

# BLACKWATER REGIONAL LIBRARY BOARD OF TRUSTEES MEETING

Franklin Branch  
Wednesday  
November 15, 2023  
Budget Workshop—2:00 pm  
Board Meeting to immediately follow

**Budget & Finance Committee** will meet—1:00 pm  
Chair, Jessica Moore, Jennifer Cuthbertson, Deborah Dawson,  
Pam Please, and Michelle Manfred



**Blackwater Regional Library  
Franklin Branch**

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



Franklin, Isle of Wight, Southampton, Surry, and Sussex  
[www.blackwaterlib.org](http://www.blackwaterlib.org)

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

# Board Packet Contents

## November 15, 2023

- Agenda – November 2023
- Minutes – October 2023
- Budget and Finance Notes – October 2023
- Library Director's Report
- FY2025 General Budget Information
- Library Bills
- Monthly Statistics Report – October 2023
- Staffing and Workshop Report

**Blackwater Regional Library  
Board Meeting  
November 15, 2023**

**Agenda**

Franklin Branch

Call to Order

Adoption of Agenda – November 2023

Approval of Minutes – October 2023

Public Comment

Correspondence

Director’s Report

Committee Reports

- Budget and Finance
  - A. Consideration of FY24-25 Budget and Salary Scale Adjustment
  - B. Consideration of Approval of FY23 Audit
  - C. Consideration of Expenditure for Holiday Gifts for Staff
- 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

- January 17, 2023

Adjournment

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
October 18, 2023**

**Present**

Ora Briggs – Sussex County  
Sylvia Claggett – Isle of Wight County  
Deborah Dawson – Surry County  
Terri Hedgepeth – City of Franklin  
Connie Henderson – Isle of Wight County  
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  
Debbie Carter – Budget & Finance Manager

**Remote (via Zoom)**

**Absent**

MeChelle Blunt – Southampton County  
Jennifer Cuthbertson – Southampton County  
Pam Lease – City of Franklin  
Denise Tynes – Isle of Wight County

Chair, Bill Worsham called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:02 p.m. at the Franklin Branch. Mr. Worsham welcomed Trustee Judge Alfreda Talton-Harris to the Board.

**Agenda**

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

**Consideration of Remote Meeting Participation Requests**

None

**Minutes**

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

**Public Comment**

None

**Correspondence**

None

**Library Director's Report**

**Central/System-wide Updates**

The FY2023 audit is underway with Barnes, Brock, Cornwell, & Painter, PLC.

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) launches in November for local food pantries.

BRL is fully staffed as of October 11, 2023.

Mr. Neal gave a supplemental presentation on demographics of our service area and library usage, and answered questions from Trustees.

**Committee Reports**

*Budget & Finance* – Ms. Moore – The committee met on October 3, 2023, notes are included in the Board handouts. The entire committee attended, in addition to Mr. Neal, Ms. Lauver, and Ms. Carter. They discussed adjustments to the salary scale and operating budget lines. The committee will meet again on November 15, 2023 at 1:00 p.m., followed by the Budget Workshop at 2:00 p.m. All Trustees are encouraged to attend the Budget Workshop. The Board meeting will immediately follow the workshop, where the FY2025 Operating Budget will be adopted. Ms. Moore has received no input from Trustees. If you have input/questions, please contact her no later than November 1, 2023. Budget options will be emailed to committee members by November 1, and sent to the entire Board in the November mailed packet.

*Personnel & Policy* – Ms. Vaughan – no report

**Accounts Payable**

Ms. Briggs moved, and Ms. Hedgepeth 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. Dawson – Chippokes Harvest Festival – October 21, 2023 @ Chippokes Plantation State Park

Ms. Hedgepeth – A wonderful art show opens at Rawls Museum Arts on October 19, 2023. They will also attend the Business Expo on November 19, 2023.

Ms. Briggs – Community Coalition of Sussex will host a harvest festival and trunk-or-treat on October 28, 2023

Ms. Moore – Wakefield and Waverly book clubs are alive and well. Wakefield held a craft program on October 17. Waverly held a paint night on October 16; its last farmers market of the season on October 17, and is planning a trunk-or-treat on October 31. They will host another paint night in March.

**Announcement of Next Meeting**

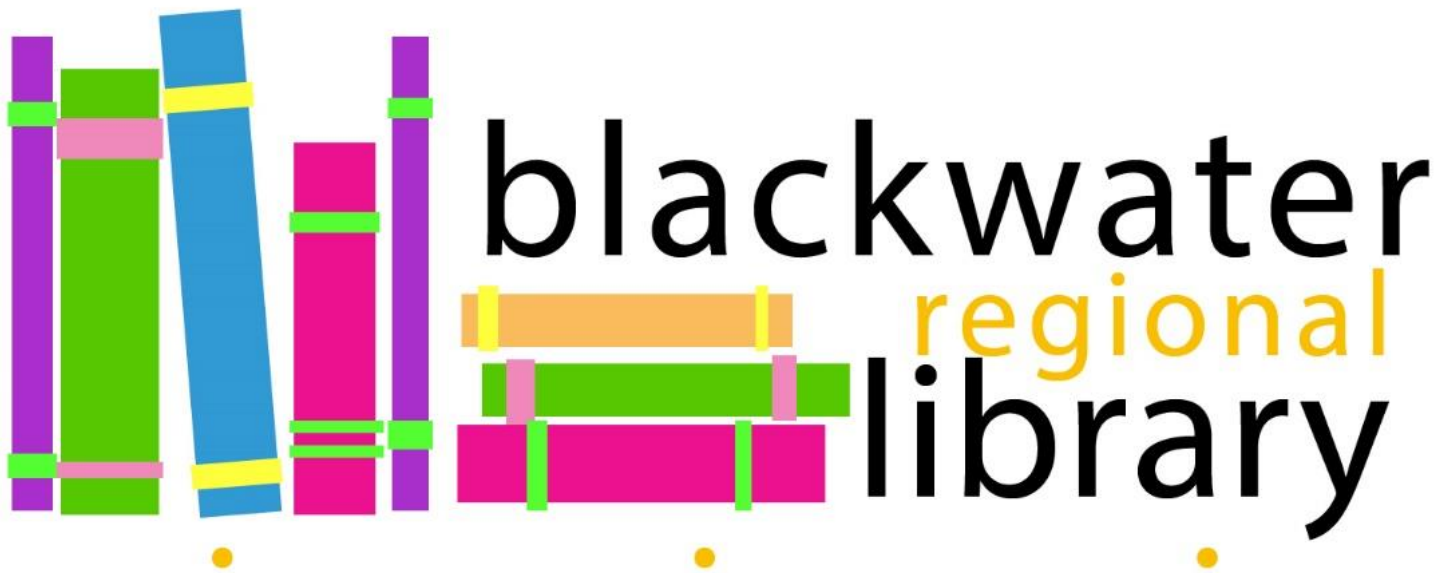
The next Blackwater Regional Library Board of Trustees meeting will be on November 15, 2023 at the Franklin Branch. The Budget & Finance Committee will meet at 1:00 p.m., and all Trustees should plan to attend the Budget Workshop beginning at 2:00 p.m. The Board meeting will immediately follow the Budget Workshop.

