BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Franklin Branch
Wednesday
January 17, 2024
Board Meeting —3:00 pm

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
January 17, 2024

- Agenda – January 2024

- Minutes – November 2023

- Budget and Finance Notes – November 2023

- Budget Workshop Notes - November 2023

- Library Director's Report

- Library Bills

- Monthly Statistics Report – November and December 2023

- Staffing and Workshop Report

Blackwater Regional Library
Board Meeting
January 17, 2024

Agenda

Franklin Branch

Call to Order

Adoption of Agenda – January 2024

Approval of Minutes – November 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
- February 21, 2024

Adjournment

BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 15, 2023

<u>**Present**</u>
Ora Briggs – Sussex County
Sylvia Claggett – Isle of Wight County
Deborah Dawson – Surry County
Terri Hedgepeth – City of Franklin
Pam Lease – City of Franklin
Michelle Manfred – Isle of Wight County
Jessica Moore – Sussex County
Judge Alfreda Talton-Harris – City of Franklin
Pam Vaughan – Isle of Wight County
Bill Worsham – Southampton County
Ben Neal – Library Director
Bonnie Lauver – Assistant Library Director

<u>**Remote (via Zoom)**</u>

<u>**Absent**</u>
MeChelle Blunt – Southampton County
Jennifer Cuthbertson – Southampton County
Connie Henderson – Isle of Wight County
Denise Tynes – Isle of Wight County

Chair, Bill Worsham called the meeting of the Blackwater Regional Library Board of Trustees to order at 2:57 p.m. at the Franklin Branch following the Budget Workshop.

Agenda
Ms. Briggs moved, and Ms. Lease seconded that the agenda be approved as presented. The vote was unanimous.

Consideration of Remote Meeting Participation Requests
None

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

Public Comment
None

Correspondence
None

Library Director's Report

Central/System-wide Updates
BRL participated in three National Night Out events in early October, bringing total National Night Out events to seven for the year in our service area.

Holiday Food Drive (Food for Fines) continuing through early December for local food pantries.

Smithfield Branch Manager, Terry Andrews, honored by IWCS with ISLE Award for "bringing the library and literacy to life because she is passionate about creating a reading community in Isle of Wight."

Committee Reports
Budget & Finance – Ms. Moore – The committee met prior to the Budget Workshop to discuss budget options for FY2025, the annual audit, and holiday gift cards for staff.

FY2025 Budget – The Budget & Finance Committee recommends adoption of the option to increase the salary scale to a minimum of $13.50 per hour. The vote was unanimous.

Annual Audit – The Budget & Finance Committee recommends acceptance of the annual audit and to continue the internal controls procedures in place by the Board. The vote was unanimous.

Holiday Gift Cards – The Budget & Finance Committee recommends $30 gift cards for all permanent staff to come from the Administration line. The vote was unanimous.

Personnel & Policy – Ms. Vaughan – no report

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

Unfinished Business
None

New Business
None

Board Member Comments/Announcements
Ms. Hedgepeth – attended a writer's conference in VA Beach and was able to pitch her novel and short stories to multiple agents and both were accepted.
Ms. Claggett – commended Terry Andrews on her recent award and is happy to partner with her in other areas.
Ms. Vaughan – commended all staff on their awesome work throughout the system.
Ms. Manfred – shared email that Ms. Henderson sent to Isle of Wight Board of Supervisors, copied to Isle of Wight Library Board Members about library-related concerns. Some members of the board voiced the importance of speaking as one voice to community stakeholders.
Ms. Lease – Community Business Expo is Thursday, 11/16 at the Workforce Development Center; free event, everyone is welcome.
Ms. Moore – Book Club continues, Santa is coming to Waverly, Wakefield Branch is assisting the Town with their tree lighting and providing crafts to children as well. Sadly, Wakefield Friends President Judy Baldwin tragically passed in October. The Friends will be seeking a new President in future months.
Ms. Briggs – Community Coalition's Harvest Festival took place recently. They were recently awarded $100,000 from Dominion Energy and $50,000 from Obici Foundation.
Mr. Worsham – very impressed with the number of library events in the newspaper.

Announcement of Next Meeting
The next Blackwater Regional Library Board of Trustees meeting will be on January 17, 2024 at 3:00 p.m. at the Franklin Branch.

Adjournment
Ms. Hedgepeth moved, and Ms. Dawson seconded the meeting be adjourned. The vote was unanimous.
The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Debbie Carter for
Sylvia Claggett, Secretary

BLACKWATER REGIONAL LIBRARY
BUDGET & FINANCE COMMITTEE MEETING NOTES
November 15, 2023

<u>**Present**</u>   **Remote (via Zoom)**
Deborah Dawson – Surry County
Pam Lease – City of Franklin
Michelle Manfred –Isle of Wight County
Jessica Moore – Sussex County
Bill Worsham (Ex officio)– Southampton County   <u>**Absent**</u>
Ben Neal – Library Director   Jennifer Cuthbertson – Southampton County
Bonnie Lauver – Assistant Library Director

Chair Jessica Moore called the Budget & Finance Committee to order at 1:00 p.m. at the Franklin branch.

Budget Discussion with recommendation – two recommendations; 4.5% COLA for staff or $13.50 minimum for staff, adjustments to operational lines to meet needs, 5% increase health insurance, increase that moves entry-level positions to a starting rate of $13.50.

- Mr. Neal shared locality budget request deadlines, COLA vs. salary increases, state of VA Minimum Wage (present and future), and details
- Ms. Moore – COLA is a one-year adjustment affecting current staff only where a salary adjustment option will adjust all staff long term. Suggestion – adopt the $13.50 option.
- Ms. Dawson – agreed with Jessica's assessment. Need to stick with the salary scale option to stay ahead.
- Ms. Lease – agreed with Jessica and Deborah
- Ms. Manfred – agreed with everyone
- Mr. Worsham – is VRS factored into COLA and Salary adjustments? Ben- Yes

Budget Recommendation - "The committee recommends to the Board an increase of $13.50 which includes the salary increase". Ms. Lease made motion and Ms. Manfred seconded. The recommendation was unanimous

Audit Recommendation – "The committee recommends to accept the audit and continue the internal control procedures in place by the Board." Michelle Manfred made motion and Ms. Dawson Seconded. The recommendation was unanimous

Holiday Gift Cards Recommendation - "The committee recommends $30 gift cards for all staff to come out of the administration line." Ms. Dawson made motion and Ms. Lease seconded. The recommendation was unanimous

BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES BUDGET WORKSHOP NOTES
November 15, 2023

Mr. Worsham called the meeting to order at 2:02 p.m. and turned meeting over to Mr. Neal

Mr. Neal reviewed the November 2023 Budget Workshop presentation distributed in the handouts. The following topics were explained:

Three Main BRL accounts
Non-Operating Accounts: BRL Money Market Account
Information Trustees Receive: Financials Email
Locality Funding Formula
Budget Overview
Expenses
State Aid Requirements
FY2024-2025 Proposed Budget Timeline
FY2024-2025 Proposed Budget & Process
Salary Compression
Comparing COLA versus Salary Scale
Virginia Minimum Wage
FY2024-2025 Budget Options

Mr. Neal also answered questions from the board on various budget-related topics. Mr. Worsham adjourned the workshop at 2:40 p.m. and instructed the board to break and return by 3 p.m.

Respectfully submitted,

Debbie Carter for
Terri Hedgepeth, Secretary

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Director's Report

November-December 2022

Central/System-wide Updates

- One current vacancy (WK/WV PT staff) as of 1.8.24
- 32 trainings completed by staff in November and December
- All regular staff have completed one training by 12.31.23
- Successful holiday drive for food for local food pantries at all locations; waiving fines to help encourage generosity. Donations were distributed to appropriate partners throughout service area
- Four staff members attending LibLearnX conference later this month

Winter Reading Program

Reading is Sweet - 2024 Winter Reading Program

- Visit the library to register for the Winter Reading Program
- Read 5 books per week for a total of 20 books read by March 2, 2024
- Track your reading - help the Gingerbread Man find his way home! Follow the directions on the back of this sheet to complete weekly coloring activities.
- Your completed coloring sheet should be returned to the library March 2-9, 2024 to pick-up a certificate and enter into the prize drawing for a Gingerbread Man Ty Beanie and Book

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Impact in the Community

StoryTime at Storehouse Coffee in Franklin

Special Veterans Day StoryTime at Buck's Dog Training in Newsoms
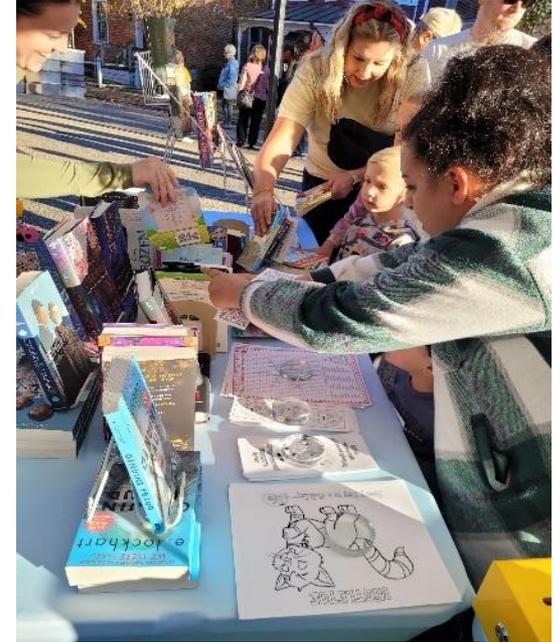
Mistletoe Market in Downtown Smithfield

49 Outreach events reaching around 2500 people in November & December

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City of Franklin

- Partnership with United Way to bring free Santa photos to families at Franklin Branch (and Courtland)
- A variety of programs including Gingerbread House building program, Family Game Night, and other programs aimed at families
- Adults programs featured several programs including Alcohol Ink Ornaments for the holidays.

