

**APPROVED MINUTES OF THE KING WILLIAM COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF MAY 19, 2026**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 19th day of May 2026, in the 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. Roll Call The following members were present: Ms. Redd, Ms. Herndon, Ms. Washington and Ms. Price.

AGENDA ITEM 3. Invocation The Chair lead a moment of silence.

AGENDA ITEM 4. Pledge of Allegiance the Chair lead the Pledge of Allegiance

AGENDA ITEM 5. Review and Adoption of Meeting Agenda In the event that Ms. Carlton is able to appear electronically Chair Herndon requested to amend the Agenda. Ms. Price made a motion to approve the amended agenda as presented and Ms. Redd seconded the motion. The Chair polled the members and found that all were in favor and none were opposed.

AGENDA ITEM 6. Consent Agenda

Ms. Price made a motion to approve the consent agenda as presented and Ms. Washington seconded the motion. The Chair polled the members and found that all were in favor and none were opposed.

a. Draft April 20, 2026 Regular Meeting Minutes:

AGENDA ITEM 7. Citizens Comment Period

No speakers

AGENDA ITEM 8. Library Board Report - Governance

Nothing to report.

AGENDA ITEM 9. County Report - Administration

Mr. Stamey will have a financial forecast at the next meeting and from his slide deck (attached) he discussed:

a. Finance Report – see attached

b. UKW Branch Soft Opening - including available services, communications channels and hours.

c. State Aid Update – The request for State Aid was returned to the Library of Virginia for consideration.

d. FFE Update – including delivery dates for remaining items.

AGENDA ITEM 10. Director Report

Cat Rashid provided additional information to the Board (Calendar of events for UKW and WP which will be uploaded to the county website after the meeting).

a. Statistical Summary

b. Library Programming and Services

c. Library Projects - Status

d. Staffing Update (new hires) LS&S has hired 5 part time Library Associates (4 in UKW and 1 in WP) and have been working on multiple tasks in preparation of the soft opening.

AGENDA ITEM 11. Next Meeting - June 16th, 2026 at 6:30 pm.

AGENDA ITEM 12. Adjourn or Recess Ms. Price made a motion to adjourn and Ms. Washington seconded the motion. The Chair polled the members and found that all were in favor and none were opposed.



**KING WILLIAM COUNTY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA**

MAY 19, 2026 6:30 PM

ADMINISTRATION BUILDING - KING WILLIAM, VIRGINIA



- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation**
- 4. Pledge of Allegiance**
- 5. Review and Adoption of Meeting Agenda**



6. Consent Agenda

- a. Draft April 20, 2026 Regular Meeting Minutes:

7. Citizens Comment Period



8. Library Board Report - Governance



9. County Report - Administration

- a. Finance Report
- b. UKW Branch Soft Opening
- c. State Aid Update
- d. FFE Update

Library Soft Opening Items:

- Exterior Signage – designed and ordered, anticipated install 5/27.
- Glass window frosting with hours and logo – COMPLETE
- Sharon Road Update – all items belonging to the UKW Library have been delivered. COMPLETE
- Point to Point Broadband Infrastructure will be delivered tomorrow 5/20 and installed the following two days.
- Refuse – interior trash cans procured. Dumpster placed out back.
- Custodial – handling with staff now, will be outsourced in the future.
- FFE – see next slide



SOFT OPENING

UPPER KING WILLIAM
BRANCH LIBRARY

Thursday May 28 at 10am
7890 Richmond Tappahannock Hwy
Aylett, VA 23086

Soft Open Hours:

- Monday / Wednesday / Friday
 - 10am-6pm
- Tuesday / Thursday
 - 10am-8pm
- Saturday
 - 10am-2pm
- Sunday
 - Closed

Soft Open Services Include:

- Library card sign up
- Checking out of materials (books, DVDs, CDs, audiobooks, hotspots)
- Reservable meeting space
- Notary services at no cost
- Small printing/scanning jobs
 - \$0.20/page for B&W
 - \$0.50/page for color


KING WILLIAM COUNTY
LIBRARY SYSTEM
www.kwcls.org

Grand Opening Date
Coming Soon!