**Adjournment**

Ms. Moore moved, and Ms. Hedgepeth seconded the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Debbie Carter for  
Sylvia Claggett, Secretary



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# Director's Report

## November 2023

# Admin Updates

- BRL participated in three National Night Out events earlier in October, bringing a total of NNO events participated in this year to seven in our service area
- Holiday Food Drive (Food for Fines) continuing through early December
- Staff honored by IWCS with ISLE Award for helping “bringing the library and literacy to life because she is passionate about creating a reading community in Isle of Wight”



Smithfield Branch Manager Terry Andrews honored by Superintendent Dr. Theo Cramer

# BRL in the Community



Trunk or Treat event  
at Gatherings  
(Southampton  
Meadows)



After school event at  
Carrsville Elementary  
School's Kangaroo Kidz via  
partnership



Participation at several  
National Night Outs, in  
Franklin, Smithfield,  
and Benns Grant

33 Outreach Programs and Events in October reaching over 2700 people



# City of Franklin

- Fall Programs in full swing including children's StoryTimes and STEAM activities, and Adult Craftsy for adults
- A full array of Outreach events in the city, including a special partnership event for Grace's Little Angels at The Village Retirement Home, where a series of Story Times and activities culminated with the children Trick-or-Treating with the residents



# Isle of Wight County

- Carrollton branch had a busy month including their Mad Hatter Tea Party to celebrate the works of Lewis Carroll and participate in games in the “Queen’s Rose Garden”
- Smithfield hosted a ton of programs including their annual Haunted House STEM Challenge, where participants made PopTarts Haunted Houses!
- Windsor Branch has a busy and full month of activities ranging for their Banned Books Week contest to a special StoryTime by a children’s author, to a fun Candy Corn Jar Craftsy program!

80 In-House or Outreach Programs in Isle of Wight County reaching over 2300 people



# Southampton County

- A busy month at the Courtland branch including special and continuing program; as well as being out in the community.
- Local peanut farmer and innovator Elisha Barnes came and spoke about the history of growing and picking peanuts as a fourth-generation farmer
- Fun programs like Pumpkin Painting happened for all ages to enjoy
- Library staff was out and about in the community at East Pavilion Story Time and the Boykins Pumpkin Fest!



# Surry County

- Staff participated in Chippokes Park Fall Festival, giving away free books and more!
- Variety of adult and children's programs helping spur circulation, especially children's print materials (+100% over last October, +45% in total)
- Both branches continue to be an important gathering place for work, school, and recreational purposes (door count at Surry up 14% YoY)



# Sussex County

- Waverly Farmer's Market closed out another successful evening in October with a wonderful turnout
- Waverly continues to host homeschooling group, which had a blast with STEM rockets activity
- Annual Halloween event went very well despite moving inside due to weather—over 300 families participated!
- Both branches had a robust turnout for their Adult Craftsy DIY Sugar Scrub program.



## 2024-2025 General Budget Information

Changes to Blackwater's Operating Budget for 2024-2025:

- \* Anthem/Optima - calculated at current rates plus additional 5% for possible rate increases. Southampton County had not received any information on costs for the upcoming year at the time of budget preparation.
- \* VRS (Virginia Retirement System) - calculated at current year's percentage + 1.5% for possible increases. Southampton County had not received any information on percentages from the state for the upcoming year at the time of budget preparation.
- \* The following adjustments were made:

- 1500 increase to Audit expense line
- 600 increase to Direct Deposit expense line
- 500 increase to Vehicle Gas expense line
- 16000 increase HQ Bldg Maint/Utilities line

- 5000 decrease to Office Supplies expense line
- 500 decrease to Telephone expense line

- 16000 increase to W.C. Rawls Trust Credits from Income line

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FYI: Funding formula per library contract:

(Locality circulation divided by total circulation) x 2 plus (locality population divided by total population) divided by 3.

Ex:  $(226,357 \text{ divided by } 460,083) \times 2 \text{ plus } (35,457 \text{ divided by } 81,875) \text{ divided by } 3 =$   
 $.49 \times 2 = .98 \text{ plus } .43 = 1.41 \text{ divided by } 3 = .47 \text{ or } 47\%$

2024-2025 Budget			
<b>Budget - 13.50 minimum</b>	<b>\$1,937,600.00</b>		
<b>Budget - 4.5% sal inc (current scale)</b>	<b>\$1,950,246.00</b>		
	<b>FY25</b>	<b>Budget Share -</b>	<b>Budget Share -</b>
	<b>Percentages</b>	<b>13.50 minimum</b>	<b>4.5% COLA</b>
<b>City of Franklin</b>	13.8441%	268,243.28	269,994.01
<b>Isle of Wight County</b>	54.2911%	1,051,944.35	1,058,810.01
<b>Southampton County</b>	15.2787%	296,040.09	297,972.24
<b>Surry County</b>	8.1255%	157,439.69	158,467.24
<b>Sussex County</b>	8.4607%	163,934.52	165,004.46
	<b>100.000%</b>	<b>1,937,602</b>	<b>1,950,248</b>
	<b>FY24</b>	<b>Difference</b>	<b>Difference</b>
	<b>Allocation</b>	<b>13.50 minimum</b>	<b>4.5% COLA</b>
<b>City of Franklin</b>	258,573	9,670	11,421
<b>Isle of Wight County</b>	1,009,856	42,088	48,954
<b>Southampton County</b>	282,734	13,306	15,238
<b>Surry County</b>	160,647	(3,207)	(2,180)
<b>Sussex County</b>	165,645	(1,710)	(641)
	<b>1,877,455</b>	<b>60,147</b>	<b>72,793</b>
	<b>FY25</b>	<b>FY24</b>	
	<b>Percentages</b>	<b>Percentages</b>	<b>Change</b>
<b>City of Franklin</b>	13.8441%	13.7725%	<b>0.07154%</b>
<b>Isle of Wight County</b>	54.2911%	53.7886%	<b>0.50252%</b>
<b>Southampton County</b>	15.2787%	15.0594%	<b>0.21928%</b>
<b>Surry County</b>	8.1255%	8.5566%	<b>-0.43113%</b>
<b>Sussex County</b>	8.4607%	8.8229%	<b>-0.36220%</b>
	<b>100%</b>	<b>100%</b>	

