BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Franklin Branch
Wednesday
September 15, 2021
1:00 pm—Board Retreat
Board meeting to follow

Budget & Finance Committee *will not* meet

Blackwater Regional Library
Franklin Branch

280 N. College Dr.
Franklin, Virginia 23851

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Franklin, Isle of Wight, Southampton, Surry, and Sussex
www.blackwaterlib.org

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

Board Packet Contents
September 15, 2021

- Agenda – September 2021
- Minutes – July 2021
- Library Director's Report
- Library Bills – July and August 2021
- Staffing and Workshop Report – July and August 2021

Blackwater Regional Library
Board Meeting
September 15, 2021

Agenda

Franklin Branch

Call to Order

Approval of Agenda – September 2021

Consideration of Minutes – July 2021

Correspondence

Library Director's Report

Committee Reports
- Budget and Finance
- Personnel and Policy

Approval of Accounts Payable

Old Business

New Business
- Discussion of Remote/Electronic meetings policy

Announcement of Next Meeting
- October 20, 2021 at 3:00 pm – Franklin branch

Adjournment

BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 21, 2021

Present	Absent
Ora Briggs – Sussex County	MeChelle Blunt – Southampton County
Sylvia Claggett – Isle of Wight County	Yvonne Jarrett – Southampton County
Deborah Dawson – Surry County	Michelle Manfred – Isle of Wight County
Cathy Funk – Isle of Wight County	Denise Tynes – Isle of Wight County
Terri Hedgepeth – City of Franklin	Pam Vaughan – Isle of Wight County
Connie Henderson – Isle of Wight County	Bill Worsham – Southampton County
Pam Lease – City of Franklin	
Jessice Moore – Sussex County	
William Scott – City of Franklin	
Ben Neal – Library Director	
Bonnie Lauver – Assistant Library Director	
Debbie Carter – Budget & Finance Manager	

Chair, Jessica Moore called the meeting of the Blackwater Regional Library Board of Trustees to order at 2:20 p.m. at the Franklin Branch, following a Board Orientation/Refresher.

Agenda
Ms. Funk moved, and Ms. Hedgepeth seconded, that the amended agenda be approved as presented. The vote was unanimous

Minutes
Ms. Briggs moved, and Ms. Funk seconded, the minutes be approved as presented. The vote was unanimous.

Correspondence
None

Library Director's Report
Staffing and Workshop Updates – Several new employees began training in June, leaving only the Outreach Services part-time Senior Library Assistant position vacant. All staff completed the expected two self-appointed trainings per staff member, with over 150 total self-appointed trainings completed by staff in fiscal year 2021. Five staff members completed an LVA-sponsored class on African-American Migration and Genealogy.

Summer Reading Launch – Summer Reading kicked off successfully in all branches with more than 6,600 children's and teen titles circulated. This was more than double the circulation for the same time period last year.

BRL in the Community – Outreach Services staff attended "A Day in the Country" at Southampton Fairgrounds on June 4, the Franklin Farmers Market on June 9, and the Surry County Farmers Market on June 18.

Enhanced Services and Digital Branch – Two new databases, Brainfuse JobNow and Brainfuse VetNow, provided by the Library of Virginia launched recently. In June over 2,800 patrons connected with technology, there were more than 3,200 digital circulations, and 24 new patrons signed up online!

Communicating with Customers – BRL sent out email messages promoting Summer Reading to a number of patrons based on factors such as type of library usage and frequency of usage; all messages were customized based on zip code. Admin staff has a way to monitor continued sustained library usage from "usual" customers, and re-engagement with the library from 50 short-term and 25 long-term lapsed patrons, resulting in a 1% increase in active users.

Windsor Addition – Mr. Neal and Ms. Lauver met with Isle of Wight County staff and the architect for the Windsor addition. Isle of Wight plans to include library staff in all decisions for the addition, and has an expected turnaround time of three to six months.

Code of Virginia – Remote Meetings – A copy of Virginia state code 2.2-3708.2 regarding meetings held through electronic communication means was included in the handouts. The General Assembly may relax some of these restrictions in the upcoming month. Mr. Neal contacted the Library of Virginia regarding holding electronic Board and/or committee meetings. Currently, if three or more Trustees meet to discuss library business, it is subject to FOIA. Right now, all meetings should be held in person.

Committee Reports
Budget & Finance – Ms. Moore – no report

Personnel & Policy – Ms. Moore – The committee proposed a revised Investment Policy for Board review and approval. Wells Fargo Financial Advisor, Scott Carr, and the committee made recommendations for changes. The vote was unanimous.

Goals for the Library Director for fiscal year 2021-2022 were included in the Board packet for informational purposes.

Accounts Payable
Ms. Hedgepeth moved, and Ms. Dawson seconded, that the accounts payable be filed for the Annual Audit. The vote was unanimous.

Old Business
There was no old business.

New Business
Blackwater Regional Library By-Laws – Ms. Moore will ask the Personnel & Policy Committee to review and update Blackwater's By-Laws based on state and FOIA guidelines.

Salary Scale and Minimum Wage- Ms. Moore will ask the Budget & Finance Committee to review and potentially update the Salary Scale to reflect changes in the Minimum Wage

Chair's Comments on Continuity of Officers – According to Section 2 of Blackwater Regional Library's Constitution, in the absence of the Chair, the Vice-Chair shall perform the duties of that officer. There are no provisions beyond that, or for special elections. Mr. Neal will forward his research to Ms. Vaughan for Personnel & Policy to review.

Committee Assignments – Committee assignments for fiscal year 2021-2022 were included in the handouts. Please contact Ms. Moore with any concerns.

Announcement of Next Meeting
The next meeting of the Blackwater Regional Library Board of Trustees will be the Board Retreat beginning at 1:00 p.m. on September 15, 2021 at the Franklin Branch. The Board meeting will follow.

Adjournment
Ms. Dawson moved, and Ms. Briggs seconded, the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Debbie Carter for
Deborah Dawson, Secretary

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July/August 2021 Director's Report

Staffing, workshop, and administration updates

- BRL is fully staffed as of 9.11.21 as we on-boarded Samirah Johnson for the Smithfield Page position and Pamela Joyner for the Outreach Services Senior Library Assistant role.
- 34 trainings attended by library staff during July and August.
- Director and Franklin Manager, Stephanie Sproul addressed Franklin City Council on August 23rd for mid-year update about the library.
- BRL provided information and letter of support for Isle of Wight and Southampton County's joint VATI (broadband) grant.

