APPROVED MINUTES OF THE KING WILLIAM COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 17, 2026

A regular meeting of the King William County Library System Library Board of Trustees, was held on the 17th day of February 2026 in the Board Room of the Administration Building and via live stream. Board Meeting Room of the County Administration Building and via live stream.

AGENDA ITEM 1. Call to Order

The Chair called the meeting to Order.

AGENDA ITEM 2. Electronic Participation Approval (if needed)

Not needed

AGENDA ITEM 3. Roll Call

The following members were present: Ms. Carlton, Ms. Herndon, Ms. Washington and Ms. Price

AGENDA ITEM 4. Review and Adoption of Meeting Agenda

The Chair called for discussion, Ms. Washington made a motion to amend Agenda Item 13 to include policy and courier discussions. The motion was seconded by Ms. Carlton. The Chair polled the members and found that all were in favor and none were opposed.

AGENDA ITEM 5. Invocation/Moment of Silence

The Chair led the Moment of Silence.

AGENDA ITEM 6. Pledge of Allegiance

The Chair led the Pledge of Allegiance

AGENDA ITEM 7. Consent Agenda

None

AGENDA ITEM 8. Citizens Comment Period

No speakers

AGENDA ITEM 9. Presentations

No Presentations

AGENDA ITEM 10. Library Board Report - Governance

None

AGENDA ITEM 11. County Report - Administration

a. Renovation Update

The County Administrator updated the Board on the status of the construction. The project is moving along as scheduled. The anticipated completion date is March 19, 2026.

b. FFE Update

The lists are being finalized with the vendors.

c. Finance Report

The Financial Report is attached to the Minutes.

AGENDA ITEM 12. Director's Report - Operations

a. Statistical Summary

The Director provided an update to the Board and her reports is also attached to the minutes.

b. Library Programming and Services

The Director provided an update to the Board and her reports is also attached to the minutes.

c. Library Projects - Status

The Director provided an update to the Board and her reports is also attached to the minutes.

AGENDA ITEM 13. Unfinished Business

a. - Library Policy - 18.0 - specifically discussing the background checks for volunteer workers. The Director stated that LS&S is requesting to remove the requirement for minor children to complete a background check. The Board and the Director agreed that they would like to seek legal advice regarding this. The matter is tabled until the next meeting.
b. - Courier - Upon discussion of the Director and the Board, the procedure will be for the materials to be transferred as needed between the branches by staff. The Chair and the Director will work with counsel and circulate the procedure to the membership for input and table this matter to the next meeting.

AGENDA ITEM 14. New Business

None

AGENDA ITEM 15. Board Requests and Comments

Ms. Carlton thanked staff for their hard work and Mr. Monday for his guidance and "wished him all the best."
Ms. Herndon thanked the Director and her staff for all of their hard work. "The collection is awesome, and I personally want to thank Mr. Monday for all of his help."
Ms Price stated that the Director's office is looking really nice in the new building and thanked her for all of her hard work.

Ms. Washington "I have visited West PoinT and the staff was extremely helpful in fixing the issue she was having and also thanked her for all of her hard work."

AGENDA ITEM 16. Next Meeting - March 17, 2026

AGENDA ITEM 17. Adjourn or Recess

Ms. Price made a motion to adjourn and the motion was seconded by Ms. Carlton. The Chair polled the members and found that all were in favor and none were opposed.

KWCLS

MONTHLY REPORT: FEBRUARY 2026

Statistics At a Glance

1,366
PHYSICAL CIRCULATION

657
ELECTRONIC CIRCULATION

35
NUMBER OF PROGRAMS

1,034
LIBRARY VISITS

1,157
LIBRARY CARD HOLDERS YTD

101
COMPUTER USAGE

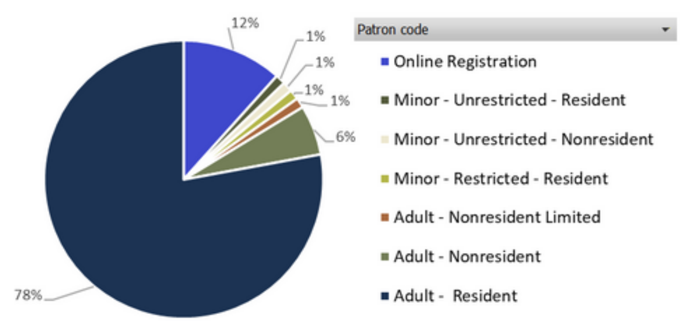
40
HOTSPOT USAGE

2,126
WEBSITE VISITS

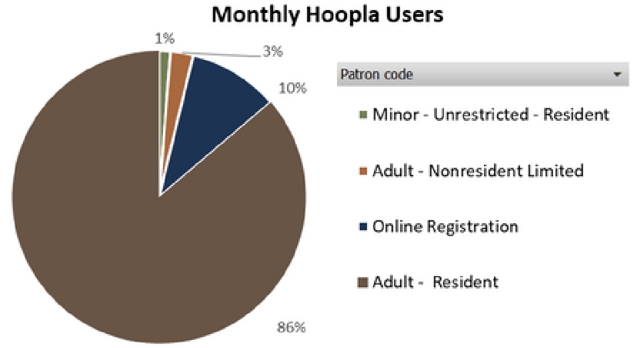
Cardholder Statistics

Adult - Resident	638
Adult - Nonresident	61
Adult - Nonresident Limited	44
Minor - Restricted - Nonresident	7
Minor - Restricted - Nonresident - Limited	1
Minor - Restricted - Resident	50
Minor - Unrestricted - Nonresident	10
Minor - Unrestricted - Nonresident - Limited	1
Minor - Unrestricted - Resident	105
Online registrations	240
Total YTD	1,157