<b>Weldon Cooper Estimates</b>	<b>2022 Population</b>				
City of Franklin	7,987				
Isle of Wight County	39,950				
Southampton County	17,913				
Surry County	6,492				
Sussex County	10,388				
<b>Total Population</b>	<b>82,730</b>				
<b>Locality Circulation</b>	<b>2023 Circulation</b>	<b>BKM Circ</b>	<b>Total Locality Circ</b>		<b>Total Circ</b>
City of Franklin	46,169	2,778	<b>48,947</b>		
Isle of Wight County	174,249	1,689	<b>175,938</b>		
Southampton County	33,905	3,228	<b>37,133</b>		
Surry County	25,305	75	<b>25,380</b>		
Sussex County	18,079	1,614	<b>19,693</b>		
<b>Total Circulation</b>	<b>297,707</b>	<b>9,384</b>	<b>307,091</b>		<b>307,091</b>
	circ	pop	(circ+pop)/3	%	
City of Franklin	0.31878	0.0965	0.1384	13.84405%	
Isle of Wight County	1.14584	0.4829	0.5429	54.29108%	
Southampton County	0.24184	0.2165	0.1528	15.27869%	
Surry County	0.16529	0.0785	0.0813	8.12551%	
Sussex County	0.12826	0.1256	0.0846	8.46067%	
	2.0000	1.0000	1.0000	1.0000	
<b>Formula: [(Locality Circulation/Total Circulation*2) + (Locality Population/Total Population)]/3</b>					
	<b>July 22 - June 23</b>	<b>Percentage of Circ</b>	<b>Circ to add to Locality</b>		
<b>Bookmobile Stops</b>					
City of Franklin	74	0.296	2778		
Isle of Wight County	45	0.18	1689		
Southampton County	86	0.344	3228		
Surry County	2	0.008	75		
Sussex County	43	0.172	1614		
<b>Total Stops</b>	<b>250</b>	<b>1</b>	<b>9384</b>		



# BLACKWATER REGIONAL LIBRARY BUDGET 2024-2025

## LOCAL - 13.50 Minimum - **DRAFT**

**proposed**

LOCAL OPERATING EXPENSES	2024-2025	2023-2024
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<b>PERSONNEL</b>		
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Salaries	1,226,248	1,188,652
FICA	99,722	96,692
Health Insurance	304,256	293,654
VRS	139,593	132,751
Unemployment	3,000	3,000
<b>TOTAL PERSONNEL</b>	<b>1,772,819</b>	<b>1,714,749</b>

<b>OPERATIONS</b>		
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Advertising	1000	1000
Automation	68700	68700
Audit	10000	8500
Childrens Programming	6000	6000
Computer Replacement	5000	5000
Headquarters Bldg Maint/Utilities (50% shared)	32000	16000
Dues	1000	1000
Fiscal Agent Compensation per Contract	16000	16000
Insurance	38000	38000
Internet (E-Rate)	54475	54475
Legal	1000	1000
Library Administration	6000	6000
Direct Deposit	3600	3000
Office Supplies	15000	20000
Postage	2000	2000
Staff Training	5000	5000
Staff Travel	2500	2500
Telephone	23000	23500
Vehicles		
Gas	5500	5000
Maintenance	3500	3500
<b>TOTAL OPERATIONS</b>	<b>299,275</b>	<b>286,175</b>

<b>TOTAL PERSONNEL AND OPERATIONS</b>	2,072,094	2,000,924
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<b>CREDITS FROM INCOME</b>		
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Fines & Fees	32000	37000
Johnson Trust	4000	3975
W. C. Rawls Trust	55000	39000
E-Rate Income	43494	43494

<b>TOTAL INCOME FROM CREDITS</b>	134,494	123,469
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<b>TOTAL BUDGET FOR LOCALITY DISTRIBUTION</b>	1,937,600	1,877,455
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**Blackwater Regional Library Proposed Budget 2024-2025**

**Locality Distribution - 13.50 minimum - DRAFT**

	<b>2022 Population</b>	<b>2023 Circulation</b>	<b>Locality Percentage</b>	<b>2024-2025 Funding Based on Contract Formula*</b>
<b>City of Franklin</b>	7,987	48,947	13.8441%	268,243 <i>258,573</i>
<b>Isle of Wight County</b>	39,950	175,938	54.2911%	1,051,944 <i>1,009,856</i>
<b>Southampton County</b>	17,913	37,133	15.2787%	296,040 <i>282,734</i>
<b>Surry County</b>	6,492	25,380	8.1255%	157,440 <i>160,647</i>
<b>Sussex County</b>	10,388	19,693	8.4607%	163,935 <i>165,645</i>
<b>Totals</b>	<b>82,730</b>	<b>307,091</b>	<b>100%</b>	<b>1,937,602</b> <i>1,877,455</i>

\*rounded to the nearest dollar

*FY2024 allocations in red*

**Difference from FY2024 allocation:**

<b>City of Franklin:</b>	increase of:	9,670
<b>Isle of Wight County:</b>	increase of:	42,088
<b>Southampton County:</b>	increase of:	13,306
<b>Surry County:</b>	decrease of:	<i>(3,207)</i>
<b>Sussex County:</b>	decrease of:	<i>(1,710)</i>
<b>Total:</b>	<b>increase of:</b>	<b>60,147</b>