KING WILLIAM COUNTY LIBRARY

POWER POLE LOCATIONS FOR BOTH THE AMQ KINEX INFEED AND THE POWER POLE PROVIDED BY KING WILLIAM.

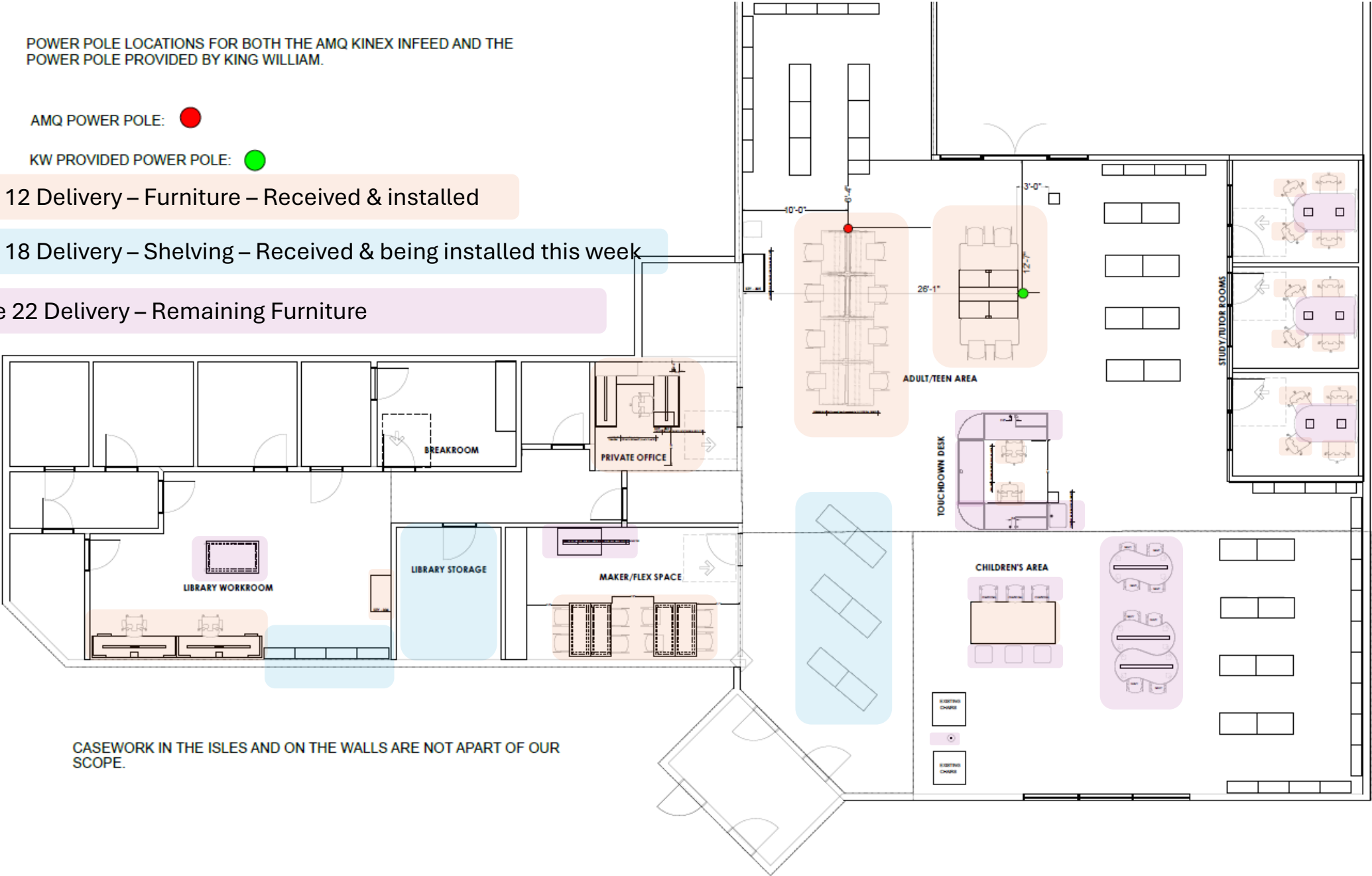
AMQ POWER POLE: ●

KW PROVIDED POWER POLE: ●

May 12 Delivery – Furniture – Received & installed

May 18 Delivery – Shelving – Received & being installed this week

June 22 Delivery – Remaining Furniture



Library-Managed Communication Channels

- Email newsletter (~1000 recipients)
- [Facebook page](#) (posts, events, resharing of KWC Gov posts)
- [Website](#) (alert banner, homepage carousel)
- Flyers onsite at WP and at Don Pedro's Pop Up

County Led

- Facebook page
- County website
- County Newsletter
- Video Tour

Soft Open Operating Hours

- Monday- 10-6
- Tuesday - 10-8
- Wednesday - 10-6
- Thursday - 10-8
- Friday - 10-6
- Saturday - 10-2
- Sunday - closed

This adds regular Saturday hours and 2 evenings a week for a total of 48 operating hours per week. Normal operating hours will be 52 hours per week.

Services Available During Soft Open

- Small print/scan jobs (IT will need to enable printers. Library can use USBs to bring docs to printers)
- Material check out (books, DVD/CD, hotspots)
- Cards
- Meeting space
- Climate controlled space
- Summer Reading Program Kick Off June 6
- Fully trained staff
- After first full week, we can determine feasibility of recurring programs (ie, weekly storytime)
