside groups and organizations to use the library's available gathering space as a set by the library's policies.**

The library has actively promoted the available meeting spaces through the past fiscal year. In comparison to the usage prior to the pandemic, the library has seen considerable growth in the number of groups using the meeting spaces. The number of meetings in FY2025 is comparable to the number of meetings in FY2019. However, the reported number of attendees is considerably lower. Anecdotal examples indicate large meetings have moved online. The library has developed a consistent relationship of county and city departments using library space for meetings and well as outside groups with a relationship with governmental agencies such as the Master Gardeners in Prince George County.

## Appendix

Community Partners – See attached spreadsheet

Patron Feedback – See attached Spreadsheet

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

**Introduction**

**Goals and Objectives**

- Goal 1 – Raise Professional Standards for Library Services and Staff
- Goal 2 – Analyze and Improve Library Collections and Facilities
- Goal 3 – Improve Community Access to Impactful Technology

**Strategic Plan Matrix: Goals, Objectives, and Target Dates**

**Appendices**

- ARLS Overview
- History
- Programs and Services
- Planning Process for Committee
- Planning Committee Participants
- Demographic Summary of Service Community
- Survey Process and Themes

## 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**

<b>Objective</b>	<b>Description</b>	<b>Target Date / Frequency</b>
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

### History

Our name reflects the Appomattox River, which flows through each of the 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)  
<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>

ORGANIZATION	ACTIVITIES	Comments/notes
The American Red Cross	ARLS has hosted eighteen blood drives between October 2020 through the present. Each event has averaged 20 donors per drive.	
Crater District Area Agency on Aging	The library since 2023 has partnered with the agency in creation of displays and organizing programs such as providing assistance in enrolling in various programs for seniors	
The Choice Group	The Choice Group supports people with barriers in finding gainful employment and providing transition services to at-risk youth and students through their Pre-Employment Transition Services. The ARLS volunteer program has become a community support location. Choice Group volunteers are able to develop specific life skills necessary to obtain and maintain employment through their volunteer work with ARLS. The library has also help promote the organization's resources	
Dinwiddie Parks and Rec	SRP Programs (Mad Science, Richmond Zoo), movie nights	
Dinwiddie Public Schools	Literacy Night, Back-to School Fair, STEM Night	
Ft. Lee Area Spouses Club Super Sign-Up	ARLS information table usually in August	
Historic Hopewell Foundation	Annual Weston Lunch & Learn Lecture Series; provided presenters and programs and recorded lectures for posting on the library's webpage/Youtube channel	
Hopewell Downtown Partnership	ARLS remains a member of the organization and provides resources and support during the organization's downtown events.	
Hopewell Public Schools	Career Fair, Back-to-School Fair, Literacy Night, STEM Night, Local Heros project, school visits, field trips, Library Card Sign-up	
Hopewell Recreation & Parks	Monthly partnership for distribution of books to homes of children (Brilliant Bookworms ~SF) ; Annual Light Up the Night Festival; , Story Trail, Halloween and Easter events	
Hopewell Tree Stewards	Story Time, Arbor Day event	
Lamb Arts	Art Fest, Art Story Time. Participated as a pick-up/drop-off location for the 2024 and 2025 valentine's kit to create valentines for local nursing home residents. The library has worked with the organization to provide display space abd hosted the Virginia Museum of Fine Arts traveling exhibit in 2024.	
The Moving Forward Agency	A Career and Talent Service. They coordinate with Hopewell staff to set up public information tables.	
Pocahontas State Park	YS promoting VA animals, habitats, and safety	
Prince George Dept. of Social Services	The library was part of the committee planning the Toddler Fair	
Prince George Public Schools	Literacy Night, Career Fair, STEM Night, SRP Info Sessions, field trips, library cad distributuion	
Prince George Rotary	ARLS Provides gently used donations for their area Free Little Libraries.	
The Virginia Department of Health	ARLS is a VDH partner and contines as distribution locations of free Covid-19 rapid tests at all branches	
Virginia Employment Commission	Pop-up employment workshops at various branches	
PEATC	Hosts monthly information table for community and training for YS staff.	
District 19	Early childhood inititve	District 19 event and hosted them at library.