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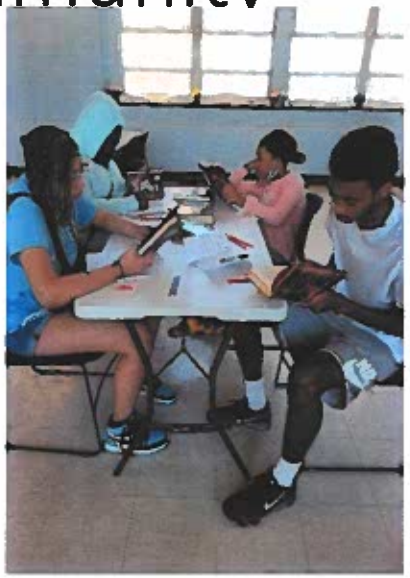
BRL in the Community

National Night Out in Southampton County



Summer Youth Workshops at Jessica Moore Foundation in Waverly

Franklin Community Day at College Drive Park

33 Outreach events and programs in July/August reaching over 1300 citizens!

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Summer Reading Program: a look back

- Successful 2021 Summer Reading Program saw nearly 1,200 children and youth registered across the system, circulating over 21,000 items

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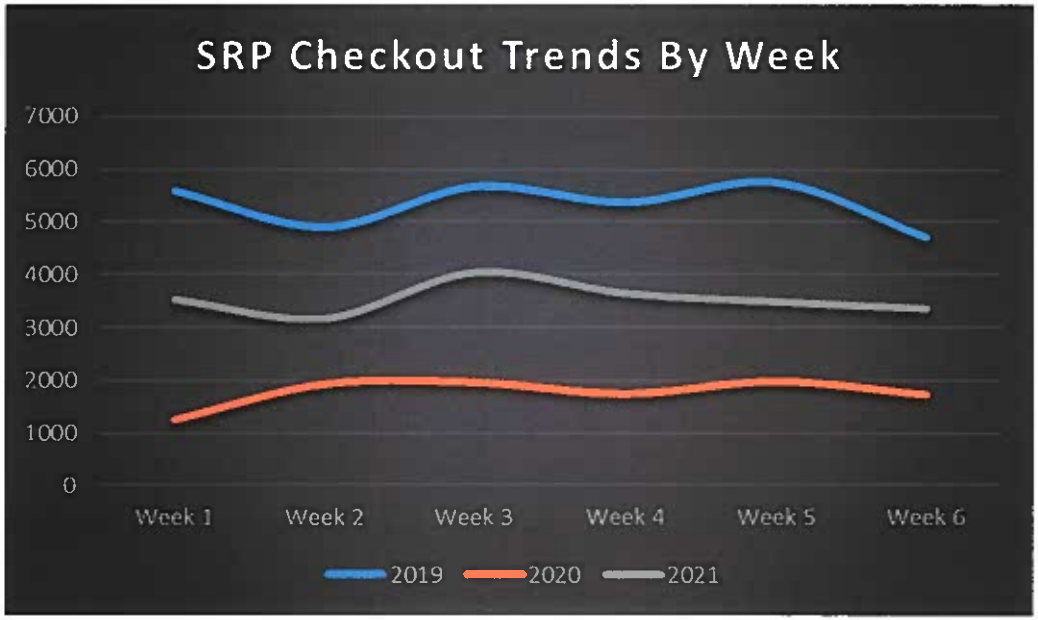
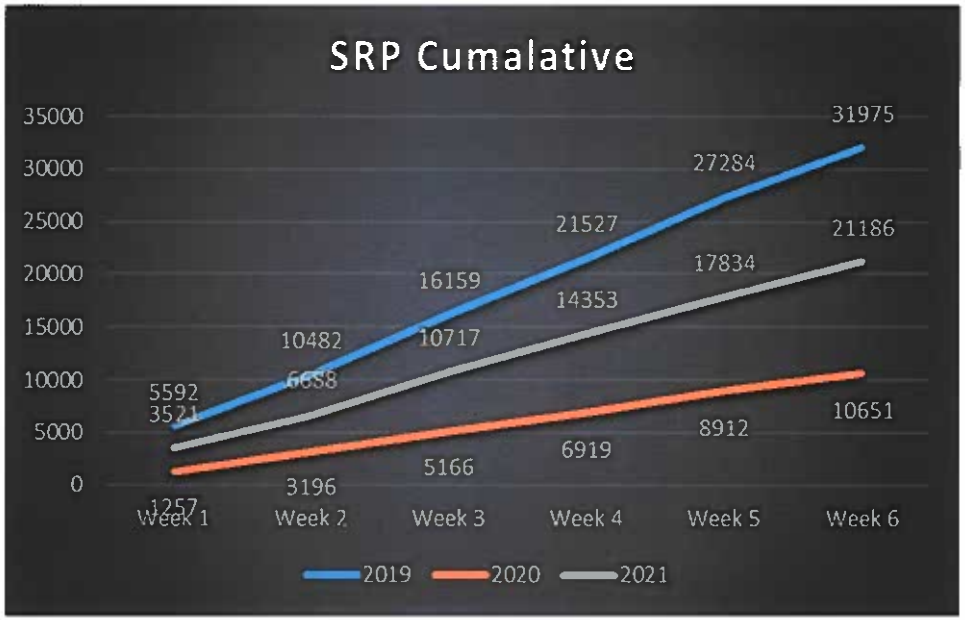
Summer Reading in Comparison





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Enhanced Services and Digital Branch

JUST FOR KIDS
ACCESS VIDEO

Unlimited access, kid-safe and ad-free!

Entertaining and educational videos, games, songs, interactives, and more!

Log in with your library card anytime, anywhere.

COLOR PRINTING

NOW AVAILABLE

Wi-Fi Usage

Branch	July	August
Carrollton	131	92
Claremont	63	58
Courtland	258	267
Franklin	256	249
Smithfield	377	374
Surry	207	210
Wakefield	149	149
Waverly	87	69
Windsor	248	249
Total	1776	1717

Digital Branch

- Over 6300 patrons connected with technology in July & August
- Over 7000 digital circulations (11% of total)
- 54 new patrons signed up online (23% of total)

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City of Franklin/Southampton County

- Franklin (191 registrants) and Courtland (134) had a successful SRP with Summer StoryWalks along the grounds.
- Courtland branch used advantage of its large grounds to host a petting zoo on July 28th

Staff represented library at multiple community events include the FCPS Back to School Carnival!