- **Staff will utilize hotspots and LS&S laptops to conduct services unless the network and County laptops are available**

Services Unavailable During Soft Open

- Public wifi
- Public PCs
- Large/complex print jobs
- Faxing



10. Director Report

- a. Statistical Summary
- b. Library Programmings and Services
- c. Library Projects - Status
- d. Staffing Update (new hires)



FY25-26 Expenditures

Total Collections Budget	\$65,000.00
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	Physical	Digital	Subtotal
Total Spent in July	\$0.00	\$11,000.00	\$11,000.00
Total Spent in August	\$0.00	\$5,500.00	\$5,500.00
Total Spent in September	\$8,483.90	\$0.00	\$8,483.90
Total Spent in October	\$19.94	\$11,000.00	\$11,019.94
Total Spent in November	\$5,717.07	\$0.00	\$5,717.07
Total Spent in December	\$2,463.22	\$0.00	\$2,463.22
Total Spent in January	\$0.00	\$0.00	\$0.00
Total Spent in February	\$8,483.80	\$0.00	\$8,483.80
Total Spent in March	\$1,796.61	\$0.00	\$1,796.61
Total Spent in April	\$2,550.27	\$0.00	\$2,550.27
Total Spent in May			\$0.00
Total Spent in June			\$0.00
Subtotal Spent in YTD	\$29,514.81	\$27,500.00	\$57,014.81
Total Remaining			\$7,985.19

Feb-26

Physical Materials by Format		
Format	Items	Amount
Book	342	\$ 5,953.20
Read-along Book	29	\$ 1,449.08
DVD	6	\$ 178.98
Audiobook on CD	3	\$ 131.29
	Subtotal	\$ 7,712.55
	LS&S 10% Handling Fee	\$ 771.25
	Total Paid	\$ 8,483.80