Date	Type	Branch	Name	Email/Phone	Comment	Category	Follow up	
Jul , 2024	Paper	Hopewell	-	alexanderalexj@gmail.com	This Library is a Blessing. People should definitely appreciate it! AJA	Applause		
7/2/2024	NPS	Dinwiddie	Taylor W. Collins	tlc42410@gmail.com	Staff is always sp helpful with all the questions my kids always have.	Applause		
7/9/2024	NPS	Hopewell	Katherine Podlewski	kjpodlew@yahoo.com	Good services, less than desirable company.	Applause/Complaint		
					The librarians are so friendly and the ARLS facility are top-notch. I live in Midlothian but commute to the Appomattox region frequently for work, and use these libraries frequently. I often find that whatever books the Richmond and Chesterfield systems either have checked out or not available at all can always be reserved through ARLS.	Applause		
7/16/2024	NPS	Hopewell	Annabelle Marshall Bugay	<a href="mailto:abugay@feedmore.org">abugay@feedmore.org</a>	The majority of my acquaintances are already users of ARLS.	Statement		
7/16/2024	NPS	Hopewell	Mary Gatewood-Frye	fryem2720@gmail.com	The majority of my friends and family are already members or users of ARLS.	Statement		
7/16/2024	NPS	Hopewell	Mary Gatewood-Frye	fryem2720@gmail.com	Good selections	Applause		
8/6/2024	NPS	Carson	Linda M. Anderson	linrobanderson@comcast.net	There are few finer places to spend an afternoon in the area. Nothing cuter than the Depot with the little caboose in the back! The women here are both incredible, and will put forth remarkable effort in helping you source literature from within the Appomattox library system and beyond.	Applause		
8/7/2024	Google	Carson	Eric Mulkey	-	I can usually find what I want to read and/or I can get items pretty quickly	Applause		
8/13/2024	NPS	Hopewell	Deborah Soto Birk	dbirk11@gmail.com	I value having a public library and the resources it provides.	Applause		
8/13/2024	NPS	Hopewell	Kevin Carraway	carrawayk2@gmail.com	Librarians makes it easy to access the books	Applause		
8/20/2024	NPS	Prince George	Esther B. Denteh	dentehester@gmail.com	Great library and staff-needs closer handicapped parking!	Applause/Complaint		
Aug-24	Paper	Dinwiddie	J. Keath Graves	<a href="mailto:jkeathgravesjr@aol.com">jkeathgravesjr@aol.com</a>	Dinwiddie has the best employees! Suggestion: Make library cards digital so we can show them on our phones. Make it easier to present without having to find in our wallets with all other cards.	Applause/Request		Addressed with County but the grounds does not have any other parking than that behind the courthouse and that across from the library and the court yard.
Aug-24	Paper	Dinwiddie	Becky Melvin	-	I think it would be great if there was a spanish class. I would love to learn Spanish but I'd rather do it with people instead of online.	Request		All requests are turned over to the librarian in charge of the selection or programming for that portion of the collection. Staff communicate the decision on the request.
Aug-24	Paper	Dinwiddie	Chris May	<a href="mailto:cmaythe2nd@yahoo.com">cmaythe2nd@yahoo.com</a>	Can you order "Descendants 4" The Book and DVD Please and thank you!	Request		
Aug-24	Paper	Dinwiddie	Mallory Stewart	<a href="mailto:mallory.stewart@purple.us">mallory.stewart@purple.us</a>	"The Fourth Child" was labeled Christian Fiction. There curse words and sexually explicit throughout the book. I love my library! One suggestion-could there be a book club earlier in the day? I would probably attend if it wasn't so late.	Request		Addressed
Aug-24	Paper	Prince George	W. Noland	<a href="mailto:nolands1@verizon.net">nolands1@verizon.net</a>	Always friendly and helpful!	Applause		
8/27/2024	NPS	Rohoic	Nancy Fannon	carooc50@yahoo.com	Friendly and informative staff, super helpful, great selections, very organized and clean	Applause		
9/3/24	NPS	Dinwiddie	Kaylee M Panna	kayleepanna45678@gmail.com	I believe that the library is a great place to find the information or reading enjoyment you are looking for.	Applause		
9/5/24	NPS	Prince George	Mark K. Fitzpatrick	mkfitzer@aol.com	They are always polite and courteous.	Applause		
9/10/24	NPS	Rohoic	Brenda F. Schmitz	brendaschmitz532@gmail.com	At the Disputanta Library there are some wonderful workers such as Ms. Kat and Nancy G. They are so friendly and kind to me and my children every time we visit that library ! I would love a children's program/activity such as the ones my sister's kids do at Prince George! My kids feel so left out and I should not have to pay Uber us to another library, for my children to get those stimulating activities!	Applause/Request/Complaint		The library began a Story Time at Disputanta but no group attended after the first presentation.
9/14/24	Website	Disputanta	Arienne Boyer	arienneboyer@yahoo.com				
9/18/2024	NPS	Hopewell	Jacquelyn Kay Wright	jackiewrightbabbygirl5@yahoo.com	Its nice quite and workers are helpful	Applause		

