

BLACKWATER REGIONAL LIBRARY BOARD OF TRUSTEES MEETING

Franklin Branch
Wednesday
September 20, 2023
Board Retreat — 1:00 pm
Board of Trustees Meeting to immediately follow

Budget & Finance Committee *will NOT* meet



**Blackwater Regional Library
Franklin Branch**

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



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 20, 2023

- Agenda – September 2023
- Minutes – July 2023
- Library Director’s Report
- Library Bills
- Monthly Statistics Report – July & August 2023
- Staffing and Workshop Report

**Blackwater Regional Library
Board Meeting
September 20, 2023**

Agenda

Franklin Branch

Call to Order

Adoption of Agenda – September 2023

Approval of Minutes – July 2023

Public Comment

Correspondence

Director’s Report

Committee Reports

- Budget and Finance
- Personnel and Policy

Review of Approval of Accounts Payable and File for Annual Audit

Unfinished Business

New Business

Board Member Comments/Announcements

Announcement of Next Meeting

- October 18, 2023

Adjournment

**BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 19, 2023**

Present

Ora Briggs – Sussex County
Deborah Dawson – Surry County
Terri Hedgepeth – City of Franklin
Connie Henderson – Isle of Wight County
Pam Lease – City of Franklin
Michelle Manfred – Isle of Wight County
Jessica Moore – Sussex County
Pam Vaughan – Isle of Wight County
Bill Worsham – Southampton County
Ben Neal – Library Director
Debbie Carter – Budget & Finance Manager
Nan Carmack – Library of Virginia

Remote (via Zoom)

Absent

MeChelle Blunt – Southampton County
Sylvia Claggett – Isle of Wight County
Jennifer Cuthbertson – Southampton County
Denise Tynes – Isle of Wight County

Chair, Bill Worsham called the Board Orientation/Refresher of the Blackwater Regional Library Board of Trustees to order at 1:05 p.m. at the Franklin Branch. Mr. Worsham then turned the Orientation over to Mr. Neal.

Mr. Neal introduced Dr. Carmack of the Library of Virginia. Dr. Carmack presented information on a governing board's role, tips for success, FOIA "do's and don'ts", guidance on how to be an engaged board, and spoke about core library principles such as privacy and the Freedom to Read. Dr. Carmack answered questions from Board members about the definition of a public body, what meetings should be minuted, and other FOIA-related concerns.

Mr. Neal and the Board thanked Dr. Carmack for her presentation. Mr. Neal proceeded to give a presentation on the structure, budget, and funding sources of Blackwater Regional Library, and answered questions from Board members.

Afterwards, Mr. Worsham moved to adjourn for a short break prior to resuming for the full meeting. The Board orientation was adjourned at 2:40 p.m.

Respectfully submitted,

Debbie Carter for
Sylvia Claggett, Secretary

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Jennifer Cuthbertson – Southampton County
Denise Tynes – Isle of Wight County

Chair, Bill Worsham called the meeting of the Blackwater Regional Library Board of Trustees to order at 2:50 p.m. at the Franklin Branch, following Board Orientation/Refresher.

Agenda

Ms. Moore moved, and Ms. Vaughan seconded that the agenda be approved as presented. The vote was unanimous.

Consideration of Remote Meeting Participation Requests

None

Minutes

Ms. Moore moved, and Ms. Vaughan seconded the minutes be approved as amended. The vote was unanimous.

Public Comment

None

Correspondence

Mr. Neal circulated a thank you note from Cathy Funk for her Trustee appreciation gift.

Library Director's Report

Central/System-wide Updates

Summer Reading launched in late June. The first couple of weeks of programs saw 22 events reaching over 1,200 participants, and about 8,000 youth books checked out.

As of July 10, 2023, there are two vacancies system-wide, with interviews scheduled in the short-term for both.

BRL staff continued to achieve 100% completion of continuing education goals, and staff completed 227 total trainings in FY2023 (+11% YoY).

Committee Reports

Budget & Finance – Ms. Worsham asked Trustees to consider the upcoming budget preparation for FY2025. Please send any requests/thoughts to Ms. Moore.

Personnel & Policy – Ms. Vaughan – no report

Accounts Payable

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

Unfinished Business

None

New Business

Presentation of Committee Assignments – Mr. Worsham announced Board committee assignments for FY2024. An updated Board Roster and Committee list were included in the meeting handouts.

Budget & Finance: Ms. Moore, Chair; Ms. Cuthbertson, Ms. Dawson, Ms. Lease, Ms. Manfred

Personnel & Policy: Ms. Vaughan, Chair; Ms. Blunt, Ms. Briggs, Ms. Claggett, Ms. Hedgepeth, Ms. Henderson

Long Range Plan: Ms. Hedgepeth, Chair; Ms. Blunt, Ms. Briggs, Ms. Dawson, Ms. Lease, Ms. Tynes, Ms. Vaughan
Mr. Neal stated that the list is tentative, pending appointments to fill vacancies in Franklin and Isle of Wight.

Board Member Comments/Announcements

Ms. Hedgepeth – Rawls Museum Arts will have a Call for Artists in August for a judged show with cash prizes. Please ask Ms. Hedgepeth for entry forms.

Mr. Worsham – expressed gratitude for the Board’s confidence in his position as Chair. Please pay attention to monthly statistics.

Ms. Moore – Wakefield stats were off as they were closed for new carpet installation (the first since 1989!). Summer Reading is going well in Wakefield and Waverly.

Ms. Dawson – Summer Reading is going well in Surry. The Little Free Pantry is a huge highlight and much needed resource in the community. Kudos to Surry staff!

Ms. Henderson – attended the first meeting of the Isle of Wight Juneteenth 2024 planning committee. She and her husband are on the committee. There are plans for a larger event in 2024, details pending.

Announcement of Next Meeting

Board Retreat will be held at 1:00 p.m. on September 20, 2023 at the Franklin Branch. The Blackwater Regional Library Board of Trustees meeting will immediately follow.

Adjournment

Ms. Briggs moved, and Ms. Manfred seconded the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 3:16 p.m.

Respectfully submitted,

Debbie Carter for
Sylvia Claggett, Secretary



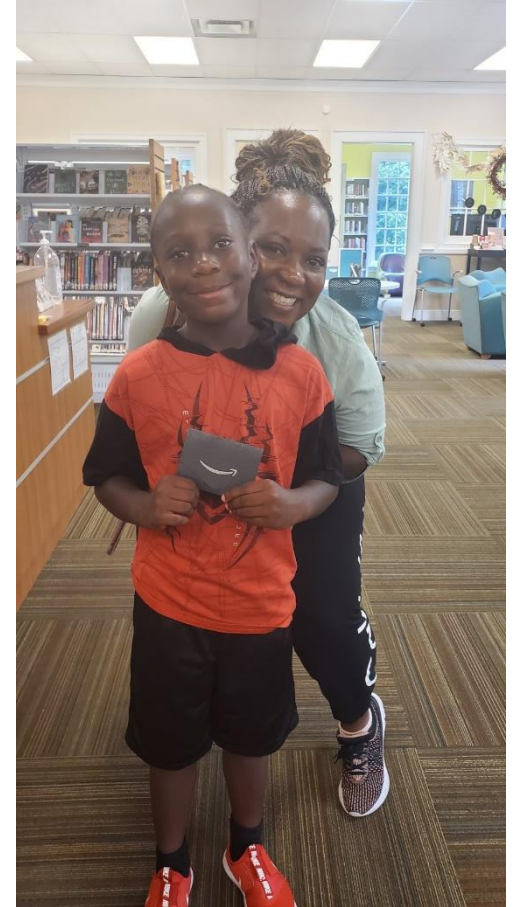
Franklin, Isle of Wight, Southampton, Surry, and Sussex
www.blackwaterlib.org

