APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

October 28, 2026

Prince George Library
6:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees Agenda

October 28, 2026 **6:00 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 23, 2026
Statistical Report - dated October 28,, 2026
Financial Report – dated October 28, 2026
Bills for Review - September 2026 Cash Disbursement Journals

Communications:

Citizen Comments:

Report of Library Director:

R1. Appointment of new trustee for Hopewell - Mr. Michael Arndt
R2. Dinwiddie Board of Trustee Vacancy - Schnera Valentine
R3. FY 2028 Budget Update - draft in Supporting Document file
R4. Revision to Bylaws with adopted Code of Conduct
R5. Proposed Alcoholic Beverages policy draft
R6. Virginia Library Association Conference
R7. National Legislative Day - Feb. 24-25, 2027
R8. Report on progress on the library's Strategic Plan
R9. Annual Evaluation Process for the director

Committee Reports:

New Business:

Finance Committee - Scheduling November meeting

Library of Things - Library of Things - Appomattox Regional Library System

- Search Results | Pierson Library
- Tools | Berkeley Public Library

Unfinished Business:

Alcoholic Beverages in the Library

Adjournment: Next Meeting December 9, 2026 at the Hopewell Library at 6:00 pm

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Minutes - September 2026

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, September 23, 2026, at the McKenney Library. The meeting was called to order at 6:03PM by Chairperson Stewart.

Trustees present:
Dinwiddie County: Ms. Julie Dotson Reid, Ms. Randi Hawkins, Ms. Schneria Valentine (virtual)
Hopewell City: Mr. William Stewart (Chair, virtual), Ms. Raelin Wolfe
Prince George County: Ms. Danielle Claiborne-Roache, Ms. Angela Bennett

Trustees absent:
Prince George County: Ms. Vanessa Denis

Staff present:
Brian Manning, Regional Library Director; Will Wyatt, Assistant Director; Sarah Ball, Administrative and Personnel Services Manager

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 – June 24, 2026
Statistical Report - dated September 23, 2026
Financial Report – dated September 23, 2026
Bills for Review - July & August 2026 Cash Disbursement Journals

MOTION: Ms. Roache moved to accept the minutes and the consent agenda. Ms. Hawkins seconded. (5-0, the motion carried)

Communications:

None.

Citizen Comments:

None.

Report of Library Director:

R1. FY 2027 Budget Update

Mr. Manning provided an update of state funding and highlighted new funding sources in increased donations from the Friends of the Library - Hopewell/Prince George and in a grant from the American Water Charitable Foundation. Mr. Manning noted that no budget revisions were needed.

R2. Summer Reading Program

Mr. Manning shared that Summer Reading Program participation increased for adults and considered the program a success.

R3. Budget for FY2028

Mr. Manning provided an early overview of the FY2028 budget and noted expected increases to the personnel budget to account for increased wages and cost of health insurance. Mr. Manning noted that the December 9, 20226 Board of Trustees meeting would have the budget available for adoption by the Board. There was discussion of confirming the members of the finance committee.

R4. United for Libraries Virtual Conference

Mr. Manning and Ms. Reid attended the United for Libraries conference hosted by the Library of Virginia and shared insight from attending.

R5. Annual Evaluation Process for the director

Mr. Manning reminded the Board that the annual evaluation for the Director would need to be completed within the next months with a determination for the Director's salary for FY2028. There was some discussion of the members of the personnel committee.

R6. Meeting room use by the Chamber of Commerce

Mr. Manning shared that a member of the Hopewell Chamber of Commerce reached out to use the library as a venue for an annual meeting that would serve alcoholic beverages. Mr. Manning presented the Board with the option to allow special usage for this instance. There was some discussion regarding the request from the Hopewell Chamber of Commerce. Board members discussed tabling the discussion until October and determined to call a special meeting if needed.

New Business:

None.

Unfinished Business:

Code of Conduct for Meetings

Mr. Stewart and Ms. Reid reshared the presented Code of Conduct.

> *MOTION: Ms. Bennett moved to adopt the Code of Conduct. Ms. Hawkins seconded.* (7-0, the motion carried)

Board Onboarding subcommittee

Ms. Bennett presented her initial findings for creating a consistent onboarding process with the goal to formalize processes through standardized operating procedures. There was some discussion of next steps and other goals for the Board.

Adjournment:

The meeting was adjourned at 7:04PM.

Next meeting will be October 28, 2026 at the Prince George Library at 6:00PM

Statistical Report

Statistical Report - FY2026 - July 31, 2026
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	CHANGE FROM FY24
Burrowsville	FY23	250	244	286	275	307	274	350	329	400	618	496	532	4,361		
	FY24	406	452	459	399	360	330	417	299	344	369	310	297	4,442		
	FY25	462	504	379	466	388	361	329	301	385	301	400	286	4,562		
	FY26	341	368	393	277	279	337	233	272	357	297	400	457	4,011		
	FY27	462	417	378	0	0	0	0	0	0	0	0	0	1,257	-4%	14%
Carson	FY23	766	863	849	732	539	612	744	663	791	672	884	992	9,107		
	FY24	776	722	756	715	663	701	737	690	684	710	912	774	8,840		
	FY25	779	834	821	670	629	711	634	571	551	639	692	605	8,136		
	FY26	799	587	638	769	596	557	828	642	750	606	605	682	8,059		
	FY27	820	693	747	0	0	0	0	0	0	0	0	0	2,260	17%	12%
Dinwiddie	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454		
	FY24	1,808	1,873	1,583	1,388	1,451	1,655	1,670	1,640	1,566	1,506	1,768	1,831	19,739		
	FY25	1,823	1,752	1,612	1,879	1,418	1,657	1,483	1,387	1,635	1,593	1,606	1,842	19,687		
	FY26	1,713	1,549	1,622	1,790	1,345	1,438	1,236	1,497	1,604	1,457	1,542	1,999	18,792		
	FY27	1,990	2,112	1,940	0	0	0	0	0	0	0	0	0	6,042	20%	24%
Disputanta	FY23	447	669	536	494	411	382	461	437	463	431	466	549	5,746		
	FY24	400	566	682	706	658	477	514	501	533	675	662	800	7,174		
	FY25	641	658	447	428	300	359	282	378	524	779	730	641	6,167		
	FY26	627	801	622	577	488	352	651	525	572	539	554	557	6,865		
	FY27	657	439	686	0	0	0	0	0	0	0	0	0	1,782	10%	-13%

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	Change from FY24
Hopewell	FY23	9,157	9,812	8,657	8,174	6,969	7,096	7,966	7,714	8,427	7,314	7,851	8,734	97,871		
	FY24	9,985	10,406	8,414	8,906	7,645	7,413	8,429	7,721	8,208	8,897	8,555	9,090	103,669		
	FY25	11,129	9,564	9,207	9,608	7,469	7,144	6,869	7,215	8,776	8,548	9,018	9,631	104,178		
	FY26	10,370	9,931	9,211	9,271	6,707	6,361	6,655	7,008	7,317	7,457	7,226	9,386	96,900		
	FY27	9,944	8,878	7,976	0	0	0	0	0	0	0	0	0	26,798	-13%	-9%
McKenney	FY23	1,088	1,236	1,164	1,088	957	852	1,009	971	1,343	918	1,085	1,095	12,806		
	FY24	1,123	1,353	1,197	1,254	1,142	1,055	1,240	1,250	1,361	1,181	959	1,329	14,444		
	FY25	1,320	1,228	1,203	1,136	956	1,094	913	755	969	1,268	1,232	1,572	13,646		
	FY26	1,430	1,098	1,088	1,014	716	760	587	615	941	885	987	1,072	11,193		
	FY27	1,067	975	1,080	0	0	0	0	0	0	0	0	0	3,122	-1%	-14%
Prince George	FY23	5,401	6,096	4,360	3,827	3,883	3,649	3,789	3,809	4,630	5,013	5,783	7,231	57,471		
	FY24	5,508	5,219	4,861	4,386	4,069	3,475	4,581	7,211	7,650	8,844	9,379	10,884	76,067		
	FY25	10,536	9,851	8,339	9,081	7,159	6,793	7,417	7,284	8,614	8,639	7,799	10,677	102,189		
	FY26	10,082	10,058	9,173	9,965	7,417	6,287	6,980	7,378	8,768	8,049	7,658	11,567	103,382		
	FY27	11,037	10,075	9,088	0	0	0	0	0	0	0	0	0	30,200	-1%	3%
Rohoic	FY23	1,005	888	884	984	889	910	928	1,176	1,419	1,217	1,112	1,411	12,823		
	FY24	1,332	1,378	1,433	1,377	1,242	961	1,063	1,206	1,161	1,046	1,468	1,128	14,795		
	FY25	1,220	1,197	1,086	1,130	935	965	262	44	69	83	50	520	7,561		
	FY26	806	522	916	1,090	838	783	824	1,004	1,139	1,361	1,137	1,021	11,441		
	FY27	1,288	732	418	0	0	0	0	0	0	0	0	0	2,438	-54%	9%
E-Content	FY23	1,872	2,213	1,782	1,861	1,871	1,629	1,967	1,833	2,062	2,169	2,281	1,893	23,433		
	FY24	2,283	2,358	2,028	2,157	2,270	2,275	2,282	2,601	2,813	2,581	2,655	2,698	29,001		
	FY25	2,903	3,055	2,840	2,853	2,731	3,146	3,573	3,268	3,442	3,103	3,590	3,460	37,964		
	FY26	3,519	3,461	3,340	3,292	3,242	3,361	3,611	3,096	3,582	3,517	3,668	4,081	41,770		
	FY27	3,963	3,871	3,590	0	0	0	0	0	0	0	0	0	11,424	7%	11%

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	Change from FY24
ARLS Total	FY23	21,589	23,698	19,954	18,926	17,218	16,740	18,604	18,474	21,220	19,737	21,531	24,381	242,072		
	FY24	23,621	24,327	21,413	21,288	19,500	18,342	20,933	23,119	24,320	25,809	26,668	28,831	278,171		
	FY25	30,813	28,643	25,934	27,251	21,985	22,230	21,762	21,203	24,965	24,953	25,117	29,234	304,090		
	FY26	29,687	28,375	27,003	28,045	21,628	20,236	21,605	22,037	25,030	24,168	23,777	30,822	302,413		
	FY27	31,228	28,192	25,903	0	0	0	0	0	0	0	0	0	85,323	-4%	0%

PATRON VISITS FY2026	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	108	80	22	0	0	0	0	0	0	0	0	0	210
Carson Depot	230	181	165	0	0	0	0	0	0	0	0	0	576
Dinwiddie	546	570	416	0	0	0	0	0	0	0	0	0	1,532
Disputanta	141	130	161	0	0	0	0	0	0	0	0	0	432
Hopewell	14,369	13,503	25,651	0	0	0	0	0	0	0	0	0	53,523
McKenney	476	284	280	0	0	0	0	0	0	0	0	0	1,040
Prince George*	5,992	3,267	2,477	0	0	0	0	0	0	0	0	0	11,736
Rohoic	172	250	167	0	0	0	0	0	0	0	0	0	589
TOTAL	**22,034**	**18,265**	**29,339**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**69,638**
MISC TRANSACTIONS	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**TOTAL**
Meetings	197	221	218	0	0	0	0	0	0	0	0	0	636
Meeting Room Users	819	1,068	2,122	0	0	0	0	0	0	0	0	0	4,009
Book Group	11	13	15	0	0	0	0	0	0	0	0	0	39
Adult Program**	975	904	365	0	0	0	0	0	0	0	0	0	2,244
Non-SRP Child Program	0	761	573	0	0	0	0	0	0	0	0	0	1,334
Non-SRP Teen Program	0	65	17	0	0	0	0	0	0	0	0	0	82
Storytime	602	303	348	0	0	0	0	0	0	0	0	0	1,253
SRP Child	1,498	89	0	0	0	0	0	0	0	0	0	0	1,587
SRP Teen	15	0	0	0	0	0	0	0	0	0	0	0	15
Self-guided Activities	775	750	589	0	0	0	0	0	0	0	0	0	2,114
Community Outreach	580	0	65	0	0	0	0	0	0	0	0	0	645
Notary Services	60	114	102	0	0	0	0	0	0	0	0	0	276
Database Usage	739	630	844	0	0	0	0	0	0	0	0	0	2,213
TOTALS	**6,271**	**4,918**	**5,258**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16,447**
****Includes online programming**	297	276	167	0	0	0	0	0	0	0	0	0	**740**