Position Title	Pay Grade	Minimum	Midpoint	Maximum	Minimum Hourly*	Maximum Hourly*
					*based on 1,885 hours/year	*based on 1,885 hours/year
Library Director	7	75,060.00	92,980.00	110,900.00	39.82	58.83
Budget & Finance Manager	6	54,425.00	66,812.00	79,200.00	28.87	42.02
Assistant Director	6	54,425.00	66,812.00	79,200.00	28.87	42.02
Collection Development Manager	5	45,907.00	55,954.00	66,000.00	24.35	35.01
Branch Manager II	5	45,907.00	55,954.00	66,000.00	24.35	35.01
Branch Manager I	4	38,435.00	46,718.00	55,000.00	20.39	29.18
Administrative Services Coordinator	4	38,435.00	46,718.00	55,000.00	20.39	29.18
Cataloger	3	30,800.00	37,350.00	43,900.00	16.34	23.29
Youth Services Programmer	3	30,800.00	37,350.00	43,900.00	16.34	23.29
Senior Library Assistant	2	27,995.00	33,948.00	39,900.00	14.85	21.17
Courier	1	25,450.00	30,875.00	36,300.00	13.50	19.26
Library Assistant	1	25,450.00	30,875.00	36,300.00	13.50	19.26
Acquisitions Clerk	1	25,450.00	30,875.00	36,300.00	13.50	19.26

**Minimum 13.50**

effective - 7.1.2024  
approved - **DRAFT**

# BLACKWATER REGIONAL LIBRARY BUDGET 2024-2025

## LOCAL - 4.5% COLA - DRAFT

proposed

LOCAL OPERATING EXPENSES	2024-2025	2023-2024
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PERSONNEL		
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Salaries	1,236,577	1,188,652
FICA	100,617	96,692
Health Insurance	304,256	293,654
VRS	141,015	132,751
Unemployment	3,000	3,000
<b>TOTAL PERSONNEL</b>	<b>1,785,465</b>	<b>1,714,749</b>

OPERATIONS		
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Advertising	1000	1000
Automation	68700	68700
Audit	10000	8500
Childrens Programming	6000	6000
Computer Replacement	5000	5000
Headquarters Bldg Maint/Utilities (50% shared)	32000	16000
Dues	1000	1000
Fiscal Agent Compensation per Contract	16000	16000
Insurance	38000	38000
Internet (E-Rate)	54475	54475
Legal	1000	1000
Library Administration	6000	6000
Direct Deposit	3600	3000
Office Supplies	15000	20000
Postage	2000	2000
Staff Training	5000	5000
Staff Travel	2500	2500
Telephone	23000	23500
Vehicles		
Gas	5500	5000
Maintenance	3500	3500
<b>TOTAL OPERATIONS</b>	<b>299,275</b>	<b>286,175</b>

<b>TOTAL PERSONNEL AND OPERATIONS</b>	2,084,740	2,000,924
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CREDITS FROM INCOME		
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Fines & Fees	32000	37000
Johnson Trust	4000	3975
W. C. Rawls Trust	55000	39000
E-Rate Income	43494	43494

<b>TOTAL INCOME FROM CREDITS</b>	134,494	123,469
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<b>TOTAL BUDGET FOR LOCALITY DISTRIBUTION</b>	1,950,246	1,877,455
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Blackwater Regional Library Proposed Budget 2024-2025

Locality Distribution - 4.5% COLA - **DRAFT**

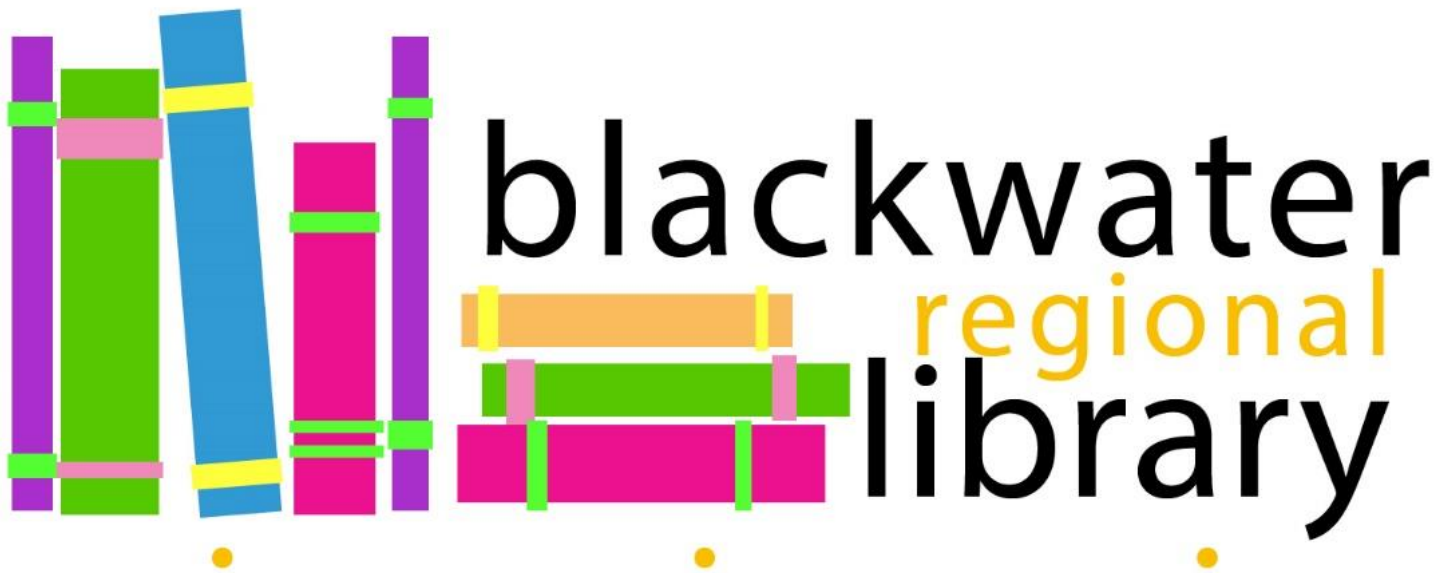
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<b>City of Franklin</b>	7,987	48,947	13.8441%	269,994 <i>258,573</i>
<b>Isle of Wight County</b>	39,950	175,938	54.2911%	1,058,810 <i>1,009,856</i>
<b>Southampton County</b>	17,913	37,133	15.2787%	297,972 <i>282,734</i>
<b>Surry County</b>	6,492	25,380	8.1255%	158,467 <i>160,647</i>
<b>Sussex County</b>	10,388	19,693	8.4607%	165,005 <i>165,645</i>
<b>Totals</b>	<b>82,730</b>	<b>307,091</b>	<b>100%</b>	<b>1,950,248</b> <i>1,877,455</i>

\*rounded to the nearest dollar

*FY2024 allocations in red*

**Difference from FY2024 allocation:**

<b>City of Franklin:</b>	increase of:	11,421
<b>Isle of Wight County:</b>	increase of:	48,954
<b>Southampton County:</b>	increase of:	15,238
<b>Surry County:</b>	decrease of:	<i>(2,180)</i>
<b>Sussex County:</b>	decrease of:	<i>(640)</i>
<b>Total:</b>	<b>increase of:</b>	<b>72,793</b>

