

BLACKWATER REGIONAL LIBRARY BOARD OF TRUSTEES MEETING

Franklin Branch
Wednesday
February 18, 2026
Board of Trustees Meeting—3:00 pm

Budget & Finance Committee will meet at 2:00 pm.
Chair, Pam Lease, Kathy Lippard, Karen Richardson, and
Margie McClenney



**Blackwater Regional Library
Franklin Branch**

**280 N. College Dr.
Franklin, Virginia 23851**



Please notify Amy at 757-653-0298 x 304 if you are unable to attend or need directions.

Board Packet Contents

February 18, 2026

- Agenda – February 2026
- Minutes – January 2026
- Library Director’s Report
- Library Bills
- Monthly Statistics Report – January 2026
- Staffing Report

**Blackwater Regional Library
Board Meeting
February 18, 2026**

Agenda

Franklin Branch

Call to Order

Adoption of Agenda – February 2026

Approval of Minutes – January 2026

Public Comment

Correspondence

Director's Report

Committee Reports

- Budget and Finance
- Personnel and Policy
- Long Range Planning

Review of Approval of Accounts Payable and File for Annual Audit

Unfinished Business

New Business

Board Member Comments/Announcements

Announcement of Next Meeting

- March 18, 2026

Adjournment

**BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 21, 2026**

<u>Present</u>	<u>Remote (via Zoom)</u>	<u>Absent</u>
Ora Briggs – Sussex County		
Deborah Dawson – Surry County		
Charlene Herrala – Isle of Wight County		
Pam Lease – City of Franklin		
Kathy Lippard – Isle of Wight County		
Karen Richardson – Sussex County		
Judge Alfreda Talton-Harris – City of Franklin		
Kisha Watford – Southampton County		
Johanna Wiggins – Isle of Wight County		
Ben Neal – Library Director		
Bonnie Lauver – Assistant Library Director		
Debbie Carter – Budget & Finance Manager		
		McChelle Blunt – Southampton County
		Sylvia Claggett – Isle of Wight County
		Margie McClenney – Southampton County

Chair, Deborah Dawson called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:00 p.m. at the Franklin Branch.

Consideration of Remote Meeting Participation Requests

None

Agenda

Ms. Briggs moved, and Ms. Watford seconded that the agenda be approved as amended. The vote was unanimous.

Minutes

Ms. Lippard moved, and Ms. Watford seconded the minutes be approved as presented. The vote was unanimous.

Public Comment

None

Correspondence

Staff sent thank you notes to the Board in appreciation of holiday gift cards.

Library Director's Report

Reference checks are in progress for the two part-time vacancies.

The Holiday School Supply Drive was very successful throughout the system. Donations were distributed to all of our local school systems.

Ms. Lauver explained the upcoming Winter Reading Program and using the Beanstack app. Winter Reading will include youth, teens, and adults this year.

Mr. Neal explained House Bill 236 and the Virginia Library Association's response. There are copies of both in the handouts for today's meeting.

Committee Reports

Budget & Finance – Ms. Lease – no report

Mr. Neal – available locality budget calendars are included in handouts for today's meeting.

Personnel & Policy – Ms. Briggs – no report

Long Range Planning – Ms. Dawson – no report

Accounts Payable

Ms. Lippard moved, and Ms. Herrala seconded that the accounts payable be filed for the Annual Audit. The vote was unanimous.

Unfinished Business

None

New Business

None

Board Member Comments/Announcements

Ms. Richardson – recommends The Correspondent by JMU graduate Virginia Evans

Ms. Lippard – Smithfield Library's 100th Anniversary celebration was very nice and lots of fun! Silent auction raised \$800!

Ms. Watford – SHS Junior, Kamya Banks, has written two books for a Jabberwock fundraiser (The Color of Me and The Magic in My Hair).

Announcement of Next Meeting

The next Blackwater Regional Library Board of Trustees meeting will be on February 18, 2026 at 3:00 p.m. at the Franklin Branch.

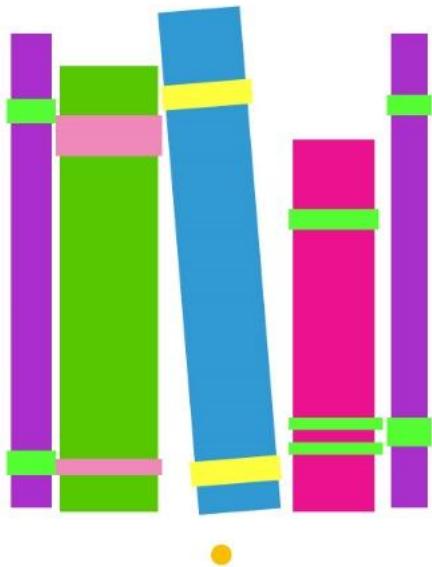
Adjournment

Ms. Briggs moved, and Ms. Lease seconded the meeting be adjourned. The vote was unanimous.