REFERENCE QUESTIONS - FY2027	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	27	22	21	0	0	0	0	0	0	0	0	0	70
Carson Depot	51	46	39	0	0	0	0	0	0	0	0	0	136
Dinwiddie	242	348	213	0	0	0	0	0	0	0	0	0	803
Disputanta	69	57	116	0	0	0	0	0	0	0	0	0	242
Hopewell	1,682	1,595	1,558	0	0	0	0	0	0	0	0	0	4,835
McKenney	19	15	71	0	0	0	0	0	0	0	0	0	105
Prince George	1,055	1,151	820	0	0	0	0	0	0	0	0	0	3,026
Rohoic	204	96	93	0	0	0	0	0	0	0	0	0	393
TOTALS	**3,349**	**3,330**	**2,931**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**9,610**
Computer Use	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**TOTAL**
Burrowsville Workstation	8	16	19	0	0	0	0	0	0	0	0	0	43
WIFI	23	15	13	0	0	0	0	0	0	0	0	0	51
Carson Depot Workstation	25	18	19	0	0	0	0	0	0	0	0	0	62
WIFI	39	28	34	0	0	0	0	0	0	0	0	0	101
Dinwiddie Workstation	37	65	43	0	0	0	0	0	0	0	0	0	145
WIFI	43	38	48	0	0	0	0	0	0	0	0	0	129
Disputanta Workstation	48	81	101	0	0	0	0	0	0	0	0	0	230
WIFI	74	68	135	0	0	0	0	0	0	0	0	0	277
Hopewell Workstation	1,323	1,128	867	0	0	0	0	0	0	0	0	0	3,318
WIFI	985	996	909	0	0	0	0	0	0	0	0	0	2,890
McKenney Workstation	41	27	21	0	0	0	0	0	0	0	0	0	89
WIFI	39	59	54	0	0	0	0	0	0	0	0	0	152
Prince George Workstation	452	429	372	0	0	0	0	0	0	0	0	0	1,253
WIFI	448	524	507	0	0	0	0	0	0	0	0	0	1,479
Rohoic Workstation	35	9	16	0	0	0	0	0	0	0	0	0	60
WIFI	47	24	29	0	0	0	0	0	0	0	0	0	100
TOTALS	**3,667**	**3,525**	**3,187**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10,379**
Hotspot Circulation	137	123	133	0	0	0	0	0	0	0	0	0	**393**

Revenue & Expenses

Appomattox Regional Library System
Revenue and Expenses
July 1, 2026 - June 30, 2027

fund#	Revenue 9/30/2026	Adopted FY2027 Budget	Receipts to Previous Month	Monthly Receipts - 09/30	Total Receipts 09/30/2026	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	$802,576	$195,715	$0	$195,715	24.4%	$606,861
103	Dinwiddie	$385,596	$93,909	$0	$93,909	24.4%	$291,687
104	Prince George	$767,827	$186,845	$186,845	$373,691	48.7%	$394,137
105	State Funds	$674,184	$177,081	$0	$177,081	26.3%	$497,104
106	Lost/Damaged/Fees	$3,000	$663	$549	$1,212	40.4%	$1,788
107	Copying/Fax Receipt	$25,000	$4,764	$2,443	$7,207	28.8%	$17,793
108	Endowment Funds	$20,000	$0	$0	$0	0.0%	$20,000
109	E-Rate Refunds	$20,000	$28,620	$0	$28,620	143.1%	($8,620)
110	Gifts/Donations	$1,000	$4,300	$0	$4,300	430.0%	($3,300)
111	Grants	$1,000	$0	$0	$0	0.0%	$1,000
112	Other	$2,700	$352	$203	$555	20.6%	$2,145
	TOTALS	**$2,822,883**	**$692,249**	**$190,040**	**$882,289**	**31.3%**	**$1,940,594**

	EXPENSES 9/30/2026	FY27 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 09/26	TOTAL EXPENSES 09/30/2026	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	$582,736	$87,769	$43,884	$131,653	22.6%	$451,083
201	Non-MLS Salary & Wages	$785,344	$118,461	$55,962	$174,423	22.2%	$610,921
202	Benefits for Staff/Retirees	$381,852	$55,506	$27,818	$83,324	21.8%	$298,528
	Total Personnel	**$1,749,932**	**$261,736**	**$127,665**	**$389,400**	**22.3%**	**$1,360,532**
	Books & Materials						
300	Books	$104,824	$2,305	$8,141	$10,446	10.0%	$94,378
301	Leased Materials	$18,500	$18,051	$0	$18,051	97.6%	$449
302	Standing Order Books	$38,050	$5,885	$1,973	$7,859	20.7%	$30,191
303	Print News & Periodicals	$9,000	$56	$6,276	$6,332	70.4%	$2,668
304	Audiovisual Materials	$38,388	$130	$517	$646	1.7%	$37,742
305	Electronic Materials	$15,000	$12,647	$1,277	$13,924	92.8%	$1,076
306	Material Services Supplies	$6,500	$785	$0	$785	12.1%	$5,715
308	Restricted - Donation/Grant	$200	$0	$0	$0	0.0%	$200
309	Equipment, Devices & Kits	$3,150	$0	$0	$0	0.0%	$3,150
310	Econtent	$65,000	$26,265	$1,449	$27,714	42.6%	$37,286
	Total Books & Materials	**$298,612**	**$66,123**	**$19,634**	**$85,757**	**28.7%**	**$212,855**
	Capital Expenditures						
400	Library Non-Computer Equip., Furniture & Fixtures	$50,000	$15,615	$0	$15,615	31.2%	$34,385
401	Computer Hardware	$90,000	$2,664	$1,332	$3,996	4.4%	$86,004
402	Vehicles	$0	$0	$0	$0		$0
	Total Capital Expenditures	**$140,000**	**$18,279**	**$1,332**	**$19,611**	**14.0%**	**$120,389**

	EXPENSES 9/30/2026	FY27 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 09/26	TOTAL EXPENSES 09/30/2026	PERCENTAGE SPENT	BALANCE
	Contractual						
500	Lyrasis ILL Services	$3,100	$0	$0	$0	0.0%	$3,100
501	Software & Web Based App. Licensing Contracts	$80,000	$8,639	$9,486	$18,124	22.7%	$61,876
502	Audit	$25,000	$0	$0	$0	0.0%	$25,000
503	Cataloging MARC Records	$3,000	$0	$0	$0	0.0%	$3,000
505	Computer Support/Service	$120,000	$23,738	$10,105	$33,843	28.2%	$86,157
507	Telecomm Internet Line	$50,000	$8,339	$3,000	$11,339	22.7%	$38,661
508	Printing and Publications	$6,500	$466	$1,862	$2,328	35.8%	$4,173
	Total Contractual	**$287,600**	**$41,181**	**$24,453**	**$65,634**	**22.8%**	**$221,966**
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	$7,000	$158	$1,242	$1,401	20.0%	$5,599
601	TLC Maintenance Contract	$17,500	$18,203	$0	$18,203	104.0%	($703)
602	Facilities and Rent	$76,650	$12,600	$6,300	$18,900	24.7%	$57,750
603	Supplies	$20,000	$5,046	$1,380	$6,426	32.1%	$13,574
604	Travel / Workshops /Conf.	$6,000	$935	$350	$1,284	21.4%	$4,716
605	Training / Education	$2,000	$984	$175	$1,159	57.9%	$841
606	Utilities	$3,750	$667	$442	$1,110	29.6%	$2,640
607	Telephone (Voice)	$9,000	$1,432	$642	$2,074	23.0%	$6,926
608	Insurance	$15,000	$590	$0	$590	3.9%	$14,410
609	Vehicle Maintenance & Fuel	$6,500	$827	$432	$1,258	19.4%	$5,242
610	Job & Contracting Advertising	$2,000	$0	$0	$0	0.0%	$2,000
611	Promotional Advertising	$3,000	$0	$0	$0	0.0%	$3,000
612	Organization/Association Dues	$3,500	$175	$0	$175	5.0%	$3,325

	EXPENSES 9/30/2026	FY27 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 09/26	TOTAL EXPENSES 09/30/2026	PERCENTAGE SPENT	BALANCE
613	Postage	$5,500	$2,012	$0	$2,012	36.6%	$3,488
614	Janitorial	$94,000	$15,731	$8,054	$23,785	25.3%	$70,215
615	Other Building Maintenance	$20,000	$1,085	$334	$1,419	7.1%	$18,581
	Total Facilities/Maint./Operations	**$291,400**	**$60,445**	**$19,351**	**$79,796**	**27.4%**	**$211,604**
	Programs/Activites/Other						
700	YS Summer Reading Program	$7,000	$0	$0	$0	0.0%	$7,000
701	YS Programming & Supplies	$8,000	$848	$254	$1,102	13.8%	$6,898
703	Adult Programming & Supplies	$9,000	$2,298	$527	$2,825	31.4%	$6,175
704	Local History Collection/Progs.	$1,000	$0	$0	$0	0.0%	$1,000
705	Reserve	$10,000	$0	$0	$0	0.0%	$10,000
709	Misc. Professional Serv. & Other	$20,000	$1,495	$768	$2,263	11.3%	$17,737
	Total Programs/Activ./Other	**$55,000**	**$4,640**	**$1,549**	**$6,189**	**11.3%**	**$48,811**
	GRAND TOTALS	**$2,822,544**	**$452,404**	**$193,984**	**$646,388**	**22.9%**	**$2,176,156**

Disbursement Journal

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/3/26	2027-110E	21000-100	Federal Taxes Withheld	3,182.97	
9/3/26	2027-110E	22000-100	Social Security Taxes Withheld	3,203.76	
9/3/26	2027-110E	22000-100	FC Social Security	133.41	
9/3/26	2027-110E	22000-100	ARLS Social Security	3,070.35	
9/3/26	2027-110E	23000-100	Medicare Taxes Withheld	749.26	
9/3/26	2027-110E	23000-100	FC Medicare Taxes	31.20	
9/3/26	2027-110E	23000-100	ARLS Medicare	718.06	
9/3/26	2027-110E	10006-100	Electronic Federal Tax Payment		11,089.01
9/3/26	2027-111E	27000-400	EZ Link Voluntary	693.07	
9/3/26	2027-111E	10006-100	Treasurer of Virginia		693.07
9/3/26	2027-112E	27000-300	EZ Link Withheld	286.87	
9/3/26	2027-112E	70460-100	Ez Link Retirement	745.38	
9/3/26	2027-112E	10006-100	Treasurer of Virginia		1,032.25
9/3/26	2027-113E	81210-200	Security Cameras	1,332.00	
9/3/26	2027-113E	10006-100	Huntington Technology Finance		1,332.00
9/4/26	2027-114E	20200-200	Sam's 9/8/26	170.34	
9/4/26	2027-114E	10006-100	Sam's Club Direct		170.34
9/9/26	2027-115E	70540-600	FC Life Insurance	50.80	
9/9/26	2027-115E	27000-200	VRS Withheld	3,176.38	
9/9/26	2027-115E	70460-100	ARLS VRS Insurance	754.60	
9/9/26	2027-115E	70460-100	ARLS VLDP	492.17	
9/9/26	2027-115E	10006-100	Treasurer of Virginia		4,473.95
9/10/26	2027-116E	80025-100	Invoice: Amazon 8/13/26.2	15.95	
9/10/26	2027-116E	83700-100	Invoice: Amazon 11393	80.80	
9/10/26	2027-116E	85110-100	Invoice: Amazon 11407	77.62	
9/10/26	2027-116E	83700-100	Invoice: Amazon 11404	36.04	
9/10/26	2027-116E	85110-100	Invoice: Amazon 11401	176.35	
9/10/26	2027-116E	80405-100	Invoice: Amazon 8/13/26	29.49	
9/10/26	2027-116E	80025-100	Invoice: Amazon 8/18/26.1	79.47	
9/10/26	2027-116E	80025-100	Invoice: Amazon 8/18/26.2	73.43	
9/10/26	2027-116E	80470-100	Invoice: Amazon 8/27/26.1	39.99	
9/10/26	2027-116E	80470-100	Invoice: Amazon 8/27/26.2	250.76	
9/10/26	2027-116E	80470-100	Invoice: Amazon 8/27/26.3	79.00	
9/10/26	2027-116E	80070-100	Invoice: Amazon 8/13/26.3	31.45	
9/10/26	2027-116E	10006-100	Amazon.com		970.35
9/10/26	2027-117E	84100-100	Telephone - Regional	154.68	
9/10/26	2027-117E	10006-100	Clearfly		154.68
9/10/26	2027-118E	82600-430	#8299 60 019 0107136 Internet - Disputanta	304.07	
9/10/26	2027-118E	10006-100	Comcast Communications		304.07