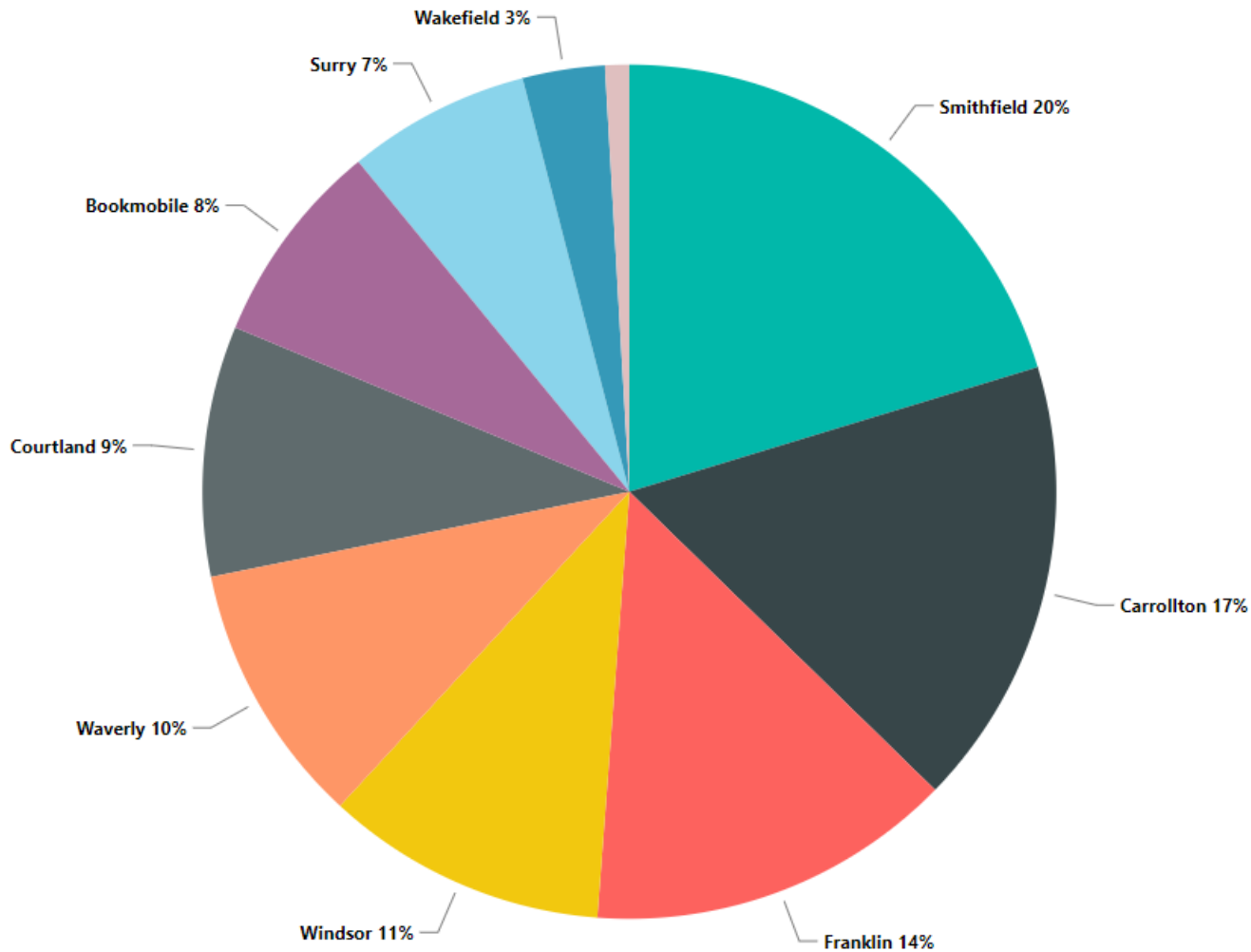


Franklin, Isle of Wight, Southampton, Surry, and Sussex  
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# October 2023