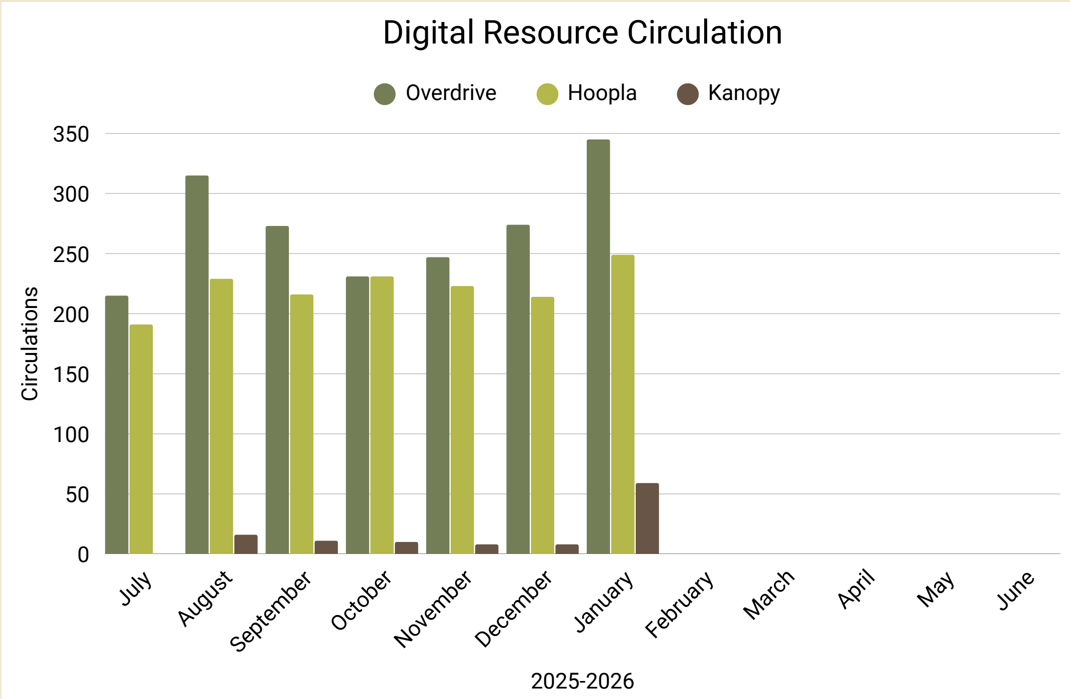
Monthly Overdrive Users

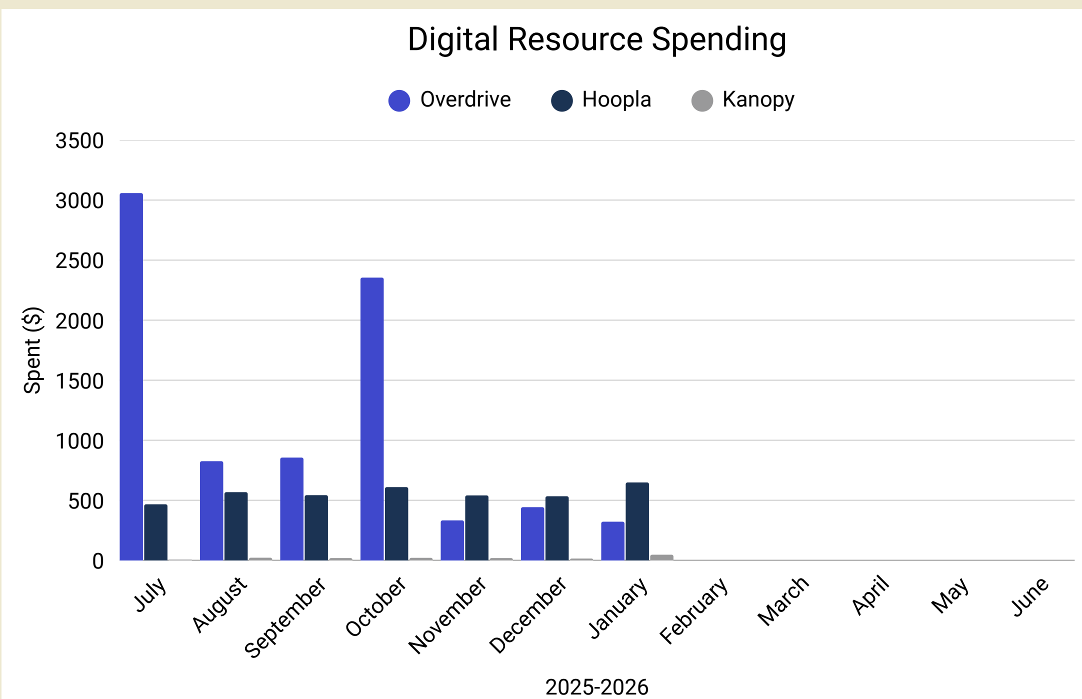


Monthly Hoopla Users



Digital Resource Usage





KWCLS

MONTHLY REPORT: FEBRUARY 2026

Snapshots

Storytime + Stay & Play on Friday mornings draws a big crowd with many excited listeners and caregivers.

KWCLS Library Card outreach at Don Pedro in UKW continues to be successful with 20+ sign ups on 1/8 and 1/23.