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/10/26	2027-119E	82600-410	#8299 60 020 0356327 Internet - Carson	314.07	
9/10/26	2027-119E	10006-100	Comcast Communications		314.07
9/10/26	2027-120E	84000-410	Utilities - Carson	377.46	
9/10/26	2027-120E	10006-100	Dominion Energy Virginia		377.46
9/10/26	2027-121E	80500-100	Learning Express - 10/1/26 - 9/30/27	1,277.00	
9/10/26	2027-121E	10006-100	EBSCO Information Services		1,277.00
9/10/26	2027-122E	80260-100	Invoice: 999103067422	52.50	
9/10/26	2027-122E	80260-100	Invoice: 999103151647	30.40	
9/10/26	2027-122E	10006-100	Cengage Learning Inc/Gale		82.90
9/10/26	2027-123E	80230-100	Invoice: 98952686	7.21	
9/10/26	2027-123E	80230-100	Invoice: 98952687	28.94	
9/10/26	2027-123E	80230-100	Invoice: 98952685	7.25	
9/10/26	2027-123E	80230-100	Invoice: 98952692	84.31	
9/10/26	2027-123E	80230-100	Invoice: 98952691	36.78	
9/10/26	2027-123E	80230-100	Invoice: 98803151	45.52	
9/10/26	2027-123E	80230-100	Invoice: 98803145	7.20	
9/10/26	2027-123E	80230-100	Invoice: 98803144	14.42	
9/10/26	2027-123E	80230-100	Invoice: 98803143	7.22	
9/10/26	2027-123E	80230-100	Invoice: 98803142	14.43	
9/10/26	2027-123E	80230-100	Invoice: 98803146	7.21	
9/10/26	2027-123E	80200-100	Invoice: 98952688	64.88	
9/10/26	2027-123E	80200-100	Invoice: 98952690	54.22	
9/10/26	2027-123E	80200-100	Invoice: 98952689	27.15	
9/10/26	2027-123E	80200-100	Invoice: 98803147	27.10	
9/10/26	2027-123E	80200-100	Invoice: 98803148	27.12	
9/10/26	2027-123E	80200-100	Invoice: 98803149	39.13	
9/10/26	2027-123E	80210-100	Invoice: 98952683	24.54	
9/10/26	2027-123E	80210-100	Invoice: 98952682	70.91	
9/10/26	2027-123E	80210-100	Invoice: 98803138	119.09	
9/10/26	2027-123E	80210-100	Invoice: 98803141	21.25	
9/10/26	2027-123E	80210-100	Invoice: 98803139	39.87	
9/10/26	2027-123E	80210-100	Invoice: 98803140	40.90	
9/10/26	2027-123E	80210-100	Invoice: 98803150	75.59	
9/10/26	2027-123E	80230-100	Invoice: 99083953	21.53	
9/10/26	2027-123E	80230-100	Invoice: 99083954	26.65	
9/10/26	2027-123E	80230-100	Invoice: 99083955	7.26	
9/10/26	2027-123E	80230-100	Invoice: 99083958	23.53	
9/10/26	2027-123E	80200-100	Invoice: 99083957	35.00	
9/10/26	2027-123E	80200-100	Invoice: 99083956	9.10	
9/10/26	2027-123E	80210-100	Invoice: 99083952	10.73	
9/10/26	2027-123E	80210-100	Invoice: 99083951	35.91	
9/10/26	2027-123E	80210-100	Invoice: 99083950	17.47	
9/10/26	2027-123E	10006-100	Ingram Library Services		1,079.42
9/10/26	2027-124E	82600-200	Mobile Internet	571.93	
9/10/26	2027-124E	10006-100	Kajeet, Inc.		571.93
9/10/26	2027-125E	81000-300	Invoice: 509358717	1,449.44	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/10/26	2027-125E	10006-100	Midwest Tape		1,449.44
9/10/26	2027-126E	82070-100	Savannah Subscription - 9/1/26 - 9/1/27	8,320.00	
9/10/26	2027-126E	10006-100	OrangeBoy, Inc.		8,320.00
9/10/26	2027-127E	82460-100	Monthly Billing for September	9,080.00	
9/10/26	2027-127E	82460-100	Additional Monitoring	910.00	
9/10/26	2027-127E	82460-100	VM Server License	29.76	
9/10/26	2027-127E	82460-100	VM Server Socket License	30.00	
9/10/26	2027-127E	82460-100	Additional Backup Charges	55.50	
9/10/26	2027-127E	10006-100	Orion Network Solutions LLC		10,105.26
9/10/26	2027-128E	84000-420	Utilities - Dinwiddie	16.24	
9/10/26	2027-128E	84000-430	Utilities - Disputanta	16.24	
9/10/26	2027-128E	84000-440	Utilities - McKenney	16.23	
9/10/26	2027-128E	84000-450	Utilities - PG	16.23	
9/10/26	2027-128E	10006-100	Primo Brands		64.94
9/10/26	2027-129E	84810-100	Trash Bags, Toilet Paper	213.66	
9/10/26	2027-129E	83700-100	Paper	83.76	
9/10/26	2027-129E	84810-100	Vinyl Gloves	30.74	
9/10/26	2027-129E	83700-100	213X Toner	694.33	
9/10/26	2027-129E	10006-100	Quill LLC		1,022.49
9/10/26	2027-130E	85850-100	Monthly Shredding - Two Pickups	264.07	
9/10/26	2027-130E	10006-100	Shred-It USA LLC		264.07
9/10/26	2027-131E	82070-100	Westlaw Proflex - August	669.88	
9/10/26	2027-131E	10006-100	Thomson Reuters - West		669.88
9/10/26	2027-132E	20200-400	Truist 9/21/26	2,899.19	
9/10/26	2027-132E	10006-100	Truist		2,899.19
9/10/26	2027-133E	84900-410	Grounds Maintenance - Carson	220.00	
9/10/26	2027-133E	10006-100	Virginia Landscapers LLC		220.00
9/10/26	2027-134E	80300-200	HQ Magazines	3,573.58	
9/10/26	2027-134E	80300-410	Carson Magazines	241.41	
9/10/26	2027-134E	80300-420	Dinwiddie Magazines	383.43	
9/10/26	2027-134E	80300-430	Disputanta Magazines	131.04	
9/10/26	2027-134E	80300-440	McKenney Magazines	388.89	
9/10/26	2027-134E	80300-450	PG Magazines	792.93	
9/10/26	2027-134E	80300-460	Rohoic Magazines	220.63	
9/10/26	2027-134E	80300-100	Burrowsville Magazines	76.37	
9/10/26	2027-134E	10006-100	WT Cox		5,808.28
9/14/26	2027-135E	10007-100	Gross MLS	16,681.31	
9/14/26	2027-135E	10007-100	Gross Non MLS	8,766.83	
9/14/26	2027-135E	10007-100	Gross Hourly	14,680.68	
9/14/26	2027-135E	10007-100	Gross Smart Beginnings	1,767.14	
9/14/26	2027-135E	10006-100	ARLS-Payroll		41,895.96
9/17/26	2027-136E	21000-100	Federal Taxes Withheld	3,090.72	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/17/26	2027-136E	22000-100	Social Security Taxes Withheld	3,112.00	
9/17/26	2027-136E	22000-100	FC Social Security	133.41	
9/17/26	2027-136E	22000-100	ARLS Social Security	2,978.59	
9/17/26	2027-136E	23000-100	Medicare Taxes Withheld	727.80	
9/17/26	2027-136E	23000-100	FC Medicare Taxes	31.20	
9/17/26	2027-136E	23000-100	ARLS Medicare	696.60	
9/17/26	2027-136E	10006-100	Electronic Federal Tax Payment		10,770.32
9/17/26	2027-137E	27000-300	EZ Link Withheld	286.87	
9/17/26	2027-137E	70460-100	Ez Link Retirement	745.38	
9/17/26	2027-137E	10006-100	Treasurer of Virginia		1,032.25
9/17/26	2027-138E	27000-400	EZ Link Voluntary	693.07	
9/17/26	2027-138E	10006-100	Treasurer of Virginia		693.07
9/24/26	2027-139E	70550-600	FC Health Insurance	1,128.60	
9/24/26	2027-139E	70470-100	ARLS Health Insurance	15,897.60	
9/24/26	2027-139E	10006-100	Anthem BlueCross BlueShield		17,026.20
9/24/26	2027-140E	70470-100	Retirees Medicare Health Insurance	1,016.00	
9/24/26	2027-140E	10006-100	Anthem BlueCross BlueShield		1,016.00
9/24/26	2027-141E	70470-100	Retirees Health Insurance	1,157.00	
9/24/26	2027-141E	10006-100	Anthem BlueCross BlueShield		1,157.00
9/24/26	2027-142E	84100-200	#8299 60 017 0205967 Telephone - HQ	275.15	
9/24/26	2027-142E	82600-200	#8299 60 017 0205967 Internet - HQ	499.05	
9/24/26	2027-142E	10006-100	Comcast Communications		774.20
9/24/26	2027-143E	84100-450	#8299 60 019 0106328 Telephone - PG	117.85	
9/24/26	2027-143E	82600-450	#8299 60 019 0106328 Internet - PG	438.44	
9/24/26	2027-143E	10006-100	Comcast Communications		556.29
9/24/26	2027-144E	82600-460	#8299 60 020 0107829 Internet - Rohoic	324.33	
9/24/26	2027-144E	10006-100	Comcast Communications		324.33
9/24/26	2027-145E	82600-420	#8299 60 020 0108397	324.33	
9/24/26	2027-145E	10006-100	Comcast Communications		324.33
9/24/26	2027-146E	80200-100	Invoice: 99168377	54.28	
9/24/26	2027-146E	80200-100	Invoice: 99168379	18.09	
9/24/26	2027-146E	80200-100	Invoice: 99168378	57.47	
9/24/26	2027-146E	80200-100	Invoice: 99168376	78.52	
9/24/26	2027-146E	80210-100	Invoice: 99168373	36.69	
9/24/26	2027-146E	80210-100	Invoice: 99168380	41.19	
9/24/26	2027-146E	80210-100	Invoice: 99168374	11.86	
9/24/26	2027-146E	80200-100	Invoice: 99324933	14.77	
9/24/26	2027-146E	80210-100	Invoice: 99324929	73.13	
9/24/26	2027-146E	80210-100	Invoice: 99394925	37.98	
9/24/26	2027-146E	80210-100	Invoice: 99394924	111.74	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/24/26	2027-146E	80210-100	Invoice: 99394926	19.54	
9/24/26	2027-146E	10006-100	Ingram Library Services		555.26
9/28/26	2027-147E	10007-100	Gross MLS	16,681.31	
9/28/26	2027-147E	10007-100	Gross Non MLS	8,766.83	
9/28/26	2027-147E	10007-100	Gross Hourly	16,320.95	
9/28/26	2027-147E	10007-100	Gross Smart Beginnings	1,767.14	
9/28/26	2027-147E	10006-100	ARLS-Payroll		43,536.23
9/30/26	2027-148E	80025-100	Invoice: Amazon 8/13/26.4	163.88	
9/30/26	2027-148E	80470-100	Invoice: Amazon 8/27/26	117.48	
9/30/26	2027-148E	84810-100	Invoice: Amazon 11411	19.01	
9/30/26	2027-148E	83780-100	Invoice: Amazon 11411	10.98	
9/30/26	2027-148E	85210-100	Invoice: Amazon 11416	117.09	
9/30/26	2027-148E	80025-100	Invoice: Amazon 9/8/26	11.67	
9/30/26	2027-148E	80038-100	Invoice: Amazon 9/8/26	27.98	
9/30/26	2027-148E	10006-100	Amazon.com		468.09
9/30/26	2027-149E	80210-100	Invoice: 98952684	35.43	
9/30/26	2027-149E	80230-100	Invoice: 99168375	21.70	
9/30/26	2027-149E	80230-100	Invoice: 99168381	35.18	
9/30/26	2027-149E	80230-100	Invoice: 99324931	14.50	
9/30/26	2027-149E	80230-100	Invoice: 99324934	19.20	
9/30/26	2027-149E	80230-100	Invoice: 99324932	7.28	
9/30/26	2027-149E	80230-100	Invoice: 99324930	7.28	
9/30/26	2027-149E	10006-100	Ingram Library Services		140.57
9/30/26	2027-150	20200-200	Sams 10/8/26	458.65	
9/30/26	2027-150	10006-100	Sam's Club Direct		458.65
9/30/26	2027-151	84300-100	Fuel -All Vehicles	97.11	
9/30/26	2027-151	10006-100	Wex Bank		97.11
9/10/26	44801	80030-100	Invoice: B7303516	308.16	
9/10/26	44801	80260-100	Invoice: B7302203	81.84	
9/10/26	44801	80015-100	Invoice: B7303517	135.28	
9/10/26	44801	80038-100	Invoice: B7304179	88.08	
9/10/26	44801	80038-100	Invoice: B7303504	626.16	
9/10/26	44801	80025-100	Invoice: B7305626	153.35	
9/10/26	44801	80025-100	Invoice: B7306235	89.28	
9/10/26	44801	80025-100	Invoice: B7304178	61.28	
9/10/26	44801	80025-100	Invoice: B7301923	223.89	
9/10/26	44801	80025-100	Invoice: B7299287	1,128.27	
9/10/26	44801	80025-100	Invoice: B7303515	167.35	
9/10/26	44801	80010-100	Invoice: B7304184	559.18	
9/10/26	44801	80010-100	Invoice: B7306234	50.13	
9/10/26	44801	80010-100	Invoice: B7305628	698.44	
9/10/26	44801	80010-100	Invoice: B7299434	39.48	
9/10/26	44801	80010-100	Invoice: B7302201	52.80	
9/10/26	44801	80010-100	Invoice: B7303513	34.29	
9/10/26	44801	80010-100	Invoice: B7306233	413.08	
9/10/26	44801	80020-100	Invoice: B7305625	183.34	
9/10/26	44801	80020-100	Invoice: B7304183	285.45	
9/10/26	44801	80020-100	Invoice: B7301927	225.52	
9/10/26	44801	80020-100	Invoice: B7299378	52.17	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/10/26	44801	80020-100	Invoice: B7303514	142.52	
9/10/26	44801	80030-100	Invoice: B7308530	29.13	
9/10/26	44801	80015-100	Invoice: B7307991	65.46	
9/10/26	44801	80038-100	Invoice: B7308531	7.91	
9/10/26	44801	80025-100	Invoice: B7307992	347.18	
9/10/26	44801	10006-100	Brodart Co.		6,249.02
9/10/26	44801a	10006-100	VOID		
9/10/26	44801b	10006-100	VOID		
9/10/26	44802	85800-100	Background Verification - H. Stone	37.60	
9/10/26	44802	10006-100	Active Screening		37.60
9/10/26	44803	82910-200	Copiers - Base Charge	26.32	
9/10/26	44803	82910-200	Copiers - Usage Charge	53.22	
9/10/26	44803	10006-100	Canon USA, Inc.		79.54
9/10/26	44804	84300-100	Fuel - All Vehicles	334.43	
9/10/26	44804	10006-100	Hopewell City Treasurer		334.43
9/10/26	44805	85200-100	Chair Yoga - 8/24, 8/26, 8/31, 9/2	160.00	
9/10/26	44805	10006-100	Lauren Hannon		160.00
9/10/26	44806	85200-100	Yoga - 8/4, 8/10, 8/17	120.00	
9/10/26	44806	10006-100	Sharon Jadrnak		120.00
9/10/26	44807	82700-100	Explore - Fall	1,862.00	
9/10/26	44807	10006-100	Johnson Printing Service		1,862.00
9/10/26	44808	84800-200	Janitorial - HQ	4,558.00	
9/10/26	44808	84800-410	Janitorial - Carson	220.00	
9/10/26	44808	84800-420	Janitorial - Dinwiddie	350.00	
9/10/26	44808	84800-430	Janitorial - Disputanta	256.00	
9/10/26	44808	84800-440	Janitorial - McKenney	250.00	
9/10/26	44808	84800-450	Janitorial - PG	1,545.00	
9/10/26	44808	84800-460	Janitorial - Rohoic	220.00	
9/10/26	44808	84800-480	Janitorial - Burrowsville	195.00	
9/10/26	44808	10006-100	MCS Services, Inc.		7,594.00
9/10/26	44809	84900-450	Monitoring of Alarms - PG	59.00	
9/10/26	44809	84900-200	Monitoring of Alarms - HQ	55.00	
9/10/26	44809	10006-100	Petersburg Alarm Company, Inc.		114.00
9/24/26	44810	80025-100	Invoice: B7310408	162.50	
9/24/26	44810	80020-100	Invoice: B7310301	163.29	
9/24/26	44810	80025-100	Invoice: B7311422	120.88	
9/24/26	44810	80020-100	Invoice: B7311423	162.08	
9/24/26	44810	80025-100	Invoice: B7313681	33.42	
9/24/26	44810	80020-100	Invoice: B7313682	50.73	
9/24/26	44810	80020-100	Invoice: B7313333	220.02	
9/24/26	44810	80025-100	Invoice: B7315305	56.89	
9/24/26	44810	80020-100	Invoice: B7315273	88.02	
9/24/26	44810	80020-100	Invoice: B7315477	63.32	
9/24/26	44810	80025-100	Invoice: B7317392	40.40	
9/24/26	44810	80020-100	Invoice: B7317209	246.33	