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Debbie Carter for
Ora Briggs, Secretary



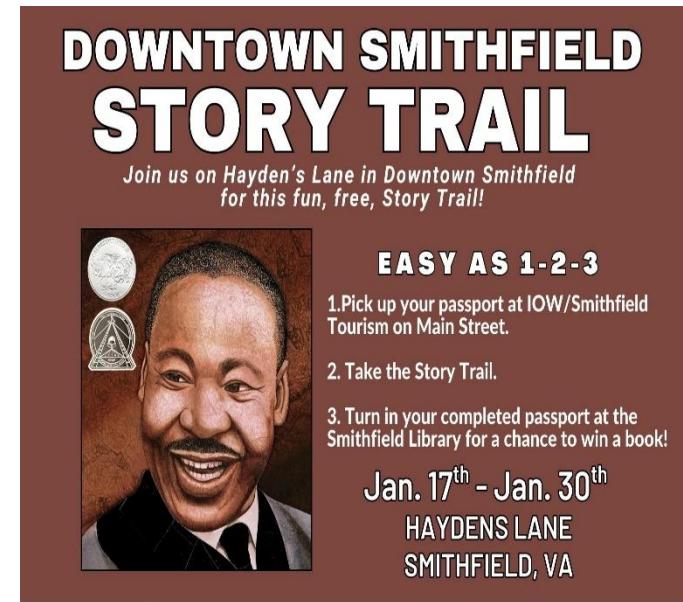
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Director's Report
January 2026

Central/System-wide Updates

- One vacancy for a PT position as of 2.8.26
- Winter Reading Program off to a strong start with Beanstack
- Winter Weather required some adjusted operational hours, including adapted programming and outreach plans
- Fiscal Year, YOY through January 31st:
Circulation +5%
Meeting Room Usage +16%
New Users +9%



Story Trail in Smithfield for Dr. King's Birthday

City of Franklin

- Fun programs for both adults and children, including Craftsy for Adults and Family Puzzle Night for families
- Staff continued to provide vital services outside the branch including a pop-up library at a local retirement home and a Storytime at Storehouse Coffee



Isle of Wight County

- Carrollton Branch relocated one of their book clubs to local business Crush It Art Bar in Carrollton, which is helping revitalize the club, as well as supporting a local business
- Smithfield branch hosted their 100th Anniversary party in January; honoring the past 100 years of library service, while the Friends of the Smithfield Library were able to raise some funds to support library initiatives
- Windsor Branch had a successful array of children's programs including PAWS to Read and Family Game Day



Southampton County

- Courtland Branch hosted five local authors for an Author Meet & Greet event with great turnout despite less-than-optimal weather
- Fun programs for all ages, including at-capacity Crafting programs for adults and the After School Lego Party for children



Surry County

- Wide array of programs were enjoyed at both locations, including Winter Shadow Art in Surry, and Winter Lights in Claremont
- As the temperatures dropped, the library became a vital place for community members of all ages to relax, learn, and play



Sussex County

- Programs at both branches were successful, ranging from Valentines Crafts at Waverly to the Good Books, Good Company book clubs
- Outreach visits throughout Central and Western parts of County



Legislative Update

- HB236: Local, Regional, and School Library Materials
- HB1: Minimum Wage Increase
- HB707: State government; prohibited website names
- Budget Amendment 230 #1s: Fully Funding Public Library State Aid
- HR48: Commending the Smithfield Branch of Blackwater Regional Library

Blackwater Regional Library

Library Bills

January 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
AFLAC				
01/31/2026	Bill Payment (Check)		889614 1.31.2026	-809.51
01/31/2026	Bill		889614	809.51
Amazon Capital Services				
01/31/2026	Bill Payment (Check)		11811	-1,051.98
01/31/2026	Bill		1PL7-CRRC-RKH6	634.83
01/31/2026	Bill		1LNH-NG1H-DTDQ	417.15
Anthem Blue Cross/Blue Shield				
01/21/2026	Bill Payment (Check)		13189758	-9,280.00
01/21/2026	Bill		000916509F	9,280.00
Barnes & Noble, Inc.				
01/31/2026	Bill Payment (Check)		11812	-199.47
01/31/2026	Bill		4706066	199.47
Cengage Learning, Inc.				
01/21/2026	Bill Payment (Check)		4104014018315403110	-93.57
01/21/2026	Bill		999101887870	32.79
01/21/2026	Bill		999101887867	30.39
01/21/2026	Bill		999101887868	30.39
Center Point Large Print				
01/31/2026	Bill Payment (Check)		11813	-30.71
01/31/2026	Bill		2225052	30.71
Dataprise LLC				
01/31/2026	Bill Payment (Check)		11814	-7,259.53
01/31/2026	Bill		MSP72248	6,241.78
01/31/2026	Bill		MSP72322	1,017.75
01/21/2026	Bill Payment (Check)		1106012018316304200	-855.50
01/21/2026	Bill		DP71963	855.50
Dominion Energy Virginia				
01/31/2026	Bill Payment (Check)		4768962506	-1,069.96
01/31/2026	Bill		3233130008 1.31.2026	1,069.96
Ingram Library Services				
01/21/2026	Bill Payment (Check)		11805	-4,840.36
01/21/2026	Bill		93192897	4,840.36
01/31/2026	Bill Payment (Check)		11815	-11,645.66
01/31/2026	Bill		20AZ032 - 93999164	7,749.03