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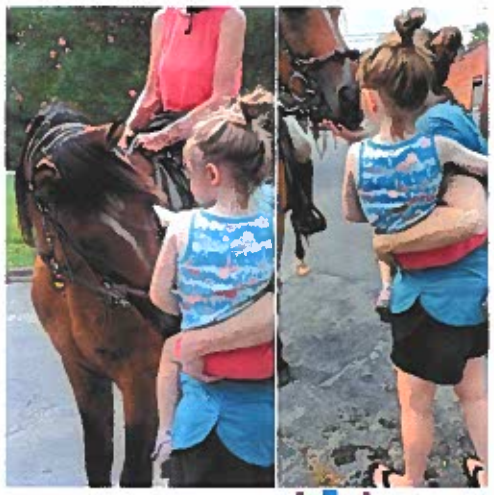
Isle of Wight County

- Summer Reading had great turnout in IOW with strong registration at Carrollton (209), Smithfield (309), and Windsor (153) branches
- Thanks to Arts4Life grants, some more traditional programs where available including Harold the Magician at Windsor Town Center and Balloon-Creations Program in Smithfield
- StoryWalks along grounds of Carrollton Branch and along Downtown Smithfield Business District

Surry County

- Ms. Martey was at the Surry County Farmer's Market for a well-attended StoryTime on 7/30.
- SRP was a success at both locations with a combined 50 SRP registrations; a visit by George the Horse and fun with pools and chalk!
- Partnered with Arts4Learning to bring in Bob Zentz for the "Homemade Music" for all ages.



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Sussex County

- 110 SRP registrations between two locations, with weekly prize giveaways.
- Host of the Sussex County Sheriff's Office Community Give-Back event where School Supplies were given out in a "drive-thru" structure.
- Outreach services staff provided youth programming to Summer Workshop at the Jessica A. Moore Foundation.
- Waverly branch continued to be host and organizer of monthly Farmer's Market.

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Blackwater Regional Library
Library Bills
July 2021

Type	Date	Num	Account	Amount
360IT Partners				
Bill	07/21/2021	MSP188395	205 · Accounts Payable	-6,560.36
Bill Pmt -Check	07/21/2021	8296	124 · OperatingFarmers Bank	-6,560.36
Bill	07/31/2021	MSP190124	205 · Accounts Payable	-20,226.20
Bill Pmt -Check	07/31/2021	8326	124 · OperatingFarmers Bank	-20,226.20
AFLAC				
Bill	07/31/2021	817094	205 · Accounts Payable	-598.48
Bill Pmt -Check	07/31/2021	8327	124 · OperatingFarmers Bank	-598.48
Amazon Capital Services				
Bill	07/31/2021	1HCW-TCL3-CLK4	205 · Accounts Payable	-1,312.49
Bill	07/31/2021	1DCL-QW6Y-WD4W	205 · Accounts Payable	-2,195.82
Bill Pmt -Check	07/31/2021	8328	124 · OperatingFarmers Bank	-3,508.31
Anthem Blue Cross/Blue Shield				
Bill	07/21/2021	000568045F	205 · Accounts Payable	-22,711.00
Bill Pmt -Check	07/21/2021	8297	124 · OperatingFarmers Bank	-22,711.00
AT&T				
Bill	07/31/2021	1274084983	205 · Accounts Payable	-3.93
Bill Pmt -Check	07/31/2021	8329	124 · OperatingFarmers Bank	-3.93
Baker & Taylor				
Bill	07/21/2021	2036067342	205 · Accounts Payable	-2,017.84
Bill Pmt -Check	07/21/2021	8298	124 · OperatingFarmers Bank	-2,017.84
Bill	07/31/2021	5017111456	205 · Accounts Payable	-8,078.86
Bill Pmt -Check	07/31/2021	8330	124 · OperatingFarmers Bank	-8,078.86
Baker & Taylor - Laminate				
Bill	07/31/2021	5017101025	205 · Accounts Payable	-1,362.76
Bill Pmt -Check	07/31/2021	8331	124 · OperatingFarmers Bank	-1,362.76
Blake Ford				
Bill	07/21/2021	14057	205 · Accounts Payable	-637.84
Bill Pmt -Check	07/21/2021	8299	124 · OperatingFarmers Bank	-637.84
Center Point Large Print				
Credit	07/01/2021	FYE2021 Credit	205 · Accounts Payable	3,000.00
Bill	07/31/2021	1869009, 1870628	205 · Accounts Payable	-641.10
Bill Pmt -Check	07/31/2021		124 · OperatingFarmers Bank	0.00
Charter Communications				
Bill	07/21/2021	0002185070821	205 · Accounts Payable	-3,280.98
Bill Pmt -Check	07/21/2021	8300	124 · OperatingFarmers Bank	-3,280.98
Colonial Life				
Liability Check	07/30/2021	8324	124 · OperatingFarmers Bank	-38.76
Daily Press				
Bill	07/31/2021	250002559 7.14.2021	205 · Accounts Payable	-179.50
Bill Pmt -Check	07/31/2021	8332	124 · OperatingFarmers Bank	-179.50
Demco, Inc.				
Bill	07/21/2021	6975115	205 · Accounts Payable	-803.69
Bill Pmt -Check	07/21/2021	8301	124 · OperatingFarmers Bank	-803.69
Dodson Pest Control				
Bill	07/21/2021	1000440322	205 · Accounts Payable	-46.00
Bill Pmt -Check	07/21/2021	8302	124 · OperatingFarmers Bank	-46.00
Dominion Energy Virginia				
Bill	07/31/2021	3233130008 7.30.2021	205 · Accounts Payable	-1,192.60
Bill Pmt -Check	07/31/2021	8333	124 · OperatingFarmers Bank	-1,192.60
Donna Pope				
Bill	07/31/2021	July 2021 Exp Rpt	205 · Accounts Payable	-8.96
Bill Pmt -Check	07/31/2021	8334	124 · OperatingFarmers Bank	-8.96
Farmers Bank/Card Services				
Bill	07/21/2021	6457 0001 7.14.2021	205 · Accounts Payable	-2,048.99
Bill Pmt -Check	07/21/2021	8303	124 · OperatingFarmers Bank	-2,048.99
Hillary White				
Bill	07/21/2021	July 2021 Exp Rpt	205 · Accounts Payable	-46.71
Bill Pmt -Check	07/21/2021	8304	124 · OperatingFarmers Bank	-46.71
Midwest Tape				
Credit	07/01/2021	FYE2021 Credit	205 · Accounts Payable	10,000.00
Bill	07/31/2021	500694993	205 · Accounts Payable	-4,519.58
Bill Pmt -Check	07/31/2021		124 · OperatingFarmers Bank	0.00
Midwest Tape (Hoopla)				
Credit	07/01/2021	FYE2021 Credit	205 · Accounts Payable	12,000.00
Bill	07/31/2021	500790966	205 · Accounts Payable	-1,042.78
Bill Pmt -Check	07/31/2021		124 · OperatingFarmers Bank	0.00