Isle of Wight County

- Carrollton Branch hosted the Pet Photos with Santa program, where donations were collected for the IOW Animal Humane Society and Santa Photos with your pet was offered!
- Smithfield hosted their popular StoryTime with Santa event at Smithfield Branch, which featured a morning of fun holiday cheer and games for dozens of area families
- Friends of the Windsor Library hosted their annual "Breakfast with Santa" event, which reached over 400 people with a filling breakfast, free books, Santa pictures, and more!
- Other programs include a variety of popular Craftsy programs, special adult programs such as author visits, and other programs for the whole family.

Between Outreach and In-House programming, 105 programs reaching over 2800 persons were delivered in IOW County in November/December

Southampton County

- Courtland branch hosted a myriad of standing programs to the public, including adult crafts programs, STEAM programs, and more!
- The branch again hosted its popular Grinch StoryTime and hosted local and bestselling author Nancy Naigle.
- In partnership with the United Way, the branch (and the Franklin branch) hosted free Santa photos to area families, in addition to free games and activities for attendees.

Surry County

- Girl Scout Troop 1388, which meets at the library, held a food drive for the library's pantry as part of their service project and toured the pantry and discussed how the project would help those in need.
- BRL was out in the community at Bacon Castle's Frost Faire and the Chippokes Open House, as well as a StoryWalk at the library!
- Surry Branch hosted Grinch program which had a wonderful turnout and was a fun time for area families.
- Other programs such as Legos, Full STEAM Ahead, and Craftsy were a big hit for patrons

Sussex County

- The library participated in the Town of Wakefield's Tree Lighting ceremony; where staff and volunteers did crafts with area families and gave out free books
- Santa visited Waverly branch on December 5th, in partnership with Horizon Health and other community partners for a fun evening with area families
- Other programs such as Craftsy continued to do well.

Blackwater Regional Library
Library Bills
November 2023

Type	Date	Num	Account	Amount
360IT Partners				
Bill	11/15/2023	MSP238752	205 · Accounts Payable	-647.10
Bill Pmt -Check	11/15/2023	10554	126 · Operating TowneBank	-647.10
Bill	11/30/2023	MSP238929	205 · Accounts Payable	-5,741.57
Bill	11/30/2023	CW240229	205 · Accounts Payable	-2,662.00
Bill	11/30/2023	MSP240242	205 · Accounts Payable	-763.95
Bill Pmt -Check	11/30/2023	10581	126 · Operating TowneBank	-9,167.52
AFLAC				
Bill	11/30/2023	214288	205 · Accounts Payable	-968.40
Bill Pmt -Check	11/30/2023	10582	126 · Operating TowneBank	-968.40
Amazon Capital Services				
Bill	11/30/2023	1JD3-9CWQ-G69J	205 · Accounts Payable	-139.56
Bill	11/30/2023	1T6T-PFYM-FYFN	205 · Accounts Payable	-541.48
Bill Pmt -Check	11/30/2023	10583	126 · Operating TowneBank	-681.04
Anthem Blue Cross/Blue Shield				
Bill	11/15/2023	000755989F	205 · Accounts Payable	-15,199.00
Bill Pmt -Check	11/15/2023	10555	126 · Operating TowneBank	-15,199.00
AT&T				
Bill	11/30/2023	2078238187	205 · Accounts Payable	-3.20
Bill Pmt -Check	11/30/2023	10584	126 · Operating TowneBank	-3.20
Baker & Taylor				
Bill	11/15/2023	5018619257	205 · Accounts Payable	-1,962.47
Bill Pmt -Check	11/15/2023	10556	126 · Operating TowneBank	-1,962.47
Bill	11/30/2023	5018634691	205 · Accounts Payable	-9,427.05
Bill Pmt -Check	11/30/2023	10585	126 · Operating TowneBank	-9,427.05
Baker & Taylor - Laminate				
Bill	11/15/2023	5018615530	205 · Accounts Payable	-227.45
Bill Pmt -Check	11/15/2023	10557	126 · Operating TowneBank	-227.45
Bill	11/30/2023	5018633957	205 · Accounts Payable	-1,033.30
Bill Pmt -Check	11/30/2023	10586	126 · Operating TowneBank	-1,033.30
Barnes, Brock, Cornwell & Painter PLC				
Bill	11/30/2023	70854	205 · Accounts Payable	-9,500.00
Bill Pmt -Check	11/30/2023	10587	126 · Operating TowneBank	-9,500.00
Blackstone Publishing				
Bill	11/30/2023	2126760	205 · Accounts Payable	-37.48
Bill	11/30/2023	2127082	205 · Accounts Payable	-34.55
Bill	11/30/2023	2127084	205 · Accounts Payable	-77.48
Bill	11/30/2023	2127086	205 · Accounts Payable	-154.74
Bill Pmt -Check	11/30/2023	10588	126 · Operating TowneBank	-304.25
Blake Ford				
Bill	11/30/2023	0013226 - 2023 Ford	205 · Accounts Payable	-63,596.61
Bill Pmt -Check	11/30/2023	10589	126 · Operating TowneBank	-63,596.61
Cengage Learning, Inc./Gale				
Bill	11/15/2023	82961665	205 · Accounts Payable	-95.97
Bill Pmt -Check	11/15/2023	10558	126 · Operating TowneBank	-95.97
Center Point Large Print				
Bill	11/15/2023	2056208	205 · Accounts Payable	-71.31
Bill	11/15/2023	2056504	205 · Accounts Payable	-215.13
Bill Pmt -Check	11/15/2023	10559	126 · Operating TowneBank	-286.44
Bill	11/30/2023	2057533	205 · Accounts Payable	-23.37
Bill	11/30/2023	2060901	205 · Accounts Payable	-72.51
Bill Pmt -Check	11/30/2023	10590	126 · Operating TowneBank	-95.88
Charter Communications				
Bill	11/15/2023	177213501110723	205 · Accounts Payable	-3,146.00
Bill Pmt -Check	11/15/2023	10560	126 · Operating TowneBank	-3,146.00
Daily Press				
Bill	11/15/2023	220008674 10.25.2023	205 · Accounts Payable	-160.21
Bill	11/15/2023	270002414 10.29.2023	205 · Accounts Payable	-62.99
Bill Pmt -Check	11/15/2023	10561	126 · Operating TowneBank	-223.20
Demco, Inc.				
Bill	11/15/2023	7395406	205 · Accounts Payable	-19.94
Bill Pmt -Check	11/15/2023	10562	126 · Operating TowneBank	-19.94
Dodson Pest Control				
Bill	11/15/2023	956531161	205 · Accounts Payable	-46.00
Bill Pmt -Check	11/15/2023	10563	126 · Operating TowneBank	-46.00
Dominion Energy Virginia				
Bill	11/30/2023	3233130008 11.30.23	205 · Accounts Payable	-1,663.09
Bill Pmt -Check	11/30/2023	10591	126 · Operating TowneBank	-1,663.09

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Blackwater Regional Library
Library Bills
November 2023

Type	Date	Num	Account	Amount
H2O To Go				
Bill	11/30/2023	Acct 7825 11.30.2023	205 · Accounts Payable	-40.00
Bill Pmt -Check	11/30/2023	10592	126 · Operating TowneBank	-40.00
Midwest Tape				
Bill	11/15/2023	504580167	205 · Accounts Payable	-1,356.76
Bill Pmt -Check	11/15/2023	10564	126 · Operating TowneBank	-1,356.76
Bill	11/30/2023	504647974	205 · Accounts Payable	-3,827.06
Bill Pmt -Check	11/30/2023	10593	126 · Operating TowneBank	-3,827.06
Nancy Naigle				
Bill	11/15/2023	20230919	205 · Accounts Payable	-300.00
Bill Pmt -Check	11/15/2023	10565	126 · Operating TowneBank	-300.00
Optima Health				
Bill	11/30/2023	8466232	205 · Accounts Payable	-10,206.00
Bill Pmt -Check	11/30/2023	10594	126 · Operating TowneBank	-10,206.00
Overdrive, Inc				
Bill	11/15/2023	03100CO23403416	205 · Accounts Payable	-728.67
Bill	11/15/2023	03100DA23410010	205 · Accounts Payable	-925.47
Bill Pmt -Check	11/15/2023	10566	126 · Operating TowneBank	-1,654.14
Bill	11/30/2023	03100DA23430642	205 · Accounts Payable	-327.99
Bill	11/30/2023	03100DA23425485	205 · Accounts Payable	-322.74
Bill	11/30/2023	03100DA23423533	205 · Accounts Payable	-140.00
Bill	11/30/2023	03100CO23418883	205 · Accounts Payable	-708.32
Bill	11/30/2023	03100DA23417746	205 · Accounts Payable	-533.61
Bill Pmt -Check	11/30/2023	10595	126 · Operating TowneBank	-2,032.66
Petty Cash				
Bill	11/30/2023	Nov 2023 Petty Cash	205 · Accounts Payable	-819.35
Bill Pmt -Check	11/30/2023	10596	126 · Operating TowneBank	-819.35
Queen B's Cleaning Service				
Bill	11/30/2023	1463	205 · Accounts Payable	-680.00
Bill Pmt -Check	11/30/2023	10597	126 · Operating TowneBank	-680.00
QuickBooks Payroll Service				
Liability Check	11/14/2023		126 · Operating TowneBank	-38,576.06
Liability Check	11/29/2023		126 · Operating TowneBank	-39,658.41
Saunders & Ojeda, P.C.				
Bill	11/30/2023	25763	205 · Accounts Payable	-180.00
Bill Pmt -Check	11/30/2023	10598	126 · Operating TowneBank	-180.00
Selective Insurance Company				
Bill	11/15/2023	0000101941 12.3.2023	205 · Accounts Payable	-677.00
Bill Pmt -Check	11/15/2023	10567	126 · Operating TowneBank	-677.00
Southampton County				
Bill	11/30/2023	Acct 46 11.21.2023	205 · Accounts Payable	-55.00
Bill Pmt -Check	11/30/2023	10599	126 · Operating TowneBank	-55.00
Southampton County (1)				
Bill	11/15/2023	2023-10	205 · Accounts Payable	-629.77
Bill Pmt -Check	11/15/2023	10568	126 · Operating TowneBank	-629.77
Bill	11/30/2023	2023-11	205 · Accounts Payable	-470.02
Bill Pmt -Check	11/30/2023	10600	126 · Operating TowneBank	-470.02
Southampton Cty Treas, Cynthia J. Edwards				
Liability Check	11/15/2023	10552	126 · Operating TowneBank	-1,801.61
Liability Check	11/15/2023	10553	126 · Operating TowneBank	-25.00
Liability Check	11/30/2023	10578	126 · Operating TowneBank	-1,801.61
Liability Check	11/30/2023	10579	126 · Operating TowneBank	-12,802.20
Liability Check	11/30/2023	10580	126 · Operating TowneBank	-25.00
Southpark Carpet & Flooring Outlet				
Bill	11/30/2023	WK carpet repair	205 · Accounts Payable	-200.00
Bill Pmt -Check	11/30/2023	10601	126 · Operating TowneBank	-200.00
Southside Gas Service, Inc.				
Bill	11/30/2023	20949	205 · Accounts Payable	-1,140.23
Bill Pmt -Check	11/30/2023	10602	126 · Operating TowneBank	-1,140.23
Spectrum Enterprise				
Bill	11/15/2023	089740301110123	205 · Accounts Payable	-947.90
Bill Pmt -Check	11/15/2023	10569	126 · Operating TowneBank	-947.90
The Virginian Pilot				
Bill	11/15/2023	596384600 10.26.2023	205 · Accounts Payable	-167.49
Bill Pmt -Check	11/15/2023	10570	126 · Operating TowneBank	-167.49
Bill	11/30/2023	544295706 11.16.2023	205 · Accounts Payable	-253.50
Bill Pmt -Check	11/30/2023	10603	126 · Operating TowneBank	-253.50
Total Business Solutions				