Director's Report

July and August 2023

Central/Systemwide Updates

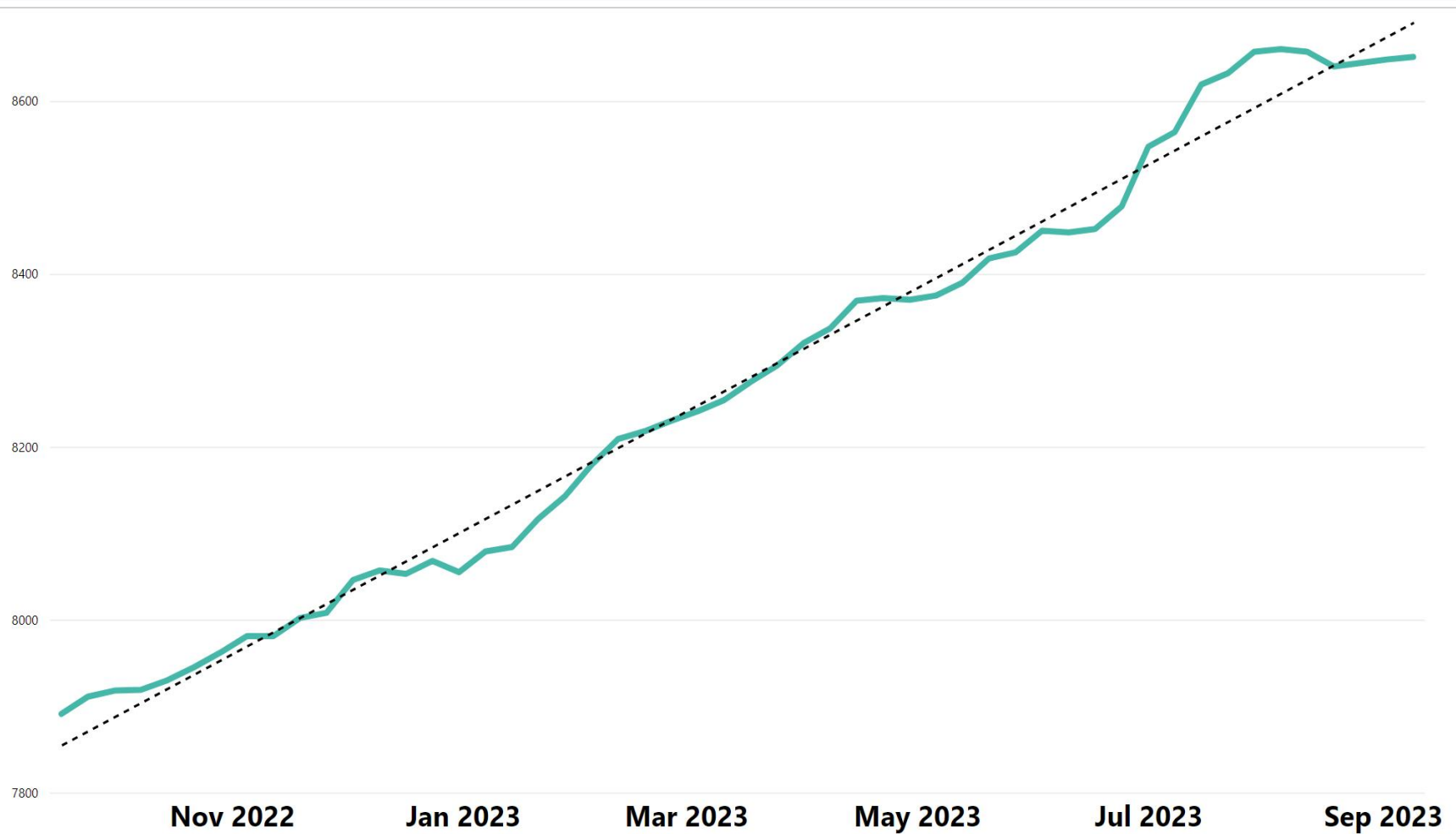
- Automatic Renewals launched in August. Items not on request automatically renew, if eligible (3 renewals for most items).
- BRL received small grant from Dollar General Foundation for Outreach Books.
- Summer Reading 2023 was a big success with over 1300 youth registered, and nearly 100 in-person programs reaching over 4000 participants.
- Over 18,000 Children and YA books circulated during six-week period.



Surry Branch SRP
winner

Active Users Over Time

[Back](#)
Active Cardholders Over Time



Impact in the Community



Library Booth at Eagle Harbor's Back to School Event



Outreach Services StoryTime at Ostrich Farm in Zuni

Other Events:

- Attended five different National Night Out events in early August
- Book and Wine Pairing program with Franklin Rotary Club
- StoryTime Events at Local Parks and Businesses
- Local School Open Houses

53 Outreach programs in July/August reaching over 3300 members of the community

City of Franklin

- A popular Summer Reading Program brought in some exciting programs. Over 150 children registered with 10 programs drawing over 800 attendees.
- Popular programs at area businesses, daycares, senior centers, and more continue throughout the city.
- Pop-Up Programming with Seniors at Hayden Village Center continues to evolve, but is always a blast for participants.



Isle of Wight County

- All locations had a successful close to our Summer Reading Program, with over 700 registrants in the county and over 30 SRP programs this summer that drew nearly 2000 participants
- Staff in Isle of Wight attended several IOWCS Open House events; as well as IOWCS Foundation Touch-a-Truck event, providing library information and books to area parents.
- Exciting tidbits: Windsor Branch has started to partner with Virginia Legal Aid Society to provide legal assistance to patrons; Back to School StoryWalk in Smithfield; and multiple branches hosted Back to School Health program presented by VDH.



Southampton County

- Over 300 registrants for Summer Reading program, including several daycares/community groups who came at special times for programs.
- Staff were at a variety of community events over the late Summer including events at Mt. Tabor Church in Newsoms, the Back to School Bash in Courtland, and more!
- The Christmas in July Pet Supply Drive was particularly a success in Courtland. Sgt. Turner from Sheriff's Office stopped by the pick up the significant haul!



Surry County

- Surry had good turnout for its SRP and the new time of programs seemed to help!
- Library staff represented BRL at National Night Out in Early August.
- Surry County replaced the roofs of both locations in late August, which we are very grateful for. Only minor operational changes were needed to keep everyone safe during the replacement!
- The branches collected over 100 flags for the American Legion's Flag Retirement Ceremony at Chippokes Park.



Sussex County

- Both branches' Summer Reading Programs ended with program attendance of more than 300.
- Weather has put a slight damper the Waverly Library's Farmer's Market in late Summer, but the vendors and attendees are enjoying the opportunity for tasty goods and produce being on offer for the community.
- Staff was proud to be present at two National Night Out events in Waverly and Jarratt in early August.



Blackwater Regional Library
Library Bills
July 2023

Type	Date	Num	Account	Amount
360IT Partners				
Bill	07/19/2023	CW229279-2	205 · Accounts Payable	-7,500.00
Bill Pmt -Check	07/19/2023	10358	126 · Operating TowneBank	-7,500.00
Bill	07/31/2023	MSP231115	205 · Accounts Payable	-5,896.51
Bill	07/31/2023	CW231674	205 · Accounts Payable	-62.00
Bill	07/31/2023	CW231678	205 · Accounts Payable	-825.00
Bill	07/31/2023	MSP232226	205 · Accounts Payable	-550.80
Bill	07/31/2023	CW232365	205 · Accounts Payable	-133.10
Bill Pmt -Check	07/31/2023	10383	126 · Operating TowneBank	-7,467.41
ABDO-Spotlight-Magic Wagon				
Bill	07/31/2023	259602	205 · Accounts Payable	-21.95
Bill Pmt -Check	07/31/2023	10384	126 · Operating TowneBank	-21.95
AFLAC				
Bill	07/31/2023	800972	205 · Accounts Payable	-800.18
Bill Pmt -Check	07/31/2023	10385	126 · Operating TowneBank	-800.18
Amazon Capital Services				
Bill	07/31/2023	1GQ1-QHQJ-JWR3	205 · Accounts Payable	-933.05
Bill Pmt -Check	07/31/2023	10386	126 · Operating TowneBank	-933.05
Anthem Blue Cross/Blue Shield				
Bill	07/19/2023	000729837F	205 · Accounts Payable	-15,199.00
Bill Pmt -Check	07/19/2023	10359	126 · Operating TowneBank	-15,199.00
AT&T				
Bill	07/31/2023	1277634848	205 · Accounts Payable	-3.08
Bill Pmt -Check	07/31/2023	10387	126 · Operating TowneBank	-3.08
Baker & Taylor				
Bill	07/19/2023	5018430770	205 · Accounts Payable	-3,099.08
Bill Pmt -Check	07/19/2023	10360	126 · Operating TowneBank	-3,099.08
Bill	07/31/2023	5018447372	205 · Accounts Payable	-8,671.71
Bill Pmt -Check	07/31/2023	10388	126 · Operating TowneBank	-8,671.71
Baker & Taylor - Laminate				
Bill	07/19/2023	5018424958	205 · Accounts Payable	-193.86
Bill Pmt -Check	07/19/2023	10361	126 · Operating TowneBank	-193.86
Bill	07/31/2023	5018442230	205 · Accounts Payable	-1,066.40
Bill Pmt -Check	07/31/2023	10389	126 · Operating TowneBank	-1,066.40
Blackstone Publishing				
Bill	07/31/2023	2109081	205 · Accounts Payable	-74.99
Bill	07/31/2023	2109091	205 · Accounts Payable	-50.70
Bill Pmt -Check	07/31/2023	10390	126 · Operating TowneBank	-125.69
Cengage Learning, Inc./Gale				
Bill	07/19/2023	81539150	205 · Accounts Payable	-63.98
Bill Pmt -Check	07/19/2023	10362	126 · Operating TowneBank	-63.98
Center Point Large Print				
Bill	07/19/2023	2026598	205 · Accounts Payable	-47.94
Bill Pmt -Check	07/19/2023	10363	126 · Operating TowneBank	-47.94
Bill	07/31/2023	2033675	205 · Accounts Payable	-213.93
Bill	07/31/2023	2033810	205 · Accounts Payable	-48.54
Bill Pmt -Check	07/31/2023	10391	126 · Operating TowneBank	-262.47
Charter Communications				
Bill	07/19/2023	0002185070823	205 · Accounts Payable	-3,146.00
Bill Pmt -Check	07/19/2023	10364	126 · Operating TowneBank	-3,146.00
Daily Press				
Bill	07/19/2023	270002414 7.9.2023	205 · Accounts Payable	-54.99
Bill Pmt -Check	07/19/2023	10365	126 · Operating TowneBank	-54.99
Demco, Inc.				
Credit	07/31/2023	7326002	205 · Accounts Payable	146.23
Bill	07/31/2023	7330093	205 · Accounts Payable	-145.52
Bill	07/31/2023	7337771	205 · Accounts Payable	-80.55
Bill Pmt -Check	07/31/2023	10392	126 · Operating TowneBank	-79.84
Dodson Pest Control				
Bill	07/19/2023	956326916	205 · Accounts Payable	-46.00
Bill Pmt -Check	07/19/2023	10366	126 · Operating TowneBank	-46.00
Dominion Energy Virginia				
Bill	07/31/2023	3233130008 7.31.2023	205 · Accounts Payable	-2,737.81
Bill Pmt -Check	07/31/2023	10393	126 · Operating TowneBank	-2,737.81
H2O To Go				
Bill	07/31/2023	Acct 7825 7.31.2023	205 · Accounts Payable	-61.75
Bill Pmt -Check	07/31/2023	10394	126 · Operating TowneBank	-61.75
Midwest Tape				