Date	Type	Branch	Name	Email/Phone	Comment	Category	Follow up
					I have noticed some issues regarding the main page of the ARLS homepage and was told that you were the individual I should notify about these issues. At the top of the ARLS website there are two links that are labeled "My Account" and "Catalog". These two links lead to the link <a href="http://catalog.arls.org/">http://catalog.arls.org/</a> which appears to be broken. The only way to get access to the catalog page from the ARLS website seems to be to use the search bar present on the home page. I was also having some issues with the catalog website that has made it incredibly unpleasant to use, although it seems mostly usable. I am not sure who to direct my complaints to on that matter but at the moment of writing this email I couldn't confidently talk about them because the website seems to have gone down as I am unable to connect to it. I'm sorry, Is there anything that can be done about parents wearing shirts with curse words to Story Time? Inappropriate (angry emoji)	Request/Complaint	addressed
9/25/2024	Email	Hopewell	Erica Rotz	erotz434@gmail.com			
10/1/2024	Facebook	-	Kathy Harrell Moore Elliott			Request	<a href="#">Kathy Harrell Moore Elliott thank you for your comment. We will look further into this.</a>
10/1/2024	NPS	Hopewell	Patricia Gates	christopher.cody@gerdau.com	Clean, friendly, and lots to choose from We would like an adult Yoga class at Disputanta   We would also like to have a children's program at Disputanta Very kind staff. Just learning the system. Not many books on the shelves.	Applause	
10/7/2024	Website	Disputanta	-	-		Request	
10/15/2024	NPS	Hopewell	Diane Walker	dxwalker2@gmail.com	I go to the Prince George library and I am always greeted with a smile. They are pleasant and very accommodating. I am not sure if this is the correct place to submit this comment. Please forward to the correct person if you would. I would like to comment on the book you give to to keep track of the 1,000 books you read to a child has a list of books you should read before kindergarten. Many are not at ARLS and have to come from other libraries or not available at all. Those books should be of importance to have available at all your libraries since you basically are suggesting for children to have them read to them and I would say they have great reason to be read to them as well.. so please consider them important to buy. also, I have requested books that have been coming from Petersburg which says they must get the new books that people read. Pls, when you buy into a series it would be nice that you carry all the books from that series. Thank you for your time, Barb Ceney	Applause/Complaint	
10/15/2024	NPS	Prince George	Tanriyah N Eppes	tah7ti@gmail.com		Applause	
							Complaint/Request
10/22/2024	Website	Hopewell	Barb Ceney	804-731-4808	The hoopla app is not working properly. It keeps telling me my library card info and password is incorrect. I can log in with the exact same credentials on the arls website just fine.	Complaint	Hoopla is working fine. His card is expired. Voicemail left to attempt to contact him to renew his library card.
10/29/2024	Website	Hopewell	John Cabaniss	8049261375	We love the librarians.	Complaint	
10/29/2024	NPS	McKenney	Tiffany C. Higdon	tiffhigdon13@gmail.com	the Library Ass (Kaitlyn) was very helpful even Chris was not as helpful.	Applause	
November 2024	Paper	Hopewell	Gregory Aktow	galston102@gmail.com	However Ask 90 donations (raised for library) I raise to move in my apt, car. Told order on computer would move S - [ineligible] house 911 Elm 721-5544	Applause?	
November 2024	Paper	Hopewell	Betty Hill		Took an hour to fax 8 pages with the new e-fax. It was very frustrating	Complaint	
November 2024	Paper	Prince George	Alyson Chapell	804-896-2758			