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Blackwater Regional Library
Library Bills
November 2023

Type	Date	Num	Account	Amount
Bill	11/15/2023	283699-0	205 · Accounts Payable	-415.92
Bill Pmt -Check	11/15/2023	10571	126 · Operating TowneBank	-415.92
TowneBank/Card Services				
Bill	11/15/2023	6457 0001 11.14.2023	205 · Accounts Payable	-8,136.09
Bill Pmt -Check	11/15/2023	10572	126 · Operating TowneBank	-8,136.09
Unique Management Services, Inc.				
Bill	11/15/2023	6118493	205 · Accounts Payable	-279.60
Bill Pmt -Check	11/15/2023	10573	126 · Operating TowneBank	-279.60
Verizon (1)				
Bill	11/15/2023	961660704 11.9.2023	205 · Accounts Payable	-159.80
Bill Pmt -Check	11/15/2023	10574	126 · Operating TowneBank	-159.80
Bill	11/30/2023	624106825 11.22.2023	205 · Accounts Payable	-57.72
Bill Pmt -Check	11/30/2023	10604	126 · Operating TowneBank	-57.72
Verizon Wireless				
Bill	11/15/2023	9948824061	205 · Accounts Payable	-3,911.03
Bill Pmt -Check	11/15/2023	10575	126 · Operating TowneBank	-3,911.03
Virginia Library Association				
Bill	11/15/2023	13195	205 · Accounts Payable	-850.00
Bill Pmt -Check	11/15/2023	10576	126 · Operating TowneBank	-850.00
Virginia State Police				
Bill	11/30/2023	W Graham	205 · Accounts Payable	-20.00
Bill Pmt -Check	11/30/2023	10605	126 · Operating TowneBank	-20.00
Womack Publishing Company, Inc.				
Bill	11/30/2023	3824 11.8.2023	205 · Accounts Payable	-56.00
Bill Pmt -Check	11/30/2023	10606	126 · Operating TowneBank	-56.00
Xerox Financial Services				
Bill	11/15/2023	5018688	205 · Accounts Payable	-2,162.30
Bill Pmt -Check	11/15/2023	10577	126 · Operating TowneBank	-2,162.30

Blackwater Regional Library
Library Bills
December 2023

Type	Date	Num	Account	Amount
360IT Partners				
Bill	12/31/2023	MSP240833	205 · Accounts Payable	-5,796.52
Bill	12/31/2023	MSP242076	205 · Accounts Payable	-848.30
Bill Pmt -Check	12/31/2023	10772	126 · Operating TowneBank	-6,644.82
AFLAC				
Bill	12/31/2023	563332	205 · Accounts Payable	-1,134.70
Bill Pmt -Check	12/31/2023	10773	126 · Operating TowneBank	-1,134.70
Amazon Capital Services				
Bill	12/31/2023	196W-RYRT-TT91	205 · Accounts Payable	-1,844.10
Bill	12/31/2023	14CW-Y1KG-TCGL	205 · Accounts Payable	-393.77
Bill Pmt -Check	12/31/2023	10774	126 · Operating TowneBank	-2,237.87
Anthem Blue Cross/Blue Shield				
Bill	12/20/2023	000762021F	205 · Accounts Payable	-15,199.00
Bill Pmt -Check	12/20/2023	10750	126 · Operating TowneBank	-15,199.00
AT&T				
Bill	12/31/2023	1278365804	205 · Accounts Payable	-3.20
Bill Pmt -Check	12/31/2023	10775	126 · Operating TowneBank	-3.20
Baker & Taylor				
Bill	12/20/2023	5018665283	205 · Accounts Payable	-2,113.21
Bill Pmt -Check	12/20/2023	10751	126 · Operating TowneBank	-2,113.21
Bill	12/31/2023	5018682427	205 · Accounts Payable	-5,633.13
Bill Pmt -Check	12/31/2023	10776	126 · Operating TowneBank	-5,633.13
Baker & Taylor - Laminate				
Bill	12/20/2023	50186656371	205 · Accounts Payable	-393.42
Bill Pmt -Check	12/20/2023	10752	126 · Operating TowneBank	-393.42
Bill	12/31/2023	5018674141	205 · Accounts Payable	-562.85
Bill Pmt -Check	12/31/2023	10777	126 · Operating TowneBank	-562.85
Blackstone Publishing				
Bill	12/20/2023	2132106	205 · Accounts Payable	-46.20
Bill Pmt -Check	12/20/2023	10753	126 · Operating TowneBank	-46.20
Cengage Learning, Inc./Gale				
Bill	12/20/2023	83043250	205 · Accounts Payable	-63.98
Bill Pmt -Check	12/20/2023	10754	126 · Operating TowneBank	-63.98
Center Point Large Print				
Bill	12/31/2023	2061476	205 · Accounts Payable	-24.57
Bill	12/31/2023	2063025	205 · Accounts Payable	-119.85
Bill Pmt -Check	12/31/2023	10778	126 · Operating TowneBank	-144.42
Charter Communications				
Bill	12/20/2023	177213501120723	205 · Accounts Payable	-3,146.00
Bill Pmt -Check	12/20/2023	10755	126 · Operating TowneBank	-3,146.00
Daily Press				
Bill	12/31/2023	270002414 12.13.2023	205 · Accounts Payable	-64.99
Bill Pmt -Check	12/31/2023	10779	126 · Operating TowneBank	-64.99
Demco, Inc.				
Bill	12/20/2023	7405549	205 · Accounts Payable	-369.05
Bill Pmt -Check	12/20/2023	10756	126 · Operating TowneBank	-369.05
Bill	12/31/2023	7415611	205 · Accounts Payable	-350.51
Bill Pmt -Check	12/31/2023	10780	126 · Operating TowneBank	-350.51
Document Systems, Inc.				
Bill	12/31/2023	135141	205 · Accounts Payable	-2,508.20
Bill Pmt -Check	12/31/2023	10781	126 · Operating TowneBank	-2,508.20
Dodson Pest Control				
Bill	12/20/2023	956581196	205 · Accounts Payable	-46.00
Bill Pmt -Check	12/20/2023	10757	126 · Operating TowneBank	-46.00
Dominion Energy Virginia				
Bill	12/31/2023	3233130008 12.31.23	205 · Accounts Payable	-1,261.99
Bill Pmt -Check	12/31/2023	10782	126 · Operating TowneBank	-1,261.99
H2O To Go				
Bill	12/31/2023	Acct 7825 12.31.2023	205 · Accounts Payable	-83.50
Bill Pmt -Check	12/31/2023	10783	126 · Operating TowneBank	-83.50
J. David Craig				
Bill	12/31/2023	100	205 · Accounts Payable	-150.00
Bill Pmt -Check	12/31/2023	10784	126 · Operating TowneBank	-150.00
Midwest Tape				
Bill	12/20/2023	504748183	205 · Accounts Payable	-1,925.18
Bill Pmt -Check	12/20/2023	10758	126 · Operating TowneBank	-1,925.18
Bill	12/31/2023	504803762	205 · Accounts Payable	-2,781.67
Bill Pmt -Check	12/31/2023	10785	126 · Operating TowneBank	-2,781.67

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Blackwater Regional Library
Library Bills
December 2023