Blackwater Regional Library

Library Bills

July 2023

Type	Date	Num	Account	Amount
Bill	07/19/2023	504030300	205 · Accounts Payable	-1,769.98
Bill Pmt -Check	07/19/2023	10367	126 · Operating TowneBank	-1,769.98
Bill	07/31/2023	504084518	205 · Accounts Payable	-2,356.33
Bill Pmt -Check	07/31/2023	10395	126 · Operating TowneBank	-2,356.33
OCLC Inc				
Bill	07/19/2023	1000324870	205 · Accounts Payable	-2,448.73
Bill Pmt -Check	07/19/2023	10368	126 · Operating TowneBank	-2,448.73
Optima Health				
Bill	07/31/2023	8286876	205 · Accounts Payable	-10,206.00
Bill Pmt -Check	07/31/2023	10396	126 · Operating TowneBank	-10,206.00
Overdrive, Inc				
Bill	07/19/2023	H-0096320	205 · Accounts Payable	-7,200.00
Bill	07/19/2023	03100CO23209107	205 · Accounts Payable	-75.00
Bill	07/19/2023	03100CO23209104	205 · Accounts Payable	-875.44
Bill	07/19/2023	03100DA23210518	205 · Accounts Payable	-407.86
Bill	07/19/2023	03100DA23215141	205 · Accounts Payable	-75.00
Bill	07/19/2023	03100DA23216381	205 · Accounts Payable	-1,007.22
Bill Pmt -Check	07/19/2023	10369	126 · Operating TowneBank	-9,640.52
Bill	07/31/2023	03100DA23263340	205 · Accounts Payable	-728.41
Bill	07/31/2023	03100DA23269174	205 · Accounts Payable	-489.67
Bill	07/31/2023	03100DA23270726	205 · Accounts Payable	-13.99
Bill	07/31/2023	03100DA23272681	205 · Accounts Payable	-109.00
Bill	07/31/2023	03100CO23272323	205 · Accounts Payable	-142.87
Bill Pmt -Check	07/31/2023	10397	126 · Operating TowneBank	-1,483.94
Petersburg Alarm Company				
Bill	07/19/2023	199947	205 · Accounts Payable	-435.00
Bill Pmt -Check	07/19/2023	10370	126 · Operating TowneBank	-435.00
Petty Cash				
Bill	07/31/2023	July 2023 Petty Cash	205 · Accounts Payable	-856.36
Bill Pmt -Check	07/31/2023	10398	126 · Operating TowneBank	-856.36
Queen B's Cleaning Service				
Bill	07/31/2023	1368	205 · Accounts Payable	-850.00
Bill Pmt -Check	07/31/2023	10399	126 · Operating TowneBank	-850.00
QuickBooks Payroll Service				
Liability Check	07/13/2023		126 · Operating TowneBank	-36,406.72
Liability Check	07/28/2023		126 · Operating TowneBank	-36,712.46
Selective Insurance Company				
General Journal	07/31/2023	072123	7400M70 · Insurance	31,275.00
Southampton County				
Bill	07/31/2023	Acct 46 7.21.2023	205 · Accounts Payable	-55.00
Bill Pmt -Check	07/31/2023	10400	126 · Operating TowneBank	-55.00
Southampton County (1)				
Bill	07/31/2023	2023-07	205 · Accounts Payable	-482.76
Bill Pmt -Check	07/31/2023	10401	126 · Operating TowneBank	-482.76
Southampton Cty Treas, Cynthia J. Edwards				
Liability Check	07/14/2023	10357	126 · Operating TowneBank	-1,688.68
Liability Check	07/31/2023	10381	126 · Operating TowneBank	-1,688.68
Liability Check	07/31/2023	10382	126 · Operating TowneBank	-12,434.86
Spectrum Enterprise				
Bill	07/19/2023	089740301070123	205 · Accounts Payable	-945.44
Bill Pmt -Check	07/19/2023	10371	126 · Operating TowneBank	-945.44
T & A Repairs, LLC.				
Bill	07/19/2023	31958	205 · Accounts Payable	-55.00
Bill Pmt -Check	07/19/2023	10372	126 · Operating TowneBank	-55.00
Bill	07/31/2023	32144	205 · Accounts Payable	-73.23
Bill Pmt -Check	07/31/2023	10402	126 · Operating TowneBank	-73.23
The Mariners' Museum and Park				
Bill	07/19/2023	12497345	205 · Accounts Payable	-100.00
Bill Pmt -Check	07/19/2023	10373	126 · Operating TowneBank	-100.00
The Wall Street Journal				
Bill	07/19/2023	040893033111 7.19.23	205 · Accounts Payable	-659.88
Bill Pmt -Check	07/19/2023	10374	126 · Operating TowneBank	-659.88
Towne Insurance Agency, LLC				
Bill	07/31/2023	152561	205 · Accounts Payable	-1,989.00
Bill Pmt -Check	07/31/2023	10403	126 · Operating TowneBank	-1,989.00
TowneBank/Card Services				
Bill	07/19/2023	6457 0001 7.14.2023	205 · Accounts Payable	-2,650.92
Bill Pmt -Check	07/19/2023	10375	126 · Operating TowneBank	-2,650.92

Blackwater Regional Library
Library Bills
 July 2023

Type	Date	Num	Account	Amount
Unique Management Services, Inc.				
Bill	07/19/2023	6114140	205 · Accounts Payable	-221.35
Bill Pmt -Check	07/19/2023	10376	126 · Operating TowneBank	-221.35
Verizon (1)				
Bill	07/19/2023	961660704 7.9.2023	205 · Accounts Payable	-157.78
Bill Pmt -Check	07/19/2023	10377	126 · Operating TowneBank	-157.78
Bill	07/31/2023	624106825 7.22.2023	205 · Accounts Payable	-55.60
Bill Pmt -Check	07/31/2023	10404	126 · Operating TowneBank	-55.60
Verizon Wireless				
Bill	07/19/2023	9939173002	205 · Accounts Payable	-2,840.71
Bill Pmt -Check	07/19/2023	10378	126 · Operating TowneBank	-2,840.71
Virginia State Police				
Bill	07/19/2023	B Kent	205 · Accounts Payable	-20.00
Bill Pmt -Check	07/19/2023	10379	126 · Operating TowneBank	-20.00
Bill	07/31/2023	Pacheco	205 · Accounts Payable	-20.00
Bill Pmt -Check	07/31/2023	10405	126 · Operating TowneBank	-20.00
Womack Publishing Company, Inc.				
Bill	07/31/2023	150830 7/11/2023	205 · Accounts Payable	-56.00
Bill	07/31/2023	150825 7.11.2023	205 · Accounts Payable	-56.00
Bill Pmt -Check	07/31/2023	10406	126 · Operating TowneBank	-112.00
Xerox Financial Services				
Bill	07/19/2023	4509881	205 · Accounts Payable	-1,598.72
Bill Pmt -Check	07/19/2023	10380	126 · Operating TowneBank	-1,598.72