Highlights

- Top Library Programs:
  - 1/16 Storytime + Stay & Play: 22 participants
  - 1/2 Storytime + Stay & Play: 21 participants
  - 1/12 Rhythm, Rhyme & Bubble Time: 18 participants
  - 1/21 Adult Book Club: 12 participants
- Top Outreach Events:
  - 1/23 Don Pedro Library Card Sign Up: 31 participants
  - 1/8 Don Pedro Library Card Sign Up: 11 participants
  - 1/22 McKendree Church Storytime: 9 participants
- Passive Programming
  - Winter Animals of West Point Scavenger Hunt: 51 participants
- New Partnerships
  - Three Rivers Soil and Water Conservation District
  - Fairfield Foundation

New and Upcoming

New program alert! Book a Librarian - Mondays from 2-3pm - need help on the computer with a specific task? Register for Book a Librarian to receive 1:1 technology help.

New Library Calendar is live on the website! You can now register for an upcoming program or reserve a meeting space online.

King William County

Statement of Revenue and Expenditures - Standard

02/17/2026
11:40 AM

Revenue Account Range: *Not Selected* ***Include Non-Anticipated:*** *Yes* ***Year To Date As Of:*** *01/31/26*

Expend Account Range: *100-073200-0000-000-00 to 100-073200-7002-000-00* ***Include Non-Budget:*** *No* ***Current Period:*** *01/01/26 to 01/31/26*

Print Zero YTD Activity: *No* ***Prior Year:*** *01/01/25 to 01/31/25*

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-073200-0000-000-00	LIBRARY SYSTEMS & SERVICES	0.00	0.00	0.00	0.00	0.00	0
100-073200-3310-000-00	REPAIRS & MAINTENANCE	0.00	0.00	0.00	912.70	912.70-	0
100-073200-5110-000-00	ELECTRICAL SERVICES	0.00	0.00	0.00	684.96	684.96-	0
100-073200-5170-000-00	INTERNET SERVICES	0.00	0.00	11.86	1,073.97	1,073.97-	0
100-073200-5210-000-00	POSTAL SERVICES	0.00	0.00	0.00	166.00	166.00-	0
100-073200-5230-000-00	TELEPHONE (WIRELESS)	0.00	0.00	1,828.14	7,549.22	7,549.22-	0
100-073200-5410-000-00	LEASE/RENT EQUIPMENT	0.00	0.00	276.77	1,175.36	1,175.36-	0
100-073200-5420-000-00	RENT (BUILDING) BAILEY LIVING TRUST	0.00	0.00	0.00	10,000.00	10,000.00-	0
100-073200-6001-000-00	OFFICE SUPPLIES	0.00	0.00	0.00	106.96	106.96-	0
100-073200-7001-000-00	CONTRACTUAL (LIBRARY SYSTEMS & SERVI	0.00	569,445.00	35,166.00	323,347.58	246,097.42	57
100-073200-7002-000-00	LIBRARY SYSTEMS & SERVICES	0.00	0.00	3,022.36	18,089.20	18,089.20-	0
	GENERAL FUND Expenditure Totals	**0.00**	**569,445.00**	**40,305.13**	**363,105.95**	**206,339.05**	**64**

Range of Accounts: 100-073200-0000-000-00 to 100-073200-7002-000-00 Date Range: 07/01/25 to 01/31/26 Include Accounts with Zero Activity: No
Audit Report Type: Standard
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the Transaction Ending Date.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance

Account No / Date	Description / Transaction Data/Comment		Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-3310-000-00	REPAIRS & MAINTENANCE				0.00	
09/10/25 PO 25-04001	2 Encumber	FASTSIGNS 30101 - Purchase	DIREC005 DIRECTV	853.78-	853.78-	CSTEVENS
09/10/25 PO 25-04001	2 Receive	FASTSIGNS 30101 - Purchase	DIREC005 DIRECTV	853.78-**	853.78-	CSTEVENS
10/01/25 PO 25-04001	2 Pay Ck: 101289	FASTSIGNS 30101 - Purchase	DIREC005 DIRECTV	853.78-*	853.78-	CSTEVENS
09/27/25 PO 25-03960	1 Encumber		360HA010 360 HARDWARE-Admin	12.48-	866.26-	CSTEVENS
09/27/25 PO 25-03960	1 Receive		360HA010 360 HARDWARE-Admin	12.48-**	866.26-	CSTEVENS
10/01/25 PO 25-03960	1 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	12.48-*	866.26-	CSTEVENS
09/27/25 PO 25-03960	3 Encumber		360HA010 360 HARDWARE-Admin	9.96-	876.22-	CSTEVENS
09/27/25 PO 25-03960	3 Receive		360HA010 360 HARDWARE-Admin	9.96-**	876.22-	CSTEVENS
10/01/25 PO 25-03960	3 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	9.96-*	876.22-	CSTEVENS
09/27/25 PO 25-03960	4 Encumber		360HA010 360 HARDWARE-Admin	2.49-	878.71-	CSTEVENS
09/27/25 PO 25-03960	4 Receive		360HA010 360 HARDWARE-Admin	2.49-**	878.71-	CSTEVENS
10/01/25 PO 25-03960	4 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	2.49-*	878.71-	CSTEVENS
09/27/25 PO 25-03960	5 Encumber		360HA010 360 HARDWARE-Admin	33.99-	912.70-	CSTEVENS
09/27/25 PO 25-03960	5 Receive		360HA010 360 HARDWARE-Admin	33.99-**	912.70-	CSTEVENS
10/01/25 PO 25-03960	5 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	33.99-*	912.70-	CSTEVENS
100-073200-5110-000-00	ELECTRICAL SERVICES				0.00	
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 2	197.22-	197.22-	JCOLEMAN
09/23/25 PO 25-03935	1 Encumber		DOMIN040 DOMINION POWER 210019427520	295.54-	492.76-	CSTEVENS
09/23/25 PO 25-03935	1 Receive		DOMIN040 DOMINION POWER 210019427520	295.54-**	492.76-	CSTEVENS
10/01/25 PO 25-03935	1 Pay Ck: 101307		DOMIN040 DOMINION POWER 210019427520	295.54-*	492.76-	CSTEVENS
10/26/25 PO 25-04227	1 Encumber		DOMIN040 DOMINION POWER 210019427520	192.20-	684.96-	CSTEVENS
10/26/25 PO 25-04227	1 Receive		DOMIN040 DOMINION POWER 210019427520	192.20-**	684.96-	CSTEVENS
11/03/25 PO 25-04227	1 Pay Ck: 101571		DOMIN040 DOMINION POWER 210019427520	192.20-*	684.96-	CSTEVENS
100-073200-5170-000-00	INTERNET SERVICES				0.00	
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 3	1,062.11-	1,062.11-	JCOLEMAN
01/12/26 PO 25-04887	1 Encumber		GRANI010 Granite Telecommunications LLC	11.86-	1,073.97-	CSTEVENS
01/12/26 PO 25-04887	1 Receive		GRANI010 Granite Telecommunications LLC	11.86-**	1,073.97-	CSTEVENS
01/16/26 PO 25-04887	1 Pay Ck: 102165		GRANI010 Granite Telecommunications LLC	11.86-*	1,073.97-	CSTEVENS
100-073200-5210-000-00	POSTAL SERVICES				0.00	
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 4	166.00-	166.00-	JCOLEMAN