Type	Date	Num	Account	Amount
Optima Health				
Bill	12/31/2023	8482650	205 · Accounts Payable	-10,206.00
Bill Pmt -Check	12/31/2023	10786	126 · Operating TowneBank	-10,206.00
Overdrive, Inc				
Bill	12/20/2023	03100CO23437447	205 · Accounts Payable	-2,282.83
Bill	12/20/2023	03100DA23442113	205 · Accounts Payable	-1,010.19
Bill	12/20/2023	03100DA23449235	205 · Accounts Payable	-9.99
Bill Pmt -Check	12/20/2023	10759	126 · Operating TowneBank	-3,303.01
Bill	12/31/2023	03100DA23455773	205 · Accounts Payable	-15.99
Bill	12/31/2023	03100CO23458669	205 · Accounts Payable	-468.75
Bill	12/31/2023	03100DA23460238	205 · Accounts Payable	-104.55
Bill Pmt -Check	12/31/2023	10787	126 · Operating TowneBank	-589.29
PermaCard				
Bill	12/20/2023	224238	205 · Accounts Payable	-1,750.00
Bill Pmt -Check	12/20/2023	10760	126 · Operating TowneBank	-1,750.00
Petersburg Alarm Company				
Bill	12/20/2023	203526	205 · Accounts Payable	-435.00
Bill Pmt -Check	12/20/2023	10761	126 · Operating TowneBank	-435.00
Petty Cash				
Bill	12/31/2023	Dec 2023 Petty Cash	205 · Accounts Payable	-559.43
Bill Pmt -Check	12/31/2023	10788	126 · Operating TowneBank	-559.43
Queen B's Cleaning Service				
Bill	12/31/2023	1483	205 · Accounts Payable	-877.20
Bill Pmt -Check	12/31/2023	10789	126 · Operating TowneBank	-877.20
QuickBooks Payroll Service				
Liability Check	12/14/2023		126 · Operating TowneBank	-38,674.51
Liability Check	12/28/2023		126 · Operating TowneBank	-37,166.33
Southampton County				
Bill	12/31/2023	Acct 46 12.19.2023	205 · Accounts Payable	-55.00
Bill Pmt -Check	12/31/2023	10790	126 · Operating TowneBank	-55.00
Southampton County (1)				
Bill	12/31/2023	2023-12	205 · Accounts Payable	-370.83
Bill Pmt -Check	12/31/2023	10791	126 · Operating TowneBank	-370.83
Southampton Cty Treas, Cynthia J. Edwards				
Liability Check	12/15/2023	10607	126 · Operating TowneBank	-1,801.61
Liability Check	12/15/2023	10608	126 · Operating TowneBank	-25.00
Liability Check	12/29/2023	10609	126 · Operating TowneBank	-1,801.61
Liability Check	12/29/2023	10610	126 · Operating TowneBank	-25.00
Liability Check	12/29/2023	10611	126 · Operating TowneBank	-12,802.20
Southside Gas Service, Inc.				
Bill	12/20/2023	21588	205 · Accounts Payable	-403.20
Bill Pmt -Check	12/20/2023	10762	126 · Operating TowneBank	-403.20
Bill	12/31/2023	20748	205 · Accounts Payable	-438.98
Bill Pmt -Check	12/31/2023	10792	126 · Operating TowneBank	-438.98
Spectrum Enterprise				
Bill	12/20/2023	089740301120123	205 · Accounts Payable	-947.90
Bill Pmt -Check	12/20/2023	10763	126 · Operating TowneBank	-947.90
T & A Repairs, LLC.				
Bill	12/20/2023	33232	205 · Accounts Payable	-96.23
Bill Pmt -Check	12/20/2023	10764	126 · Operating TowneBank	-96.23
Terry Andrews				
Bill	12/31/2023	12.19.2023 Exp Rpt	205 · Accounts Payable	-184.05
Bill Pmt -Check	12/31/2023	10793	126 · Operating TowneBank	-184.05
The Library Corporation				
Bill	12/20/2023	2023110073	205 · Accounts Payable	-29,784.00
Bill Pmt -Check	12/20/2023	10765	126 · Operating TowneBank	-29,784.00
TowneBank/Card Services				
Bill	12/20/2023	6457 0001 12.20.2023	205 · Accounts Payable	-11,437.28
Bill Pmt -Check	12/20/2023	10766	126 · Operating TowneBank	-11,437.28
Treasurer of Virginia (1)				
Bill	12/20/2023	8098190 O Kelsey	205 · Accounts Payable	-45.00
Bill Pmt -Check	12/20/2023	10767	126 · Operating TowneBank	-45.00
Unique Management Services, Inc.				
Bill	12/20/2023	6119644	205 · Accounts Payable	-104.85
Bill Pmt -Check	12/20/2023	10768	126 · Operating TowneBank	-104.85
Verizon (1)				
Bill	12/20/2023	961660704 12.9.2023	205 · Accounts Payable	-159.80
Bill Pmt -Check	12/20/2023	10769	126 · Operating TowneBank	-159.80

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Blackwater Regional Library
Library Bills
December 2023

| Type	Date	Num	Account	Amount
Bill	12/31/2023	624106825 12.22.2023	205 · Accounts Payable	-57.72
Bill Pmt -Check	12/31/2023	10794	126 · Operating TowneBank	-57.72
Verizon Wireless				
Bill	12/20/2023	9951277063	205 · Accounts Payable	-2,840.71
Bill Pmt -Check	12/20/2023	10770	126 · Operating TowneBank	-2,840.71
Xerox Financial Services				
Bill	12/20/2023	5141722	205 · Accounts Payable	-1,598.72
Bill Pmt -Check	12/20/2023	10771	126 · Operating TowneBank	-1,598.72

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

November and December 2023 Statistics

Monthly Report: Patron Count
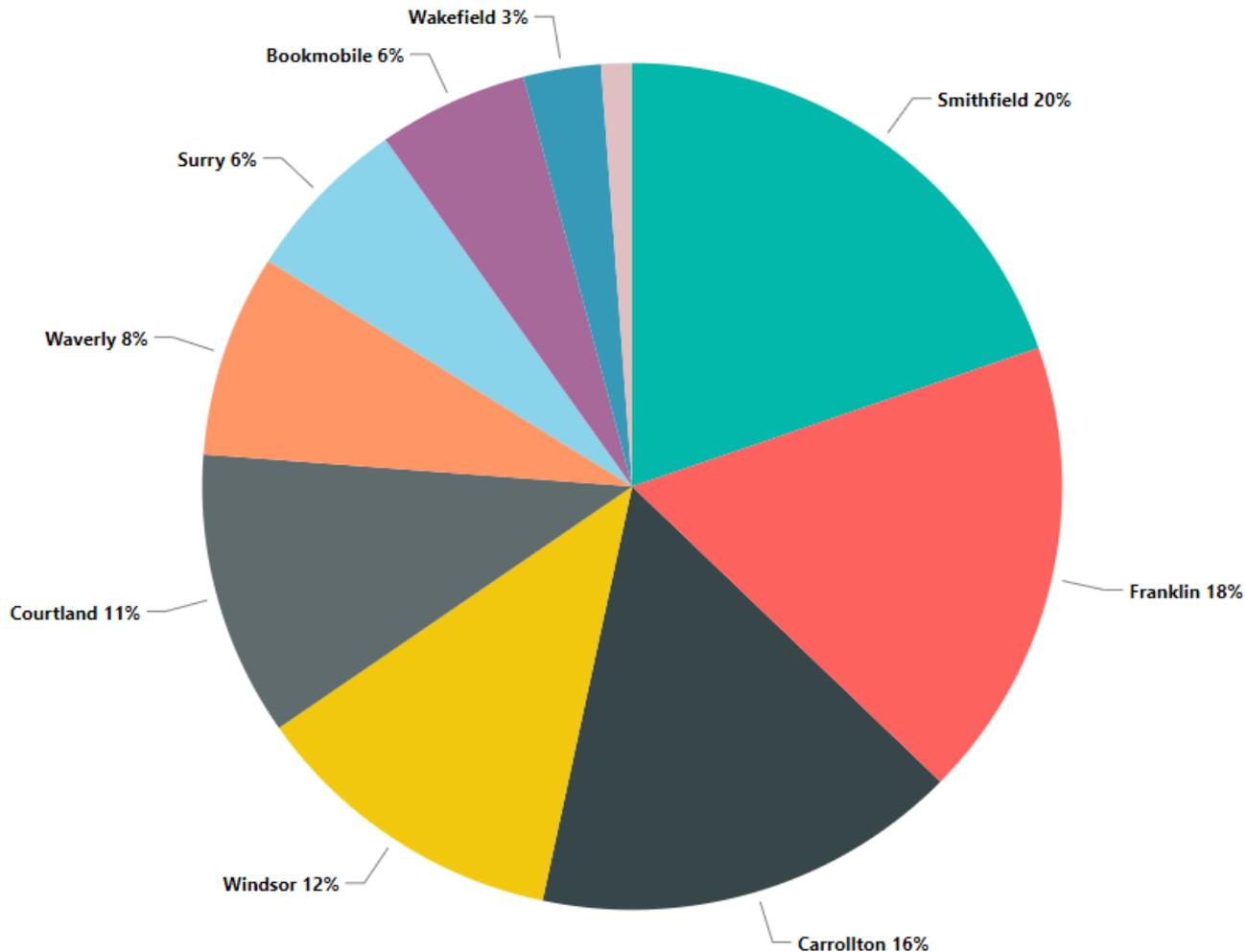

Branch	Patron Count
Bookmobile	1476
Carrollton	4194
Claremont	304
Courtland	2837
Franklin	4591
Smithfield	5141
Surry	1655
Wakefield	759
Waverly	2017
Windsor	3132
Total	26106

Pie chart labels: Wakefield 3%, Bookmobile 6%, Surry 6%, Waverly 8%, Courtland 11%, Windsor 12%, Carrollton 16%, Franklin 18%, Smithfield 20%