Digital Materials by Platform			
Platform	Pre-Payment	Amount Spent	Remaining Budget
Overdrive (Libby)	\$ 9,400.00	\$ 426.00	\$ 787.00
Hoopla	\$ 10,000.00	\$ 731.00	\$ 5,364.00
Kanopy	\$ 5,000.00	\$ 12.00	\$ 4,846.00
Participation Fees			
Overdrive (Libby) Consortium Participation F	\$ 600.00		
Handling Fees			
Overdrive LS&S 10% Handling Fee	\$ 1,000.00	–	–
Hoopla LS&S 10% Handling Fee	\$ 1,000.00	–	–
Kanopy LS&S 10% Handling Fee	\$ 500.00	–	–
Content Subtotal	\$ 24,400.00	Total Spent in Feb	Remaining Budget
Participation Fee Subtotal	\$ 600.00	\$ 1,169.00	\$ 10,997.00
Handling Fee Subtotal	\$ 2,500.00		
Total Paid	\$ 27,500.00		

Mar-26

Physical Materials by Format		
Format	Items	Amount
Book	88	\$ 1,317.48
Read-along Book	0	\$ -
DVD	9	\$ 256.37
Audiobook on CD	1	\$ 59.43
		\$ 1,633.28
	LS&S 10% Handling Fee	\$ 163.33
	Total Paid	\$ 1,796.61



Digital Materials by Platform			
Platform	Pre-Payment	Amount Spent	Remaining Budget
Overdrive (Libby)	\$ 9,400.00	\$ 150.00	\$ 637.00
Hoopla	\$ 10,000.00	\$ 848.00	\$ 4,516.00
Kanopy	\$ 5,000.00	\$ 11.00	\$ 4,835.00
Participation Fees			
Overdrive (Libby) Consortium Participation F	\$ 600.00		
Handling Fees			
Overdrive LS&S 10% Handling Fee	\$ 1,000.00	-	-
Hoopla LS&S 10% Handling Fee	\$ 1,000.00	-	-
Kanopy LS&S 10% Handling Fee	\$ 500.00	-	-
Content Subtotal	\$ 24,400.00	Total Spent in Mar	Remaining Budget
Participation Fee Subtotal	\$ 600.00	\$ 1,009.00	\$ 9,988.00
Handling Fee Subtotal	\$ 2,500.00		
Total Paid	\$ 27,500.00		

Apr-26



Physical Materials by Format		
Format	Items	Amount
Book	119	\$ 2,130.17
Read-along Book	0	\$ -
DVD	6	\$ 141.11
Audiobook on CD	1	\$ 47.15
		\$ 2,318.43
	LS&S 10% Handling Fee	\$ 231.84
	Total Paid	\$ 2,550.27

Digital Materials by Platform			
Platform	Pre-Payment	Amount Spent	Remaining Budget
Overdrive (Libby)	\$ 9,400.00	\$ 154.00	\$ 483.00
Hoopla	\$ 10,000.00	\$ 805.00	\$ 3,711.00
Kanopy	\$ 5,000.00	\$ 6.00	\$ 4,829.00
Participation Fees			
Overdrive (Libby) Consortium Participation Fee	\$ 600.00		
Handling Fees			
Overdrive LS&S 10% Handling Fee	\$ 1,000.00	-	-
Hoopla LS&S 10% Handling Fee	\$ 1,000.00	-	-
Kanopy LS&S 10% Handling Fee	\$ 500.00	-	-
Content Subtotal	\$ 24,400.00	Total Spent in Apr	Remaining Budget
Participation Fee Subtotal	\$ 600.00	\$ 965.00	\$ 9,023.00
Handling Fee Subtotal	\$ 2,500.00		
Total Paid	\$ 27,500.00		

Statistics At a Glance



1,869

PHYSICAL
CIRCULATION



687

ELECTRONIC
CIRCULATION



39

NUMBER OF
PROGRAMS



1,523

LIBRARY VISITS



1,369

LIBRARY CARD
HOLDERS YTD



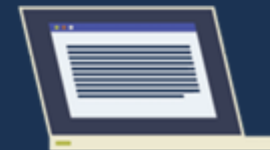
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COMPUTER
USAGE