Date	Type	Branch	Name	Email/Phone	Comment	Category	Follow up	
November 2024	Paper	Prince George	Chpl. [illegible] Zenba	<a href="#">804-605-2552</a>	I gratefully - [illegible] copy the PEACE of knowledge and learning. Being in this environment spiritually--enhances my "present" abd ti geave [illegible] in the moments--grateful for Bro Steven & Sis Kamia and Sis Jessica "Continued spiritual appreciation" Looking forward Applause? to continuing to pursue [illegible] Princeton Theological Seminary & Liberty Inobersity Grad & the [illegible] Washington School Fellowship! Chaplian in spiritual-anticipations & spiritual-growth" 2024 When I come to the library I am very happy. But what makes me upset is when I read manga there are 2-20 pages missing but I still read them. Thank you for your time -Sincerely, weekly reader.	Complaint		
November 2024	Paper	Prince George	Logan (weekly reader)	804-731-6922	Jewelry making class was fun! Try resin jewelry!	Request		
November 2024	Paper	Disputanta	Holly C Jennings	hjenning77@gmail.com.   804	Enjoyed the class very much need to have more	Applause/Request		
November 2024	Paper	Disputanta	Bambi	804-586-9328	Great class. I had a lot of fun making the earrings and talking with everyone there, it was an easy process to make them. i'm looking forward to the next class :)	Applause		
November 2024	Paper	Disputanta	Alyssa Velasco	678-346-1684	I think there should be a handicap accessible entrance so everyone can enjoy the library!	Request		
November 2024	Paper	Dinwiddie	Andrea Valencia	-	Please add Nintendo Switch game Pokken Tournament DX to your system.	Request		
11/6/2024	Website	Hopewell	Luis Baez	<a href="#">tavo411@gmail.com</a>	Staff is friendly and helpful, plenty of books available to choose.	Request		
11/12/2024	NPS	Hopewell	Jean I. Dutch	jdutch.jd@gmail.com	The patience, kindness, and customer service of the front desk workers today is top tier. 5 stars completely recommend.	Applause		
11/18/2024	Paper	Hopewell	-	-	I would like to request two things. Dragon Quest 3 HD-2D remake. Book wise I would like to ask for Dungeon Crawler Carl	Request		
12/2/2024	Website	Hopewell	-	-	Seems like a good library. More online resources might be needed. Often a lengthy wait.	Request		
1/7/2025	NPS	Hopewell	Alisande Duncan	sduncan1971@yahoo.com	First..... The staff at Prince George are just wonderful.....every single one of them! My wife and I are in the library at least one a week...sometimes twice. We love our library. Second....Is there any chance of the system getting the films Conclave, based on the book by Robert Harris and Here, a film starring Tom Hanks and Robin Wright?	Applause/Request		
2/15/2025	Website	Prince George	John Dialessi	<a href="#">greekmythman@yahoo.com</a>	Good service, responsive to needs, very helpful	Applause		
2/25/2025	NPS	Hopewell	Evelyn J. Britton	<a href="#">ebritton0809@gmail.com</a>	Very nice exhibit!	Praise		
Feb-25	Paper	Prince George	Pam Tuggle		Megan, You did a great job organizing and implementing this	Praise		
Feb-25	Paper	Prince George	Emily DeCarlo		Very nice exhibit!	Praise		
Feb-25	Paper	Prince George	Rechelle Brown		Thanks for giving me a venue to display my drawings	Praise		
Feb-25	Paper	Prince George	Joan Fallon	-	Thank you so much! This was so fun!!!	Praise		
Feb-25	Paper	Prince George	The Mullenix	-	Very well done. I enjoyed it!	Praise		
Feb-25	Paper	Prince George	Nancy G-Disputanta	-	Beautiful work and two from our very own Lori Booth!!!	Praise		
Feb-25	Paper	Prince George	Shelly-Dinwiddie	-	Fantastic-Great pictures done by Lori Booth ARLS employee.	Praise		
Feb-25	Paper	Prince George	-	-	Beautiful exhibit! I really liked the colored pencil, "Dragon St	Praise		
Feb-25	Paper	Prince George	Bettie Nickerson	-	It would be a 10 but there were people smoking very close to the front door.	Applause/Complaint		
3/5/2025	NPS	Hopewell	Consuelo Martinez	<a href="#">livealoha365@gmail.com</a>	The staff services & structural - environment is outstanding & we are so grateful to have the many services offered here. The librarian-staff is cordial &respectful. I'm appreciative and many continued blessings I am grateful for the services at this location. I began at Hopewell at ARLS w/Mr. Chris & I was accepted to Princeton Theological Seminary; I am currently returning my doctial in Chaplancy at Liberty University School of Divinity----*	Applause		
Mar-25	Paper	Prince George	Chpl Zenoba Powell					