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/24/26	44810	80020-100	Invoice: B7317396	162.18	
9/24/26	44810	10006-100	Brodart Co.		1,570.06
9/24/26	44810a	10006-100	VOID		
9/24/26	44811	83500-420	Rent - Dinwiddie Library	300.00	
9/24/26	44811	83500-440	Rent - McKenney Library	300.00	
9/24/26	44811	83500-460	Rent - Rohoic Library	300.00	
9/24/26	44811	10006-100	County of Dinwiddie		900.00
9/24/26	44812	83500-450	Rent - PG Library	1,200.00	
9/24/26	44812	83500-480	Rent - Burrowsville Library	300.00	
9/24/26	44812	83500-430	Rent - Disputanta Library	150.00	
9/24/26	44812	10006-100	County of Prince George		1,650.00
9/24/26	44813	83810-200	Travel - HQ 9/9/26, 9/10/26	29.88	
9/24/26	44813	10006-100	Rija Mughal		29.88
9/24/26	44814	85200-100	Chair Yoga - 9/9/26, 9/16/26	80.00	
9/24/26	44814	10006-100	Lauren Hannon		80.00
9/24/26	44815	83500-200	Rent - Hopewell Library	3,750.00	
9/24/26	44815	10006-100	Hopewell City Treasurer		3,750.00
9/30/26	44816	82910-200	HQ - Color Copies 6/1/26 - 9/1/26	507.64	
9/30/26	44816	82910-200	Maintenance Contract - 9/7/26 - 9/6/27	655.00	
9/30/26	44816	10006-100	Mauck & Company		1,162.64
	Total			201,265.08	201,265.08

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
9/1/26	83700-100	Supplies - Regional	Amazon 11393	Hand Sanitizer, Absorbent Sock	80.80	
9/1/26	Cash Basis		Amazon 11393	Amazon.com		80.80
9/1/26	85110-100	Supplies - Youth Services	Amazon 11401	Markers, Clay, Beads, Wire, Cricut Fine Point	176.35	
9/1/26	Cash Basis		Amazon 11401	Amazon.com		176.35
9/1/26	83700-100	Supplies - Regional	Amazon 11404	Postage Tape, Command Hooks, Cleaning Pen	36.04	
9/1/26	Cash Basis		Amazon 11404	Amazon.com		36.04
9/1/26	85110-100	Supplies - Youth Services	Amazon 11407	Felt, Ribbon, Mats	77.62	
9/1/26	Cash Basis		Amazon 11407	Amazon.com		77.62
9/1/26	80405-100	DVD's	Amazon 8/13/26	DVDs	29.49	
9/1/26	Cash Basis		Amazon 8/13/26	Amazon.com		29.49
9/1/26	80025-100	Adult Fiction	Amazon 8/13/26.2	AF	15.95	
9/1/26	Cash Basis		Amazon 8/13/26.2	Amazon.com		15.95
9/1/26	80070-100	Professional Materials - Books	Amazon 8/13/26.3	Professional	31.45	
9/1/26	Cash Basis		Amazon 8/13/26.3	Amazon.com		31.45
9/1/26	80025-100	Adult Fiction	Amazon 8/18/26.1	AF	79.47	
9/1/26	Cash Basis		Amazon 8/18/26.1	Amazon.com		79.47
9/1/26	80025-100	Adult Fiction	Amazon 8/18/26.2	AF	73.43	
9/1/26	Cash Basis		Amazon 8/18/26.2	Amazon.com		73.43
9/1/26	80470-100	Video Games	Amazon 8/27/26.1	Videogames	39.99	
9/1/26	Cash Basis		Amazon 8/27/26.1	Amazon.com		39.99
9/1/26	80470-100	Video Games	Amazon 8/27/26.2	Videogames	250.76	
9/1/26	Cash Basis		Amazon 8/27/26.2	Amazon.com		250.76
9/1/26	80470-100	Video Games	Amazon 8/27/26.3	Videogames	79.00	
9/1/26	Cash Basis		Amazon 8/27/26.3	Amazon.com		79.00
			9/10/26	**CK #2027-116E**		**970.35**
9/1/26	80470-100	Video Games	Amazon 8/27/26	Video Games	117.48	
9/1/26	Cash Basis		Amazon 8/27/26	Amazon.com		117.48
9/1/26	80025-100	Adult Fiction	Amazon 8/13/26.4	AF	163.88	
9/1/26	Cash Basis		Amazon 8/13/26.4	Amazon.com		163.88
9/2/26	84810-100	Supplies - Janitorial	Amazon 11411	Windex	19.01	
9/2/26	83780-100	Supplies - Mascot	Amazon 11411	Dental Treats	10.98	
9/2/26	Cash Basis		Amazon 11411	Amazon.com		29.99
9/8/26	85210-100	Supplies - Adult Programming	Amazon 11416	Stickers, Vinyl, Bags, Corks	117.09	
9/8/26	Cash Basis		Amazon 11416	Amazon.com		117.09
9/8/26	80025-100	Adult Fiction	Amazon 9/8/26	AF	11.67	
9/8/26	80038-100	Juvenile Fiction	Amazon 9/8/26	JF	27.98	
9/8/26	Cash Basis		Amazon 9/8/26	Amazon.com		39.65
			9/30/26	**CK #2027-148E**		**468.09**