Blackwater Regional Library
Library Bills
July 2021

Type	Date	Num	Account	Amount
MPS Intelligence, Inc.				
Bill	07/21/2021	12604	205 · Accounts Payable	-639.60
Bill Pmt -Check	07/21/2021	8305	124 · OperatingFarmers Bank	-639.60
National Outdoor Furniture, Inc.				
Bill	07/21/2021	3971-5159	205 · Accounts Payable	-947.00
Bill Pmt -Check	07/21/2021	8306	124 · OperatingFarmers Bank	-947.00
Nationwide Retirement Solution				
Liability Check	07/15/2021	8294	124 · OperatingFarmers Bank	-100.00
Liability Check	07/30/2021	8322	124 · OperatingFarmers Bank	-100.00
OCLC Inc				
Bill	07/21/2021	1000135225	205 · Accounts Payable	-187.76
Bill Pmt -Check	07/21/2021	8307	124 · OperatingFarmers Bank	-187.76
Bill	07/31/2021	1000149382	205 · Accounts Payable	-187.76
Bill Pmt -Check	07/31/2021	8335	124 · OperatingFarmers Bank	-187.76
Optima Health				
Bill	07/31/2021	7123828	205 · Accounts Payable	-2,218.00
Bill Pmt -Check	07/31/2021	8336	124 · OperatingFarmers Bank	-2,218.00
Overdrive, Inc				
Bill	07/21/2021	H-0077258	205 · Accounts Payable	-8,807.74
Bill Pmt -Check	07/21/2021	8308	124 · OperatingFarmers Bank	-8,807.74
Bill	07/31/2021	03100DA21297070	205 · Accounts Payable	-751.75
Bill Pmt -Check	07/31/2021	8337	124 · OperatingFarmers Bank	-751.75
Petersburg Alarm Company				
Bill	07/21/2021	184893	205 · Accounts Payable	-435.00
Bill Pmt -Check	07/21/2021	8309	124 · OperatingFarmers Bank	-435.00
Petty Cash				
Bill	07/31/2021	July 21 Petty Cash	205 · Accounts Payable	-177.72
Bill Pmt -Check	07/31/2021	8338	124 · OperatingFarmers Bank	-177.72
Postmaster, Wakefield				
Bill	07/21/2021	Box 279 renewal	205 · Accounts Payable	-122.00
Bill Pmt -Check	07/21/2021	8310	124 · OperatingFarmers Bank	-122.00
Queen B's Cleaning Service				
Bill	07/31/2021	04BRC21	205 · Accounts Payable	-680.00
Bill Pmt -Check	07/31/2021	8339	124 · OperatingFarmers Bank	-680.00
QuickBooks Payroll Service				
Liability Check	07/14/2021		124 · OperatingFarmers Bank	-31,883.41
Liability Check	07/29/2021		124 · OperatingFarmers Bank	-32,145.71
Quill Corporation				
Bill	07/31/2021	18036273	205 · Accounts Payable	-305.30
Bill Pmt -Check	07/31/2021	8340	124 · OperatingFarmers Bank	-305.30
Selective Insurance Company				
Bill	07/21/2021	120487730 7.12.2021	205 · Accounts Payable	-23,957.00
Bill Pmt -Check	07/21/2021	8311	124 · OperatingFarmers Bank	-23,957.00
Smithfield News				
Bill	07/21/2021	253435 7.21.2021	205 · Accounts Payable	-25.00
Bill Pmt -Check	07/21/2021	8312	124 · OperatingFarmers Bank	-25.00
Southampton County				
Bill	07/31/2021	Acct 46 6.30.2021	205 · Accounts Payable	-53.00
Bill Pmt -Check	07/31/2021	8341	124 · OperatingFarmers Bank	-53.00
Southampton County (1)				
Bill	07/31/2021	2021-07	205 · Accounts Payable	-224.28
Bill Pmt -Check	07/31/2021	8342	124 · OperatingFarmers Bank	-224.28
Southampton Cty Treas, Cynthia J. Edwards				
Liability Check	07/15/2021	8295	124 · OperatingFarmers Bank	-1,109.67
Liability Check	07/30/2021	8323	124 · OperatingFarmers Bank	-1,109.67
Liability Check	07/30/2021	8325	124 · OperatingFarmers Bank	-11,349.52
Spectrum Enterprise				
Bill	07/21/2021	089740301070121	205 · Accounts Payable	-1,058.31
Bill Pmt -Check	07/21/2021	8313	124 · OperatingFarmers Bank	-1,058.31
T & A Repairs, LLC.				
Bill	07/21/2021	25786	205 · Accounts Payable	-20.00
Bill Pmt -Check	07/21/2021	8314	124 · OperatingFarmers Bank	-20.00
Bill	07/31/2021	25848	205 · Accounts Payable	-49.24
Bill Pmt -Check	07/31/2021	8343	124 · OperatingFarmers Bank	-49.24
The Library Corporation				
Bill	07/31/2021	65856	205 · Accounts Payable	-510.00
Bill Pmt -Check	07/31/2021	8344	124 · OperatingFarmers Bank	-510.00

Blackwater Regional Library
Library Bills
July 2021

Type	Date	Num	Account	Amount
The Virginian Pilot				
Bill	07/21/2021	596384600 7.1.2021	205 · Accounts Payable	-91.90
Bill Pmt -Check	07/21/2021	8315	124 · OperatingFarmers Bank	-91.90
Unique Management Services, Inc.				
Bill	07/21/2021	602943	205 · Accounts Payable	-107.40
Bill Pmt -Check	07/21/2021	8316	124 · OperatingFarmers Bank	-107.40
Verizon (1)				
Bill	07/21/2021	961660704 7.9.2021	205 · Accounts Payable	-155.44
Bill Pmt -Check	07/21/2021	8317	124 · OperatingFarmers Bank	-155.44
Bill	07/31/2021	000130897756 7.18.21	205 · Accounts Payable	-161.82
Bill Pmt -Check	07/31/2021	8345	124 · OperatingFarmers Bank	-161.82
Verizon Wireless				
Bill	07/21/2021	9883672156	205 · Accounts Payable	-2,080.52
Bill Pmt -Check	07/21/2021	8318	124 · OperatingFarmers Bank	-2,080.52
Virginia Dept of Social Services				
Bill	07/31/2021	P Joyner	205 · Accounts Payable	-10.00
Bill Pmt -Check	07/31/2021	8346	124 · OperatingFarmers Bank	-10.00
Virginia Gazette Companies				
Bill	07/31/2021	301903974 7.13.2021	205 · Accounts Payable	-65.12
Bill Pmt -Check	07/31/2021	8347	124 · OperatingFarmers Bank	-65.12
Virginia State Police				
Bill	07/31/2021	P Joyner	205 · Accounts Payable	-20.00
Bill Pmt -Check	07/31/2021	8348	124 · OperatingFarmers Bank	-20.00
Xerox Financial Services				
Bill	07/21/2021	2710866	205 · Accounts Payable	-1,798.72
Bill Pmt -Check	07/21/2021	8319	124 · OperatingFarmers Bank	-1,798.72