Blackwater Regional Library

Library Bills

August 2023

Type	Date	Num	Account	Amount
360IT Partners				
Bill	08/16/2023	MSP232929	205 · Accounts Payable	-5,520.42
Bill Pmt -Check	08/16/2023	10408	126 · Operating TowneBank	-5,520.42
Bill	08/31/2023	MSP234341	205 · Accounts Payable	-584.30
Bill	08/31/2023	CW234536	205 · Accounts Payable	-90.00
Bill Pmt -Check	08/31/2023	10429	126 · Operating TowneBank	-674.30
AFLAC				
Bill	08/31/2023	154255	205 · Accounts Payable	-800.18
Bill Pmt -Check	08/31/2023	10430	126 · Operating TowneBank	-800.18
Amazon Capital Services				
Bill	08/31/2023	11LX-1PJR-CMP7	205 · Accounts Payable	-290.11
Bill Pmt -Check	08/31/2023	10431	126 · Operating TowneBank	-290.11
Anthem Blue Cross/Blue Shield				
Bill	08/16/2023	000736400F	205 · Accounts Payable	-15,199.00
Bill Pmt -Check	08/16/2023	10409	126 · Operating TowneBank	-15,199.00
AT&T				
Bill	08/31/2023	1178348493	205 · Accounts Payable	-3.08
Bill Pmt -Check	08/31/2023	10432	126 · Operating TowneBank	-3.08
Baker & Taylor				
Bill	08/16/2023	5018471956	205 · Accounts Payable	-2,899.85
Bill Pmt -Check	08/16/2023	10410	126 · Operating TowneBank	-2,899.85
Bill	08/31/2023	5018489368	205 · Accounts Payable	-8,993.53
Bill Pmt -Check	08/31/2023	10433	126 · Operating TowneBank	-8,993.53
Baker & Taylor - Laminate				
Bill	08/16/2023	5018469398	205 · Accounts Payable	-452.86
Bill Pmt -Check	08/16/2023	10411	126 · Operating TowneBank	-452.86
Bill	08/31/2023	5018498462	205 · Accounts Payable	-1,163.12
Bill Pmt -Check	08/31/2023	10434	126 · Operating TowneBank	-1,163.12
Blackstone Publishing				
Bill	08/31/2023	2114471	205 · Accounts Payable	-41.24
Bill	08/31/2023	2114341	205 · Accounts Payable	-124.64
Bill	08/31/2023	2114333	205 · Accounts Payable	-41.66
Bill Pmt -Check	08/31/2023	10435	126 · Operating TowneBank	-207.54
Cengage Learning, Inc./Gale				
Bill	08/16/2023	81678667	205 · Accounts Payable	-63.98
Bill Pmt -Check	08/16/2023	10412	126 · Operating TowneBank	-63.98
Center Point Large Print				
Bill	08/16/2023	2034240	205 · Accounts Payable	-23.97
Bill	08/16/2023	2029055	205 · Accounts Payable	-23.37
Bill Pmt -Check	08/16/2023	10413	126 · Operating TowneBank	-47.34
Bill	08/31/2023	2038549	205 · Accounts Payable	-48.54
Bill	08/31/2023	2041032	205 · Accounts Payable	-164.19
Bill Pmt -Check	08/31/2023	10436	126 · Operating TowneBank	-212.73
Charter Communications				
Bill	08/16/2023	0002185080823	205 · Accounts Payable	-3,146.00
Bill Pmt -Check	08/16/2023	10414	126 · Operating TowneBank	-3,146.00
Daily Press				
Bill	08/16/2023	220008674 8.1.2023	205 · Accounts Payable	-153.97
Bill Pmt -Check	08/16/2023	10415	126 · Operating TowneBank	-153.97
Bill	08/31/2023	270002414 8.15.2023	205 · Accounts Payable	-62.99
Bill Pmt -Check	08/31/2023	10437	126 · Operating TowneBank	-62.99
Demco, Inc.				
Bill	08/31/2023	7350727	205 · Accounts Payable	-435.44
Bill Pmt -Check	08/31/2023	10438	126 · Operating TowneBank	-435.44
Dodson Pest Control				
Bill	08/16/2023	956377809	205 · Accounts Payable	-46.00
Bill Pmt -Check	08/16/2023	10416	126 · Operating TowneBank	-46.00
Dominion Energy Virginia				
Bill	08/31/2023	3233130008 8.30.2023	205 · Accounts Payable	-2,987.00
Bill Pmt -Check	08/31/2023	10439	126 · Operating TowneBank	-2,987.00
H2O To Go				
Bill	08/31/2023	Acct 7825 8.31.2023	205 · Accounts Payable	-90.75
Bill Pmt -Check	08/31/2023	10440	126 · Operating TowneBank	-90.75
Midwest Tape				
Bill	08/16/2023	504152194	205 · Accounts Payable	-599.50
Bill Pmt -Check	08/16/2023	10417	126 · Operating TowneBank	-599.50
Bill	08/31/2023	504209795	205 · Accounts Payable	-3,384.45
Bill Pmt -Check	08/31/2023	10441	126 · Operating TowneBank	-3,384.45

Blackwater Regional Library Library Bills August 2023