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/28/26	Online 11372	80600-100	Colored Labels	52.57	
7/28/26	Online 11372	20200-400	Onlinelabels.com		52.57
7/30/26	Vome 11333	82070-100	Vome Pro Plan	300.00	
7/30/26	Vome 11333	20200-400	Vome Volunteer		300.00
7/31/26	Google 7/31/26.1	82020-100	Google E-Mail	637.00	
7/31/26	Google 7/31/26.1	20200-400	Google		637.00
7/31/26	Google 7/31/26.2	82020-100	Google Telecom	12.66	
7/31/26	Google 7/31/26.2	20200-400	Google		12.66
8/4/26	Staples 11378	83700-100	Paper, Pens	135.96	
8/4/26	Staples 11378	20200-400	Staples, Inc.		135.96
8/5/26	Chamber 11383	85800-100	August Luncheon	18.00	
8/5/26	Chamber 11383	20200-400	Hopewell/PG Chamber Commerce		18.00
8/5/26	Sage 8/5/26	82070-100	Sage HR	286.00	
8/5/26	Sage 8/5/26	20200-400	Sage Software SB, Inc.		286.00
8/8/26	Shen 11390	83780-100	Library Card Kicker	30.00	
8/8/26	Shen 11390	20200-400	Shen & Sam Co.		30.00
8/11/26	AED 11336	83700-410	Electrode Pad Replacements	113.39	
8/11/26	AED 11336	20200-400	AED Superstore		113.39
8/13/26	Post 11381	84700-420	PO Box 480 Rental - Dinwiddie	296.00	
8/13/26	Post 11381	20200-400	US Postal Service		296.00
8/13/26	Post 11382	84700-440	PO Box 308 Rental - McKenney	120.00	
8/13/26	Post 11382	20200-400	US Postal Service		120.00
8/13/26	Read 8/13/26	80210-100	Adult Fiction - SO	33.44	
8/13/26	Read 8/13/26	20200-400	Reader Service		33.44
8/13/26	Rural 8/13/26	82600-480	Internet - Burrowsville	224.00	
8/13/26	Rural 8/13/26	20200-400	RuralBand		224.00
8/16/26	Granite 8/16/26	84100-410	Telephone-Carson	94.26	
8/16/26	Granite 8/16/26	20200-400	Granite Telecommunications		94.26
8/16/26	Staples 11337	83700-100	213X Toner	269.56	
8/16/26	Staples 11337	20200-400	Staples, Inc.		269.56
8/17/26	Staples 11396	83700-100	Rubberbands, Pens	41.97	
8/17/26	Staples 11396	20200-400	Staples, Inc.		41.97
8/17/26	Tarrant 11397	85800-100	CALD Lunch	22.04	
8/17/26	Tarrant 11397	20200-400	Tarrant's West		22.04
8/20/26	Hobby 11400	85110-100	Crafts, Jewelry, Needle Art	162.35	
8/20/26	Hobby 11400	20200-400	Hobby Lobby		162.35
8/20/26	Target 11399	85110-100	Storage, Bags, Bug Spray	49.99	
8/20/26	Target 11399	20200-400	Target		49.99
	Total			2,899.19	2,899.19

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/21/26	Sams 11363	84810-100	Clorox Wipes, Swiffer Duster	75.52	
7/21/26	Sams 11363	83710-100	Supplies - Staff Vending Mach	94.82	
7/21/26	Sams 11363	20200-200	Sam's Club Direct		170.34
		9/4/26	**CK #2027-114E**		**170.34**

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/21/26	Sams 11395	83700-100	Ziploc Bags	28.96	
8/21/26	Sams 11395	84810-100	Wipes, TP, PT	164.29	
8/21/26	Sams 11395	20200-200	Sam's Club Direct		193.25
9/2/26	Sams 11409	83700-100	Batteries	49.96	
9/2/26	Sams 11409	83710-100	Supplies - Staff Vending Mach	21.64	
9/2/26	Sams 11409	84810-100	Air Freshner	35.92	
9/2/26	Sams 11409	20200-200	Sam's Club Direct		107.52
9/15/26	Sams 11422	83700-100	Tissues	29.96	
9/15/26	Sams 11422	84810-100	Toilet Paper, Soap	127.92	
9/15/26	Sams 11422	20200-200	Sam's Club Direct		157.88
		9/30/26	**CK #2027-150E**		**458.65**

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/26	**Beginning Balance**			**11,814.66**
7/31/26	Payment from FC		11,814.66	
7/31/26	July Salary & Benefits	5,931.70		
8/31/26	Payment from FC		5,931.70	
8/31/26	August Salary & Benefits	5,931.70		
9/24/26	Payment from FC		5,931.70	
9/30/26	September Salary & Benefits	5,931.70		
9/30/26	**Ending Balance**			**5,931.70**

Proposed Policy on Allowing Alcoholic Beverages in Library Locations

PROPOSED POLICY

8.3 ALCOHOLIC BEVERAGES POLICY ADOPTED _____

The Library's Board of Trustees (the "Board") recognizes that, from time to time, it may be reasonable and beneficial to allow alcoholic beverages to be served in the Library's facilities during fundraising events or programs. Therefore, in compliance with Virginia Code Sec. 4.1-212, the Board adopts this Alcoholic Beverages Policy.

1. When alcoholic beverages may be allowed

a) The serving of alcoholic beverages will be permitted only at Library events or programs ("Events") co-sponsored by the Library
b) Events may include, but are not limited to, Library fundraising events and cultural or educational programs for adults
c) The serving of alcoholic beverages will not be permitted at any Events, unless pre-approved by the Director in writing.
d) Outside groups or individuals conducting a meeting or events independent from the Library are not allowed to serve alcoholic beverages inside any library location.

2. Where alcoholic beverages may allowed

a) Alcoholic beverages may be served at pre-approved Events held within an enclosed and controlled space. Such events shall be accessible only to designated attendees and not the general public.
b) Alcoholic beverages may be served at an Event as long as there is a means by which to (1) prevent access to the general public, (2) prevent alcohol from being removed from the premises by the attendees, and (3) steps are taken in compliance with the requirements of the Virginia Alcoholic Beverages Control Authority's (Virginia ABC) regulations to prevent the sale or distribution of alcohol to persons under the age of 21.

3. Who may serve alcoholic beverages

a) Alcoholic beverages will be served only by individuals of legal drinking age and in compliance with the Virginia ABC regulations.
b) To prevent underage drinking, the Library and/or the organization hosting the Event will check identification of all attendees who are attending. Only forms of identification acceptable under Virginia ABC regulations are acceptable.

4. Insurance

The Library's Director will annually confirm that the Library's liability insurance coverage limits hold the Library harmless from all financial loss, damage or other harm to the maximum limit of its insurance coverage. The Library reserves the right to require any participating organization or organizations to provide a Certificate of Insurance covering the Library from any loss prior to the Library's Director approving the Event.

5. General Rules and Policies

a) All Library rules and policies shall remain in effect during Events where alcoholic beverages are served including, but not limited to, the Meeting Room Policy and the Library's Code of Conduct

b) This Alcoholic Beverage Policy is not all-inclusive. The Director may determine approval of individual situations. Waiver of any provisions in this Policy may be requested by written application to the Board.

Strategic Plan

ARLS Strategic Plan Progress

Goal 1 – Raise Professional Standards for Library Services and Staff

- Goal 1, Objective 1 - Staff continue to review the criteria for achieving the Gold Standard at the regular librarians meetings, looking for achievable standards and identifying standards that would be difficult or impossible to achieve.
- Goal 2, Objective 2 - The FY2026 Spreadsheet on Continuing Education for staff and trustees is included in the additional documents folder.
- Goal 1, Objective 3
    - Staff have documented the following procedures: incident reports, disaster event procedures, and phone etiquette.
    - ARLS librarians plan on setting target completion dates for the rest of the procedures.
    - The Assistant Director has made progress on getting this information into online learning modules with the goal of a comprehensive online training program to supplement in-person training.

Goal 2 – Analyze and Improve Library Collections and Facilities

- Goal 2, Objective 1
    - Adult Services Librarians have collected data regarding their respective collections and are developing plans to increase the median publication year and variety of the materials ARLS offers.
    - Non-fiction Data:

The average publication year reflects the overall recency of materials in a collection, calculated using the publication years of individual items. As older materials are withdrawn and replaced with newer publications, the average publication year increases, indicating a more current collection. However, improvement varies by collection type. Collections such as large print, graphic nonfiction, and graphic biographies may show smaller gains because fewer titles are published in these formats compared to standard print materials.

There has been measurable progress across all eight branches in updating the nonfiction collections from June 2024 to October 2026. Currently Carson, McKenney, and Disputanta have the newest overall collection averages. Hopewell continues to have the oldest average and warrants continued attention due to the size of the collection. Moving forward the library should prioritize collection areas with older publication years by continuing to monitor progress by branch and collection type.

Average Publication Year by Library Location

Library Location	June 2024	Aug. 2025	Oct. 2026	2024-2025 Change	2025-2026 change	Total Change
Burrowsville	2014.2	2015.8	2016.6	+1.6	+0.8	+2.4
Carson	2015.2	2017.0	2019.3	+1.8	+2.3	+4.1
Dinwiddie	2014.2	2017.4	2018.2	+3.2	+0.8	+3.9
Disputanta	2015.2	2018.0	2019.1	+2.8	+1.1	+3.9
Hopewell	2011.1	2013.2	2015.3	+2.1	+2.0	+4.2
McKenney	2014.5	2017.4	2019.0	+2.9	+1.6	+4.5
Prince George	2012.2	2015.3	2017.0	+3.1	+1.8	+4.9
Rohoic	2011.9	2016.3	2018.2	+4.5	+1.9	+6.4
System Wide	2012.1	2014.6	2016.5	+2.5	+1.8	+4.4

Overall collection comparison by branch

Collection	June 2024	Aug. 2025	Oct. 2026	Total Change
Biography	2011.7	2014.7	2016.8	+5.1
Nonfiction	2011.9	2014.5	2016.4	+4.4
Graphic Nonfiction	2010.2	2017.7	2018.5	+8.3
Graphic Biography	2015	2015.1	2015.8	+0.8
Large Print Nonfiction	2015.4	2015.9	2017.4	+2.0
Large Print Biography	2013.4	2014.4	2014.0	+0.6
Family Resource	2019.8	2020.5	2020.7	+0.6
Oversize	2006.0	2006.0	2008.0	+2.0
Reference	2010.2	2017.7	2018.5	+8.3
Professional	2015.0	2015.0	2014.0	-1.0

Adult Biography Collection Diversity Audit Summary

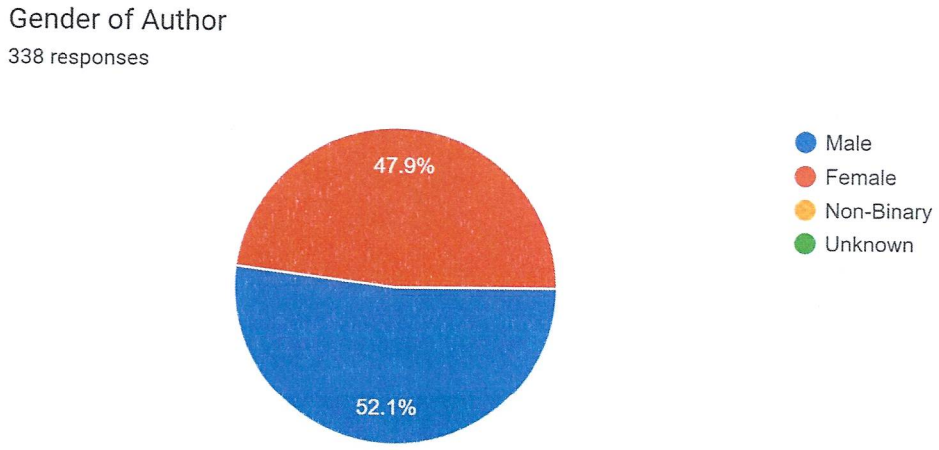
I sampled 1 out of every 4 books on the shelf at the Hopewell branch. This was a total of 342 titles. The initial purpose of this audit was to assess the representation of diverse identities and experiences within the collection and identify areas for further review. This audit provides a baseline for evaluating

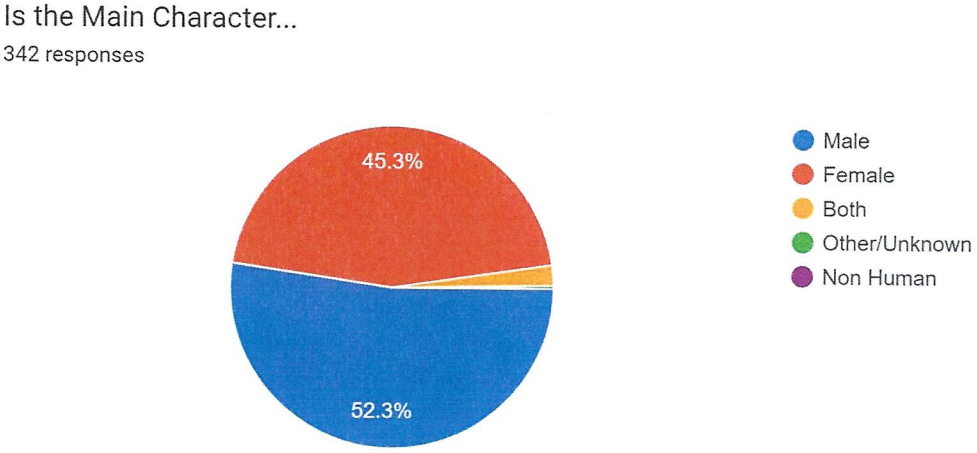
diversity within the adult biography collection. It is important to note that these categories are not mutually exclusive and that the percentages should be interpreted in the context of the audit methodology, because a single biography may represent multiple areas of diversity. The next step would be to examine the collection across the branches to determine which areas of diversity are represented and where potential gaps exist. This review can inform future collection development decisions.