Blackwater Regional Library

Library Bills

January 2026

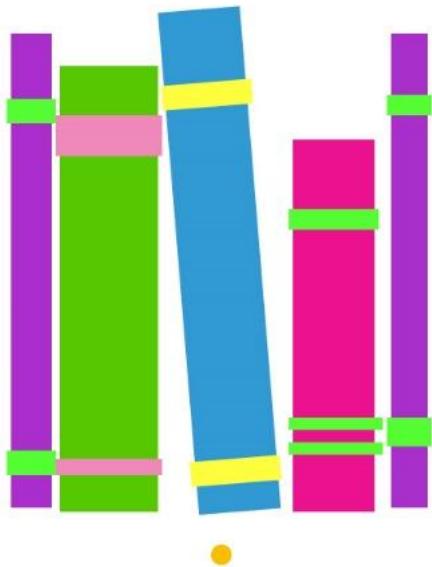
DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
01/31/2026	Bill		20BB962 - 93711496	3,896.63
Library Ideas				
01/31/2026	Bill Payment (Check)		11816	-159.58
01/31/2026	Bill		123095	159.58
Midwest Tape				
01/31/2026	Bill Payment (Check)		11817	-2,479.85
01/31/2026	Bill		508279758	2,479.85
01/21/2026	Bill Payment (Check)		0100015818310104790	-612.27
01/21/2026	Bill		508258170	612.27
NewsBank, Inc.				
01/31/2026	Bill Payment (Check)		11818	-9,599.00
01/31/2026	Bill		2011603	9,599.00
Overdrive, Inc				
01/21/2026	Bill Payment (Check)		jrrvw1bx	-3,378.60
01/21/2026	Bill		03100DA26003873	84.99
01/21/2026	Bill		03100CO26002992	3,045.62
01/21/2026	Bill		03100DA26010351	247.99
01/31/2026	Bill Payment (Check)		r2g7dm8q	-2,229.46
01/31/2026	Bill		03100DA26016987	119.50
01/31/2026	Bill		03100DA26023876	2,000.96
01/31/2026	Bill		03100DA26027764	109.00
PEAC Solutions				
01/21/2026	Bill Payment (Check)		200408733527	-1,598.72
01/21/2026	Bill		41462461	1,598.72
Petty Cash				
01/31/2026	Bill Payment (Check)		11819	-489.24
01/31/2026	Bill	1.31.2026 petty cash		489.24
Quadient Postage				
01/31/2026	Bill Payment (Check)		BH3809495965	-580.97
01/31/2026	Bill	8140 0461 1.22.2026		580.97
Queen B's Cleaning Service				
01/31/2026	Bill Payment (Check)		11820	-857.20
01/31/2026	Bill		1981	857.20
Sentara Health Plans				

Blackwater Regional Library

Library Bills

January 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
01/31/2026	Bill Payment (Check)		11821	-16,574.00
01/31/2026	Bill		10857105	16,574.00
Southampton County				
01/31/2026	Bill Payment (Check)		41812	-65.00
01/31/2026	Bill		46 1.15.2026	65.00
Southampton County (1)				
01/31/2026	Bill Payment (Check)		11822	-279.10
01/31/2026	Bill		2026-01 (January gas)	279.10
Southside Gas Service, Inc.				
01/21/2026	Bill Payment (Check)		11806	-649.68
01/21/2026	Bill		24513	649.68
01/31/2026	Bill Payment (Check)		11823	-1,185.94
01/31/2026	Bill		24474	1,185.94
Spectrum Enterprise				
01/21/2026	Bill Payment (Check)		O1001408874	-23.99
01/21/2026	Bill		089740301010126	23.99
SWANK Movie Licensing USA				
01/21/2026	Bill Payment (Check)		11807	-4,718.00
01/21/2026	Bill		INV10082236	4,718.00
Total Business Solutions				
01/21/2026	Bill Payment (Check)		11808	-519.90
01/21/2026	Bill		300542	519.90
TowneBank/Card Services				
01/21/2026	Bill Payment (Check)		CEB1B744DD	-11,644.79
01/21/2026	Bill		6457 0001 1.14.2026	11,644.79
Unique Management Services, Inc.				
01/21/2026	Bill Payment (Check)		4409011343317706870	-477.65
01/21/2026	Bill		6149176	477.65
Verizon Wireless				
01/21/2026	Bill Payment (Check)		3890940355	-2,840.71
01/21/2026	Bill		6133065699	2,840.71