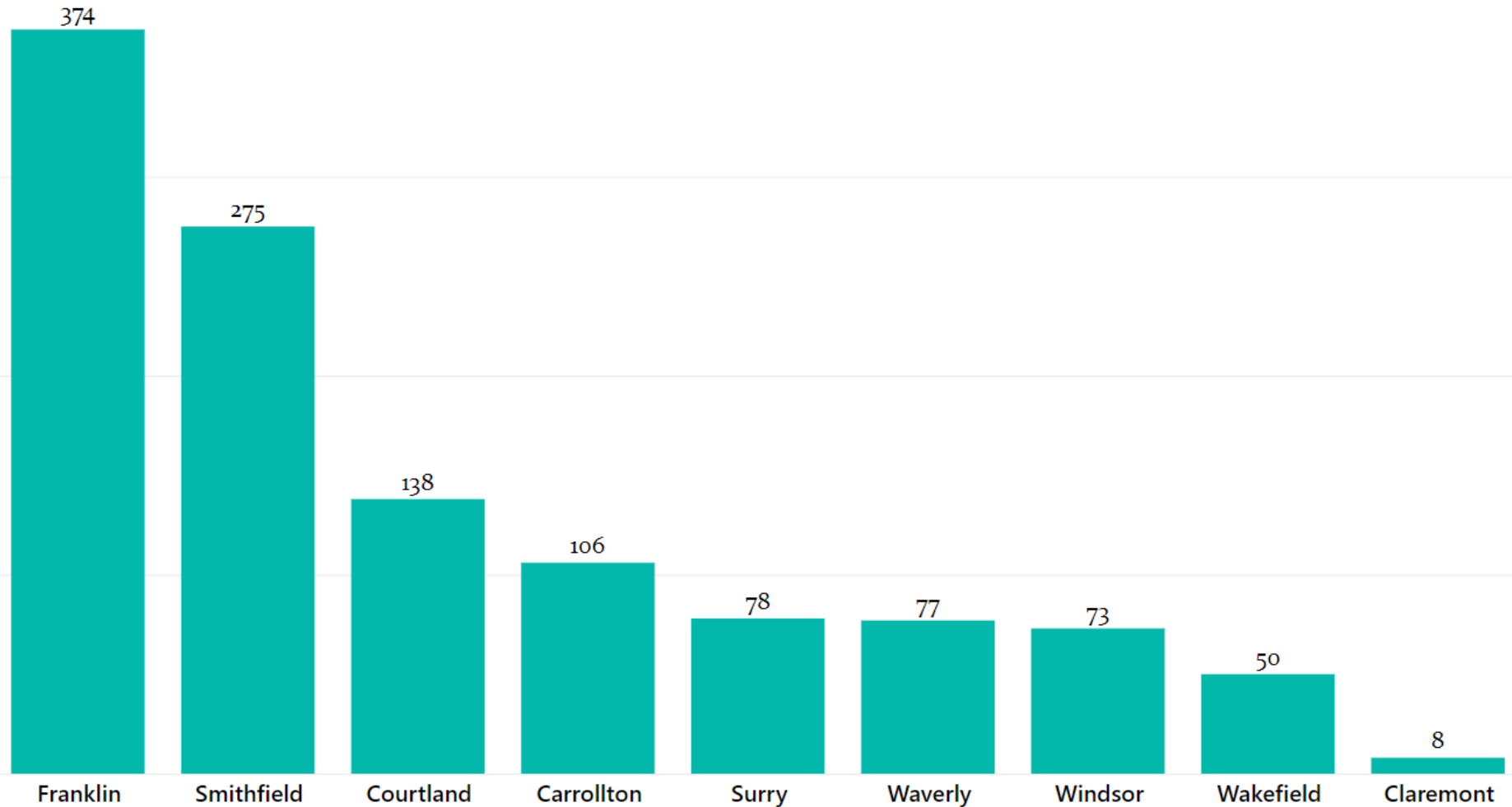
## Statistics

# Monthly Report: Patron Count



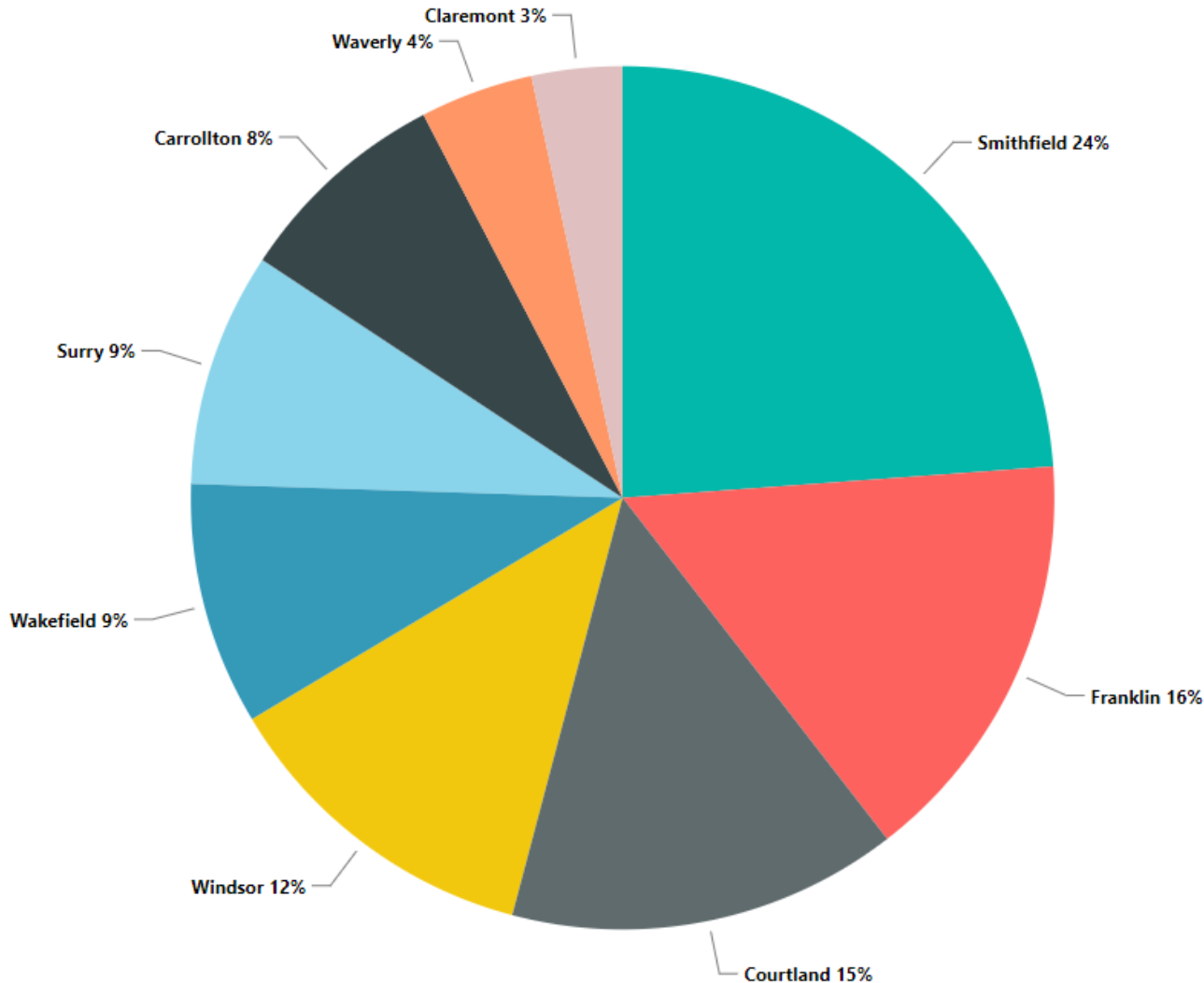
Branch	Patron Count
Bookmobile	1247
Carrollton	2729
Claremont	147
Courtland	1521
Franklin	2231
Smithfield	3256
Surry	1111
Wakefield	499
Waverly	1597
Windsor	1710
<b>Total</b>	<b>16048</b>