Account No / Date	Description / Transaction Data/Comment	Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-5230-000-00	TELEPHONE (WIRELESS)			0.00	
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 5	793.00-	793.00-	JCOLEMAN
09/27/25	PO 25-03958 1 Encumber ACCT: 209965759	TMOBL005 T MOBLIE	646.28-	1,439.28-	CSTEVENS
09/27/25	PO 25-03958 1 Receive ACCT: 209965759	TMOBL005 T MOBLIE	646.28-**	1,439.28-	CSTEVENS
10/01/25	PO 25-03958 1 Pay Ck: 101333 ACCT: 209965759	TMOBL005 T MOBLIE	646.28-*	1,439.28-	CSTEVENS
10/22/25	PO 25-04201 1 Encumber	TMOBL005 T MOBLIE	664.78-	2,104.06-	CSTEVENS
10/22/25	PO 25-04201 1 Receive	TMOBL005 T MOBLIE	664.78-**	2,104.06-	CSTEVENS
11/03/25	PO 25-04201 1 Pay Ck: 101595	TMOBL005 T MOBLIE	664.78-*	2,104.06-	CSTEVENS
11/05/25	PO 25-04356 14 Encumber	VERIZ020 VERIZON WIRELESS	1,208.14-	3,312.20-	CSTEVENS
11/05/25	PO 25-04356 14 Receive	VERIZ020 VERIZON WIRELESS	1,208.14-**	3,312.20-	CSTEVENS
11/17/25	PO 25-04356 14 Pay Ck: 101744	VERIZ020 VERIZON WIRELESS	1,208.14-*	3,312.20-	CSTEVENS
11/24/25	PO 25-04501 1 Encumber	TMOBL005 T MOBLIE	594.75-	3,906.95-	CSTEVENS
11/24/25	PO 25-04501 1 Receive	TMOBL005 T MOBLIE	594.75-**	3,906.95-	CSTEVENS
12/01/25	PO 25-04501 1 Pay Ck: 101784	TMOBL005 T MOBLIE	594.75-*	3,906.95-	CSTEVENS
12/08/25	PO 25-04637 14 Encumber	VERIZ045 VERIZON WIRELESS SERVICES LLC	1,207.58-	5,114.53-	CSTEVENS
12/08/25	PO 25-04637 14 Receive	VERIZ045 VERIZON WIRELESS SERVICES LLC	1,207.58-**	5,114.53-	CSTEVENS
12/12/25	PO 25-04637 14 Pay Ck: 101925	VERIZ045 VERIZON WIRELESS SERVICES LLC	1,207.58-*	5,114.53-	CSTEVENS
12/24/25	PO 25-04772 1 Encumber	TMOBL005 T MOBLIE	606.55-	5,721.08-	CSTEVENS
12/24/25	PO 25-04772 1 Receive	TMOBL005 T MOBLIE	606.55-**	5,721.08-	CSTEVENS
01/09/26	PO 25-04772 1 Pay Ck: 102093	TMOBL005 T MOBLIE	606.55-*	5,721.08-	CSTEVENS
01/05/26	PO 25-04833 15 Encumber	VERIZ020 VERIZON WIRELESS	1,208.14-	6,929.22-	CSTEVENS
01/05/26	PO 25-04833 15 Receive	VERIZ020 VERIZON WIRELESS	1,208.14-**	6,929.22-	CSTEVENS
01/09/26	PO 25-04833 15 Pay Ck: 102136	VERIZ020 VERIZON WIRELESS	1,208.14-*	6,929.22-	CSTEVENS
01/29/26	PO 25-05020 1 Encumber	TMOBL005 T MOBLIE	620.00-	7,549.22-	CSTEVENS
01/29/26	PO 25-05020 1 Receive	TMOBL005 T MOBLIE	620.00-**	7,549.22-	CSTEVENS
01/30/26	PO 25-05020 1 Pay Ck: 102258	TMOBL005 T MOBLIE	620.00-*	7,549.22-	CSTEVENS
100-073200-5410-000-00	LEASE/RENT EQUIPMENT			0.00	
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 6	235.62-	235.62-	JCOLEMAN
10/08/25	PO 25-04083 1 Encumber	XEROX010 XEROX CORPORATION	121.40-	357.02-	CSTEVENS
10/08/25	PO 25-04083 1 Receive	XEROX010 XEROX CORPORATION	121.40-**	357.02-	CSTEVENS
10/15/25	PO 25-04083 1 Pay Ck: 101447	XEROX010 XEROX CORPORATION	121.40-*	357.02-	CSTEVENS
10/08/25	PO 25-04083 2 Encumber	XEROX010 XEROX CORPORATION	72.19-	429.21-	CSTEVENS
10/08/25	PO 25-04083 2 Receive	XEROX010 XEROX CORPORATION	72.19-**	429.21-	CSTEVENS
10/15/25	PO 25-04083 2 Pay Ck: 101447	XEROX010 XEROX CORPORATION	72.19-*	429.21-	CSTEVENS
11/10/25	PO 25-04387 1 Encumber	XEROX010 XEROX CORPORATION	150.97-	580.18-	CSTEVENS
11/10/25	PO 25-04387 1 Receive	XEROX010 XEROX CORPORATION	150.97-**	580.18-	CSTEVENS
11/17/25	PO 25-04387 1 Pay Ck: 101698	XEROX010 XEROX CORPORATION	150.97-*	580.18-	CSTEVENS
11/10/25	PO 25-04387 2 Encumber	XEROX010 XEROX CORPORATION	103.51-	683.69-	CSTEVENS