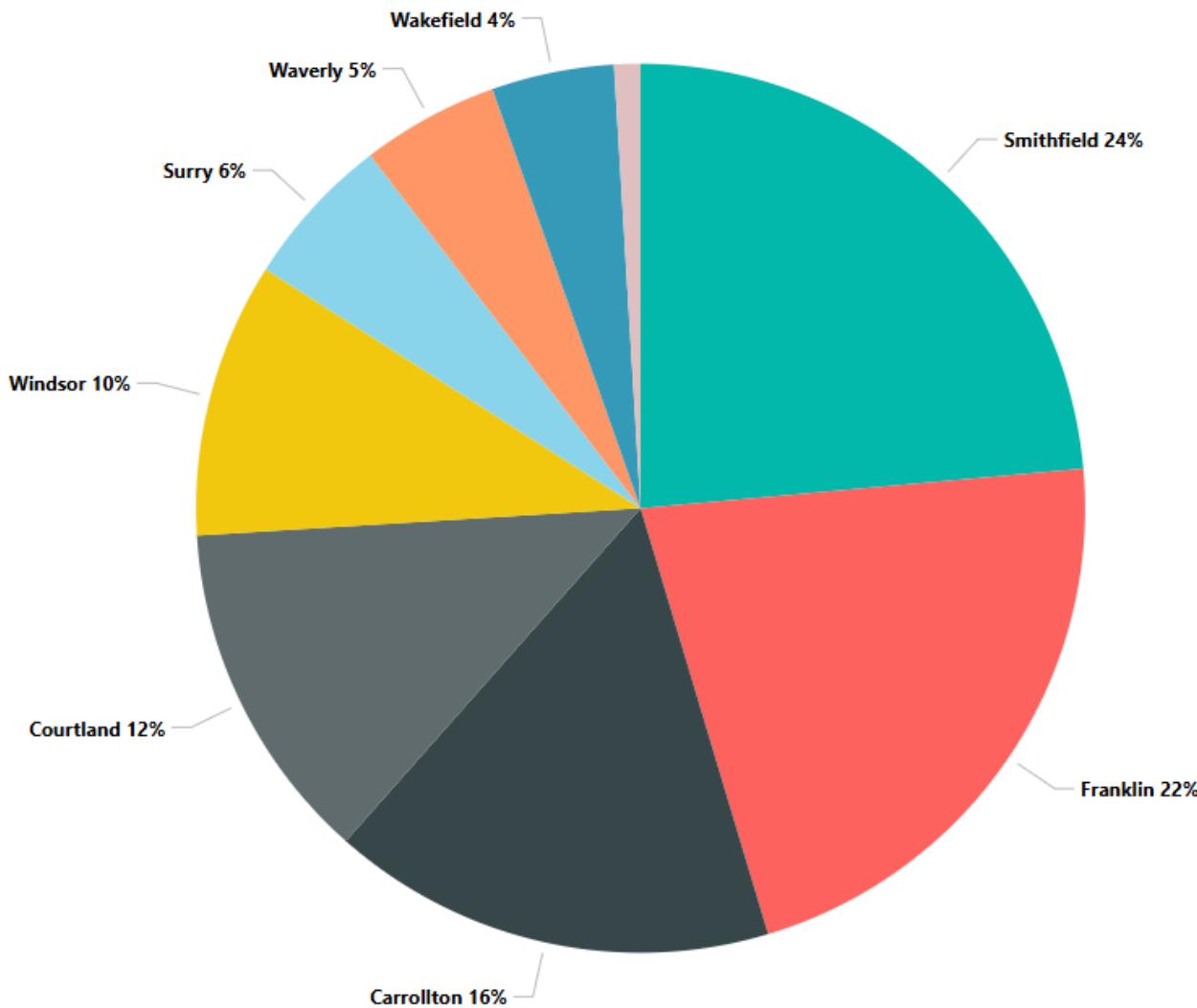


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