Blackwater Regional Library
Library Bills
August 2021

Type	Date	Num	Account	Amount
360IT Partners				
Bill	08/18/2021	MSP190880	205 · Accounts Payable	-6,009.96
Bill Pmt -Check	08/18/2021	8353	124 · OperatingFarmers Bank	-6,009.96
Bill	08/31/2021	MSP192273	205 · Accounts Payable	-532.60
Bill Pmt -Check	08/31/2021	8379	124 · OperatingFarmers Bank	-532.60
AFLAC				
Bill	08/31/2021	213432	205 · Accounts Payable	-598.48
Bill Pmt -Check	08/31/2021	8380	124 · OperatingFarmers Bank	-598.48
Amazon Capital Services				
Credit	08/31/2021	1YPQ-PXKD-1NC9	205 · Accounts Payable	14.99
Bill	08/31/2021	1QML-GJHY-NKYT	205 · Accounts Payable	-1,103.31
Bill	08/31/2021	131Y-WTMN-LD9R	205 · Accounts Payable	-1,220.96
Bill Pmt -Check	08/31/2021	8381	124 · OperatingFarmers Bank	-2,309.28
Anthem Blue Cross/Blue Shield				
Bill	08/18/2021	000574537F	205 · Accounts Payable	-21,794.00
Bill Pmt -Check	08/18/2021	8354	124 · OperatingFarmers Bank	-21,794.00
AT&T				
Bill	08/31/2021	1274234630	205 · Accounts Payable	-3.57
Bill Pmt -Check	08/31/2021	8382	124 · OperatingFarmers Bank	-3.57
Baker & Taylor				
Bill	08/18/2021	5017150349	205 · Accounts Payable	-2,781.90
Bill Pmt -Check	08/18/2021	8355	124 · OperatingFarmers Bank	-2,781.90
Bill	08/31/2021	5017177644	205 · Accounts Payable	-6,133.67
Bill Pmt -Check	08/31/2021	8383	124 · OperatingFarmers Bank	-6,133.67
Baker & Taylor - Laminate				
Bill	08/18/2021	5017154779	205 · Accounts Payable	-482.65
Bill Pmt -Check	08/18/2021	8356	124 · OperatingFarmers Bank	-482.65
Bill	08/31/2021	5017180662	205 · Accounts Payable	-760.23
Bill Pmt -Check	08/31/2021	8384	124 · OperatingFarmers Bank	-760.23
Cengage Learning, Inc./Gale				
Bill	08/18/2021	74810772	205 · Accounts Payable	-60.78
Bill Pmt -Check	08/18/2021	8357	124 · OperatingFarmers Bank	-60.78
Center Point Large Print				
Bill	08/31/2021	1868934	205 · Accounts Payable	-448.80
Bill Pmt -Check	08/31/2021		124 · OperatingFarmers Bank	0.00
Charter Communications				
Bill	08/18/2021	0002185080821	205 · Accounts Payable	-3,280.98
Bill Pmt -Check	08/18/2021	8358	124 · OperatingFarmers Bank	-3,280.98
Colonial Life				
Liability Check	08/31/2021	8377	124 · OperatingFarmers Bank	-38.76
Daily Press				
Bill	08/31/2021	250049179 8.13.2021	205 · Accounts Payable	-189.62
Bill Pmt -Check	08/31/2021	8385	124 · OperatingFarmers Bank	-189.62
Demco, Inc.				
Bill	08/18/2021	6977992	205 · Accounts Payable	-331.46
Bill Pmt -Check	08/18/2021	8359	124 · OperatingFarmers Bank	-331.46
Bill	08/31/2021	6991476, 6995971	205 · Accounts Payable	-304.43
Bill Pmt -Check	08/31/2021	8386	124 · OperatingFarmers Bank	-304.43
Dodson Pest Control				
Bill	08/18/2021	1000485372	205 · Accounts Payable	-46.00
Bill Pmt -Check	08/18/2021	8360	124 · OperatingFarmers Bank	-46.00
Dominion Energy Virginia				
Bill	08/31/2021	3233130008 8.31.2021	205 · Accounts Payable	-1,202.93
Bill Pmt -Check	08/31/2021	8387	124 · OperatingFarmers Bank	-1,202.93
Farmers Bank/Card Services				
Bill	08/18/2021	6457 0001 8.18.2021	205 · Accounts Payable	-4,218.83
Bill Pmt -Check	08/18/2021	8361	124 · OperatingFarmers Bank	-4,218.83
H2O To Go				
Bill	08/18/2021	124003, 398772	205 · Accounts Payable	-55.16
Bill Pmt -Check	08/18/2021	8362	124 · OperatingFarmers Bank	-55.16
Midwest Tape				
Bill	08/31/2021	500802225	205 · Accounts Payable	-5,433.80
Bill Pmt -Check	08/31/2021		124 · OperatingFarmers Bank	0.00
Midwest Tape (Hoopla)				
Bill	08/31/2021	500928508	205 · Accounts Payable	-1,206.51
Bill Pmt -Check	08/31/2021		124 · OperatingFarmers Bank	0.00
Nationwide Retirement Solution				