Monthly Report: In-House Internet

655 Franklin
416 Smithfield
275 Courtland
161 Waverly
154 Carrollton
143 Windsor
113 Surry
80 Wakefield
10 Claremont
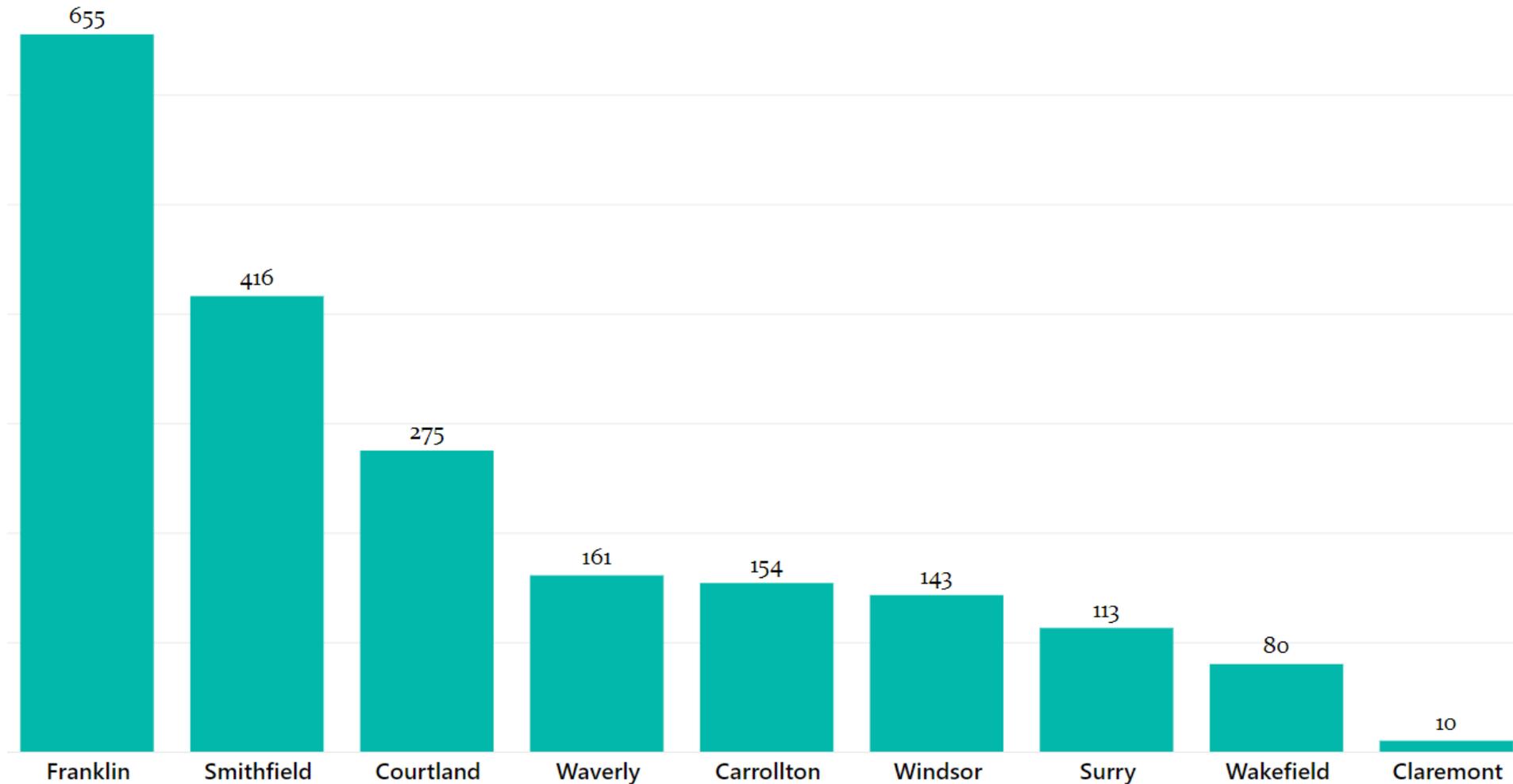
Monthly Report: WiFi Use
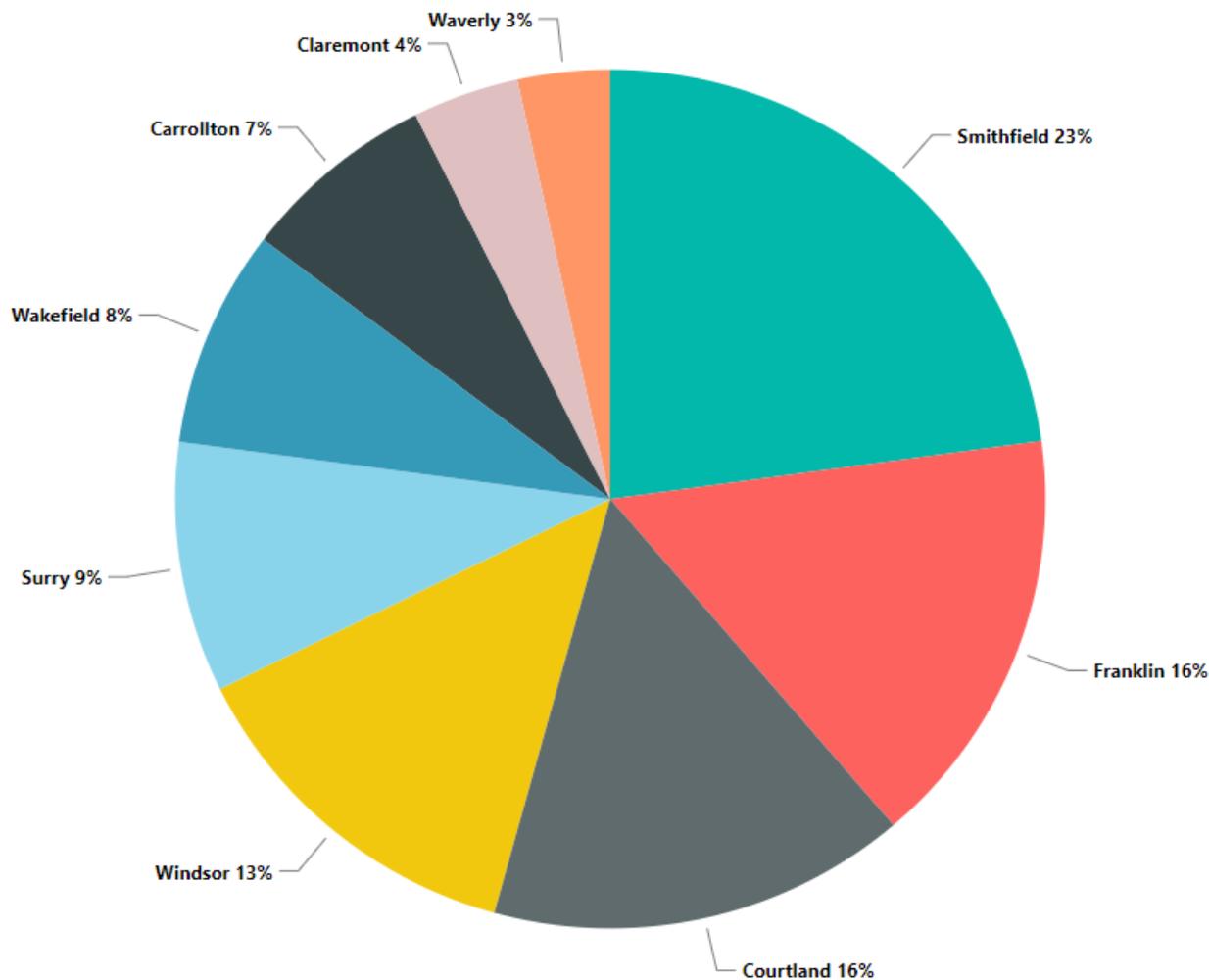
Branch	Wireless Internet Usage
Bookmobile	0
Carrollton	236
Claremont	128
Courtland	504
Franklin	514
Smithfield	739
Surry	305
Wakefield	265
Waverly	111
Windsor	434
Total	3236

Circulation Report: By Branch

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

Branch	Total	Children's Print	Adult Print	DVD	eBooks	YA Print
Claremont	795		0.4K			
Wakefield	1010		0.4K			
Waverly	1530	0.6K	0.5K			
Bookmobile	1746	0.7K	0.7K			
Surry	3259	1.3K	0.7K	0.5K	0.6K	
Courtland	5707	2.0K	1.8K	0.7K	0.8K	
Windsor	5635	2.1K	1.4K	0.7K	1.1K	
Franklin	9471	3.3K	2.4K	1.4K	1.9K	
Carrollton	9573	3.9K	2.3K	0.6K	2.4K	
Smithfield	13340	5.2K	3.4K	1.1K	3.1K	0.4K