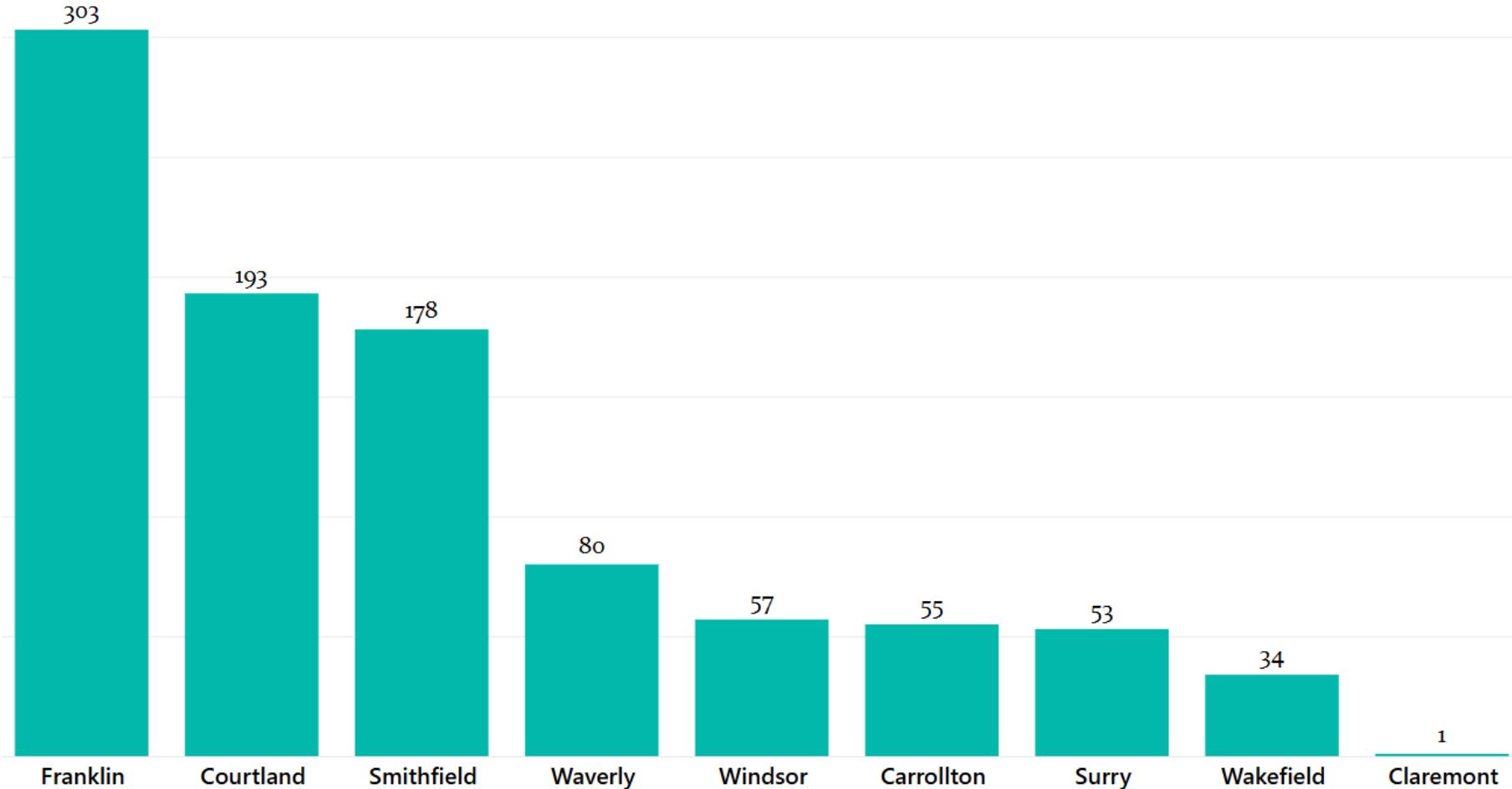
January 2026
Statistics