Blackwater Regional Library
Library Bills
August 2021

Type	Date	Num	Account	Amount
Liability Check	08/13/2021	8351	124 · OperatingFarmers Bank	-100.00
Liability Check	08/31/2021	8375	124 · OperatingFarmers Bank	-100.00
Optima Health				
Bill	08/31/2021	7168797	205 · Accounts Payable	-2,229.00
Bill Pmt -Check	08/31/2021	8388	124 · OperatingFarmers Bank	-2,229.00
Overdrive, Inc				
Bill	08/18/2021	03100DA21311443	205 · Accounts Payable	-4,354.91
Bill Pmt -Check	08/18/2021	8363	124 · OperatingFarmers Bank	-4,354.91
Bill	08/31/2021	03100DA21323253	205 · Accounts Payable	-1,809.50
Bill Pmt -Check	08/31/2021	8389	124 · OperatingFarmers Bank	-1,809.50
Queen B's Cleaning Service				
Bill	08/31/2021	05BRC21	205 · Accounts Payable	-850.00
Bill Pmt -Check	08/31/2021	8390	124 · OperatingFarmers Bank	-850.00
QuickBooks Payroll Service				
Liability Check	08/12/2021		124 · OperatingFarmers Bank	-31,149.56
Liability Check	08/30/2021		124 · OperatingFarmers Bank	-32,540.70
Quill Corporation				
Bill	08/18/2021	18702346, 18714676	205 · Accounts Payable	-124.14
Bill Pmt -Check	08/18/2021	8364	124 · OperatingFarmers Bank	-124.14
Richmond Times Dispatch				
Bill	08/18/2021	9611075 8.5.2021	205 · Accounts Payable	-509.39
Bill Pmt -Check	08/18/2021	8365	124 · OperatingFarmers Bank	-509.39
Salem Press				
Bill	08/18/2021	177128	205 · Accounts Payable	-132.00
Bill Pmt -Check	08/18/2021	8366	124 · OperatingFarmers Bank	-132.00
Southampton County				
Bill	08/31/2021	Acct 46 8.20.2021	205 · Accounts Payable	-53.00
Bill Pmt -Check	08/31/2021	8391	124 · OperatingFarmers Bank	-53.00
Southampton County (1)				
Bill	08/31/2021	2021-08	205 · Accounts Payable	-256.34
Bill Pmt -Check	08/31/2021	8392	124 · OperatingFarmers Bank	-256.34
Southampton Cty Treas, Cynthia J. Edwards				
Liability Check	08/13/2021	8352	124 · OperatingFarmers Bank	-1,109.67
Liability Check	08/31/2021	8376	124 · OperatingFarmers Bank	-1,109.67
Liability Check	08/31/2021	8378	124 · OperatingFarmers Bank	-11,349.52
Spectrum Enterprise				
Bill	08/18/2021	089740301080121	205 · Accounts Payable	-1,068.67
Bill Pmt -Check	08/18/2021	8367	124 · OperatingFarmers Bank	-1,068.67
The Library of Virginia				
Bill	08/18/2021	1036766	205 · Accounts Payable	-3,542.13
Bill Pmt -Check	08/18/2021	8368	124 · OperatingFarmers Bank	-3,542.13
The Virginian Pilot				
Bill	08/18/2021	528168204 7.3.2021	205 · Accounts Payable	-48.95
Bill Pmt -Check	08/18/2021	8369	124 · OperatingFarmers Bank	-48.95
Unique Management Services, Inc.				
Bill	08/18/2021	603827	205 · Accounts Payable	-161.10
Bill Pmt -Check	08/18/2021	8370	124 · OperatingFarmers Bank	-161.10
Verizon (1)				
Bill	08/18/2021	935119692 8.9.2021	205 · Accounts Payable	-155.30
Bill Pmt -Check	08/18/2021	8371	124 · OperatingFarmers Bank	-155.30
Bill	08/31/2021	000130897756 8.18.21	205 · Accounts Payable	-162.19
Bill Pmt -Check	08/31/2021	8393	124 · OperatingFarmers Bank	-162.19
Verizon Wireless				
Bill	08/18/2021	9885842131	205 · Accounts Payable	-2,080.52
Bill Pmt -Check	08/18/2021	8372	124 · OperatingFarmers Bank	-2,080.52
Virginia Dept of Social Services				
Bill	08/31/2021	S Johnson	205 · Accounts Payable	-10.00
Bill Pmt -Check	08/31/2021	8394	124 · OperatingFarmers Bank	-10.00
Virginia State Police				
Bill	08/31/2021	S Johnson	205 · Accounts Payable	-20.00
Bill Pmt -Check	08/31/2021	8395	124 · OperatingFarmers Bank	-20.00
Xerox Financial Services				
Bill	08/31/2021	2769051	205 · Accounts Payable	-423.89
Bill Pmt -Check	08/31/2021	8396	124 · OperatingFarmers Bank	-423.89
Young Audiences of Virginia				
Bill	08/31/2021	16157	205 · Accounts Payable	-160.00
Bill Pmt -Check	08/31/2021	8397	124 · OperatingFarmers Bank	-160.00

STAFFING AND WORKSHOP REPORT

Staffing Report
July and August 2021
Blackwater Regional Library

Bookmobile
- Pam Joyner hired as Sr. Library Assistant – effective August 11, 2021
- Fully staffed

Carrollton
- Fully staffed

Claremont
- Fully staffed

Courtland
- Fully staffed

Franklin
- Fully staffed

Smithfield
- Erin Bebermeyer hired as Library Assistant – effective July 1, 2021
- Allison Dolan resigned as Library Page – effective August 20, 2021
- Samirah Johnson hired at Library Page – effective September 1, 2021
- Fully staffed

Surry
- Angela Garcia promoted to Sr. Library Assistant – effective June 16, 2021
- Fully staffed

Wakefield/Waverly
- Emily Boychuck promoted to Sr. Library Assistant – effective July 1, 2021
- Debbie Gregory hired as Library Assistant – effective July 6, 2021
- Fully staffed

Windsor
- Fully staffed

Central
- Fully staffed

Substitutes
- Fully staffed

STAFFING AND WORKSHOP REPORT

Training Sessions- July and August 2021

Training sessions broken down by locality
Isle of Wight County completed a total of 10 trainings
Surry County completed a total of 7 trainings
Sussex County completed a total of 5 trainings
Central Office completed a total of 12 trainings

7/8/21 – DHS Active Shooter Situation: Options for Consideration – This webinar video was very informative about what to do in the event of an active shooter situation. I thought it was helpful that they showed you different actions to take instead of only explaining it, which made it easier to remember and understand. Using examples was also a good way to stress the importance of this training, because we know it is not as rare are some people may think.

It was nice that this video was short and it may even be beneficial to have a training that is just a little bit longer or interactive to make sure all concepts are understood and followed in the event something happened.

7/8/21 – Extreme Customer Service, Every Time – Overall, this workshop was very helpful and informative. The speaker was easy to understand and used many real life examples which was good for understanding the mission of her presentation. I enjoyed hearing about the different companies that implement types of extreme customer service in their own workplaces. It was also nice to have reflection aspects every so often that keep you involved with the course and to think about how you could improve or actions you can keep doing.

7/9/21 – Libraries Transforming Communities: Facilitation Training for Small and Rural Libraries – This workshop covered the basics of handling discussion facilitation for adult library programs. The modules included speakers from a variety of different libraries sharing their experiences and tips. The modules also included many different pdf handouts and worksheets to help with program planning. I thought overall this was a great introduction and refresher course on how to manage having discussions that could cover controversial topics or include participants that could be adversarial, but it would not be useful for people already familiar with running a discussion-based program.

7/22/21 – A Tale of Tails with Elisha Cooper – I really enjoyed this zoom webinar with Caldecott Honoree Elisha Cooper. Even though I read them all the time, I had never really given any thought to all the elements that go into writing and illustrating a children's book- how the carefully the author chooses just the right word and even agonizes over the choice of font. It makes sense when you think about how few words are used and how important the ones you choose are to convey your message. He also discussed his process of illustrating his books, how he incorporates some of the pictures and drawings that cover his walls into the illustrations in his books. Overall, I found this to be a fascinating webinar.