Account No / Date	Description / Transaction Data/Comment	Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-5410-000-00	LEASE/RENT EQUIPMENT Continued				
11/10/25	PO 25-04387 2 Receive	XEROX010 XEROX CORPORATION	103.51-**	683.69-	CSTEVENS
11/17/25	PO 25-04387 2 Pay Ck: 101698	XEROX010 XEROX CORPORATION	103.51-*	683.69-	CSTEVENS
12/09/25	PO 25-04650 1 Encumber	XEROX010 XEROX CORPORATION	67.05-	750.74-	CSTEVENS
12/09/25	PO 25-04650 1 Receive	XEROX010 XEROX CORPORATION	67.05-**	750.74-	CSTEVENS
12/12/25	PO 25-04650 1 Pay Ck: 101927	XEROX010 XEROX CORPORATION	67.05-*	750.74-	CSTEVENS
12/09/25	PO 25-04650 2 Encumber	XEROX010 XEROX CORPORATION	147.85-	898.59-	CSTEVENS
12/09/25	PO 25-04650 2 Receive	XEROX010 XEROX CORPORATION	147.85-**	898.59-	CSTEVENS
12/12/25	PO 25-04650 2 Pay Ck: 101927	XEROX010 XEROX CORPORATION	147.85-*	898.59-	CSTEVENS
01/06/26	PO 25-04835 12 Encumber	XEROX010 XEROX CORPORATION	87.55-	986.14-	CSTEVENS
01/06/26	PO 25-04835 12 Receive	XEROX010 XEROX CORPORATION	87.55-**	986.14-	CSTEVENS
01/09/26	PO 25-04835 12 Pay Ck: 102097	XEROX010 XEROX CORPORATION	87.55-*	986.14-	CSTEVENS
01/13/26	PO 25-04902 1 Encumber	XEROX010 XEROX CORPORATION	66.66-	1,052.80-	CSTEVENS
01/13/26	PO 25-04902 1 Receive	XEROX010 XEROX CORPORATION	66.66-**	1,052.80-	CSTEVENS
01/16/26	PO 25-04902 1 Pay Ck: 102178	XEROX010 XEROX CORPORATION	66.66-*	1,052.80-	CSTEVENS
01/13/26	PO 25-04902 2 Encumber	XEROX010 XEROX CORPORATION	122.56-	1,175.36-	CSTEVENS
01/13/26	PO 25-04902 2 Receive	XEROX010 XEROX CORPORATION	122.56-**	1,175.36-	CSTEVENS
01/16/26	PO 25-04902 2 Pay Ck: 102178	XEROX010 XEROX CORPORATION	122.56-*	1,175.36-	CSTEVENS
100-073200-5420-000-00	RENT (BUILDING) BAILEY LIVING TRUST			0.00	
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 7	10,000.00-	10,000.00-	JCOLEMAN
100-073200-6001-000-00	OFFICE SUPPLIES			0.00	
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 8	66.00-	66.00-	JCOLEMAN
10/10/25	PO 25-04109 10 Encumber	AMAZO005 AMAZON	40.96-	106.96-	JCOLEMAN
10/10/25	PO 25-04109 10 Receive	AMAZO005 AMAZON	40.96-**	106.96-	JCOLEMAN
10/15/25	PO 25-04109 10 Pay Ck: 101451	AMAZO005 AMAZON	40.96-*	106.96-	CSTEVENS
100-073200-7001-000-00	CONTRACTUAL (LIBRARY SYSTEMS & SERVICES)			569,445.00	
08/20/25	PO 25-03602 1 Receive Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-**	569,445.00	JCOLEMAN
08/20/25	PO 25-03602 1 Re-Open Rcvd Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-**	569,445.00	JCOLEMAN
09/09/25	PO 25-03824 27 Encumber	AMAZO005 AMAZON	352.07-	569,092.93	JCOLEMAN
09/09/25	PO 25-03824 27 Receive	AMAZO005 AMAZON	352.07-**	569,092.93	JCOLEMAN
09/11/25	PO 25-03824 27 Pay Ck: 101228	AMAZO005 AMAZON	352.07-*	569,092.93	CSTEVENS
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 9	107,934.00-	461,158.93	JCOLEMAN
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 10	352.07	461,511.00	JCOLEMAN
10/03/25	PO 25-04037 1 Encumber	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	419,261.42	CSTEVENS
10/03/25	PO 25-04037 1 Receive	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-**	419,261.42	CSTEVENS
10/15/25	PO 25-04037 1 Pay Ck: 101467	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	419,261.42	CSTEVENS