Date	Type	Branch	Name	Email/Phone	Comment	Category	Follow up
Mar-25 Paper 3/25/25 NPS	Prince George Hopewell	Bonnie Willis Kim Singleton Bartulewicz	804-399-3164 chichis4you@yahoo.com		I commend your staff member Steven who is always courteous helpful and very professional.   He is a joy to work with when using computers and printing. Thank you! The library is a Fantastic place. Everyone is so helpful and kn	Applause Praise	
3/28/25 Website April 2025 Paper	Carson Hopewell	- Tyler and Ktea	- -		The Notebook DVD. It's criminal that you don't have it in your collection. Love this library. Thank you for your service So I have a problem with the system. Whenever I look up "Boruto" into the search catalog it never really works. What's happening is the titles are with the wrong books, some books aren't showing up even though it's saying I can find it, and it's just making me upset. So I really just want this issue to get fixed.	Request Praise Complaint/Request	Contacted for additional assistance in using the catalog
4/17/25 Website	Prince George	Logan Spencer	Brogan2764@gmail.com		May I suggest Pikmin 1+2 for the Switch and a book named The Sword of Kaigen	Request	
4/23/25 Website	Hopewell	-	-		Hi Megan,   I don't know if you organized the Meditation program that was at PG Library today, but I attended and it was excellent! Just what I needed. Thank you (or whoever) for a quality program! Help is available if need	Praise	
5/3/25 Email 5/4/25 NPS	Prince George Hopewell	Elizabeth Trop Rochelle Tyler	emtrop@gmail.com rochtyler@gmail.com		Hi a patron was wanting more Spanish speaking books and more bilingual books to be added to circ. She left before I was able to catch her name or let her know about our website.	Praise Request	
5/5/25 Website	Prince George	Tamia Bowser	tbowser@arls.org			Praise	
5/13/25 NPS 5/13/25 NPS	Hopewell Hopewell	Alexis D. Stewart Chrstine M Clayborne	alexisstewart724@yahoo.com chriscrayborne@icloud.com		A clean library with kind staff members. Wonderful staff , always willing to help Just wanted to say Thank You for so graciously accommodating our MommyConnect group yesterday. We truly appreciate your support, assistance, and patience with us. I am grateful to have had such a welcoming space for our gatherings.	Praise Praise Praise	
5/30/2025 Email	Hopewell	Kimberly Barrow	<a href="mailto:kbarrow@cmytrans.com">kbarrow@cmytrans.com</a>		I love how this library is situated and the staff is always so wonderful	Praise	
6/3/2025 NPS 6/7/2025 NPS	Prince George Prince George	Stephanie E Tucker Brandi M Bickel	tucknstef@gmail.com brandi.borowski@yahoo.com		Very helpful and great selection	Praise	
6/24/2025 NPS 6/24/2025 NPS	Hopewell Dinwiddie	Verina Darlene Garrett Richard M Liles	darlene.garrett3@comcast.net theliles@aol.com		I would like to see a better selection of new releases in the adult fiction section nice people	Request Praise	

Appomattox Regional Library System

Revenue and Expenses

Proposed Budget for FY2026

fund#	Revenue 09/30/25	Adopted FY2026 Budget	Total Receipts 7/25 - 8/25	September 2025 Receipts	Total Receipts	Percentage Received	Balance Due	Proposed FY2027 Budget	Percentage Increase or Decrease	Comments
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$20,000	0%	
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000	\$100,000	0%	
102	Hopewell	\$760,057	\$190,014	\$190,014	\$380,029	50.0%	\$380,029	\$790,468	4%	
103	Dinwiddie	\$364,696	\$91,174	\$0	\$91,174	25.0%	\$273,522	\$379,289	4%	
104	Prince George	\$726,936	\$181,734	\$0	\$181,734	25.0%	\$545,202	\$756,022	4%	
105	State Funds	\$674,452	\$168,546	\$0	\$168,546	25.0%	\$505,906	\$674,184	0%	
106	Lost/Damaged/Fees	\$5,000	\$663	\$203	\$866	17.3%	\$4,134	\$3,000	-40%	Due to the ending of daily overdue fines and fewer items being lost or damaged, the revenue for Lost or Damaged items continues to decrease
107	Copying/Fax Receipt	\$25,000	\$4,380	\$2,353	\$6,733	26.9%	\$18,267	\$25,000	0%	
108	Endowment Funds	\$17,500	\$0	\$0	\$0	0.0%	\$17,500	\$17,500	0%	
109	E-Rate Refunds	\$20,000	\$28,350	\$0	\$28,350	141.7%	(\$8,350)	\$20,000	0%	E-Rate is based on expenses related to qualifying services. The library made improvements to its network in FY2024 that will not occur in FY2025
110	Gifts/Donations	\$1,000	\$353	\$0	\$353	35.3%	\$647	\$1,000	0%	
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000	\$1,000	0%	
112	Other	\$2,700	\$543	\$269	\$813	30.1%	\$1,887	\$2,700	0%	
<b>TOTALS</b>		<b>\$2,718,341</b>	<b>\$665,758</b>	<b>\$192,839</b>	<b>\$858,597</b>	<b>31.6%</b>	<b>\$1,859,744</b>	<b>\$2,790,164</b>	<b>3%</b>	