STAFFING AND WORKSHOP REPORT

7/22/21 – Emergency Broadband Benefit Info Session for Frontline Library Staff – This info session was an overview of the Emergency Broadband Benefit and the Emergency Connectivity Fund. Presenters from the FCC and the Heartland Forward Foundation covered the differences between the programs, eligibility requirements, and provided an overview of the application process.

7/23/21 – Introduction to Library Ethics – Ethics is defined as "the body of moral principles or values governing, or distinctive of, a particular culture or group." While many people have personal ethics that impact their daily behavior, there are also ethics in workplaces and professions, including libraries. This webinar introduced the fundamental ethical principles of the library profession, including professional ethics, intellectual freedom, and the importance of policies and procedures.

The entire webinar was just a reading of The American Library Association Code of Ethics which was adopted in 1939. The last amendment (Article 9) was just adopted in January of 2021 which states:

"We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces."

7/24/21 – When I'm 64: Financial Literacy Resources for Those Nearing and in Retirement – This webinar was full of tools, initiatives and resources from the Bureau of Consumer Financial Protection to help people from financial harm and to help make sound financial decisions as we age. With the aged increasing and having an increase in debt there were many tips and much advice for planning retirement.
There were tips on protecting your assets from scams and fraud, guides fort reverse mortgages, hiring financial advisors and pension lump sum offers.

7/28/21 – Libraries for All: Serving People with Disabilities at Your Library – All libraries serve people with disabilities. Learn how to be an advocate for people with disabilities, acquire best practices for inclusive customer service, explore strategies for making existing programs welcoming to all abilities, and learn how to build positive relationships with individuals with disabilities and local disability-related organizations in your community.

7/30/21 – African American Migration Genealogy – During this workshop, Library of Virginia Reference Archivist Cara Griggs provided an overview of the types of records in the Library of Virginia's holdings that track free and enslaved Americans involved with the international and domestic slavery trade, as well as other migrations within Virginia, including those resulting from voluntary relocations and the settlement of enslaver's estates.

STAFFING AND WORKSHOP REPORT

7/30/21 – Early Virginia Genealogy – This workshop explored the methods and resources for researching Virginia genealogy prior to 1850. Library of Virginia Reference Archivist Cara Griggs presented ways that information can be found despite record loss and records that lack detail. An overview of colonial government was provided, focusing on a variety of record types that will help place an individual in a particular time and location and to potentially link generations together (provided that records survive). These include census records, tax records, and the records of religious organizations.

8/4/21 – If You Have Emotions and You Know It Shout Hooray: Presenting Social Emotional Learning in Storytime – After the shooting in Boulder, CO the presenter (Melanie Borski-Howard, a Youth Services Specialist) wanted to know what she could do to help. The children were already in a mental health crisis because of the pandemic, and the shooting just made it worse. She turned to her storytimes and incorporating Social Emotional Learning (SEL). And she shared some of the books and SEL skills with us in this training.

What is SEL? – the process of self-awareness, self-control, and interpersonal skills that are vital for school, work and life success.

Self-Awareness – when you realize how you act affects yourself and others. There is private and public self-awareness.
Books: *Parker Looks Up, We Will Rock Our Classmates, Bootsie Barker Bites* (a bully book), *I'd Rather Have an Iguana* (new baby coming)
Self-Control – skills that allow you to manage thoughts, actions and emotions, known as "executive function".
Books: *Attack of the 50 Foot Fluffy* (movement control), *If You're Angry and You Know It!* (emotional control), *Harriet, You'll Drive Me Wild!* By Mem Fox
Interpersonal Skills – traits you rely on when you interact and communicate with others
Verbal communication, non-verbal communication, listening skills, negotiation, problem-solving, decision-making, assertiveness
Books: *Way Past Jealous* (verbal communication), *The Way I Feel !* (non-verbal communication), *One Word From Sophia, Don't Let the Pigeon Drive the Bus!* (negotiation), *A Cat and a Dog* (Problem-Solving), *Leonardo the Terrible Monster* (Decision-Making)

Resources: resource cfchildren.org, biglifejournal.com, wyethnutrition.com.sg/toddler/7-interpersonal-skills

It was nice hearing the stories she used and how she discussed them in her storytimes. She also suggested taking your storytimes up a notch by using music and puppets. The best thing out of this training was the list of books she used and the resources she shared.

8/4/21 – Prioritizing and Promoting Self-Care to Avoid Burnout – Are you prioritizing your own needs in your workday? Ever-increasing and evolving demands for library services, heavy workloads, and multiple requests from the public can create an environment for staff burnout. While some stressors are unavoidable, prolonged exposure to them can cause detachment,

pessimism, and a loss of enjoyment in the library profession. Join us to explore the physical, behavioral and emotional barriers that lead to burnout, as well as methods to mitigate workplace stressors. We look at specific stress-relieving techniques to introduce into your daily activities, and explore ways to bring self-care strategies to all staff in your organization.

8/11/21 – Transforming Your Library with Data-Driven Marketing – The Gross Pointe Library (MI) started a transformation beginning with its brand identity and institute strategic marketing based on data. The marketing leader for the library showed how she used data to create tools and strategies, and integrating marketing and communication campaigns that positively affect the community.

Starting with strategic plan, library board identified importance of consistent branding
Template fliers for staff to work from—rather than different branding for everything
No Clip art (photography when possible) in marketing and fliers
Email campaign to different user groups
Net Promoter Score Surveys
Strategic planning surveys
Direct mail to lapsed patrons
Follow-up both with survey detractors and evangelists
Stickers on library newspapers
Postcards in hold pickups

8/11/21 – Creating a Welcoming Environment for Spanish Speakers Through Communication – Nicholas Brown discusses his library's approach to advancing equitable access to services and programs through Spanish language communications and marketing.

Prince George's County's Latin community currently composes approximately 19.5% of the population, many of which are recent immigrants from Central America. Brown, who is Honduran-American, will discuss how PGCMLS aims to respect the diversity within the local Latin and Indigenous population and uses tools like WhatsApp and email marketing to increase program participation.

Process= Identify need→Find Support→ Pilot→Launch
Different dialects and generational differences within same language creates difficulties to be the most inclusive and to keep communications clear

8/11/21 – Customer Stories Workshop – The Topeka and Shawnee County Public Libraries conducted various marketing campaigns based on the development of "Customer Stories". But what are customer stories? And what do the data and results have to do with the results of these stories

Customer Stories Workshop
Ginger Park - Communications Editor Robert Soria - Statistical Research Analyst
Topeka & Shawnee County Public Library (KS) Clark Swanson - CEO at OrangeBoy, Inc.