For each book I sampled I recorded the title, author, perceived gender of the author based on available information, and whether diversity was evident on the book cover, in the summary, or in the copyright information. I also recorded the gender of the main character or biographical subject.

The audit focused on six areas of diversity: LGBTQ+ identities, Black, Indigenous, and People of Color (BIPOC), non-Christian religions, physical and cognitive disabilities, mental health, and socioeconomic status.

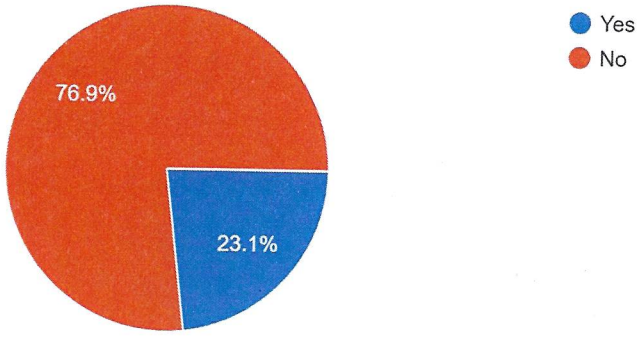
BIPOC representation was the most frequently identified category appearing in 70.4% of relevant observations. Socio-economic status and mental health were the next most frequently identified areas. Non-Christian religions, LGBTQ identities, and physical and cognitive disabilities appear less frequently and warrant closer examination during future collection reviews.





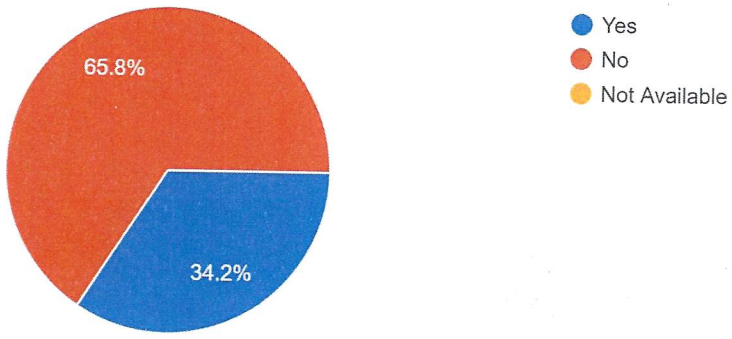
Diversity Evident on Cover?

342 responses



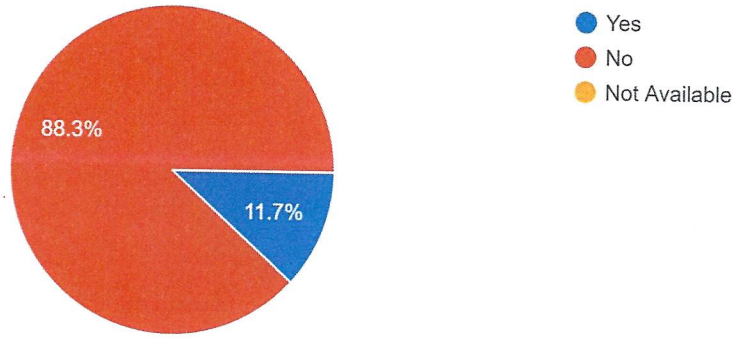
Diversity Evident in Summary?

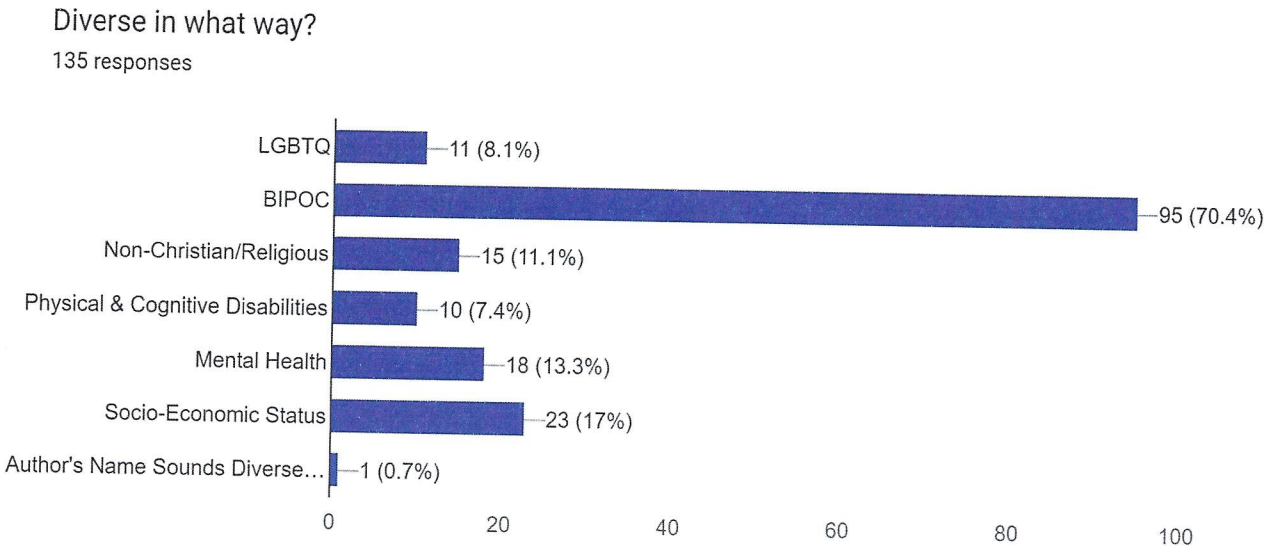
342 responses



Diversity Evident in Copyright information?

342 responses





- Goal 2, Objective 3
    - ARLS librarians collaborated on developing two patron surveys: one for collections and one for facilities. These were deployed in the stated months and concluded at the end of October.
    - For the next steps, ARLS librarians will produce a summary report, discuss the results, and recommend changes based on the patron feedback. The summary report will be available to be given by the Director by January 2027 as outlined in the Strategic Plan.

- Goal 2, Objective 4
    - Mr. Wyatt has begun the process of reviewing and prioritizing the projects that require immediate attention and the projects that can be delayed. The willingness of the local funding jurisdictions to assist in repairs or replacement remains the major factor in scheduling change. Preliminary evaluation of priorities are for Hopewell carpet, Hopewell circulation desk, computer lab tables and meeting room furnishings. Replacement of bins for Children's Easy Readers and Picture Books at Hopewell and Prince George are also projects with lower priority than those previously listed. Affording the projects may require fundraising by the library or its Friends groups.

Goal 3 – Improve Community Access to Impactful Technology

- Goal 3, Objective 1 - The Digital Services Librarian and the Material Services Manager have starting reviewing and assessing possible additions to the library's resources and the removal of obsolete technology. The Material Services Manager is responsible for recommendations to be added to the Library of Things collection and she and the Director meet regularly to discuss possibilities. The items in the Library of Things collection require consideration of funding, sustainability, patron interest, storage and the patron's safety.

- Library staff have reviewed and visited innovation spaces available at other area libraries. No recommendations have been made at this time. The final report to the board is due January 2028.

Goal 4 – Improve Community Access to Library Locations and Services

- Goal 4, Objective 1 - Improved signage, including identifying flags, are in place at the branches. The Branch Services Manager will provide the required report after the first of the year.
- Goal 4, Objective 2 - The library received confirmation from the three jurisdictions that all buildings comply with the Americans with Disabilities Act. The internal audit has not been started.
- Goal 4, Objective 3 - The city has installed cameras that record activity on Cawson Street, Library Street, and Appomattox Street. The cameras will utilize the library's internet access. The cameras are not fully operational at the time of this report but the work should be completed by the end of the year. The library will have access to the cameras' footage when the installation is completed. The library is reevaluating security being necessary at the Hopewell Library.
- Goal 4, Objective 4 - Reports on the programming in FY2026 are included in the Additional Document folder.

Standards for Virginia Public Libraries

Population: 25,000-49,999

Bronze: _Insert Range_ Silver: _Insert Range_ Gold:_Insert Range_

Category	Bronze		Silver		Gold	
	Possible	Earned	Possible	Earned	Possible	Earned
Governance and Administration	3		5		7	
Funding	4		7		10	
Staffing and Staff Development	5		10		14	
Access and Services	5		10		13	
Collections	5		9		12	
Facilities	7		14		19	
Technology	4		7		8	
Programming, Publicity and Advocacy	5		10		15	

Governance and Administration

Bronze	Points Possible	Points Earned	Silver	Points Possible	Points Earned	Gold	Points Possible	Points Earned
The Library complies with requirements of State Aid	1							
Library Board Meetings Held Quarterly	1		Library provides Board Members copy of Trustee Handbook	1		Library provides orientation and annual evaluation for board members	1	
Library has written policies	1		Policies are available on library's website	1		Policies are reviewed annually and receive community feedback	1	

Funding

Bronze	Points Possible	Points Earned	Silver	Points Possible	Points Earned	Gold	Points Possible	Points Earned
Library meets funding requirements as determined by LVA for State Aid	1							
Documented annual budget approved by Board or other funding authority	1		Budget accessible for review via library or governing body website	1		Regular audit and review provided on website	1	
Receives minimum of $20 per capita in local income	1		Receives minimum of $30 per capita in local income	1		Receives minimum of $40 per capita in local income	1	
Allots minimum of $2.50 per capita towards collection	1		Allots minimum of $3.50 per capita	1		Allots minimum of $4.50 per capita	1	

			towards collection			towards collection		

Staffing and Staff Development

Bronze	Points Possible	Points Earned	Silver	Points Possible	Points Earned	Gold	Points Possible	Points Earned
.3 FTE per 1000 in population	1		.5 FTE per 1000 in population	1		.6 FTE per 1000 in population	1	
1 FTE MLIS staff per 25,000 in population	1		2 FTE MLIS staff per 25,000 in population	1		3 FTE MLIS staff per 25,000 in population	1	
Library has job descriptions and org. charts	1		Library Director has MLIS	1		Library has dedicated Youth and Adult Services positions with MLIS	1	
Library provides opportunities for career development	1		Library offers continuous e-developm ent courses	1				
Library	1		Library	1		Library	1	

encourages participation in professional development conferences			provides continuing education reimbursement process			budgets for staff participation in professional development courses		

Access and Services

Bronze	Points Possible	Points Earned	Silver	Points Possible	Points Earned	Gold	Points Possible	Points Earned
Library has fixed operating hours	1		LIbrary offers Saturday and/or Sunday hours	1		Library offers 24/7 services	1	
Library provides basic services free of charge to everyone in its service population	1		Library provides basic services free of charge to everyone who works, owns property or lives in its service	1		Library provides basic services free of charge to individuals outside of service population, i.e. reciprocal	1	

			population			agreements, VA residents, no residency requirements		
Library is ADA accessible	1		Library employs Universal Design principles	1				
Library offers online payment options for fines and fees	1		Library offers options for balance resolution beyond payments, i.e. food for fines, volunteer services, etc.	1		Library is fine-free	1	