Fund#	EXPENSES 09/30/25	FY26 Adopted Budget	TOTAL SPENT 7/1/25 - 09/30/25	MONTHLY EXPENSES - 09/25	TOTAL EXPENSES 09/30/25	PERCENTAGE SPENT	BALANCE	Proposed FY2027 Budget	Percentage Increase or Decrease	Comments
<b>Personnel</b>										
200	MLS Salaries & Wages	\$560,323	\$85,327	\$42,663	\$127,990	22.8%	\$432,333	\$582,736	4%	The library is proposing a 4% COLA for all employees due to existing and projected inflation rates.
201	Non-MLS Salary & Wages	\$755,138	\$113,890	\$55,487	\$169,377	22.4%	\$585,761	\$785,344	4%	The library is proposing a 4% COLA for all employees due to existing and projected inflation rates.
202	Benefits for Staff/Retirees	\$330,000	\$52,968	\$27,129	\$80,097	24.3%	\$249,903	\$381,852	16%	The best information available at the time of the creation of this budget proposal projects a possible 15% increase in health insurance costs in the coming fiscal year. Possible changes in the library's staffing structure would affect the library's required retirement system contributions.
<b>Total Personnel Books &amp; Materials</b>		<b>\$1,645,461</b>	<b>\$252,185</b>	<b>\$125,280</b>	<b>\$377,464</b>	<b>22.9%</b>	<b>\$1,267,997</b>	<b>\$1,749,931</b>	<b>6%</b>	
300	Books	\$108,900	\$2,063	\$9,714	\$11,777	10.8%	\$97,123	\$99,645	-8%	
301	Leased Materials	\$18,500	\$0	\$0	\$0	0.0%	\$18,500	\$18,500	0%	
302	Standing Order Books	\$36,560	\$3,620	\$2,301	\$5,921	16.2%	\$30,639	\$38,050	4%	
303	Print News & Periodicals	\$9,000	\$925	\$0	\$925	10.3%	\$8,075	\$9,000	0%	
304	Audiovisual Materials	\$35,070	\$343	\$2,912	\$3,254	9.3%	\$31,816	\$38,388	9%	
305	Electronic Materials	\$25,000	\$8,938	\$7,616	\$16,554	66.2%	\$8,446	\$15,000	-40%	Based on changing use and demand, the library has reduced the number of databases and online resources the library offers.

Fund#	EXPENSES 09/30/25	FY26 Adopted Budget	TOTAL SPENT 7/1/25 - 09/30/25	MONTHLY EXPENSES - 09/25	TOTAL EXPENSES 09/30/25	PERCENTAGE SPENT	BALANCE	Proposed FY2027 Budget	Percentage Increase or Decrease	Comments
306	Material Services Supplies	\$6,500	\$500	\$10	\$510	7.8%	\$5,990	\$6,500	0%	
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	0%	
309	Equipment, Devices & Kits	\$1,000	\$228	\$0	\$228	0.0%	\$3,000	\$3,150	215%	The library started its Library of Things with hotspots and expanded with donations of disc golf sets and blood pressure kits. The library intends to continue adding or replacing items to the collection as space and money allows.
310	Econtent	\$55,000	\$9,948	\$1,340	\$11,289	20.5%	\$43,711	\$67,500	23%	High demand for downloadable books, audiobooks, music and videos require additional funding
<b>Total Books &amp; Materials</b>		<b>\$295,530</b>	<b>\$26,565</b>	<b>\$23,893</b>	<b>\$50,458</b>	<b>17.1%</b>	<b>\$245,072</b>	<b>\$295,733</b>	<b>0%</b>	
<b>Capital Expenditures</b>										
400	Library Non-Computer Equip., Furniture & Fixtures	\$80,000	\$2,000	\$1,402	\$3,402	4.3%	\$76,598	\$60,000	-25%	The FY2026 budget included furniture costs for locations that will not be necessary in FY2027.
401	Computer Hardware	\$70,000	\$2,664	\$18,042	\$20,706	29.6%	\$49,295	\$90,000	29%	The library continues its technology plan and certain public and staff computers are scheduled for replacement.
<b>Total Capital Expenditures</b>		<b>\$150,000</b>	<b>\$4,664</b>	<b>\$19,443</b>	<b>\$24,107</b>	<b>16.1%</b>	<b>\$125,893</b>	<b>\$150,000</b>	<b>0%</b>	
<b>Contractual</b>										
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100	\$3,100	0%	
501	Software & Web Based App. Licensing Contracts	\$70,000	\$8,706	\$5,789	\$14,494	20.7%	\$55,506	\$80,000	14%	