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	666	696	224	79	0	4	0	1	0	65	11
Carrollton	2267	3903	612	94	9	286	0	4	29	2356	13
Claremont	423	95	175	6	0	18	0	2	19	55	2
Courtland	1816	1972	738	216	1	71	0	13	4	824	52
Franklin	2367	3269	1360	307	1	199	2	14	13	1922	17
Smithfield	3439	5157	1062	133	0	378	3	7	80	3063	18
Surry	749	1312	509	13	1	39	1	7	18	587	23
Wakefield	392	150	159	7	0	14	0	0	0	286	2
Waverly	465	560	192	58	0	8	0	5	3	230	9
Windsor	1361	2133	672	83	29	201	1	2	15	1113	25
Total	13945	19247	5703	996	41	1218	7	55	181	10501	172
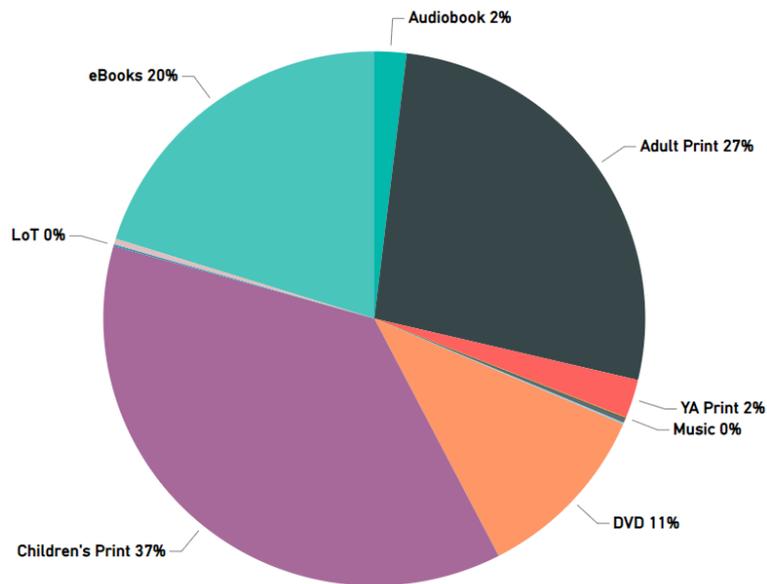
Program Report: Total Participation
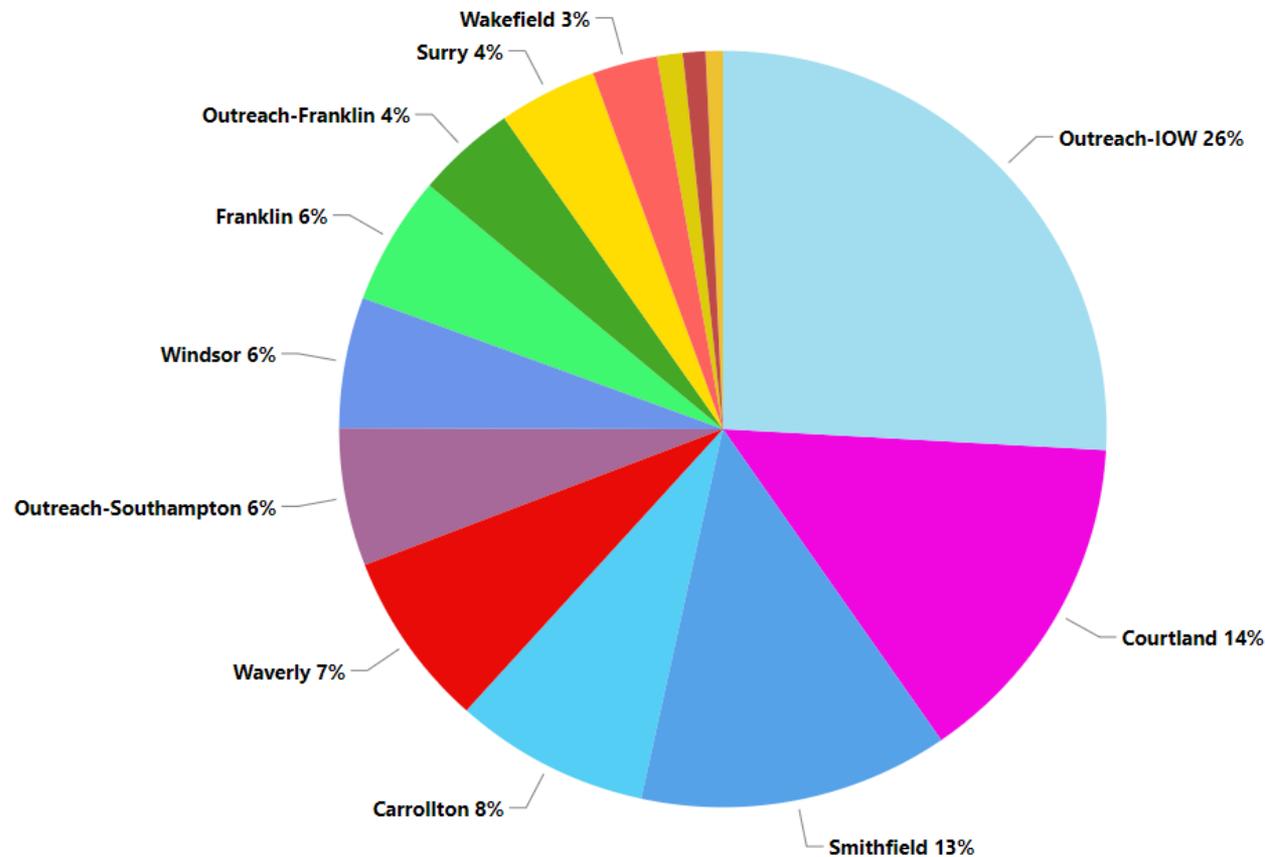
Location/Branch	Count
Carrollton	547
Claremont	72
Courtland	962
Franklin	366
Outreach–Franklin	280
Outreach–IOW	1720
Outreach–Southampton	392
Outreach–Surry	48
Outreach–Sussex	63
Smithfield	867
Surry	276
Wakefield	182
Waverly	498
Windsor	371
Total	6644

Pie chart labels: Outreach-IOW 26%, Courtland 14%, Smithfield 13%, Carrollton 8%, Waverly 7%, Outreach-Southampton 6%, Windsor 6%, Franklin 6%, Outreach-Franklin 4%, Surry 4%, Wakefield 3%

Outreach Report: Programs
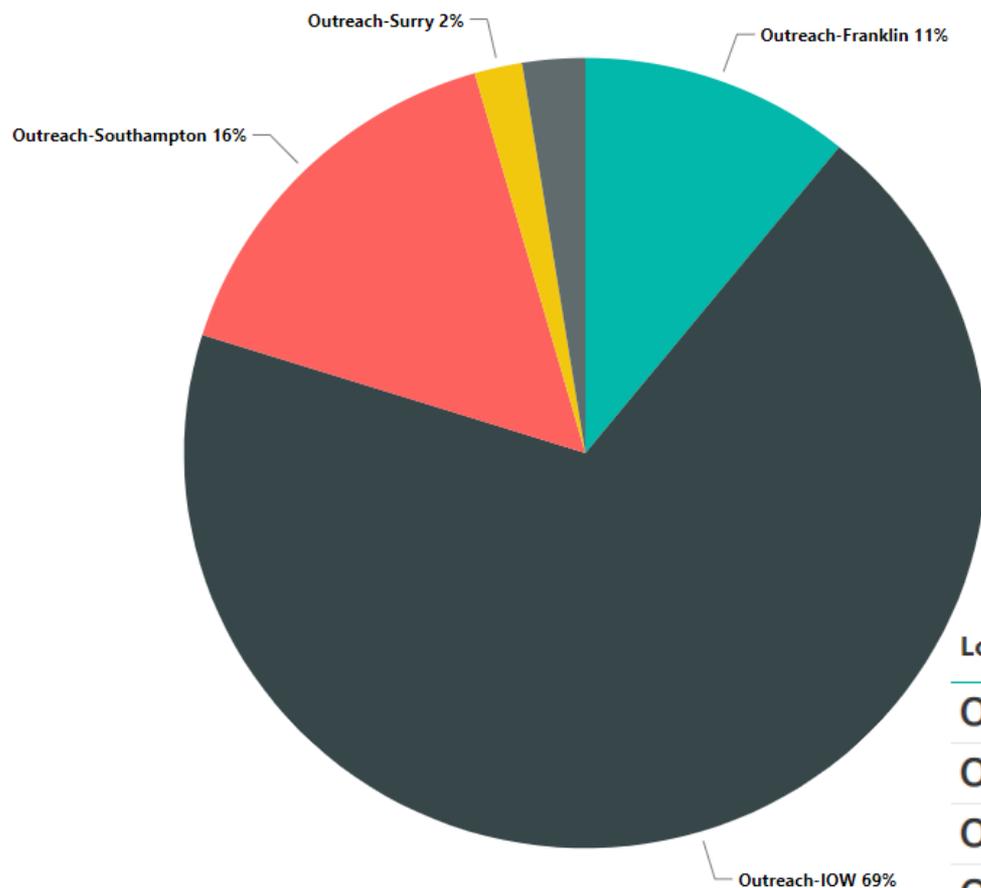
Location/Branch	Outreach Programs	Attendance
Outreach–Franklin	12	272
Outreach–IOW	21	1720
Outreach–Southampton	12	392
Outreach–Surry	1	48
Outreach–Sussex	3	63
Total	49	2495

Staffing Update
December 2023
Blackwater Regional Library

New Hires
- Wesley Graham, Courier - Central

Promotions

Transfers

Separations
- Sky Haskett, Library Assistant – Wakefield and Waverly branches

Vacancies
- Library Assistant – Wakefield and Waverly branches

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Training Sessions – November and December 2023

City of Franklin staff completed a total of 3 trainings
Isle of Wight County staff completed a total of 8 trainings
Southampton County staff completed a total of 5 trainings
Sussex County staff completed a total of 2 trainings
Central Office staff completed a total of 15 training

11/3/2023 – Extreme Customer Service, Every Time – As a library, we have to want to provide good service. Extreme Customer Service is a mindset. Patrons want convenience, comfort, hospitality, quality, trust, and the WOW factor. How can we make our patrons feel special and make their experience great? There are many ways, but the most important thing, I think, is giving the patron our undivided attention. Smiling is important as well and listen to what they are saying and doing your best to sincerely help them. In the same way, managers should treat the staff with respect and help them as much as possible. Administrators should encourage teamwork and develop a culture of service. Providing good customer service, creates good relationship with the community which helps the success of the library.

11/7/2023 – TLC Does That? Scanners, Barcodes, and More (TLCU) – Key points that I noted from this training to possibly implement or use in BRL Outreach:

Nonprofit Fair at High School – Teachers had assignments for students to help them engage with adults involved with nonprofit organizations and museums.

Free Bookmobile – Travels to apartment complexes, trailer parks, school cafeterias, classrooms, and common areas to give away free books. (similar to our neighborhood walks and community events)

One Small Step (StoryCorps) – Speaker engaged teachers and students at her high school for a special project where students interviewed each other regarding social issues.

11/7/2023 – Going Beyond the Walls (TLCU) – This workshop highlighted some of the other things that The Library Corporation(TLC) does other than the library website. For instance, they take care of the debt collection and online payments for patrons and they integrate e-books and other electronic resources alongside the physical books and items on the same catalog page so that patrons do not have to go to another website to check if we have the electronic versions of an item. TLC also has solutions for LS2 Reporting, Online Selection & Acquisitions, Enhanced Content w/Premium Unbound, Single Sign-On, & Communication Protocols. TLC can also provide scanners for inventory, circulation, & cataloging along with Data Services. They can even provide patron cards and key tags.

11/8/2023 – Accidental Librarian – In the workshop "The Accidental Librarian," the presenters focused on a number of potential benefits for new employees to a library, particularly those

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who had never worked in a library before. These takeaways note that by being employed at a library, the new-to-the library employees gain 1) a second career as an "accidental" librarian, 2) an opportunity to advise young adults and recent college graduates about career opportunities, 3) a chance to learn about civil service work and employment in a support roles and 4) a chance for new job training opportunities and 5) experience for contracting opportunities. In addition, libraries have the opportunity 6) to revise job descriptions within the institutions to enhance their offerings and 7) they also enable their employees to participate and engage the community, providing a chance to gain new patrons and increased interest in the library and its offerings.