Account No / Date	Transaction Data/Comment	Description	Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-7001-000-00	CONTRACTUAL (LIBRARY SYSTEMS & SERVICES) Continued					
11/03/25	PO 25-04332 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,666.00-	376,595.42	CSTEVENS
11/03/25	PO 25-04332 1 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,666.00-**	376,595.42	CSTEVENS
11/17/25	PO 25-04332 1 Pay Ck: 101720		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,666.00-*	376,595.42	CSTEVENS
11/20/25	PO 25-04483 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	334,345.84	CSTEVENS
11/20/25	PO 25-04483 1 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-**	334,345.84	CSTEVENS
12/01/25	PO 25-04483 1 Pay Ck: 101801		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	334,345.84	CSTEVENS
11/20/25	PO 25-04483 2 Encumber	materials	LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	328,929.42	CSTEVENS
11/20/25	PO 25-04483 2 Receive	materials	LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-**	328,929.42	CSTEVENS
12/01/25	PO 25-04483 2 Pay Ck: 101801	materials	LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	328,929.42	CSTEVENS
12/04/25	PO 25-04574 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	286,679.84	CSTEVENS
12/04/25	PO 25-04574 1 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-**	286,679.84	CSTEVENS
12/04/25	PO 25-04574 1 Pay Ck: 101881		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	286,679.84	CSTEVENS
12/04/25	PO 25-04574 2 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	281,263.42	CSTEVENS
12/04/25	PO 25-04574 2 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-**	281,263.42	CSTEVENS
12/04/25	PO 25-04574 2 Pay Ck: 101881		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	281,263.42	CSTEVENS
01/05/26	PO 25-04815 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	35,166.00-	246,097.42	CSTEVENS
01/05/26	PO 25-04815 1 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	35,166.00-**	246,097.42	CSTEVENS
01/09/26	PO 25-04815 1 Pay Ck: 102110		LIBRA005 LIBRARY SYSTEMS & SERVICES	35,166.00-*	246,097.42	CSTEVENS
100-073200-7002-000-00	LIBRARY SYSTEMS & SERVICES				0.00	
07/03/25	PO 25-03178 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	47,666.00-	47,666.00-	CSTEVENS
07/03/25	PO 25-03178 1 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	47,666.00-**	47,666.00-	CSTEVENS
07/14/25	PO 25-03178 1 Pay Ck: 100794		LIBRA005 LIBRARY SYSTEMS & SERVICES	47,666.00-*	47,666.00-	CSTEVENS
07/03/25	PO 25-03190 1 Encumber	RENT FOR THE LIBRARY STORAGE	BAILE020 BAILEY LIVING TRUST	2,500.00-	50,166.00-	CSTEVENS
07/03/25	PO 25-03190 1 Receive	RENT FOR THE LIBRARY STORAGE	BAILE020 BAILEY LIVING TRUST	2,500.00-**	50,166.00-	CSTEVENS
07/03/25	PO 25-03190 1 Pay Ck: 100727	RENT FOR THE LIBRARY STORAGE	BAILE020 BAILEY LIVING TRUST	2,500.00-*	50,166.00-	CSTEVENS
07/12/25	PO 25-03243 1 Encumber	ACCT#0015414111116802	COXC0005 COX BUSINESS	437.37-	50,603.37-	CSTEVENS
07/12/25	PO 25-03243 1 Receive	ACCT#0015414111116802	COXC0005 COX BUSINESS	437.37-**	50,603.37-	CSTEVENS
07/15/25	PO 25-03243 1 Pay Ck: 100735	ACCT#0015414111116802	COXC0005 COX BUSINESS	437.37-*	50,603.37-	CSTEVENS
07/15/25	PO 25-03282 1 Encumber		USPS0005 USPS	166.00-	50,769.37-	CSTEVENS
07/15/25	PO 25-03282 1 Receive		USPS0005 USPS	166.00-**	50,769.37-	CSTEVENS
07/16/25	PO 25-03282 1 Pay Ck: 100822		USPS0005 USPS	166.00-*	50,769.37-	CSTEVENS
08/06/25	PO 25-03459 1 Encumber	August Rent payment	BAILE020 BAILEY LIVING TRUST	2,500.00-	53,269.37-	CSTEVENS
08/06/25	PO 25-03459 1 Receive	August Rent payment	BAILE020 BAILEY LIVING TRUST	2,500.00-**	53,269.37-	CSTEVENS
08/06/25	PO 25-03459 1 Pay Ck: 100945	August Rent payment	BAILE020 BAILEY LIVING TRUST	2,500.00-*	53,269.37-	CSTEVENS
08/11/25	PO 25-03540 1 Encumber		COXC0005 COX BUSINESS	312.37-	53,581.74-	CSTEVENS
08/11/25	PO 25-03540 1 Receive		COXC0005 COX BUSINESS	312.37-**	53,581.74-	CSTEVENS
08/14/25	PO 25-03540 1 Pay Ck: 101004		COXC0005 COX BUSINESS	312.37-*	53,581.74-	CSTEVENS