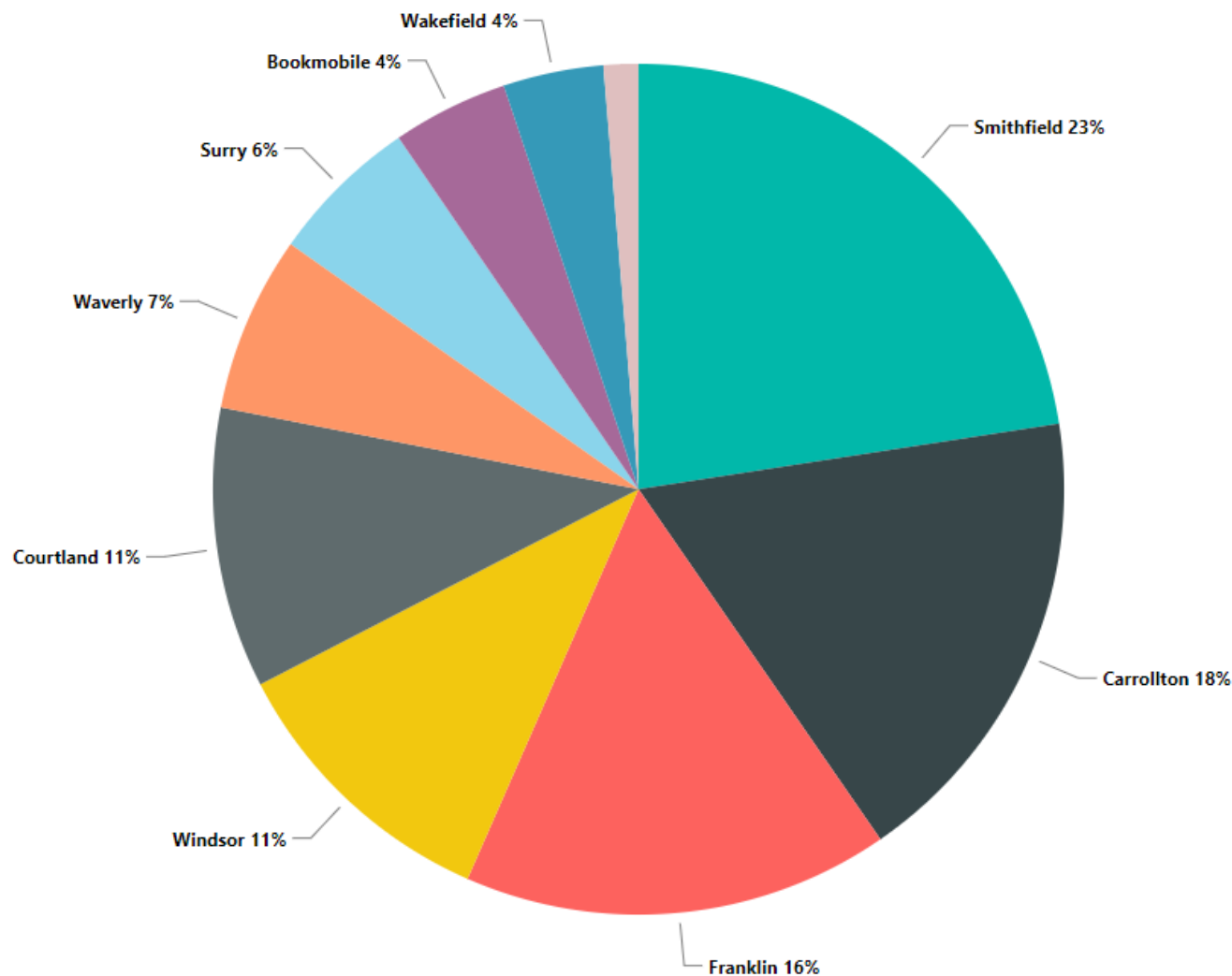
Type	Date	Num	Account	Amount
Optima Health				
Bill	08/31/2023	8329331	205 · Accounts Payable	-10,206.00
Bill Pmt -Check	08/31/2023	10442	126 · Operating TowneBank	-10,206.00
Overdrive, Inc				
Bill	08/16/2023	03100CO23279015	205 · Accounts Payable	-1,893.05
Bill	08/16/2023	03100DA23283466	205 · Accounts Payable	-825.80
Bill	08/16/2023	03100CO23284562	205 · Accounts Payable	-549.21
Bill	08/16/2023	03100DA23287473	205 · Accounts Payable	-140.00
Bill Pmt -Check	08/16/2023	10418	126 · Operating TowneBank	-3,408.06
Bill	08/31/2023	03100DA23288930	205 · Accounts Payable	-144.97
Bill	08/31/2023	03100DA23294930	205 · Accounts Payable	-204.47
Bill	08/31/2023	03100CO23293888	205 · Accounts Payable	-1,302.85
Bill	08/31/2023	03100CO23295589	205 · Accounts Payable	-94.95
Bill	08/31/2023	03100DA23301132	205 · Accounts Payable	-789.92
Bill Pmt -Check	08/31/2023	10443	126 · Operating TowneBank	-2,537.16
Petty Cash				
Bill	08/31/2023	Aug 2023 Petty Cash	205 · Accounts Payable	-397.70
Bill Pmt -Check	08/31/2023	10444	126 · Operating TowneBank	-397.70
Queen B's Cleaning Service				
Bill	08/31/2023	1395	205 · Accounts Payable	-680.00
Bill Pmt -Check	08/31/2023	10445	126 · Operating TowneBank	-680.00
QuickBooks Payroll Service				
Liability Check	08/14/2023		126 · Operating TowneBank	-41,457.47
Liability Check	08/30/2023		126 · Operating TowneBank	-40,909.67
Southampton County				
Bill	08/31/2023	Acct 46 8.21.2023	205 · Accounts Payable	-55.00
Bill Pmt -Check	08/31/2023	10446	126 · Operating TowneBank	-55.00
Southampton Cty Treas, Cynthia J. Edwards				
Liability Check	08/15/2023	10407	126 · Operating TowneBank	-1,713.38
Liability Check	08/31/2023	10427	126 · Operating TowneBank	-1,713.38
Liability Check	08/31/2023	10428	126 · Operating TowneBank	-12,864.52
Spectrum Enterprise				
Bill	08/16/2023	089740301080123	205 · Accounts Payable	-945.53
Bill Pmt -Check	08/16/2023	10419	126 · Operating TowneBank	-945.53
The Library Corporation				
Bill	08/31/2023	2023090134	205 · Accounts Payable	-228.00
Bill Pmt -Check	08/31/2023	10447	126 · Operating TowneBank	-228.00
The Library of Virginia				
Bill	08/31/2023	1042387	205 · Accounts Payable	-6,899.44
Bill Pmt -Check	08/31/2023	10448	126 · Operating TowneBank	-6,899.44
The Virginian Pilot				
Bill	08/31/2023	596384600 8.19.2023	205 · Accounts Payable	-167.49
Bill Pmt -Check	08/31/2023	10449	126 · Operating TowneBank	-167.49
The Wall Street Journal				
Bill	08/16/2023	040893033111 8.4.23	205 · Accounts Payable	-35.00
Bill Pmt -Check	08/16/2023	10420	126 · Operating TowneBank	-35.00
TowneBank/Card Services				
Bill	08/16/2023	6457 0001 8.15.2023	205 · Accounts Payable	-4,770.08
Bill Pmt -Check	08/16/2023	10421	126 · Operating TowneBank	-4,770.08
Unique Management Services, Inc.				
Bill	08/16/2023	6115248	205 · Accounts Payable	-267.95
Bill Pmt -Check	08/16/2023	10422	126 · Operating TowneBank	-267.95
Verizon (1)				
Bill	08/16/2023	961660704 8.9.2023	205 · Accounts Payable	-157.78
Bill Pmt -Check	08/16/2023	10423	126 · Operating TowneBank	-157.78
Bill	08/31/2023	624106825 8.22.2023	205 · Accounts Payable	-55.55
Bill Pmt -Check	08/31/2023	10450	126 · Operating TowneBank	-55.55
Verizon Wireless				
Bill	08/16/2023	9941561992	205 · Accounts Payable	-2,840.71
Bill Pmt -Check	08/16/2023	10424	126 · Operating TowneBank	-2,840.71
Virginia State Police				
Bill	08/16/2023	O Kelsey, Y Edwards	205 · Accounts Payable	-40.00
Bill Pmt -Check	08/16/2023	10425	126 · Operating TowneBank	-40.00
Xerox Financial Services				
Bill	08/16/2023	4645203	205 · Accounts Payable	-1,598.72
Bill Pmt -Check	08/16/2023	10426	126 · Operating TowneBank	-1,598.72