# Monthly Report: In-House Internet



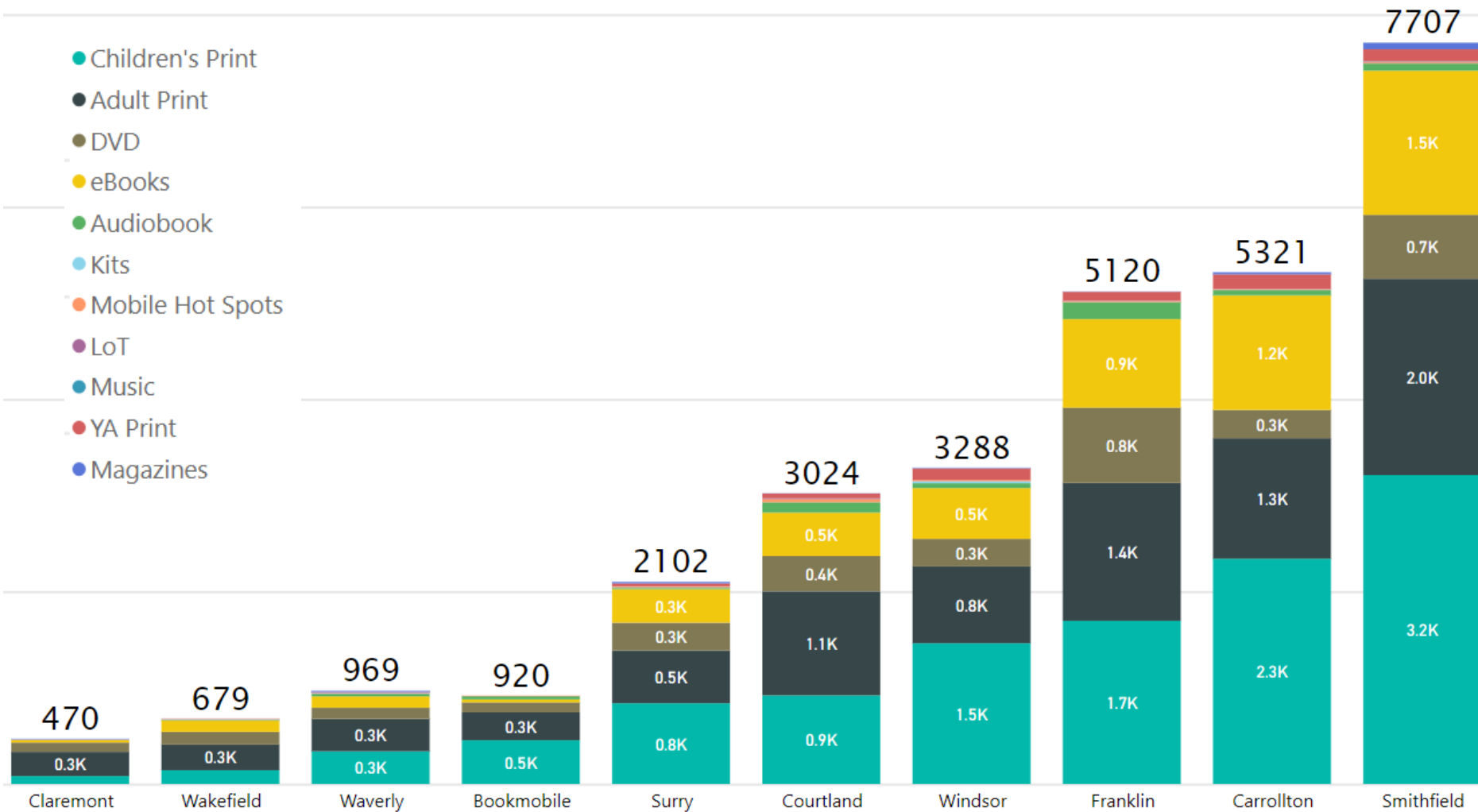


# Monthly Report: WiFi Use



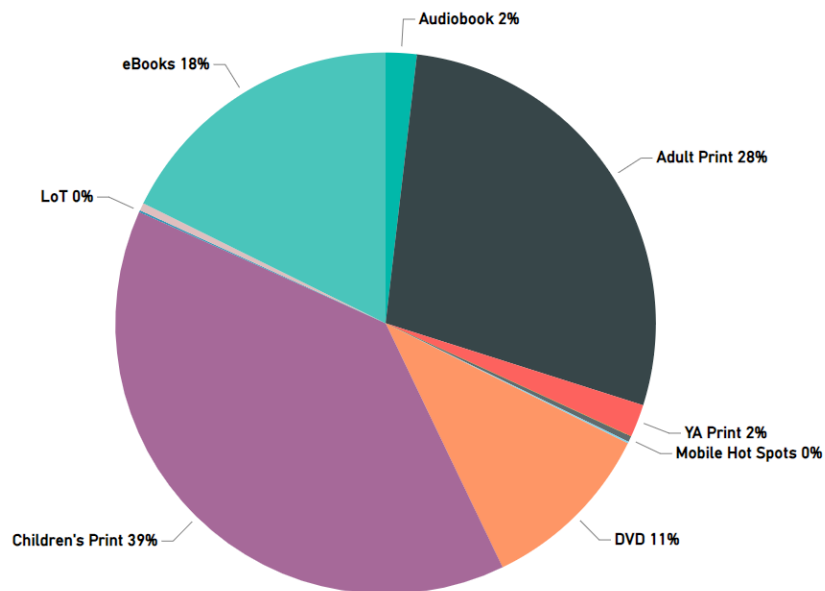
Branch	Wireless Internet Usage
Carrollton	162
Claremont	68
Courtland	293
Franklin	314
Smithfield	478
Surry	176
Wakefield	182
Waverly	85
Windsor	247
<b>Total</b>	<b>2005</b>