Collections

Bronze	Points Possible	Points Earned	Silver	Points Possible	Points Earned	Gold	Points Possible	Points Earned
Library has a	1		Policy	1		Policy	1	

collection development policy			includes selection and weeding procedures			includes DEI audit		
Library has Reconsideratio n Policy	1		Library trains staff on reconsiderat ion review	1		Library trains board members on reconsiderat ion of materials	1	
Library provides digital resources to supplement those made available by LVA	1		Library promotes digital collections through marketing	1				
Library employs collection management supervisor	1		Library has more than 1 staff member trained on collection managemen t	1		Library collection managemen t supervisor has MLIS	1	
Library offers local history and genealogy collection	1		Library provides staff to assist with local history and	1				

			genealogy inquiries					

Facilities

Bronze	Points Possible	Points Earned	Silver	Points Possible	Points Earned	Gold	Points Possible	Points Earned
.6 sq.ft. per capita	1		.7 sq.ft. per capita	1		1.0 sq. ft. per capita	1	
Library has disaster recovery plan	1		Library provides annual disaster recovery training to staff	1				
Facilities have external signage that is clearly visible	1		Library has interior, directional signage	1		Library has directional signage on local thoroughfares	1	
Library is no more than 30 minutes driving time from residents	1		Library is no more than 20 minutes driving time from residents	1		Library is no more than 15 minutes driving time or is located on a fixed transportatio	1	

						n route		
Library offers children's area	1		Library offers teen area	1		Library offers local history/genealogy area	1	
Library offers flexible space for meetings	1		Library offers meeting rooms for public use	1		Library offers quiet study spaces	1	

Technology

Bronze	Points Possible	Points Earned	Silver	Points Possible	Points Earned	Gold	Points Possible	Points Earned
Library provides access to public computers and/or wi-fi	1		Library provides technology for in-house circulation	1		Library circulates technology, i.e. hotspots, laptops, devices	1	
Library maintains active and ADA compliant	1		Website has pages dedicated to Kids, Teens	1		Library has active social media presence	1	

website			and/or Reference Services					
Library has technology plan that is reviewed regularly	1		Plan includes cycle for equipment replacement	1				
Library provides copy, fax and scanning capabilities	1							

Programming, Publicity and Advocacy

Bronze	Points Possible	Points Earned	Silver	Points Possible	Points Earned	Gold	Points Possible	Points Earned
Library regularly hosts programs and events	1		Library provides age based programs	1		Library provides virtual programs	1	
Library encourages community input via surveys, satisfaction forms, etc.	1		Library has Friends or Foundation	1				

Library provides programming budget	1		Library provides publicity budget for programs	1				
Library provides in-house field trips	1		Library provides outreach programming	1		Library partners with outside organizations to increase programming opportunities	1	
Library engages public in library advocacy efforts	1		Library engages support groups (Friends, Boards, Foundations) in library advocacy efforts	1		Library engages local leadership in advocacy efforts	1	

Objective 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

Staff Member / Trustee	Full time / Part Time / Trustee	Course Description (include title)	Date	Time Spent	Location - online or in person
Alex King	Full Time	Adapting to Need: Programming for Adults with Intellectual and Developmental Disabilities	10/3/2025	.75 hrs.	In person - VLA conference
Alex King	Full Time	Assisting Customers Experiencing Homelessness	10/3/2025	.75 hrs.	In person - VLA conference
Alex King	Full Time	Beanstack Data Training for Virginia Libraries	4/29/26	1	webinar
Alex King	Full Time	Connecting Libraries and their Communities with Asset Mapping	10/2/2025	.75 hrs.	In person - VLA conference
Alex King	Full Time	Dungeons, Dragons, and Reluctant DMs: How D&D Changed Tween/Teen Programming and Community Engagement	10/3/25	.75 hrs.	In person - VLA conference
Alex King	Full Time	Navigating Book Challenges through Negotiation	10/2/2025	.75 hrs.	In person - VLA conference
Alex King	Full Time	Things are (Definitely!) Getting Weird-AI Futures, the Evolving Information Landscape, and Libraries Part 2	10/3/2025	.75 hrs.	In person - VLA conference
Alex King	Full Time	VLA-Access and Agency: Welcoming the Disabled Community in Public Libraries	10/2/2025	.75 hrs.	In person - VLA conference
Amanda Barnette	Full Time	TLCU Conference	11/3-11/5	15	Virtual conference
Angel Wolfe	Full Time	TLCU Conference	11/3-11/5	15	Virtual conference
Brian Manning	Full Time	AI with Heart: Serving People in the Digital Age	4/10/26	1	PLA Virtual
Brian Manning	Full Time	DARS Dementia Services	10/20/2025	1.0 hrs.	Webinar - LVA
Brian Manning	Full Time	Highway to Hell: The Good Intention Journey	4/24/26	1	PLA Virtual
Brian Manning	Full Time	VLA - Adult Services Way Outside the Box	10/2/2025	.75 hrs.	In person - VLA conference
Brian Manning	Full Time	VLA - AI as an Administrative Ally: Streamlining Library Leadership	10/3/2025	.75 hrs.	In person - VLA conference
Brian Manning	Full Time	VLA - Ethical, Effective, Human: What AI in Grant Writing Means for Libraries	10/3/2025	.75 hrs.	In person - VLA conference
Brian Manning	Full Time	VLA - The Essential Roles of Libraries in Disaster Recovery	10/2/2025	.75 hrs.	In person - VLA conference
Brian Manning	Full Time	You've got to break a few eggs: the case for making a mess	4/10/26	1	PLA Virtual
Cathy Field	Full Time	Neurodiversity at Work: developing awareness and understanding of your neurodivergent peers	6/6/26	2	Webinar
Cathy Field	Full Time	Sustaining a Seed Library	4/8/26	1	Webinar
Cathy Field	Full Time	The Essential Role of Libraries in Disaster Recovery	10/2/25	1	In Person- VLA Conference
Cathy Field	Full time	Connecting Libraries and their Communities with Asset Mapping	10/2/25	1	In Person- VLA Conference
cathy Field	Full Time	Growing Together: Libraries as Hubs for Seeds, Gardening, and Self-Sufficiency	10/2/25	1	In Person- VLA Conference
Cathy Field	Full Time	Digitzing Collections: Best Practicies and Lessons Learned	10/3/25	1	In Person- VLA Conference
Cathy Field	Full Time	Packed with Possibilities: Starting an Adult Book Subscription Service	10/3/25	1	In Person- VLA Conference
Cathy Field	Full Time	Adapting to Need: Programming for Adults with Intellectual and Developmental Disabilities	10/3/25	1	In Person- VLA Conference
Cathy Field	Full Time	Assisting Customers Experiencing Homelessness	10/3/25	1	In Person- VLA Conference
Debbie Wright	Full time	Behavior Management During Story Time	10/22/25	1	Webinar - LVA
Debbie Wright	Full time	Making Storytime More Accessible to Children w/ Disabilities	1/7/26	1	webinar - LVA
Debbie Wright	Full Time	PLS Child Development Stages in Art	6/10/26	1	online
Debbie Wright	Full Time	PCI Storytime Success: Crafting Engaging Sessions from Start to Finish	6/10/26	2	online
Erica Murphy	Part time	TLCU Conference	11/3-11/5	15	Virtual conference
Jimmy Nickerson	Part Time	Funding Your Mission: Practical Strategies and Perspectives	4/15/26	3	Virginia Association of Museums
Kelly Sellers	Part Time	LVA- The Essential Library Guide to Service, Safety, and Security	7/25/26	0.5	Online
Kelly Sellers	Part Time	LVA- Working Well with Others	7/25/26	0.5	Online

Objective 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

Kelly Sellers	Part Time	LVA- Shelf Reading	7/25/26	0.5	Online
Kelly Sellers	Part Time	LVA- Dewey and Alphabetical Shelving Practice	7/25/26	0.5	Online
Kelly Sellers	Part Time	LVA- Reading Call Numbers & Practicing Shelving	7/25/26	0.5	Online
Kelly Sellers	Part Time	LVA- Shelving Non-Fiction with the Dewey Decimal Classification System	7/25/26	0.5	Online
Kelly Sellers	Part Time	LVA- PLS Dewey Decimal Classification System	7/25/26	0.5	Online
Kiyah Mitchell	Part Time	LVA- Front Line Customer Service: A Six Module Course	7/18/26	3	Online
Kiyah Mitchell	Part Time	LVA- The Essential Library Guide to Service, Safety, and Security	7/18/26	1	Online
Megan Ranes	Full Time	Best Foot Forward (Body Language)	5/27/26	1.0 hrs.	Niche Academy (LVA)
Megan Ranes	Full Time	Building and Evaluating a Diverse Collection	5/5/26	3.45 hrs.	Niche Academy (LVA)
Megan Ranes	Full Time	Capital Budgeting Basics for Libraries	6/24/26	1 hr.	Niche Academy (LVA)
Megan Ranes	Full Time	Collection Development Basics – Weeding	5/29/26	1.0 hrs.	Niche Academy (LVA)
Megan Ranes	Full Time	Collection Management - Weeding II: Informative Weeding	5/20/26	0.3	Niche Academy (LVA)
Megan Ranes	Full Time	Community First: Making the Library Accessible to Neurodivergent Youth	12/3/25	1.0 hrs.	Webinar - LVA
Megan Ranes	Full Time	Dr. Steven Albrecht: Top Ten Emergency Drills for Libraries	5/20/26	1.0 hrs.	Niche Academy (LVA)
Megan Ranes	Full Time	IMLS 250 Conference: Trainings and Learning Labs	6/10-6/12	8	IMLS 250 Conference DC
Megan Ranes	Full Time	Library Facility Management 101: What Every Leader Should Know	5/5/26	1.0 hrs.	Niche Academy (LVA)
Megan Ranes	Full Time	Preventative vs. Reactive Maintenance: Saving Money Before Things Break	5/26/26	1.0 hrs.	Niche Academy (LVA)
Megan Ranes	Full Time	Refresh Your Find It VA Skills JobNow/VetNow	10/9/25	1.0 hrs.	Webinar - LVA
Megan Ranes	Full Time	Savannah Academy: Clusters & Key Reports	1/21/26	1.0 hrs.	webinar - Savannah
Megan Ranes	Full Time	You're not a social worker, but...	5/13/26	1.0 hrs.	VLA/ PCI webinars
Megan Ranes	Full Time	ALA Conference Sessions	6/26-6/28	22 hrs.	ALA Conference
Megan Ranes	Full Time	Mystery 101: Refresh Your Genre Knowledge	9/8/26	1 hr	Niche Academy (LVA)
Michelle Lawhorn	Part Time	Behavior Management During Story Time	10/23/25	1	webinar - LVA
Michelle Lawhorn	Part Time	Assessing Collections With Diversity Audits	6/16/26	1	online
Michelle Lawhorn	Part Time	Dr. Steve Albrecht: "FIRST AMENDMENT "AUDITORS" IN THE LIBRARY: OUR SAFE. LEGAL. AND REASONABLE RESP	6/16/26	1	online
Michelle Lawhorn	Part Time	PCI Day of the Dead Storytime (August 2024)	6/29/26	1	online
Morgan Devlin	Full Time	ALA Conference Sessions	6/26-6/28	22 hrs	ALA Conference
Morgan Devlin	Full Time	TLCU Conference	11/3-11/5	15	Virtual conference
Rebecca Taylor	Full Time	LVA- Front Line Customer Service: A Six Module Course	7/25/26	3	Online
Rija Mughal	Full Time	Behavior Management During Story Time	10/23/25	1	webinar - LVA
Rija Mughal	Full Time	Storytime 101: Storytime for Beginners	6/13/26	1	online
Rija Mughal	Full Time	PCI Managing Stress & Anxiety at Work:	6/22/26	1	online
Rija Mughal	Full Time	Passive Library Programming	6/24/26	1	online
Rija Mughal	Full Time	PCI How to Organize Anything	6/26/26	1	online
Sarah Ball	Full Time	FY27 TLC Regional Training Meeting (Health Insurance)	2/26/26	3	Webinar
Sarah Ball	Full Time	The Local Choice In Person Training	10/7/2025	8	In person
Sarah Finch	Full Time	Behavior Management in Storytime	1/13/26	1	webinar - LVA