46

HOTSPOT
USAGE



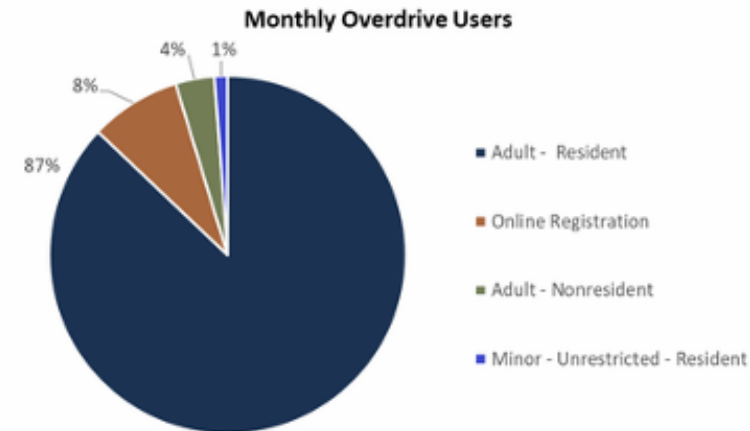
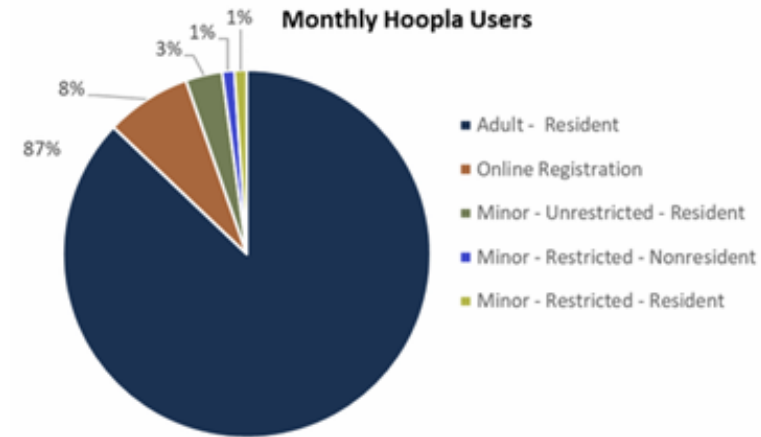
1,553

WEBSITE
VISITS



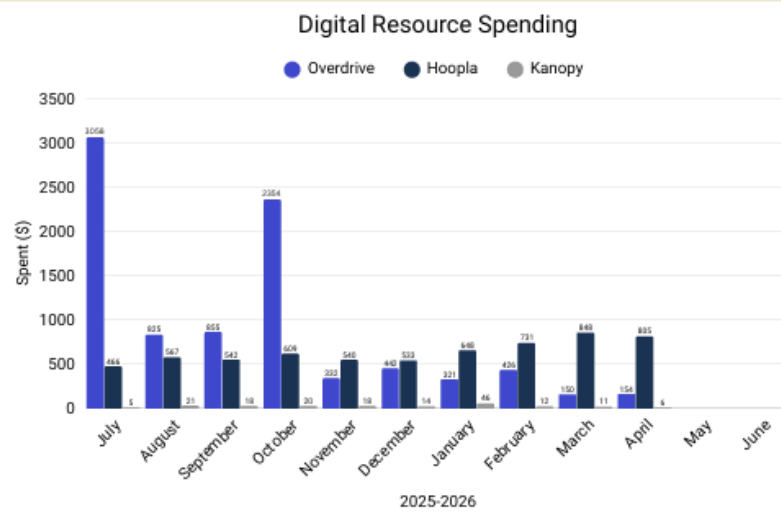
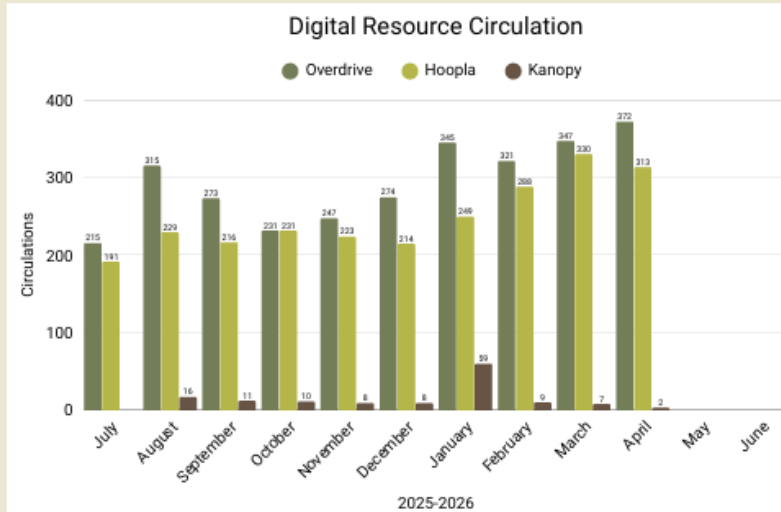
Cardholder Statistics