Account No / Date	Transaction Data/Comment	Description	Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-7002-000-00	LIBRARY SYSTEMS & SERVICES	Continued				
08/18/25	PO 25-03595 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	15,102.00-	68,683.74-	CSTEVENS
08/18/25	PO 25-03595 1 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	15,102.00-**	68,683.74-	CSTEVENS
08/29/25	PO 25-03595 1 Pay Ck: 101130		LIBRA005 LIBRARY SYSTEMS & SERVICES	15,102.00-*	68,683.74-	CSTEVENS
08/20/25	PO 25-03602 1 Encumber	Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-	71,183.74-	JCOLEMAN
08/20/25	PO 25-03602 1 Receive	Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-**	71,183.74-	JCOLEMAN
08/29/25	PO 25-03602 1 Pay Ck: 101090	Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-*	71,183.74-	CSTEVENS
08/26/25	PO 25-03627 1 Encumber	Pre Bid meeting	CHRIS020 Christa Hazlewood	66.00-	71,249.74-	CSTEVENS
08/26/25	PO 25-03627 1 Receive	Pre Bid meeting	CHRIS020 Christa Hazlewood	66.00-**	71,249.74-	CSTEVENS
08/29/25	PO 25-03627 1 Pay Ck: 101096	Pre Bid meeting	CHRIS020 Christa Hazlewood	66.00-*	71,249.74-	CSTEVENS
08/28/25	PO 25-03662 1 Encumber		XEROX010 XEROX CORPORATION	35.53-	71,285.27-	CSTEVENS
08/28/25	PO 25-03662 1 Receive		XEROX010 XEROX CORPORATION	35.53-**	71,285.27-	CSTEVENS
08/29/25	PO 25-03662 1 Pay Ck: 101117		XEROX010 XEROX CORPORATION	35.53-*	71,285.27-	CSTEVENS
08/28/25	PO 25-03662 12 Encumber		XEROX010 XEROX CORPORATION	49.24-	71,334.51-	CSTEVENS
08/28/25	PO 25-03662 12 Receive		XEROX010 XEROX CORPORATION	49.24-**	71,334.51-	CSTEVENS
08/29/25	PO 25-03662 12 Pay Ck: 101117		XEROX010 XEROX CORPORATION	49.24-*	71,334.51-	CSTEVENS
09/01/25	PO 25-03762 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	45,166.00-	116,500.51-	CSTEVENS
09/01/25	PO 25-03762 1 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	45,166.00-**	116,500.51-	CSTEVENS
09/11/25	PO 25-03762 1 Pay Ck: 101243		LIBRA005 LIBRARY SYSTEMS & SERVICES	45,166.00-*	116,500.51-	CSTEVENS
09/01/25	PO 25-03767 1 Encumber		DOMIN040 DOMINION POWER 210019427520	197.22-	116,697.73-	CSTEVENS
09/01/25	PO 25-03767 1 Receive		DOMIN040 DOMINION POWER 210019427520	197.22-**	116,697.73-	CSTEVENS
09/11/25	PO 25-03767 1 Pay Ck: 101201		DOMIN040 DOMINION POWER 210019427520	197.22-*	116,697.73-	CSTEVENS
09/06/25	PO 25-03782 1 Encumber		XEROX010 XEROX CORPORATION	61.07-	116,758.80-	CSTEVENS
09/06/25	PO 25-03782 1 Receive		XEROX010 XEROX CORPORATION	61.07-**	116,758.80-	CSTEVENS
09/11/25	PO 25-03782 1 Pay Ck: 101227		XEROX010 XEROX CORPORATION	61.07-*	116,758.80-	CSTEVENS
09/06/25	PO 25-03782 2 Encumber		XEROX010 XEROX CORPORATION	89.78-	116,848.58-	CSTEVENS
09/06/25	PO 25-03782 2 Receive		XEROX010 XEROX CORPORATION	89.78-**	116,848.58-	CSTEVENS
09/11/25	PO 25-03782 2 Pay Ck: 101227		XEROX010 XEROX CORPORATION	89.78-*	116,848.58-	CSTEVENS
09/06/25	PO 25-03793 1 Encumber		VERIZ020 VERIZON WIRELESS	793.00-	117,641.58-	CSTEVENS
09/06/25	PO 25-03793 1 Receive		VERIZ020 VERIZON WIRELESS	800.00-**	117,641.58-	CSTEVENS
09/06/25	PO 25-03793 1 Re-Open Rcvd		VERIZ020 VERIZON WIRELESS	800.00-**	117,641.58-	CSTEVENS
09/06/25	PO 25-03793 1 Receive		VERIZ020 VERIZON WIRELESS	793.00-**	117,641.58-	CSTEVENS
09/11/25	PO 25-03793 1 Pay Ck: 101267		VERIZ020 VERIZON WIRELESS	793.00-*	117,641.58-	CSTEVENS
09/08/25	PO 25-03814 1 Encumber		COXCO005 COX BUSINESS	312.37-	117,953.95-	CSTEVENS
09/08/25	PO 25-03814 1 Receive		COXCO005 COX BUSINESS	312.37-**	117,953.95-	CSTEVENS
09/11/25	PO 25-03814 1 Pay Ck: 101196		COXCO005 COX BUSINESS	312.37-*	117,953.95-	CSTEVENS
09/11/25	Expenditure	library services	Reference 1968 10	7.47-	117,961.42-	JPOITRAS
09/15/25	PO 25-03869 1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	120,461.42-	CSTEVENS
09/15/25	PO 25-03869 1 Receive		BAILE020 BAILEY LIVING TRUST	2,500.00-**	120,461.42-	CSTEVENS