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

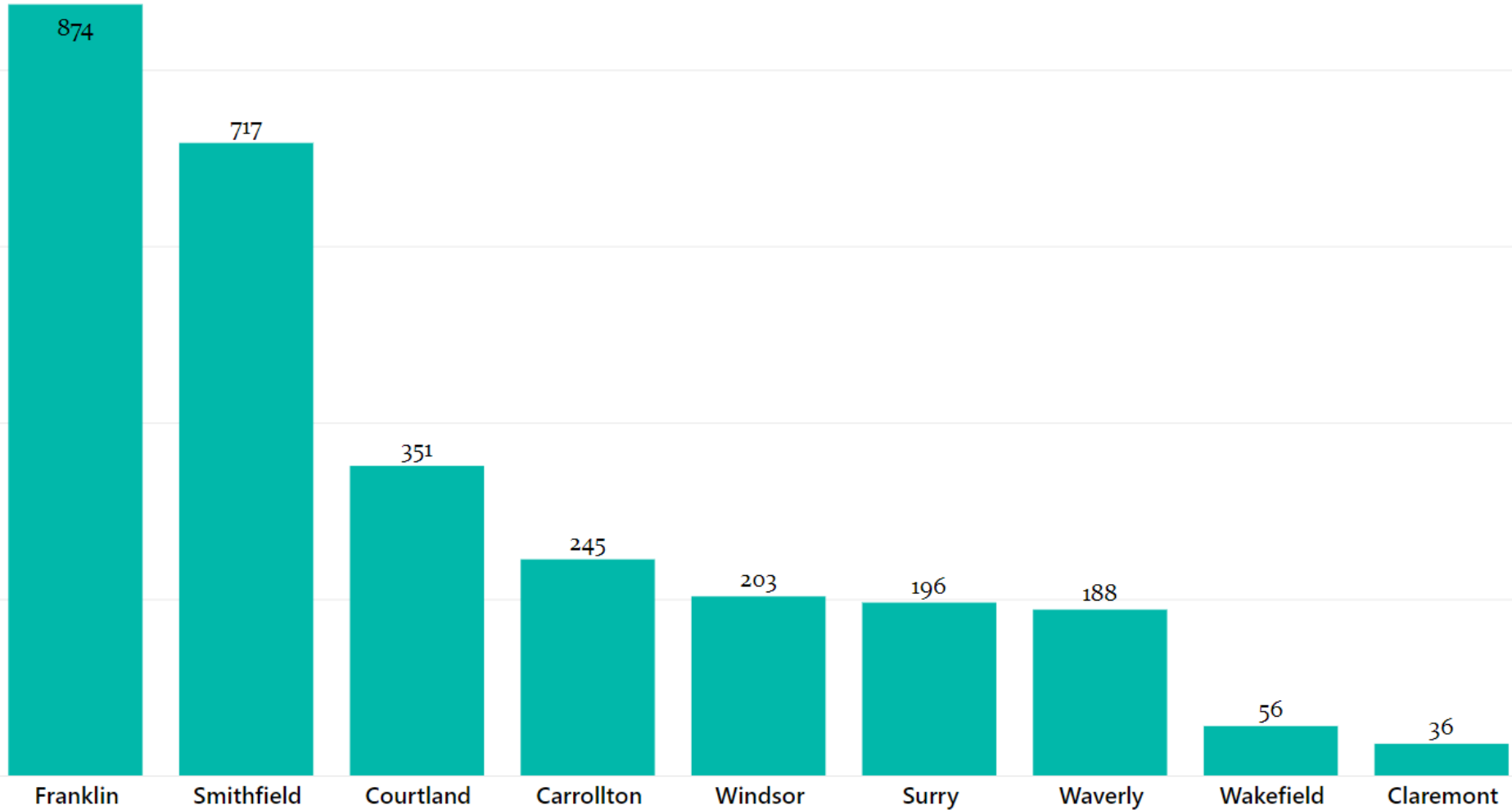
July & August 2023 Statistics

Monthly Report: Patron Count

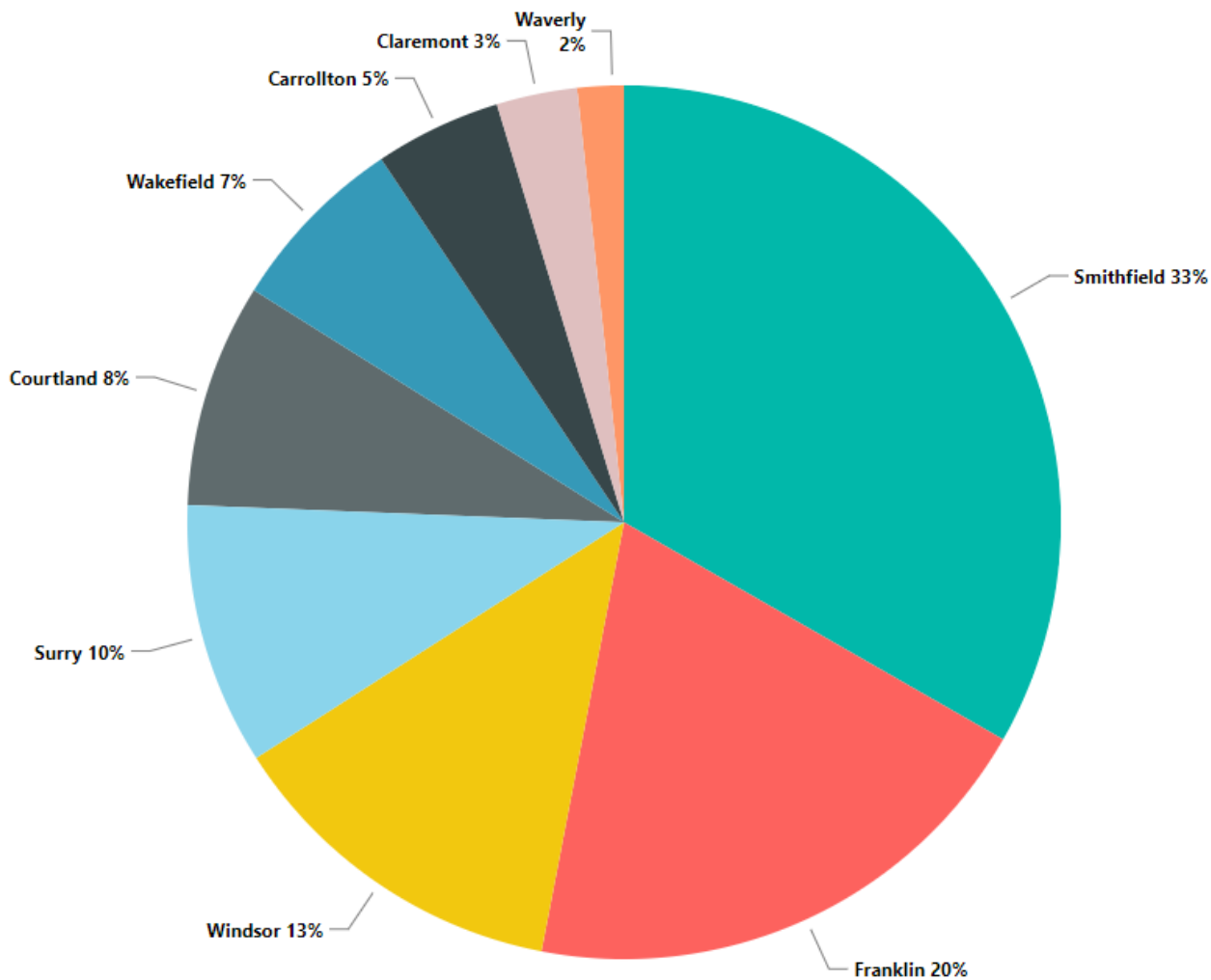


Branch	Patron Count
Bookmobile	1494
Carrollton	6059
Claremont	449
Courtland	3622
Franklin	5502
Smithfield	7653
Surry	1937
Wakefield	1293
Waverly	2270
Windsor	3680
Total	33959

Monthly Report: In-House Internet



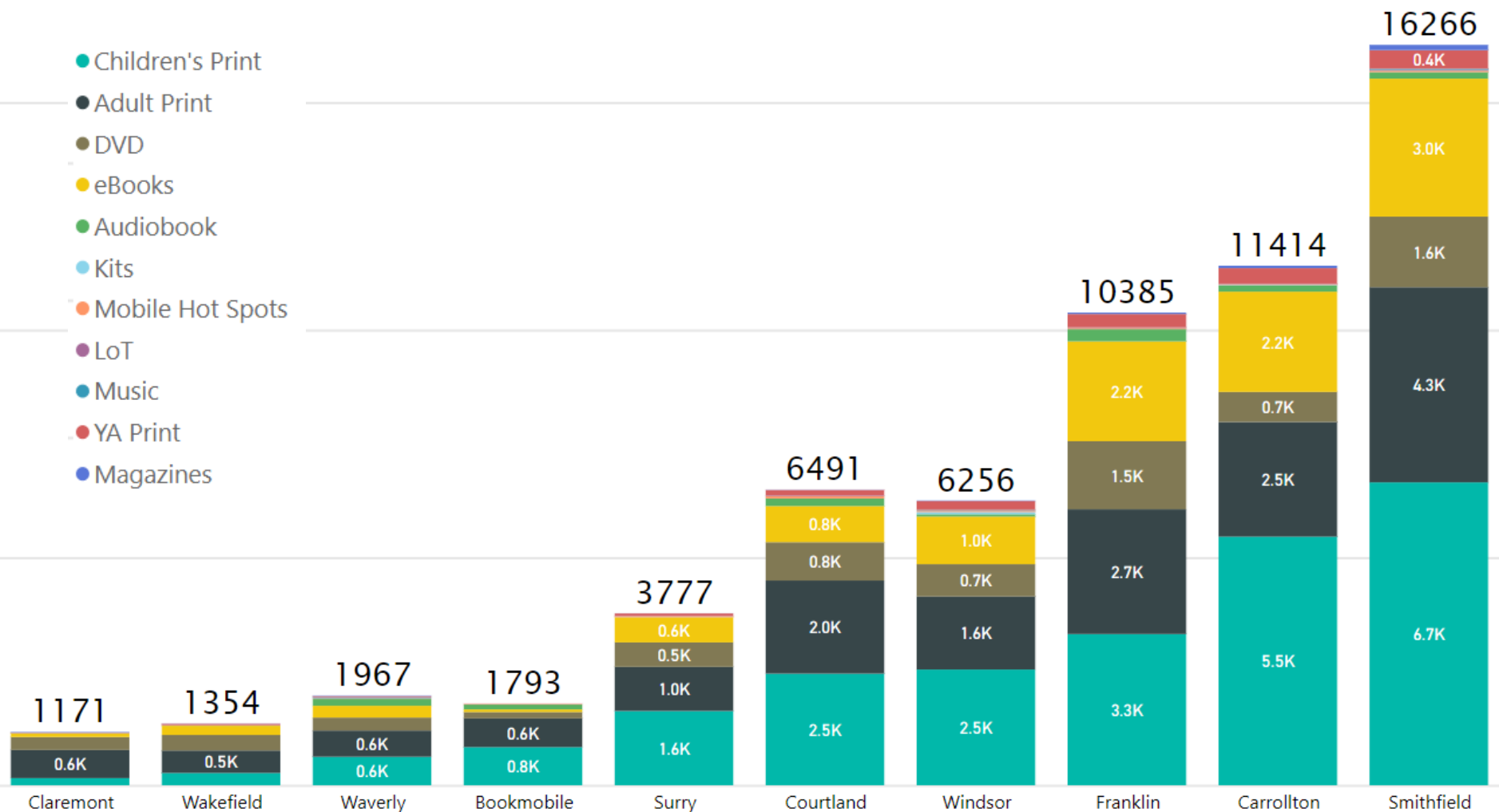
Monthly Report: WiFi Use



Branch	Wireless Internet Usage
Carrollton	166
Claremont	106
Courtland	294
Franklin	701
Smithfield	1181
Surry	344
Wakefield	238
Waverly	61
Windsor	458
Total	3549

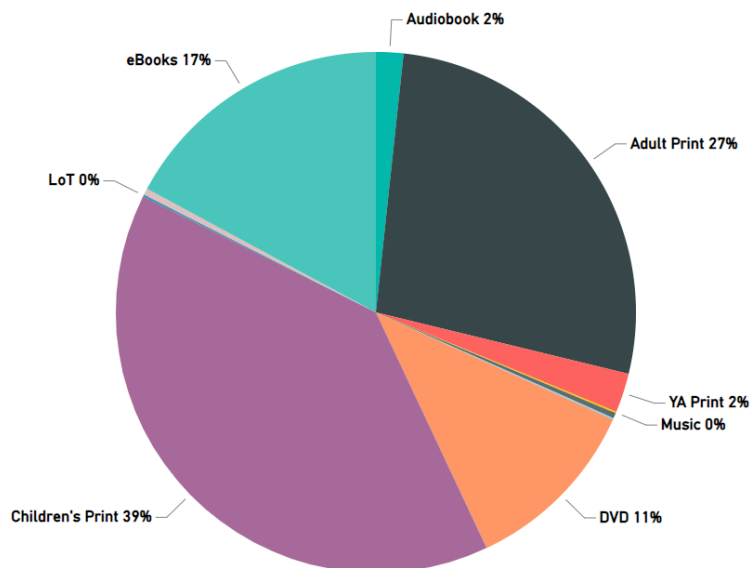
Circulation Report: By Branch

- Children's Print
- Adult Print
- DVD
- eBooks
- Audiobook
- Kits
- Mobile Hot Spots
- LoT
- Music
- YA Print
- Magazines