Adult - Resident	780
Adult - Nonresident	62
Adult - Nonresident Limited	64
Minor - Restricted - Nonresident	8
Minor - Restricted - Nonresident - Limited	1
Minor - Restricted - Resident	61
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Minor - Unrestricted - Resident	118
Online registrations	263
Total YTD	1,369





Digital Resource Usage



Snapshots



Rappahannock Times article covering the raised garden bed collaboration between the library, Scouts, and Garden Club of the MP.



We registered 25 new library cards at the KW Heritage Day Event and showcased our historic reference materials.



Highlights

- Top Library Programs:
 - 4/13 Rhythm, Rhyme & Bubble Time: 19 participants
 - 4/24 Family Storytime + Stay & Play: 19 participants
 - 4/14 Paws & Pages: 12 participants
 - 4/15 Adult Book Club: 10 participants
- Top Outreach Events:
 - 4/11 King William County Heritage Day: 76 participants
 - 4/15 Don Pedro's Library Card Pop Up: 10 participants
 - 4/1 Don Pedro's Library Card Pop Up: 9 participants
- Top Passive Programs:
 - Library Scavenger Hunt: 54 participants
 - Virginia Master Naturalist Native Seed Packets: 75 participants

New and Upcoming

Summer Reading 2026: Kick off events at both branches on Saturday June 6 from 11am-1pm!

The West Point Branch will have a Touch-a-Truck, crafts, an SRP themed obstacle course, and SRP sign up.

The Upper King William Branch will have a show from MadScience, Turbo's Snowballs, and SRP sign up.

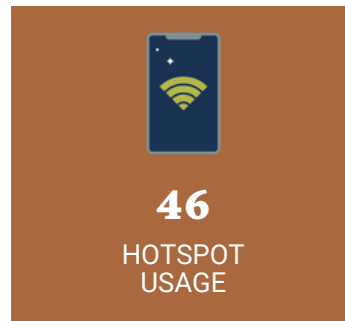
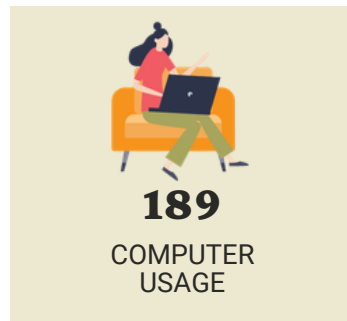
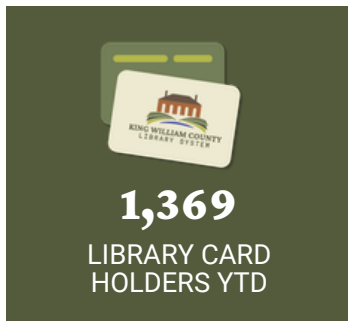
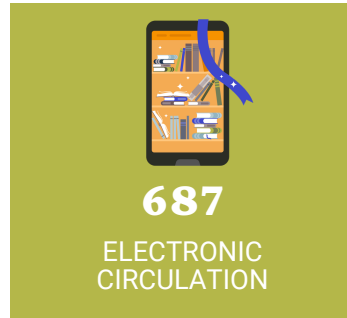
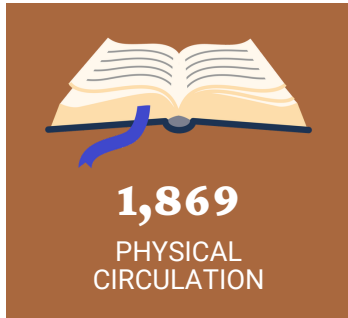