Monthly Report: Patron Count

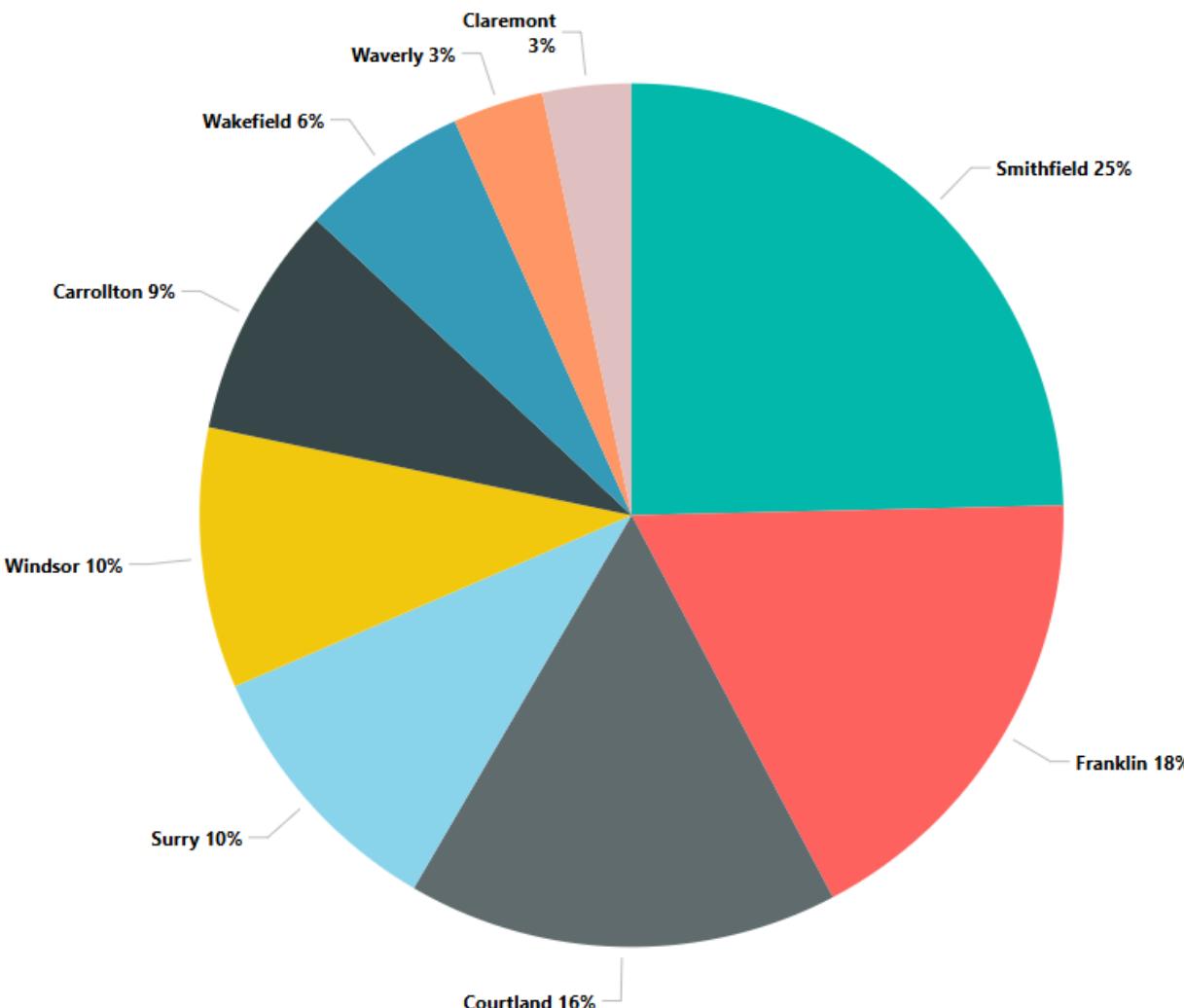


Branch	Patron Count
Claremont	110
Wakefield	511
Waverly	574
Surry	639
Windsor	1150
Courtland	1434
Carrollton	1857
Franklin	2503
Smithfield	2708
Total	11486