In discussions on the opportunities for accidental librarians, one of the presenters explained that when her staff members have undergraduate degrees, she pays attention to the opportunities she provides them. Another presenter said she looks to offer stipends for specific projects. Another presenter, Chad Cunningham, said he works in a civil service library, and because of this, he encourages his staff to take as many civil service tests as possible since they never know what job opportunities may arise.

He said, "How do you make a career in a library? You have to advance yourself. There's all sorts of ways to be educated." He also added that entry-level employees also learn from the variety of sources available in a library. "No matter what job title you have, you're not going to last if you don't learn from your patrons."

The presenters explained that it's also important to encourage staff members to earn their master of library science degree. Some library systems, they said, pay for the advanced education. And if the employees aren't interested in the degree, they should at least learn more about computers.

Overall, the "accidental librarian" is the person who takes a job at a library and discovers the many opportunities and options available, and this person then becomes committed to learning about the library system, what it offers and how to engage its patrons.

11/10/2023 – NoveList – An explanation and tutorial for NoveList, a computer-based program designed to aid library assistances in helping patron find new book. Book suggestions may either be in a genre or style known to the patron, or to help patrons try "new" styles.

VERY worthwhile, but the 38-minute introduction was just that - an introduction. I will need to listen again, and maybe probably more!

11/11/2023 – Introduction to Cataloging for Non-Catalogers–
    I.   Libraries-
        1. What is a library?
        A collection of materials to satisfy informational, educational, and recreational needs
        2. Types of libraries:
        Academic, school, public, special

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     3. Function of libraries:

     To collect materials and make them accessible to their patrons

     4. Materials/Collections:

     They depend on the type of library, from digital to physical collections

II.   Catalogs and OPACs

     1. What is a catalog?

     A list of materials contained in a library's collection

     2. Function of catalogs:

     Inventory and retrieval

     3. Raganathan's laws (1952) and updates

     4. Charles Cutters rules for a printed catalog (1876)

     5. History of catalogs:

     Handwritten books, Handwritten cards, printed card sets, MARC format, OPACs

     6. Types of OPACs (Online Public Access Catalogs):

     Standalone systems, shared systems, union catalogs

III.   Cataloging

     1. What is a catalog?

     A tool to make library collections accessible and provide bibliographic information about the items in the collections

     2. Parts of cataloging:

     Descriptive cataloging, classification, subject analysis

IV.   MARC-Machine Readable Catalog

V.   Types of cataloging

     1. Add item

     2. Copy cataloging

     3. Original cataloging

11/14/2023 – Telling Your Library's Success Story: Engaging Stakeholders Through Infographics, Part 1: Fundamentals of Effective Infographics – This webinar is specifically designed for librarians and library staff who are responsible for presenting their library's success stories to key stakeholders, governing bodies, library boards, and Friends groups.

Join Jaime for Part 1 and explore the basics of effective infographics and learn the principles behind impactful data visualization. You will also discover the key elements that make infographics visually appealing and engaging, as well as best practices for organizing information and conveying messages through data-driven visuals.

You'll Learn About:
- The key principles and elements of effective infographics
- Techniques for organizing and presenting information in a visually appealing and digestible manner
- Different types of infographic layouts and choose appropriate designs for conveying specific library success stories

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11/15/2023 – Telling Your Library's Success Story: Engaging Stakeholders Through Infographics, Part 2: Designing Engaging Infographics – In the second part of the webinar series, participants will delve into the world of graphic design and practical application of their infographic knowledge. They will learn about color theory, typography, and layout design principles to create visually impactful infographics.

By the end of the workshop, participants will have gained a solid foundation in the principles of effective infographics and graphic design. They will be equipped with the necessary skills and knowledge to create visually engaging infographics that effectively communicate the library's achievements and impact. These newfound skills will enable participants to confidently engage and persuade key stakeholders, ensuring continued support for their library's initiatives and services.

Learning Objectives for Part 2:
- Understand the fundamentals of graphic design, including balance, hierarchy, consistency, and contrast.
- Learn practical techniques for creating visually appealing and professional-looking infographics.
- Apply the acquired knowledge to design and create their own infographics to tell their library's success stories effectively.

11/16/2023 – Rural Health Resources – There are many challenges for rural areas to receive health care:

>Emergency services - availability not always there.
>Routine screenings cannot be done.
>Dentists and specialists are not there.
>Higher cancer rates are experienced.

Demographics are definitely one of many reasons for concern. Lack of transportation is on top of the list. Even with transportation being available, the weather is another deterrent. Lack of insurance and low income are definitely factors that keep persons from seeking help. Cost of services and medications are so high and many do not have the funds to pay for them.

The narrator stated that 136 rural hospitals closed from 2010 – 2020 because of low reimbursement rates, shortage of staff, low patient volume, regulatory barriers, and expenses for labor, drugs, supplies and equipment.

Medline Plus is an online health information resource for patients and their families. There were many other resources mentioned but I was not familiar with them. This webinar was not that useful to me since it was geared to the medical profession.

11/18/2023 – AI and Libraries: Enhancing Services and Engaging Communities – This webinar made me see the good that is already being used with AI and how it can help library patrons and employees with things like art, grant writing and job search and productivity. It helped me

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to see past some of the scariness of the stories you hear. We must still think about the equity and ethics of AI and remember it is a tool that is still learning.

11/21/2023 – LS2 Cataloging 101: Add New Materials Like a Pro! – The workshop opens with the topic of LS2 Preferences. The speaker discussed how to tweak LS2 Cataloging to fit the preferences of different library systems. I found this section particularly helpful because I was unaware of the feature and now understand how to customize LS2 Cataloging.

Moving on from LS2 Preferences the speaker gave an in-depth explanation of LS2 Cataloging and its features. She went through each section with step-by-step directions on how to use these areas correctly. The speaker also showed us how to make an original record, which gave me better insight on how it is do ne. I found this workshop very interesting and helpful! I use LS2 Cataloging every day and I now have a better understanding of how to use different features and learned new ways to catalog. I highly recommend anyone who needs a better grasp on how to use LS2 Cataloging correctly to watch this video.

11/21/2023 – Ditching Dewey & Genre-fying Fiction – This workshop was focused on how to get rid of the Dewey Decimal System and instead placing the books on the shelves by their corresponding genres. I think this is an interesting system because it allows patrons to find books easier without help. The speaker compared it to walking through a bookstore and seeing all of the books together for example: by Technology, Mythology, Biographies as genre sections instead of numbers.

The speaker talked about why she decided to go with this system for her library. For all books, she alphabetizes by title because it is usually the biggest words found on a book spine. She also decided to simplify her spine labels by just putting the name of the genre and nothing else. This helps give the patrons easy instructions to follow, such as, "Go to the true crime section and look for the title Growing Up."

After explaining why she adapted to this system, the speaker explained the steps to take to transition your library over from Dewey and the process length. I found this workshop to be very informative, but I also think that the Genre system is confusing. Especially since the speaker decided to alphabetize by title instead of author. Having a wide variety of topics stuck under a large umbrella would make things feel unorganized in my opinion.

11/22/2023 – Exploring the OPAC and its Depth of Features – Are you tired of patrons not knowing what amazing things your library has to circulate? Join Ruth Hayden from Smyrna Public Library, and TLC's Lisa Dibbern to Explore the OPAC and its Depth of Features for showcasing your library's collections. Ruth will show you how to customize the look of your LS2 PAC by making your Landing Page sparkle! Lisa will show how to feature out of the ordinary library resources that your patrons never knew existed. Join us to learn these tricks and much, much more!

11/22/2023 – Privacy vs. Personalization: Using Customer Data – Customer privacy and confidentiality are core library values. Our default is to not make use of our customer behavior

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data, in spite of the fact that it would allow us to personalize and market targeted services. Where is the middle ground between maximum privacy and maximum personalization that respects our commitment to privacy while allowing us to use data to guide service design and delivery? There is not one perfect answer, but this session will give you some key topics for thought and discussion that you can use to find your comfort zone, both personally and in your organization.

11/22/2023 – Public Library and School Partnerships: Expanding Service Through Collaboration – make these partnerships happen? In this session, you'll learn about two different public/school library collaborations. Muncie (IN) Public Library partners with local grade schools, including sharing a catalog and lending books to students right at their schools. The Floyd County (IN) Library has opened a mini branch at the local Indiana University campus, serving students, faculty, and the general public. You'll learn how we started these programs, where they are now, and how you can develop library partnerships in your community.

11/22/2023 – Keynote Address: Advancing Digital Equity Together – Jene Brown is Director of Emerging Technologies and Collections Division at Los Angeles Public Library. She also serves as the Library's Racial Equity Officer.

"As librarians, we are more than just keepers of books, we are champions of knowledge, innovation and access."

Libraries are at the forefront of providing devices to access the internet.

At this day and age, devices and internet access have become an essential utility empowering individuals to learn, work, and connect.

Libraries are leading the way in providing this access to the internet. A lot of communities, especially those of color, do not have reliable access to the internet. The LA Public Library is stepping in to meet that need.

LAPL also lends laptops and other devices that allow internet access and connection – for education, job searching and connecting to families, especially for Senior Adults.

Libraries are the bridge that span the digital divide to ensure everyone, regardless of the socio-economic status can participate in the digital world.

Digital Equity – ensuring that every individual has access to the digital tools and skills to thrive in our increasingly connected world. And to recognize disparities in our communities to digital access and skills needed for full participation in our society.

Not about having the latest technology, but about having access to technology.

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The digital divide in LA County is largely because of underfunded access to broadband internet in various communities – particularly low income communities. This practice is called "digital redlining."

19% of households in Los Angeles County and 16% of households in CA or not connected or are under-connected to the internet. In LA County these households are predominately in communities or color or low-income areas. Most members of these communities say they do not have access, as there is no affordable option.

So, the barriers to digital equity are socioeconomic factors and lack of access.

LAPL has a "tech to go program" that lends laptop and hotspot bundles for 6 months. One success story from these loans is a patron that was able to use these devices and obtain certifications and then job searching. He got a job at the LA Sentinel, one of the oldest African American owned newspapers in the United States. He used his new position at the paper to cover a news story of LAPL's Tech To Go program! (They have 7,000 of these bundles!)