The Topeka and Shawnee Counties Public Library are conducting various marketing campaigns based on
the development of customer stories. But what are customer stories? And what do the data and
results have to do with the development of these stories?

During this hands-on session, Ginger Park, Robert Soria, and Clark Swanson will guide us through
creating customer stories from different lenses: data, community information, and message creation.
Finally, they will share some results and experiences working on these campaigns.

During the second part of this interactive session, participants will have the opportunity to develop a customer story based on Savannah indicators and a data worksheet.

"See it in the numbers customers tell you, find any incongruities and drill down"
Need, Number, and Result

8/16/21 Blending Marketing and Measurement for Powerful Community Engagement – Cincinnati Public Library used analytics, feedback and measurement to create a strong marketing campaign to bring people back to the library using surveys, direct mail, and television advertisements.

Created brand that was staff centric: We are....fun but not flippant, smart but not cocky, friendly but not overeager, quirky, but not weird
Dedicated staff=inspire me; potential customers=convert me; partners—compel me.
Ran ads on mobile OTT services like Hulu, Roku, Amazon with geofencing; Youtube ads
Campaign reminded public that library is still here and some of their non-traditional offerings

8/16/21 – Where and How to Find the Meaning in Data – *Katina Jones - Statistical Research Analyst Mid-Continent Public Library (MO)*

When organizations realize the total value of their data, that means everyone is empowered to make better decisions with data every day. This is the basis of creating a culture that encourages critical thinking and curiosity. Transforming how your library makes decisions is no easy task, but incorporating data and analytics into decision-making cycles offers the most transformative impact on your organization.

In this session, Katina will share the importance of data in the libraries, how it can be applied to create a plan, how she works on making the data accessible and feasible, and how it can improve day-to-day library operations.

If something doesn't "look" right, drill down---it may not be (broken door-counter)

Look for tends
Data presentations to board
Use stats as a way to brag---don't have staff think about it as punitive!
Customer transactions as metric: including web pageviews

8/18/21 – The Anti-Procrastinator's Guide to Time Management – Carrie Rogers-Whitehead, a former librarian and self-proclaimed "anti-procrastinator" shares her tips for tackling big projects in small chunks and better managing time. Tips from working at home and virtually will be shared as well as advice from Carrie's years of working at an extremely busy reference desk. Participants will learn:

- The power of single-tasking and micro-chunking tasks
- Apps to help with time management
- Suggestions to help focus at home
- Dealing with tech distractions
- The art of prioritizing

8/18/21 – Bilingual Story Time: Reaching Through the Language Barrier – Even though I'm not Bilingual, how can I do bilingual story time?
Be sure to reassure yourself that it's story time, and they are children.
Use story time you already do since it's familiar.
Take advantage of patronage that maybe Spanish speaking, and build relationships.

How to use **Books** in your Bilingual Story Time.

*If you don't speak Spanish fluently use an interactive short book and lots of music.
*Use your favorite book that you're familiar with.
* Start of small by sprinkling a little Spanish in your story.
For example if you're using a book with colors say the colors in Spanish.
Be repetitive that way the children respond to learning better, and feel like they've accomplish the task.

*Build relationships with the parents and have them become a model for the children.
See if they would be willing to read to the children or if they feel comfortable reading.

*That particular child will feel proud that their parent is reading to them, and other children.

*If using a TV make sure it's to the level of the child.
* When making a flyer for the Bilingual Story Time make sure it's in Spanish and English.

*Be flexible with all ages, and keep it simple for the little ones.

How to use **Music** in your Bilingual Story Time.

*Make sure you review your song before using it that it suits your style

*Use songs you love and know the children enjoy already
* Include a welcome and goodbye song in Spanish or the other Language you're using.
* Use videos with Large motor skills with children on the video.

Be accommodating to the parent and child:
*There may be some barriers as to why they can't make it one time
* You may need to play first and do activity after.
* Some children may not do well sitting for long periods.
* Find out what time works for story time even though not everyone will be able to attend, but at least you made an effort to accommodate.

Use google to plug in text to translate if needed.
Use lots of repetition to make learning easier.
Remember to make it fun!!

8/18/21 – Orange Boy presents Savannah Academy, Queries and Reports – Queries and reports will show you how to become data-driven by a set of database querying tools for composing simple to moderately complex data analysis.

8/20/21 – Reader's Advisory – Very helpful to me as a new employee. I found the approach to finding books that the Patrons will enjoy very helpful, including conducting a Readers Advisory Interview to understand what the reader likes or enjoys reading. I learned to suggest not recommend, to learn the Patron's wants and not to be judgmental.

I appreciate that I can find similar authors if they have read all of that collection, I can look up another author that might appeal to the reader.

I had already discovered that by having conversations with coworkers that I can find a different genre that I had not tried before, broadening my knowledge of what is available.

This course was very helpful as I learn how to better assist our Patrons in finding a selection that they will enjoy.

8/21/21 – Tech for Teens Club: LEGO Stop-Motion Videos (Pace Center) – Using just a mobile phone and LEGO brand toys, we'll be learning how to create stop-motion style videos that you can share with your family and friends. Learn the techniques to create smooth animation using the Stop Motion Studio app (iPhone & Android).

Stop motion is an animated filmmaking technique where objects are manipulated in small increments between individually photographed frames. Once played back the objects show independent movement frame by frame. Any device with a recording capability, from Apple to Android, can be used for the recording of the stop motion captures. One of the benefits of using a tablet is the bigger screen. It can be used for bigger scenes due to the raised camera angle. Flipping the devices onto different sides can offer different angles too. Music and sound

effects can be added as well. Lighting also plays a key role in making stop motion videos. Stop Motion Studio app was used in the making of this video. The app has a free version with limited functions and the pro edition of the app costs $4.99 in the Apple store. Regular film and video shoot at 24 fps, which equates to 24 pictures in 1 second. Stop motion usually is shot at anywhere between 6 to 12 fps. Alternatives for stop motion include clay, paper, magnets, or anything that is movable.

8/25/21 – Active Shooter – To be prepared for an active shooter, identify escape routes, have a plan in mind. In the case of an actual event evaluate what is necessary, call 911 and evacuate if possible. Warn others and follow the instructions of police officers. If unable to evacuate, cover, conceal, and find a means to defend yourself.

8/25/21 – Beyond Book Groups – I chose this program in order to learn more about fun library programs for adult readers. This is helpful with the changes that are coming soon for the Bookmobile, giving me ideas for our community outreach programs. Allows us to re-engage with our Patrons and share books with them in innovative new ways and in unconventional places. Places like a pub (Hooks and Books) for a crocheter or a coffee shop (Sit and Knit). It gave me ideas to engage different kind of readers. We have to unlearn what we have always done and come up with something to excite someone to come our events. Play, grow and have fun!