11. Next Meeting - Will need to be June 15 or June 17, as the 16th is a Federal Holiday

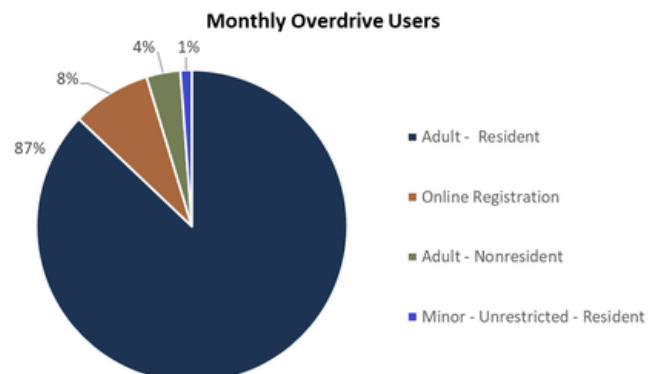
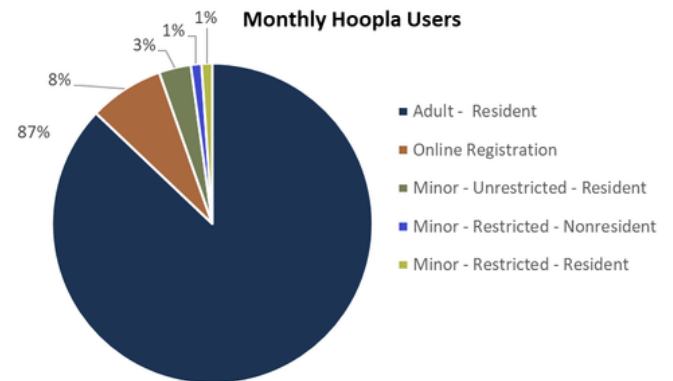
12. Adjourn or Recess