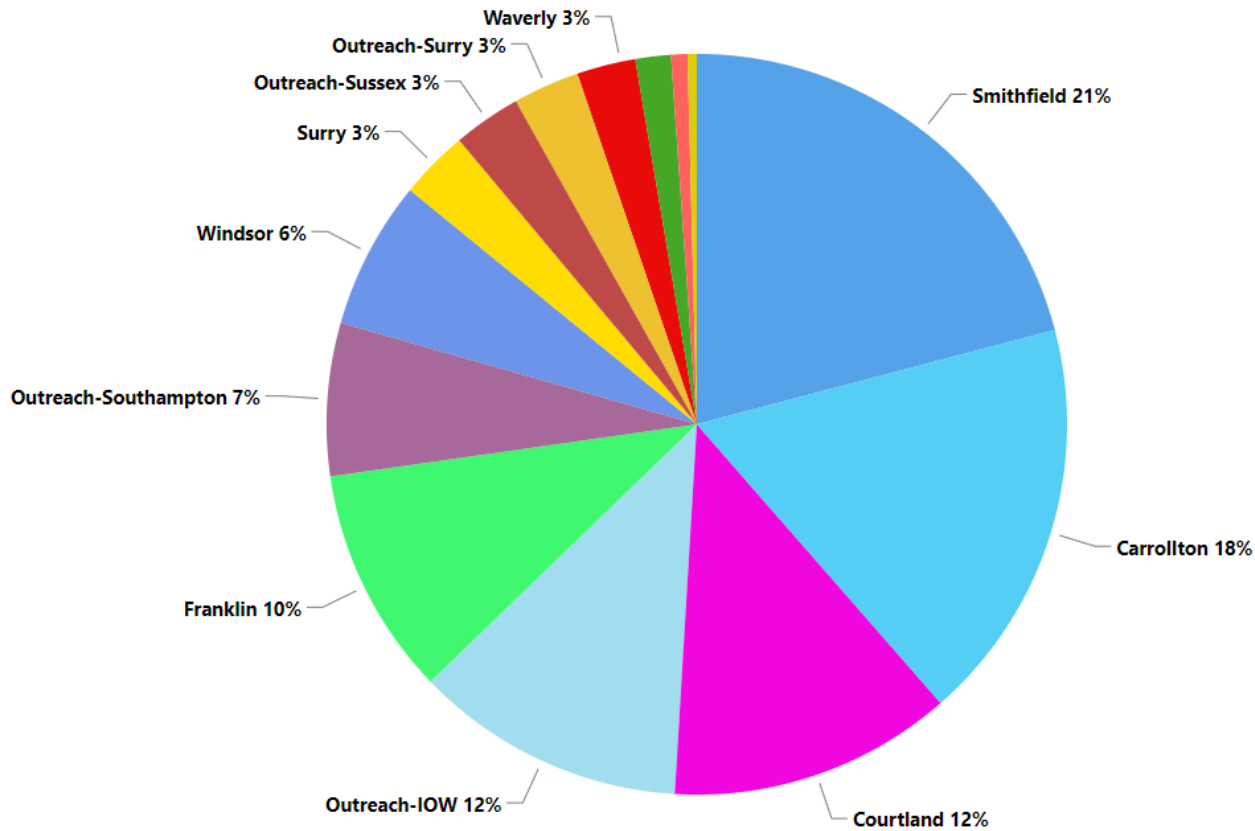


Circulation Report: Type by Branch

Location	Adult Print	Children's Print	DVD	Audio-book	Kits	YA Print	Music	LoT	Magazines	eBooks	Mobile Hot Spots
Bookmobile	631	838	140	108	0	5	0	2	0	58	11
Carrollton	2520	5462	660	136	11	348	4	5	54	2203	11
Claremont	619	157	284	2	0	10	0	2	14	81	2
Courtland	2045	2453	842	166	0	118	0	17	5	795	50
Franklin	2742	3322	1494	268	0	294	1	14	31	2195	24
Smithfield	4289	6654	1551	143	1	407	26	18	115	3030	32
Surry	970	1632	536	3	0	55	0	7	2	552	20
Wakefield	494	270	341	5	0	31	0	2	4	203	4
Waverly	577	626	284	154	0	22	16	7	11	259	11
Windsor	1606	2543	708	50	49	194	16	2	11	1047	30
Total	16493	23957	6840	1035	61	1484	63	76	247	10423	195

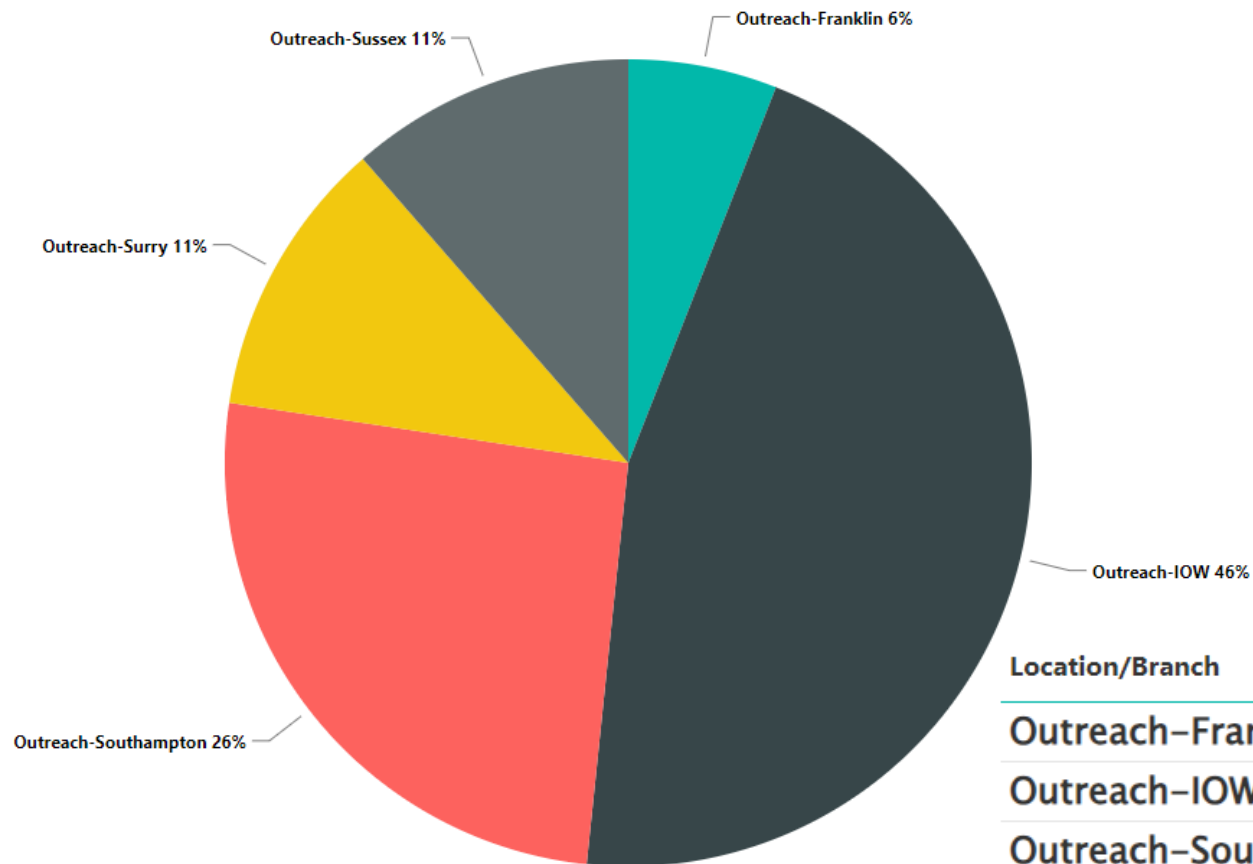


Program Report: Total Participation



Location/Branch	Count
Carrollton	2297
Claremont	52
Courtland	1612
Franklin	1297
Outreach-Franklin	201
Outreach-IOW	1539
Outreach-Southampton	867
Outreach-Surry	377
Outreach-Sussex	385
Smithfield	2719
Surry	392
Wakefield	93
Waverly	335
Windsor	843
Total	13009

Outreach Report: Programs



Location/Branch	Outreach Programs	Attendance
Outreach-Franklin	9	201
Outreach-IOW	20	1539
Outreach-Southampton	18	867
Outreach-Surry	2	377
Outreach-Sussex	4	385
Total	53	3369

STAFFING AND WORKSHOP REPORT

Staffing Update July & August 2023 Blackwater Regional Library

New Hires

- Barbara Kent – Youth Services Programmer, Courtland and Franklin
- Yuriko Edwards – Senior Library Assistant, Wakefield and Waverly
- Owen Kelsey – Senior Library Assistant, Claremont

Promotions

Transfers

- Pam Joyner – Library Assistant, Wakefield and Waverly
- Bethany Campbell – Library Assistant, Carrollton
- Pretlow Pacheco – Library Assistant, Smithfield
- Terry Moody – Substitute Library Assistant
- Emily Boychuck – Substitute Library Assistant

Separations

Vacancies

- Senior Library Assistant, Bookmobile

STAFFING AND WORKSHOP REPORT

Training Sessions – July & August 2023

Isle of Wight County staff completed a total of 5 trainings

Sussex County staff completed a total of 3 trainings

The Central Office staff completed a total of 7 trainings

7/3/2023 – eAccessibility Training for Library Staff: Where to Start – This four-part training offered information as to why it is important to have an accessible website for patrons. How to identify your library's strengths and weaknesses, tips to providing ALT text, the importance of headings and distinguishable links on a webpage.

7/16/2023 – Soar to Success Summit for Early Childhood Educators

Building Brains Through Books: Read Alouds for Executive Function and Better Behavior

Given – Jodie spoke about how books are “insta-pots” for executive functions. Books have a problem that we need to solve and that we can address. Reading aloud teaches: attention, impulse control, and behavior (use them as a reset button – meaning take a moment, gather around, and read. Whether at home or in the classroom. The more the familiar the book here, the better for resetting).

She then goes on to list 10 books that are great for this this:

- 1) Alphabreaths Too – An ABC book, beautiful, good for reset. You can use and do just one page out of this book.
- 2) Milo's Monster by Tom Percival – its' a series, a bit longer, but addresses emotions and jealousy.
- 3) Where Are the Eggs? – This is a board book, storytelling math series by Grace Lin. (She also has A Beautiful House for Birds coming out). This book covers math, executive functions like planning, looking for eggs, focusing, attention control, positional words.
- 4) Kimchi, Kimchi Every Day by Erica Kim. Best bang for your buck, written by a teacher. Seven ways to use kimchi for the seven days of the week. Repeated lines works listeners' memories. It is short, has rhyme and rhythm. The art is cut paper, so it lends itself to doing a paper activity afterwards.
- 5) Lola's Nana-Bibi Comes to Visit
- 6) Wild Blue – Learning to ride a bike, problem solving
- 7) Logan's Greenhouse – Part of a series, seasonal, growing, recipes (which really use executive functions)
- 8) Don't Let the Pigeon Drive the Bus (20th Anniversary Edition) – Pigeon is challenged in executive functioning, so we can learn from him.
- 9) Gold by Jed Alexander – This is a wordless book that is a variation on Goldilocks and the Three Bears.
- 10) One Tiny Tree frog – This is a non-fiction book. It covers science, life cycles, count down, and attention control.