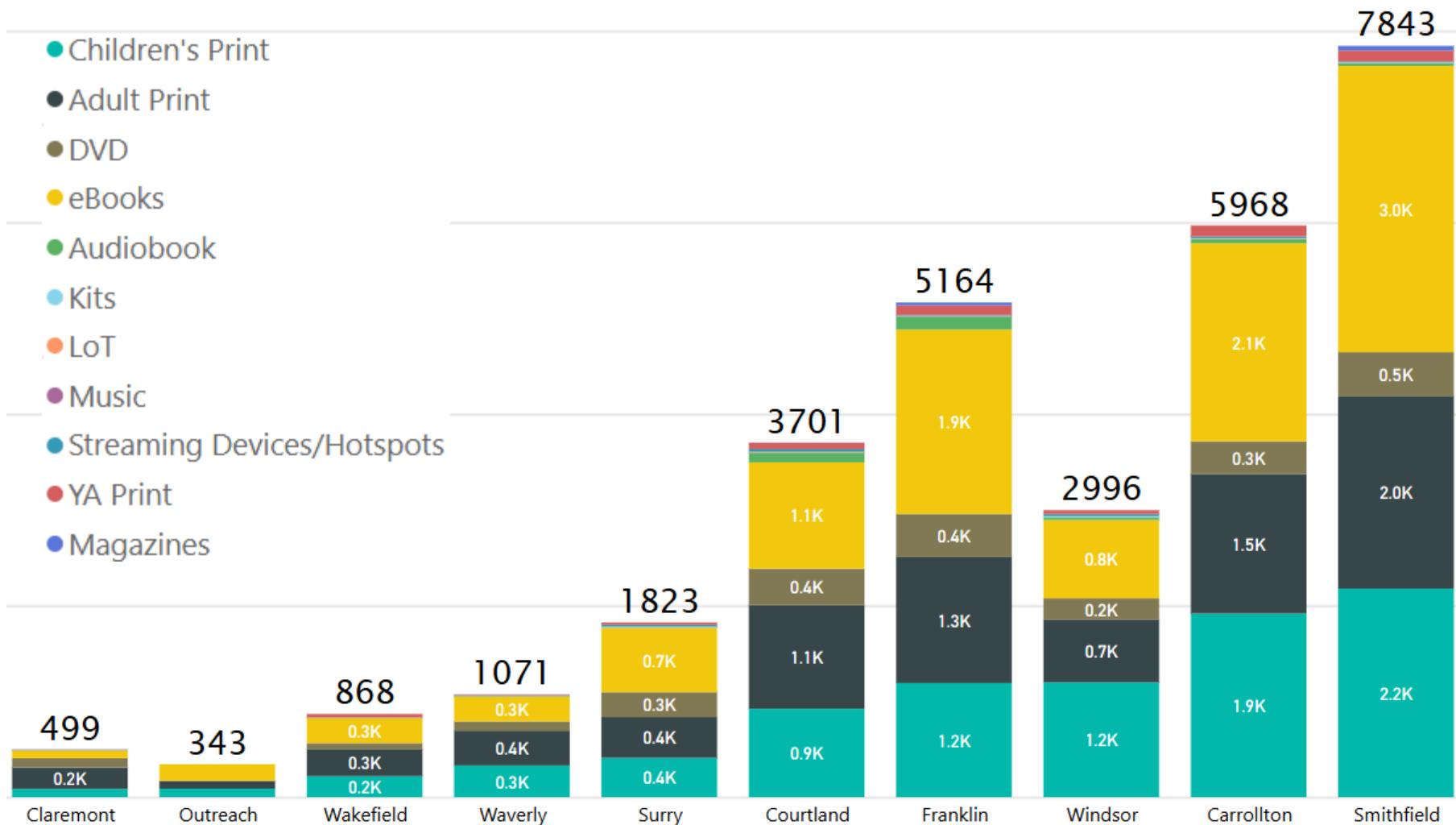
Monthly Report: In-House Internet



Monthly Report: WiFi Use

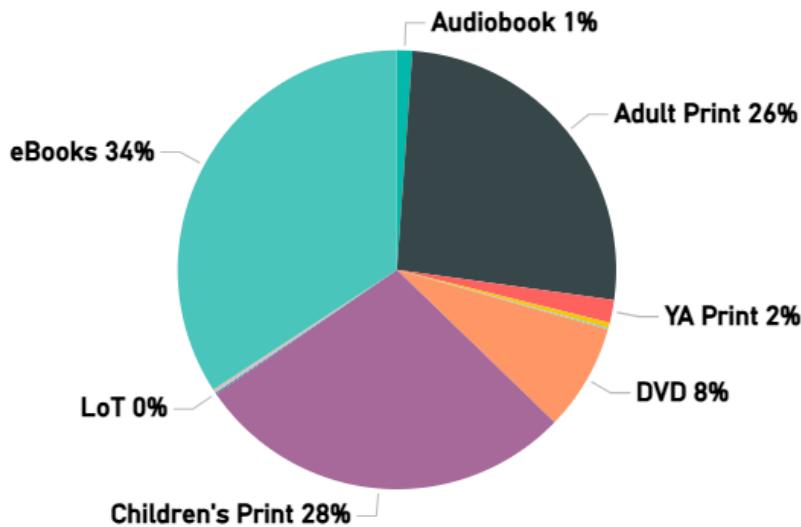


Circulation Report: By Branch

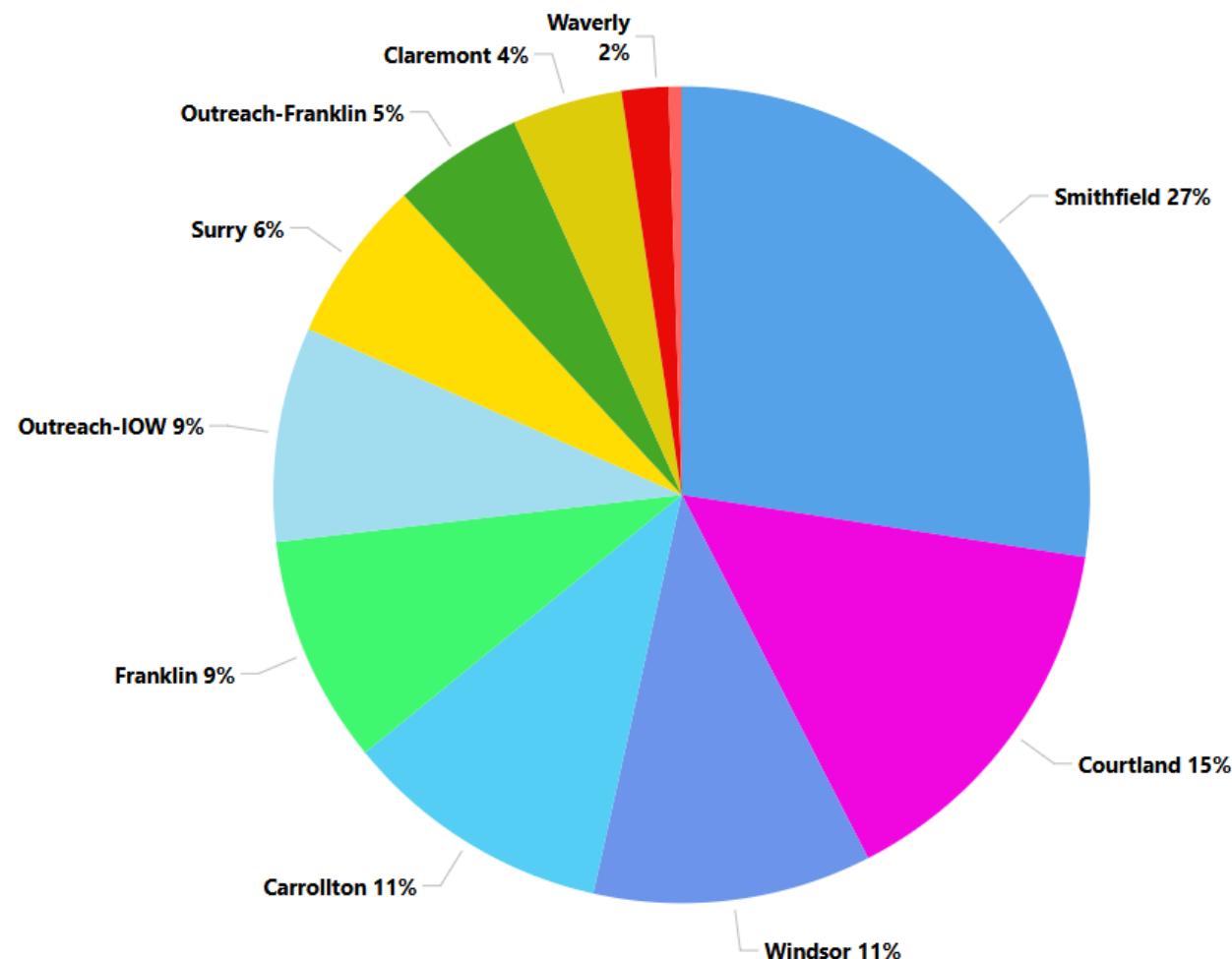


Circulation Report: Type by Branch

Location	Adult Print	Children's Print	DVD	Audiobook	Kits	YA Print	Music	LoT	Magazines	eBooks	Streaming Devices/ Hotspots
Carrollton	1456	1917	341	41	4	114	0	7	0	2069	19
Claremont	224	85	98	1	1	4	0	0	3	81	2
Courtland	1081	922	382	99	1	65	0	10	2	1110	29
Franklin	1317	1191	448	133	2	101	0	4	31	1925	12
Outreach	79	88	4	0	0	0	0	0	0	172	0
Smithfield	2010	2177	458	26	6	114	0	3	49	2989	11
Surry	425	410	261	5	4	22	0	5	0	670	21
Wakefield	283	219	62	4	0	37	0	1	0	260	2
Waverly	363	331	96	7	0	10	0	0	0	259	5
Windsor	653	1198	224	28	13	42	0	0	0	818	20