Account No / Date	Description / Transaction Data/Comment		Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-7002-000-00	LIBRARY SYSTEMS & SERVICES	Continued				
10/01/25	PO 25-03869 1 Pay Ck: 101294		BAILE020 BAILEY LIVING TRUST	2,500.00-*	120,461.42-	CSTEVENS
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 1	120,453.95	7.47-	JCOLEMAN
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 11	352.07-	359.54-	JCOLEMAN
10/03/25	PO 25-04037 2 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	5,775.96-	CSTEVENS
10/03/25	PO 25-04037 2 Receive		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-**	5,775.96-	CSTEVENS
10/15/25	PO 25-04037 2 Pay Ck: 101467		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	5,775.96-	CSTEVENS
10/08/25	PO 25-04061 1 Encumber		COXC0005 COX BUSINESS	312.37-	6,088.33-	CSTEVENS
10/08/25	PO 25-04061 1 Receive		COXC0005 COX BUSINESS	312.37-**	6,088.33-	CSTEVENS
10/15/25	PO 25-04061 1 Pay Ck: 101415		COXC0005 COX BUSINESS	312.37-*	6,088.33-	CSTEVENS
10/16/25	PO 25-04178 1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	8,588.33-	CSTEVENS
10/16/25	PO 25-04178 1 Receive		BAILE020 BAILEY LIVING TRUST	2,500.00-**	8,588.33-	CSTEVENS
11/03/25	PO 25-04178 1 Pay Ck: 101562		BAILE020 BAILEY LIVING TRUST	2,500.00-*	8,588.33-	CSTEVENS
10/16/25	PO 25-04538 1 Encumber	FASTSIGNS 30101 - Purchase	FASTS005 FASTSIGNS	853.77-	9,442.10-	CSTEVENS
10/16/25	PO 25-04538 1 Receive	FASTSIGNS 30101 - Purchase	FASTS005 FASTSIGNS	853.77-**	9,442.10-	CSTEVENS
12/01/25	PO 25-04538 1 Pay Ck: 101842	FASTSIGNS 30101 - Purchase	FASTS005 FASTSIGNS	853.77-*	9,442.10-	CSTEVENS
11/10/25	PO 25-04389 1 Encumber		COXC0005 COX BUSINESS	312.37-	9,754.47-	CSTEVENS
11/10/25	PO 25-04389 1 Receive		COXC0005 COX BUSINESS	312.37-**	9,754.47-	CSTEVENS
11/17/25	PO 25-04389 1 Pay Ck: 101664		COXC0005 COX BUSINESS	312.37-*	9,754.47-	CSTEVENS
11/17/25	PO 25-04440 1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	12,254.47-	CSTEVENS
11/17/25	PO 25-04440 1 Receive		BAILE020 BAILEY LIVING TRUST	2,500.00-**	12,254.47-	CSTEVENS
12/01/25	PO 25-04440 1 Pay Ck: 101755		BAILE020 BAILEY LIVING TRUST	2,500.00-*	12,254.47-	CSTEVENS
12/21/25	PO 25-04735 1 Encumber		COXC0005 COX BUSINESS	312.37-	12,566.84-	CSTEVENS
12/21/25	PO 25-04735 1 Receive		COXC0005 COX BUSINESS	312.37-**	12,566.84-	CSTEVENS
12/23/25	PO 25-04735 1 Pay Ck: 101976		COXC0005 COX BUSINESS	312.37-*	12,566.84-	CSTEVENS
12/22/25	PO 25-04742 1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	15,066.84-	CSTEVENS
12/22/25	PO 25-04742 1 Receive		BAILE020 BAILEY LIVING TRUST	2,500.00-**	15,066.84-	CSTEVENS
12/23/25	PO 25-04742 1 Pay Ck: 101970		BAILE020 BAILEY LIVING TRUST	2,500.00-*	15,066.84-	CSTEVENS
01/02/26	PO 25-04794 9 Encumber		AMAZ0005 AMAZON	209.99-	15,276.83-	JCOLEMAN
01/02/26	PO 25-04794 9 Receive		AMAZ0005 AMAZON	209.99-**	15,276.83-	JCOLEMAN
01/16/26	PO 25-04794 9 Pay Ck: 102180		AMAZ0005 AMAZON	209.99-*	15,276.83-	CSTEVENS
01/07/26	PO 25-04865 1 Encumber		COXC0005 COX BUSINESS	312.37-	15,589.20-	CSTEVENS
01/07/26	PO 25-04865 1 Receive		COXC0005 COX BUSINESS	312.37-**	15,589.20-	CSTEVENS
01/09/26	PO 25-04865 1 Pay Ck: 102071		COXC0005 COX BUSINESS	312.37-*	15,589.20-	CSTEVENS
01/12/26	PO 25-04889 1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	18,089.20-	CSTEVENS
01/12/26	PO 25-04889 1 Receive		BAILE020 BAILEY LIVING TRUST	2,500.00-**	18,089.20-	CSTEVENS
01/22/26	PO 25-04889 1 Pay Ck: 102219		BAILE020 BAILEY LIVING TRUST	2,500.00-*	18,089.20-	CSTEVENS

Account No Date	Description Transaction Data/Comment	Vendor/Reference	Trans Amount	Begin Balance Trans Balance	User
*	Fund: 100 GENERAL FUND Total			206,339.05	
*	Final Total			206,339.05	

* Total lines reflect totals for the Accounts Printed Only.