As a seminar, this was an okay class. As a reference for books, great. Jodie is someone I follow on social media, and that I also receive weekly emails from. She is a great resource for read aloud books, and activities and literacy ideas that go along with those books. I have already put

STAFFING AND WORKSHOP REPORT

several of the above listed books that we did not already have in the system on my books to purchase list. I would take another seminar class from her if offered.

7/17/2023 – Managing Difficult Conversations – This was a very good webinar dealing with difficult conversations between patrons, colleagues/co-workers, supervisors and parents/community members. It listed the challenges and situations that can arise in school or public libraries, and discussed the various ways to handle them. It also talked about when a situation is at an impasse, such as with a supervisor, and it is time to move on.

7/20/2023 – DIY Storywalks and Beyond – This video had some good ideas, not only on how to do a storywalk, but also on variations that sounded like a lot of fun! The one I really liked for our community was a “Monarch Morse Code Challenge” walk. The participants are given a key to morse code and they can decode a word at each station to spell out a sentence telling them they can pick up a free packet of milkweed or other pollinator seeds at the library. Another fun idea was a Hibernating animal scavenger hunt- get worksheet and find animals. Each animal has a book suggestion on it and a QR code to get more info. Can be incorporated into school assignments.

7/26/2023 – The Road Less Taken: Communication and Collaboration vs. Perspectives and Assumptions – In recent times, a spotlight has been placed on how we in the library world do business daily. Spending time thinking of how we can change our ideas and habits, how we interact with each other, and the ways we have exchanges with patrons has led to many changes in workflow and thought processes. Let's go down a few paths into where we were, where we went due to the pandemic, and where we need to go in the future as well as what happens with communications, collaborations, perspectives, and assumptions.

7/27/2023 – Calm Challenging Patrons – This training had some helpful tidbits of information, though for the most part fell short of my expectations. Like many of the patron-focused trainings I have taken, the presenter is from a business environment, so much of their information does not quite help in practical use as much as you would hope. However, some of the helpful things I learned were the A.L.E. method, which stands for Ask, Listen, Echo. Using these makes the patron feel heard and validated, which can help diffuse the situation. There was also discussion about slowing down your speech, which can assist with slowing the patrons anger and getting them back to a civil level. While I wish the presenter had been able to discuss specific issues we come across in the library, I got enough out of it to make the training worthwhile and will definitely incorporate some of it into my daily worklife.

7/27/2023 – Active Shooter – The *Active Shooter* webinar by the U.S. Department of Homeland Security provided important details about what to do in the event you find yourself in an active shooter situation. For starters, people should try to leave the situation for safety or find a place for cover or to hide. While leaving, if you encounter police, you want to hold your hands up high, spread your fingers and follow their instructions since the circumstances will be tense. The most important outcome is to find safety for yourself and others; however, the video explained that until the shooter is captured, it's important to avoid trying to help the injured. This detail seems harsh but understandable. Overall, it was an important video to view.

STAFFING AND WORKSHOP REPORT

7/27/2023 – Extreme Customer Service, Every Time – Workshop presenter Gretchen Caserotti discussed reasons why customer service is important and how to provide better service to the patrons. Caserotti talked about creating a trusting environment where the patrons feel they can be themselves and feel welcome when they visit the library. Along with trust, she talked about the need for making patrons' visits convenient and the need for being "hospitable," which was described as being better than just offering good service. Library employees, too, according to Caserotti, need to offer a "Wow" factor to make the library stand out. In addition to discussing the customer service for patrons, she also talked about how important it is to understand that mistakes happen among employees and to avoid the "blaming" of both patrons and employees.

8/1/2023 – What's new in Transparent Language Online– Come see the latest languages, courses, and features so you can let your patrons know what's new in Transparent Language Online. Join us to explore updates from the last year, including:

- new languages, such as American Sign Language and Cherokee
- new courses, such as English for Ukrainian Speakers and the intermediate/advanced Real World Collection
- new features, such as offline learning in the mobile app
- and so much more!

8/9/2023 – AI and Libraries: Enhancing Services and Engaging Communities – Join this webinar to explore the world of artificial intelligence (AI) and applications for libraries. Learn about AI fundamentals, its relevance to libraries of all sizes and types, and how it can enhance services and engage communities. Discover various uses of AI, such as data analysis and service development, and gain practical tips on integrating AI using affordable and accessible tools. Ethical considerations and challenges associated with AI implementation will also be discussed, including privacy, security, and bias mitigation. Don't miss this chance to expand your knowledge, improve library services, and enable communities to benefit from the latest AI advancements.

8/17/2023 – Informed or Influenced? Media and News – Literacy skills for Election Season and beyond for the new eligible voter (age 18).

Determine if you are being informed or manipulated.

Develop trusted sources, example: Google would enable user to fact check.

Prioritize information from credible sources. Are you getting your information off fundraising emails and flyers or looking at a Party's stand on a position or by using the candidate's flyers? You must develop that resource that is trustworthy.

Some libraries offer an Election Awareness Display for any current elections, local or national

STAFFING AND WORKSHOP REPORT

Learn how we can strengthen a student's media and new literacy skills preparing them for an active, responsible civic life.

Our younger generation must be a part of our civic life, they are the future of our country. The decisions made today will be their life in the years ahead.

8/22/2023 – It's OK Not to Be OK: To Navigate Mental Health in the Workplace – According to a 2021 report by Mind Share Partners, a significant 76% of U.S. workers reported experiencing at least one symptom of a mental health condition. This means that three out of four of your colleagues may be struggling with a mental health challenge.

Additionally, the average person spends 90,000 hours of their life working, underscoring the critical importance of promoting and navigating mental health awareness in the workplace.

8/28/2023 – Managing Difficult Conversations – Hilda Weisburg presented webinar attendees with excellent information on how to manage difficult conversations with young patrons, coworkers, administration, and adult patrons - including parents. As Hilda mentions, these conversations are often a fact of life when interacting with the public and your peers. Oftentimes, just possessing social awareness of the situation can prevent certain difficult conversations from initially happening. We tend to immediately go into a fight, flight, or freeze response when approached with tough topics. It is important to keep the phrase – “Do you want to win it, or do you want it to work?” in mind when you are dealing with these conversations. Diverse perspectives can equal growth, however some negative disagreements may cause damaged relationships.

An important tip when discussing certain topics with patrons is to use “I” statements, instead of “you” statements. For example, when dealing with an irate patron you may say “I see that you're upset. I would like to help. What can I do?” Another suggestion is to respond to the message, not the delivery method, especially if it is directed towards you with anger or irritation. You may also ask for suggestions on how to improve the situation for them. When initiating a difficult conversation, plan how to manage the conversation and do not procrastinate on having said conversation. Be sure to know your why and your goal for the conversation as well.

When working with parents or patrons that may be displeased with a book in your system that they deem as inappropriate, it is important to direct them towards your Materials Reconsideration policy, as well as the ALA Reconsideration Toolkit. Stay calm and listen to the complaint, and explain what would need to be done and proceed to give the patron the appropriate paperwork, and notify your supervisor and administration of the complaint. Book bans and challenges are unfortunately becoming more common in public as well as academic libraries, and we must be prepared to have these difficult conversations as well.

Overall, I thoroughly enjoyed Ms. Weisburg's presentation. She discussed various situations that you may find yourself in as a librarian, and she provided attendees with excellent conversational tools to manage these situations. I would highly recommend this webinar!

STAFFING AND WORKSHOP REPORT

8/30/2023 – Telling the Library Story – A look at how to relay your library’s story in a relatable, meaningful way in order to increase library membership and actual use, community awareness, partnership opportunities, funding, and the general consensus that the library is an important link to community stability.

Key take-aways:

- Libraries change lives.
- Libraries mean business.
- Libraries build community.
- Libraries are a smart investment.

Generally, a good webinar with great points that explain how telling personal stories of how your library has enhanced people’s lives is the best way to generate interest and use of the library. Talk to your patrons and listen to their stories of how the library has affected them and their lives and get their permission to use the stories to illustrate the importance of libraries to their local community.

8/31/2023 – Adventures in Outdoor Play – Outdoor play is essential to a child’s healthy development.

Transforming lives through Play.

Learning from the wonders of nature.

Digging in the dirt, building a fort, digging a tunnel or watching the clouds, seeing butterflies, birds, insects, or climbing trees, it only takes imagination.

Engaging outdoor play.

Plant a garden in the spring. Harvesting the herbs and vegetables, showing the children how to prepare dishes from soups to salads.

Planting Marigolds help to keep the mosquitoes away.

There are even vegetables that can grow in the Winter even under the snow. (broccoli, kale)

Educating children about growing our food supply can be fun. Garden to table.

Outdoor fun is for everyone!