Also important to have digital literacy classes and activities to help patrons understand how to best use the resources.

Digital Equity Act of 2021 – funding for broadband access and other grants to provide affordable access to the internet

Pursuing digital equity is not just our mission, but it is our duty to society as libraries.

11/28/2023 – Diversity in the Library World –
The speaker went over:
- Diversity
- Equity and Inclusion
- Cultural competence
- How to use savannah market watch for inclusion?
- Using planning services for diverse communities
- Campaign strategies
- and Creating content that get results

11/28/2023 – Inclusive and Affirming Library Programs for LGBTQIA+ youth – Discussed ways to improve the environment of libraries to be a safe space for youth within the LGBTQIA+ community. Reviewed Shared Language terms for the LGBTQIA+ community, levels of Bias within the library setting, being an ally in the moment, and creating safe(r) spaces.

11/29/2023 – The Five Practices to Becoming More Grateful – Being grateful involves showing appreciation for the things in life that are meaningful or valuable to you. It consists, among other things, of showing others that you really value and appreciate what they've done for you, or what they've given you.

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Taking a moment to notice and acknowledge the things you're grateful for each day can brighten your outlook, boost your mood, and help you feel more positive in the face of challenges. And it can have a powerful impact on the people and pets that are important and valuable to you.

Inspired by the book The Four Agreements by Don Miguel Ruiz, these five practices will be a practical guide for being more grateful every day and expressing it to yourself and others.

The Five Practices you will learn how to apply in your life to become more grateful are:

1. Have No Expectations
2. Accept That It Isn't Fair
3. Stop "Shoulding" On Yourself
4. Be Aware of Your Stories
5. Life's What You Make It (Believe in Yourself)

11/29/2023 – Just For Kids – Just For Kids is a kid safe, ad free way for children to access story books and videos from our website. The videos range from short one minute informative clips like "where did the tradition of Decorating Christmas Trees come from to animated story books to longer videos like "Rolie Polie Olie" cartoon episodes.

Parents can create an account to make their own playlists. Just For Kids is ideal for ages 2-10.

11/29/2023 – NoveList Plus – This webinar is about how to use NoveList Plus. It discusses how to make recommended reading lists of read-alike books. It discusses different resources like book club list/resources, display ideas and resources, kids program resources, and different ways to perform in depth searches for books.

11/29/2023 – Active Shooter – What to do/how to handle an active shooter situation. The different emergency actions such as evacuation, sheltering in place, or protecting yourself. It also discusses how to respond when law enforcement arrives.

12/1/2023 – Customer Service 101 – Christy Proctor addresses a group of leaders and administrators in the North Carolina public school system. She begins her story with her first job with Chick Fil-A at the age of 15.

Christy opens with the concept of doing what is expected, what you are supposed to do verses serving with compassion for others. Now you might ask how serving chicken sandwiches has anything to do with working in the library. Customer service is just that, serving the communities we serve no matter what that service is. Serving with intent, connection, and passion is a game changer.

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In our current world of accessibility " online" the touch point of excellent customer service stands out in the crowd. By taking the approach of service with compassion vs. service that is expected we make memorable connections and experiences with the communities we serve.

12/6/2023 – Not-Just-Books-Mobile: Outreach Programming – North Dakota State Library offers 11 bookmobiles to outlying areas to reach underserved communities. N.D. State Library believes outreach should go beyond books to provide passive and hands-on programming to engage communities and potential patrons. Ideas include: lawn games, coloring table, bookmark contests, and white board questions for patron interaction while at stops and pop-up locations. Outreach services also offers grab-and-go crafts, a community book swap shelf, notary services, and community scavenger hunts. They suggest scheduling at least one special appearance, at community events such as co-ops, food truck stops, farmer's markets, street fairs, and economic development/chamber events, each month to engage with new people and meet potential community partners.

Another fun passive idea, that has been pretty successful, includes a recipe swap. The first part of this is a day to drop off recipes, and the second part is a day to pick-up a new recipe (usually at the next schedule stop in that same location).

All of these ideas have been successful in North Dakota and they encourage outreach services to try them as well. Regardless of time issues, there is always a way to engage with patrons on some level outside of the normal business transaction. "Outreach should strive to expand services to offer more than circulation."

12/6/2023 – Speak Up! Be a Strong Introverted Leader – Introvert and leadership are two words that are rarely linked together. Yet, experts say that introverts often make some of the greatest leaders. They foster new ways of thinking and offer different ways of motivating and relating to employees. Enroll in this webinar and learn to leverage your quiet strengths and management styles that will help you excel as an introvert in leadership.

Because of this program, participants will learn:

· The difference between Introverts and Extroverts · the unique advantages of introverted leadership · How to make the most of your hidden strengths · Tips and tricks to make sure your voice is heard

12/7/2023 – Adventure Begins at Your Library: CSLP Summer Symposium – This Symposium consisted of 4 sessions. The first was "Simplifying the Adventure of Summer Reading", and presenter Jenifer Strauss provided lots of inspiring ideas to simplify and energize Summer Reading for all ages.
Next session highlighted the new ideas in the different parts of the Summer Reading Manual
I really gleaned a lot of info from the next session, "Once Upon an Adventure: Practical Tips for Gathering Stories to Promote Your Library". It pointed out ways to promote your library using short videos of patrons telling their stories of ways the library served them.

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The final session was **"**Taking the Adventures Outdoors: Programming and Partnerships", which had some great ideas about taking your Summer Reading adventure outdoors. I am especially excited about the partnership with Smokey the Bear!

12/12/2023 – Towne Bank – New Treasury Service Training – Training with Towne Bank representative for Check Positive Pay and ACH Positive Pay services to help prevent fraudulent activity in our bank account.

12/13/2023 – Top 8 Skills Every Leader Should Develop – This webinar provides the listener with information on the basics of what leadership skills are and how to be a leader, regardless of your job title. The first four leadership skills discussed were referred to as the "what" skills, which talks about what you do as a leader. The second four leadership skills discussed were referred to as "how" skills, which is how you complete them as a leader.

The "what" skills are the foundational skills, which are developed early on in your career. The first skill is communication, which is vital to everyday life. This consists of how to build consensus, how to deliver with clarity, and how to sell yourself. The second skill is emotional intelligence. This is the ability to be able to tailor your approach based on the needs and wants of others involved. The third skill is problem solving. This is the ability to figure out the details of how you came to that conclusion on your own. The fourth, and final "what" skill, is decisiveness. This is the ability to figure out what the problem is, finding a solution and then finding the ability to put all of your weight behind it and going for it!

The "how" skills are the maturity skills, which are developed over time. The first skill is trust and delegate. This means you have taken the time to train others; you have set clear goals and set deadlines without micromanaging. The second skill is integrity and character. This consists of being two sided; which means having the ability to acknowledge when you are right, and acknowledge when you are wrong. The third skill is humility. This means to leave yourself open to the possibility of being wrong, and be open to allowing others to direct you. Finally, the fourth "how" skill is passion. This consists of using all of the other skills, to allow yourself to end up being passionate about your work and others!

12/13/2023 – What about Homeschoolers? Understanding and Programming the Homeschoolers and Their Parents –
The history of homeschoolers:

Modern homeschool movement started in 1970's
Homeschool also grew in popularity through the 1990's as states changed schooling laws to be more homeschool friendly.
In past decade, homeschooling has grown in popularity and diversity.
According to National Center for Education Statistics, the percent of homeschool students in the U.S. shot up from 2.8% to 5.4% during 2020-2021

How homeschool students are different from and similar to their traditionally-schooled peers

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They tend to be independent and curious
Often educationally advanced for their age
Appreciative of the library.
Lots of parental and whole family involvement.

What never to ask homeschool students or their parents:

Are you religious or something?
So do you do school in your pajamas.
Why aren't you in school?
Do you get to socialize with children your own age?

How to connect with your local homeschool community?

Provide a resource center for homeschool families and students.
The resource center can provide textbooks and learning material just for homeschool learners

How to create programs that meet their educational needs?

The library has books and computer software to teach homeschoolers to read as well as the basics of the English language.
Subjects such as reading, science, math art, music and history help enrich the curriculum that homeschool. parents already use. The library provides books for all those subjects.
Homeschoolers are usually looking for experts to help share their expertise with their kids.

What homeschoolers want for the library?

An opportunity to connect with other homeschool families
Activities they probably wouldn't do at home.
Programming during the school day
Prior notice about program them themes

12/16/2023 – Rally for the Right to Read: A Banned Books Week Event – This was an informative and uplifting workshop that commenced with a very moving speech by Ibrahm X. Kendi. To start, the concepts of intellectual freedom and the right to read were explored by the ALA executive director Tracie D. Hall and Chris Jackson, the editor-in-chief of One World Publishing. They discussed vital information regarding how censorship of books and other resources formulates and manifests in society. They also touched on the alarming increase in efforts to censor books and other resources deemed inappropriate.

After their informative and well-rounded discussion, the webinar aired a speech given by Ibrahm X. Kendi given at the 2023 ALA conference. In the speech he equated librarians and

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library workers to freedom fighters and essential for a democracy to thrive and function. It was a very touching speech, giving accolades to what we do while being very motivating.

After the speech, ALA members presented various information and resources for us to utilize if we are in the midst of a contentious book challenge. Very informative and the resources helped me feel as if there was a definitive place I could if I had questions regarding book challenges or book bans.

12/20/2023 – Addressing Microaggressions – Microaggressions are not commonly understood and it's even less common for people to know how to address them effectively. In this training, they help us understand microaggressions and how to respond them appropriately. They provide guidance on what to do if you have made a microaggressions or if you hear microaggressions.

12/29/2023 – Creating a Restorative Library Culture – According to the slide, restorative justice is a theory of practice that emphasizes and creates a space where every voice is heard. The aim of this is when harm is done, to repair it. This workshop helps you to learn about different restorative justices and practices. It also goes into how these practices help you to shift the community in a powerful and healthy way.

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