Fund#	EXPENSES 09/30/25	FY26 Adopted Budget	TOTAL SPENT 7/1/25 - 09/30/25	MONTHLY EXPENSES - 09/25	TOTAL EXPENSES 09/30/25	PERCENTAGE SPENT	BALANCE	Proposed FY2027 Budget	Percentage Increase or Decrease	Comments
502	Audit	\$21,500	\$0	\$3,150	\$3,150	14.7%	\$18,350	\$25,000	16%	Change is based on actual costs from the FY2025 audit. The library's previous accountant has retired but the library remains with the same firm.
503	Cataloging MARC Records	\$3,000	\$0	\$0	\$0	0.0%	\$3,000	\$3,000	0%	
505	Computer Support/Service Calls	\$110,000	\$21,993	\$9,166	\$31,159	28.3%	\$78,841	\$75,000	-32%	The library plans to move to a local IT Support company which should reduce costs
507	Telecomm Internet Line Charges	\$50,000	\$7,529	\$3,226	\$10,755	21.5%	\$39,245	\$50,000	0%	
508	Printing and Publications	\$5,000	\$545	\$1,705	\$2,250	45.0%	\$2,751	\$7,500	50%	Increase in costs of supplies and charges from vendors
<b>Total Contractual</b>		<b>\$262,600</b>	<b>\$38,773</b>	<b>\$23,035</b>	<b>\$61,808</b>	<b>23.5%</b>	<b>\$200,792</b>	<b>\$243,600</b>	<b>-7%</b>	
<b>Facilities/Maint./Operations</b>										
600	Equip. Repair & Maintenance	\$7,000	\$181	\$1,478	\$1,659	23.7%	\$5,341	\$7,000	0%	
601	TLC Maintenance Contract	\$16,500	\$17,336	\$0	\$17,336	105.1%	(\$836)	\$16,500	0%	
602	Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750	\$76,650	0%	
603	Supplies	\$20,000	\$4,174	\$1,323	\$5,497	27.5%	\$14,503	\$20,000	0%	
604	Travel / Workshops /Conf. Fees	\$15,000	\$1,875	\$982	\$2,857	19.0%	\$12,143	\$7,000	-53%	The previous year's budget allowed for attendance at state and national conferences. There are no national conferences for staff to attend in FY2027
605	Training / Education	\$2,000	\$0	\$0	\$0	0.0%	\$2,000	\$3,500	75%	The newly adopted Strategic Plan for the library requires continuing education for all staff and for Board of Trustees members.
606	Utilities	\$3,750	\$543	\$195	\$738	19.7%	\$3,012	\$3,750	0%	
607	Telephone (Voice)	\$13,600	\$1,376	\$616	\$1,991	14.6%	\$11,609	\$9,000	-34%	Moving the library's fax service offered to the public away from land lines and to a web based system decreased the library's telephone costs.