Objective 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

Sarah Finch	Full Time	Dinosaurs 101 for Librarians with Raoul Seroy	3/27/26	1	webinar- LVA
Sarah Finch	Full Time	For Managers & Supervisors: Supporting an Inclusive Workplace for Neurodivergent Employees	3/17/26	1	webinar-lva
Sarah Finch	Full time	Making Storytime More Accessible to Children w/ Disabilities	1/7/26	1	webinar - LVA
Sarah Finch	Full Time	Striving for Inclusion: Creating Welcoming Experiences for Neurodivergent Library Users	3/10/26	1	Webinar
Sarah Finch	Full Time	Working Well with Your Team: How to Manage Your Staff	10/23/26	1	webinar
Shawn Showalter	Full Time	FY27 TLC Regional Training Meeting (Health Insurance)	3/3/26	3	Webinar
Shawn Showalter	Full Time	The Local Choice In Person Training	10/7/2025	8	In person
Will Wyatt	Full Time	PLA- Becoming One Library: How to Build Better Internal Communications	4/1/26	1	In Person
Will Wyatt	Full Time	PLA- Engage, Empower, Evovle: Using Staff Input to Strengthen Culture	4/1/26	1	In Person
Will Wyatt	Full Time	PLA- Transforming Library Public Policy and Advocacy in a New Political Era	4/1/26	1	In Person
Will Wyatt	Full Time	PLA- Capital Funding in a Tumultuous Time	4/2/26	1	In Person
Will Wyatt	Full Time	PLA- Boundary Building With Patrons	4/2/26	1	In Person
Will Wyatt	Full Time	PLA- Creating Library Safety Through Partnerships, Planning, and Training	4/3/26	1	In Person

Objective 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

Staff Member / Trustee	Full time / Part Time / Trustee	Course Description (include title)	Date	Time Spent	Location - online or in person
Sarah Finch	Full Time	It's About Time: Supporting Neurodivergent Employees with Time Management in the Workplace	7/16/2026	1	Online
Brian Manning	Full Time	United for Libraries: From Strategy to Advocacy	7/28/2026	1	Online
Brian Manning	Full Time	United for Libraries: Data-Driven Library Advocacy Messaging	7/28/2026	1	Online
Brian Manning	Full Time	United for Libraries: Library Champions	7/28/2026	1	Online
Jimmy Nickerson	Part Time	United for Libraries: Friends Day	7/30/26	5	Online
Sarah Finch	Full Time	Getting on the Same Page: Communication Strategies to Build Team Cohesion, Collaboration, and Trust	7/30/26	1	online
Sarah Finch	Full Time	Beanstack Challenge Basics for VA Libraries	9/28/26	1	Online
Sarah Ball	Full Time	The Local Choice Benefit Administration Training	9/9/26	8	In Person
Shawn Showalter	Full Time	The Local Choice Benefit Administration Training	9/9/26	8	In Person

Adult Programming Report FY 2024-2025 Compared to FY 2025-2026
By Megan Ranes

Goal 4 – Improve Community Access to Library Locations and Services

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.

In this report I will compare adult programming during FY 2024–2025 and FY 2025–2026 to evaluate attendance rates and costs for programs over time. We focused on providing accessible and diverse programs for our three localities. This was done through a combination of library-led classes, instructor-led classes, passive activities, swaps, fitness programming, book discussions, and community partnerships.

During this period we invested in reusable supplies and equipment for library led craft programs. Programs such as earring making, beeswax and soy crafts, decoupage crafts, and painting crafts demonstrate how reusable supplies improve overall cost efficiency as attendance grows over time. The library served 238 patrons for $1347.68 in supplies, an average of $5.66 per patron. However these figures represent total recorded supply spending divided by cumulative attendance, not the cost of materials consumed by each individual participant.

Passive programming continued to provide the greatest reach at the lowest cost. Community drives also expanded patron participation including an annual food drive and "Animals Along the Appomattox", which collects donations for the local animal shelters. The 2025 Food Drive collected a total of 550.55 lbs of donated food, and the 2026 Food Drive collected 621.36 lbs.

Swap events remained among the most cost-effective programs offered with little to no program expense. The craft supply swaps, baby supply swaps, and board game swaps provided valuable opportunities for community connection.

Fitness and wellness programming continues through a combination of paid instructors and our community partnership with Sports Backers who provide free instructors for a contracted amount of time. This allows us to provide a variety of fitness programs at multiple locations. For our paid instructor classes, Chair Yoga and Yoga for Beginners, there has been a combined attendance increase of 91.2% from FY 2024-2025 to FY2025-2026.

Community partners such as The Virginia Cooperative Extension, the American Red Cross, and Petersburg National Battlefield expanded programming opportunities at little or no cost to the library.

Library Led Craft Programs (Reusable Supplies)

Earring Making

Date	Total Attendees	Supplies Cost
December 3 2024	24	$140.66
December 6, 2024	12	$36.44
February 25,2026	2	NA
March 18, 2026	2	NA
June 16, 2026	17	NA
June 17, 2026	6	$38.91
Total	**63**	**$216.01**

Notes: As of June 2026 the cost is $3.42 per person with materials still available for future classes.

Beeswax/ Soy Crafts

Date	Total Attendees	Supplies Cost
March 25, 2025	21	$712.77
April 22, 2025	7	NA
April 24, 2025	4	NA
August 9, 2025	19	NA
August 19, 2025	25	NA
August 28, 2025	1	NA
June 2, 2026	16	NA
June 3, 2026	3	NA
Total	**96**	**$712.77**

Notes: As of June 2026 the cost is $7.42 per person with materials still available for future classes.

Decoupage Crafts

Date	Total Attendees	Supplies Cost
September 9, 2025	10	$203.85
December 12, 2025	8	NA
April 12, 2026	4	NA
Total	**22**	**$203.85**

Notes: As of June 2026 the cost is $9.26 per person with materials still available for future classes.

Painting Crafts

Date	Total Attendees	Supplies Cost
May 20, 2026 (Summer Ornaments)	7	$65.77
Total	**7**	**$65.77**

Notes: As of June 2026 the cost is $9.39 per person with materials still available for future classes.

Miniature Bookshelves

Date	Total Attendees	Supplies Cost
10/29/2025	16	$19.98
5/11/2026	4	NA
Total	**20**	**$19.98**

Notes: As of June 2026 the cost is $0.99 per person with materials still available for future classes. The bookshelves were made and donated to the library.

Pickle Making

Date	Total Attendees	Supplies Cost
6/18/2024	13	$45.47

Notes: As of June 2026 the cost is $3.49 per person.

Bandana Rama

Date	Total Attendees	Supplies Cost
April 2026	17	$149.65

Notes: As of June 2026 the cost is $8.80 per person with materials still available for future classes.

Instructor Led Craft Programs

Cards With Tracy

Date	Total Attendees	Instructor Cost
November 16, 2024	7	$100
December 6, 2025	4	$40
February 7, 2026	6	$60
April 25, 2026	5	$50
Total	**22**	**$250**

Notes: Moved to a new pay model of $10 per participant for future classes instead of a flat $100 instructor fee.

Junk Journaling with Kathy

Date	Total Attendees	Instructor Cost
September 7, 2024	15	$50
February 15, 2025	9	$50
May 16, 2026	9	$100

Swap Programs

Program	Date	Total Attendees
Craft Supplies Swap	February 22, 2025	44
Craft Supplies Swap	March 7, 2026	57
Baby Supplies Swap	April 19, 2025	23
Baby Supplies Swap	October 4, 2025	20
Baby Supplies Swap	March 21, 2026	52
Board Games/Puzzles Swap	June 14, 2025	15

Note: The April 2025 Baby Supplies Swap spent $25 for coat hangers to display clothing.

Passive Programming

Program	Date	Total Participants	Total Cost
Coloring Sheets	August 2025	92	NA
Dollhouse vote 1	August 2025	182	$92.92
Ornament Making	December 2025	280	$75.62
Dollhouse vote 2	February 2026	163	NA

Notes: The dollhouse is a passive project where we let patrons vote on the color and design of the house. We have had votes for paint color and trim color combinations. The plan is to donate the dollhouse when it is completed to a local charity for children.

Paid Fitness Classes

Yoga for Beginners

Date	Total Attendees	Instructor Cost	Cost Total	Cost Per Patron
2024-2025	122	$40 per class	$1280	$10.49
2025-2026	305	$40 per class	$1920	$6.29

Note: There has been a significant increase in attendance in the 2025-2026 fiscal year compared to last year. This may have to do with a local day home bringing their group to participate in the class.

Chair Yoga

Date	Total Attendees	Instructor Cost	Cost Total	Cost Per Patron
2024-2025	196	$40 per class	$1760	$8.98
2025-2026	303	$40 per class	$1920	$6.34

Mindfulness with Autumn Series

Date	Total Attendees	Instructor Cost	Cost Total	Cost Per Patron
2025-2026	74	$15 per class (5 Classes)	$75	$1.01

Note: Attendance declined after the initial series, and the instructor opted to pause future offerings.

Free Fitness Programs: Sports Backers

Class	FY	Total Attendees
Let's Keep Moving	2024-2025	122
Let's Keep Moving	2025-2026	70
Sit and Be Fit	2024-2025	83
Tone it Up	2024-2025	30
Fitness Fly	2024-2025	117
Empower	2024-2025	36
Empower	2025-2026	49
Movement with Meaning	2025-2026	39

Book Groups

Dinwiddie Book Group

Date	Total Attendees
2024-2025	**87**
2025-2026	**81**

Virtual Book Group

Date	Total Attendees
2024-2025	74
2025-2026	73

Note: in FY 2025-2026 we tried hosting an in person book group for several months at Hopewell with no success in attendance. Book clubs maintained relatively consistent attendance across both fiscal years.

Community Partnerships

American Red Cross Blood Drives

Date	Total Attendees
October 29, 2020	32
February 8, 2021	20
April 14, 2021	11
December 16, 2021	22
July 25, 2022	25
December 12, 2022	25
July 24, 2023	28
December 11, 2023	21
April 11, 2024	22
July 3, 2024	27
January 27, 2025	12
April 28, 2025	31
November 3, 2025	31
April 27, 2026	13

GED Program: Southside Programs for Adult Continuing Education

Fiscal year	Total Attendees
2024-2025	**170**
2025-2026	**141**

Southside From the Heart

Fiscal year	Total Attendees
2024-2025	**192**
2025-2026	**158**

Notes:In 2024 the Southside from the Heart group created 648 items for local hospitals, nursing homes, and shelters, as a part of From the Heart Stitchers. In 2025 they created 660 items.

Virginia Cooperative Extension (Dinwiddie)

Program	Date	Total Attendees
Canning 101	January 15, 2025	5
Canning Workshop Apple Butter	February 15, 2025	13
Sheet Pan Dinners	May 29, 2025	17
Boost Your Brain	June 7, 2025	2
Summer Wellness Series	June 23, 2025- July 14, 2025	35
Coping with Grief During the Holidays	November 20, 2025	
Total		

Note: As of April we have spent $440.47 on refreshments and supplies for these programs.

Virginia Cooperative Extension (Petersburg): March 2025- July 2025
Virginia Family Nutrition Program Series: 8 programs with 20 total participants. No cost to the library.

Petersburg National Battlefield:
9 participants. No cost to the library.

James River National Refuge Presentation: April 22, 2026
5 participants. No cost to the library.

Community Outreach Tables

- Crater District Area Agency on Aging (CDAAA) – Senior Assistance & Resource Support- May-June 2025
- Virginia Department of Health – Community health worker outreach table
- Alzheimer's Association
- Tri City Hospital- Stroke awareness outreach
- Aetna- Medicare enrollment help May-June 2026
- Hopewell Social Services Community Fair April 2026

Youth Services Programming Report
FY2026

YS hosted 916 programs and had 21,841 people attend. These programs included story times, baby &me, and passive crafts. Any leftover supplies from a program were reused for future programs.

For SRP, we had 388 programs and 9716 people attend. This is July/August 2025 and June 2026.

The average cost per person throughout this time was $2.18.