Total	7891	8538	2374	344	31	509	0	30	85	10353	121

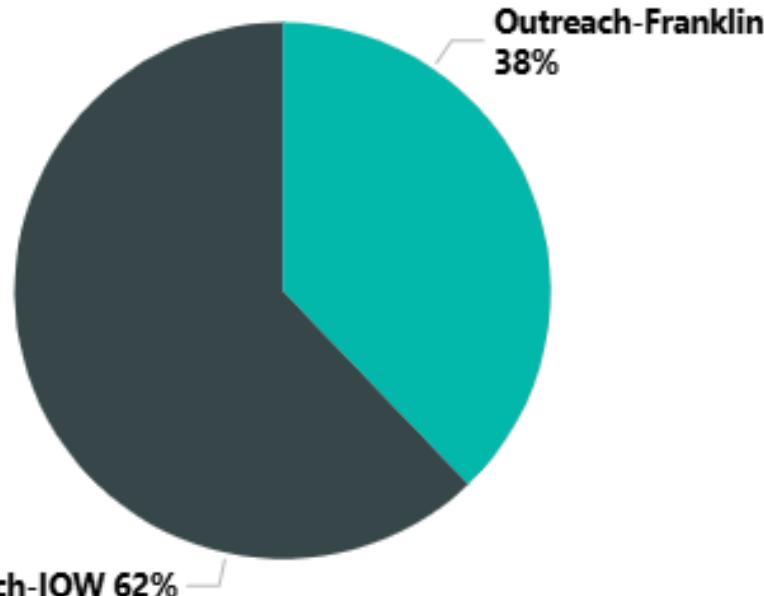


Program Report: Total Participation



Location/Branch	Count
Carrollton	144
Claremont	59
Courtland	203
Franklin	122
Outreach-Franklin	70
Outreach-IOW	115
Smithfield	371
Surry	87
Wakefield	7
Waverly	25
Windsor	149
Total	1352

Outreach Report: Programs



Location/Branch	Outreach Programs	Attendance
Outreach-Franklin	2	70
Outreach-IOW	5	115
Total	7	185

STAFFING AND WORKSHOP REPORT

Staffing Update January 2026 Blackwater Regional Library

New Hires

- Jacquelyn Steinman – Library Assistant, Wakefield and Waverly branches

Promotions

Transfers

Separations

- Lisa Gaede – Library Assistant, Wakefield and Waverly branches

Vacancies

- Senior Library Assistant – Sussex branches