Fund#	EXPENSES 09/30/25	FY26 Adopted Budget	TOTAL SPENT 7/1/25 - 09/30/25	MONTHLY EXPENSES - 09/25	TOTAL EXPENSES 09/30/25	PERCENTAGE SPENT	BALANCE	Proposed FY2027 Budget	Percentage Increase or Decrease	Comments
608	Insurance	\$12,750	\$65	\$0	\$65	0.5%	\$12,685	\$15,000	18%	
609	Vehicle Maintenance & Fuel	\$5,000		\$423	\$238		\$660	13.2%	\$4,340	\$7,500 50% The Library has purchased a new van for passengers and to serve as the courier van when the courier van is unavailable.
610	Job & Contracting Advertising	\$2,500	\$600	\$0	\$600	24.0%	\$1,900	\$2,000	-20%	
611	Promotional Advertising	\$3,000	\$336	\$225	\$561	18.7%	\$2,439	\$3,000	0%	
612	Organization/Association Dues	\$3,500	\$210	\$0	\$210	6.0%	\$3,290	\$3,500	0%	
613	Postage	\$6,000	\$1,700	\$354	\$2,054	34.2%	\$3,946	\$5,500	-8%	
614	Janitorial	\$94,000	\$15,743	\$8,451	\$24,194	25.7%	\$69,806	\$94,000	0%	
615	Other Building Maintenance	\$20,000	\$7,709	\$534	\$8,243	41.2%	\$11,757	\$20,000	0%	
<b>Total Facilities/Maint./Operations</b>		<b>\$301,250</b>	<b>\$64,871</b>	<b>\$20,695</b>	<b>\$85,566</b>	<b>28.4%</b>	<b>\$215,684</b>	<b>\$293,900</b>	<b>-2%</b>	<b>Comments</b>
<b>Programs/Activites/Other</b>										
700	YS Summer Reading Program	\$7,000	(\$557)	\$0	(\$557)	-8.0%	\$7,557	\$7,000	0%	
701	YS Programming & Supplies	\$7,500	\$616	\$364	\$979	13.1%	\$6,521	\$8,000	7%	
703	Adult Programming & Supplies	\$9,000	\$1,369	\$338	\$1,707	19.0%	\$7,293	\$9,000	0%	
704	Local History Collection/Progs.	\$1,000	\$0	\$0	\$0	0.0%	\$1,000	\$1,000	0%	
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$12,000	-40%	
709	Misc. Professional Serv. &	\$20,000	\$970	\$510	\$1,480	7.4%	\$18,520	\$20,000	0%	
<b>Total Programs/Activ./Other</b>		<b>\$64,500</b>	<b>\$2,397</b>	<b>\$1,212</b>	<b>\$3,609</b>	<b>5.6%</b>	<b>\$60,891</b>	<b>\$57,000</b>	<b>-12%</b>	
<b>GRAND TOTALS</b>		<b>\$2,719,341</b>	<b>\$389,454</b>	<b>\$213,558</b>	<b>\$603,013</b>	<b>22.2%</b>	<b>\$2,116,328</b>	<b>\$2,790,164</b>	<b>3%</b>	

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

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

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

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

## **Board of Trustees Meeting Locations**

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

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

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

## **Board of Trustees Meeting Locations**

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

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

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

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

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

**THE APPOMATTOX REGIONAL LIBRARY SYSTEM  
BYLAWS (REV. JULY 2024)**

**Article I – Meetings**

Section 1. The regular meeting of the Library Board of Trustees shall be held on the third Wednesday of each month except in August, November and December. The December meeting shall be on the second Wednesday of the month at one of the Appomattox Regional Library System's (hereinafter "ARLS") libraries as designated by the Chairman at 1:00 p.m.

Section 2. Special meetings may be called by the Chairman or upon the request of the majority of the members for the transaction of business at least two days before the meeting.

Section 3. Notices of all special meetings shall be mailed or telephoned by the Library Director or Chairman to all members at least two days before the meeting.

**Article II – Committees**

Section 1. Special committees for the study and investigation of specific problems pertaining to the Library may be appointed by the Chairman.

Section 2. Standing committees shall consist of Personnel Committee, Finance Committee, and a Development Committee. As far as possible, members of these committees shall be appointed from each participating area.

Section 3. An Executive Committee shall consist of the Chairman, Vice Chairman, Secretary, and Treasurer of the Board of Trustees. The Executive Committee shall meet at the discretion of the Chairman of the Board of Trustees.

**Article III – Quorum**

A quorum for the transaction of business shall consist of a majority of appointed Trustees of the Board as of the date of the meeting.

**Article IV – Library Director**

The Library Director is appointed by and serves at the pleasure of the Board of Trustees and shall be considered the executive officer for the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the execution of Library policies adopted by the Board; for the care of equipment and materials and the direction of the Library staff; for the efficiency of the Library's services to the public; for hiring

and dismissal of employees subject to the review of the Board; and for the operation of the Library under the financial conditions set forth in the contract. The Library Director shall attend all Board meetings except those meetings or part of meetings at which his/her appointment, annual evaluation or salary is discussed.

### **Article V – Order of Business**

The order of business at regular meetings shall be as follows:

- Call to Order
- Approval of Agenda
- Consent Agenda:
  - Approval of Minutes
  - Statistical Report
  - Financial Report
  - Review of Bills
- Citizen Comments
- Communications
- Report of the Library Director
- Committee Reports
- New Business
- Unfinished Business
- Adjournment

### **Article VI – Attendance**

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

### **Article VII – Amendments**

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a two-thirds vote of the members present, provided the amendment was stated in the request for the meeting.

### **Article VIII**

*The Standard Code of Parliamentary Procedure* by Alice Sturgis shall govern the parliamentary procedure of the Library Board of Trustees.