Statistics At a Glance

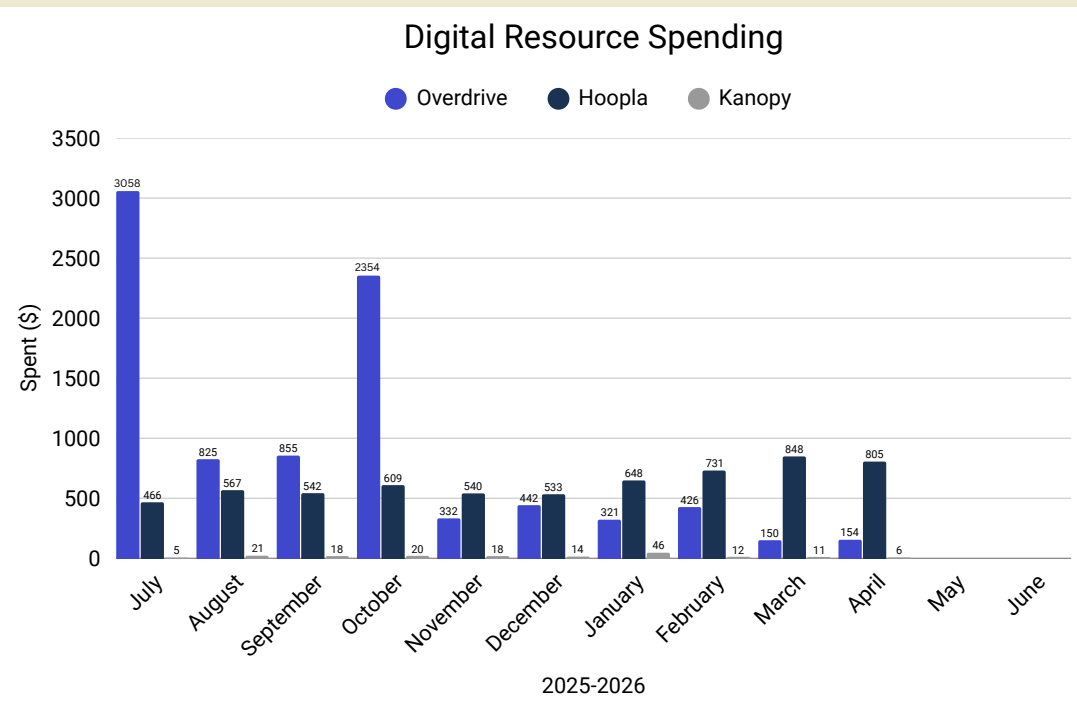
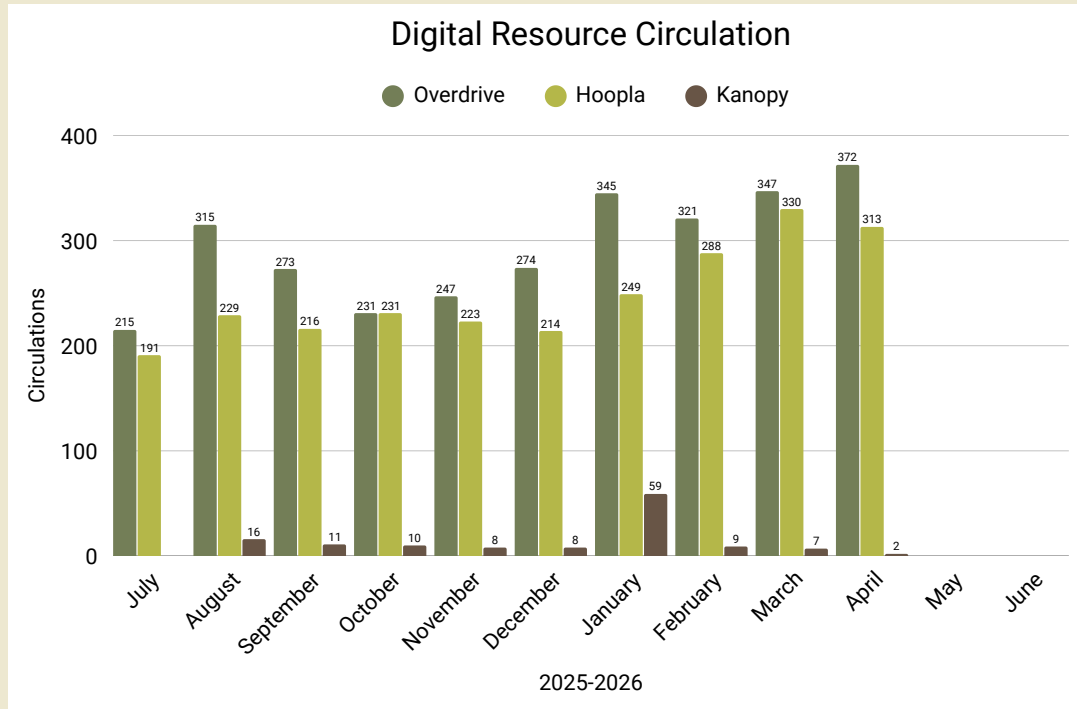


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