# Circulation Report: By Branch

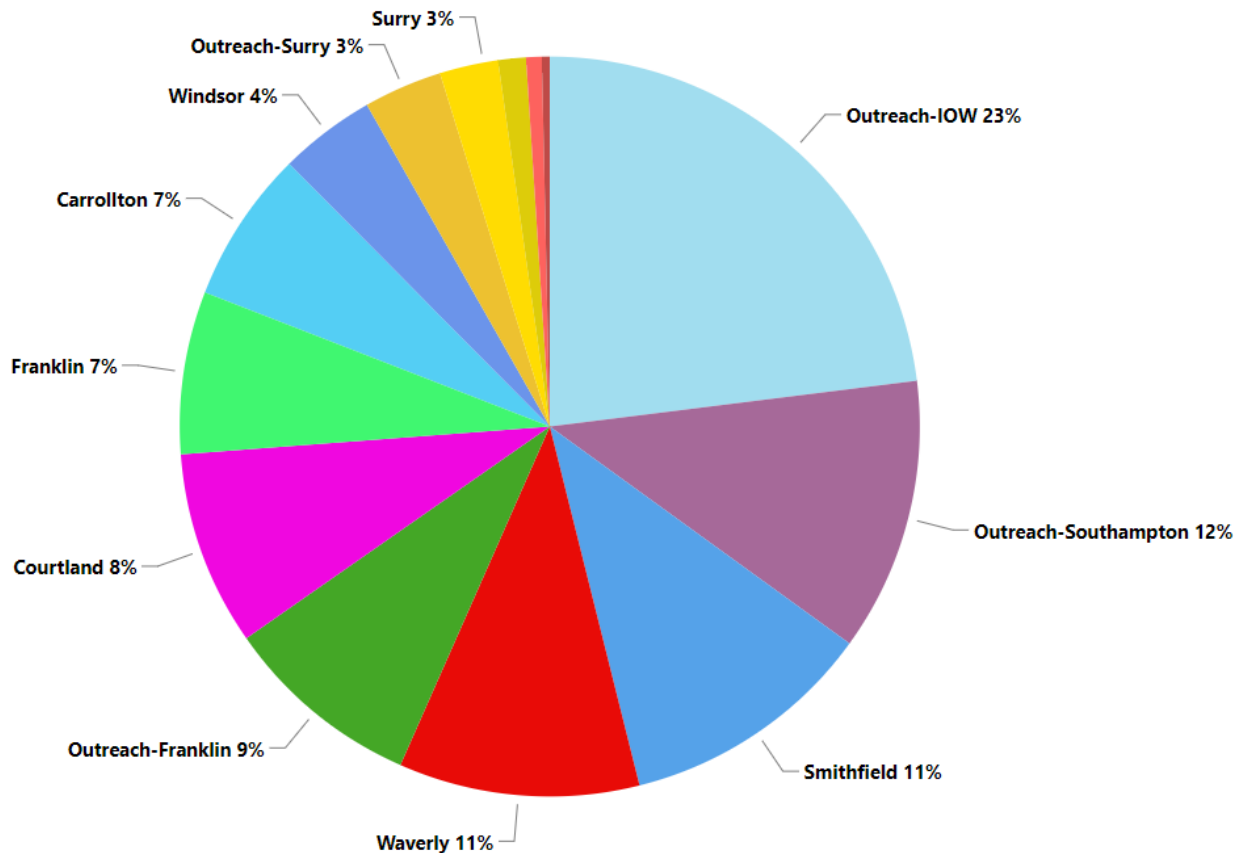


# Circulation Report: Type by Branch

Location	Adult Print	Children's Print	DVD	Audio-book	Kits	YA Print	Music	LoT	Magazines	eBooks	Mobile Hot Spots
Bookmobile	290	456	103	34	0	1	0	0	0	31	5
Carrollton	1252	2343	295	55	1	153	0	3	21	1191	7
Claremont	252	83	96	1	0	2	0	0	7	27	2
Courtland	1082	922	366	108	0	48	0	9	3	452	34
Franklin	1433	1697	783	177	0	91	0	4	3	921	11
Smithfield	2042	3212	663	75	0	124	3	7	68	1500	13
Surry	549	840	289	15	1	29	0	3	16	349	11
Wakefield	266	145	132	8	3	4	0	1	0	118	2
Waverly	337	341	115	26	4	8	0	4	12	119	3
Windsor	798	1465	286	50	21	120	0	0	6	528	14
<b>Total</b>	<b>8301</b>	<b>11504</b>	<b>3128</b>	<b>549</b>	<b>30</b>	<b>580</b>	<b>3</b>	<b>31</b>	<b>136</b>	<b>5236</b>	<b>102</b>

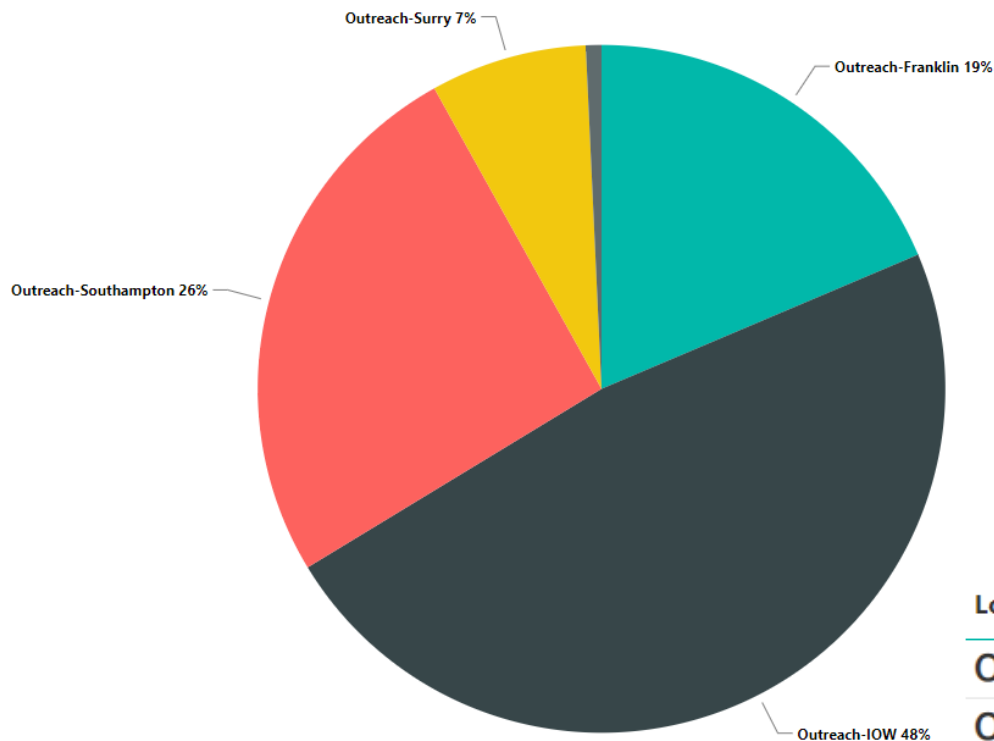


# Program Report: Total Participation



Location/Branch	Count
Carrollton	391
Claremont	71
Courtland	498
Franklin	416
Outreach-Franklin	509
Outreach-IOW	1349
Outreach-Southampton	700
Outreach-Surry	201
Outreach-Sussex	20
Smithfield	652
Surry	150
Wakefield	40
Waverly	616
Windsor	246
<b>Total</b>	<b>5859</b>

# Outreach Report: Programs



Location/Branch	Outreach Programs	Attendance
Outreach-Franklin	9	509
Outreach-IOW	14	1304
Outreach-Southampton	8	700
Outreach-Surry	1	201
Outreach-Sussex	1	20
<b>Total</b>	<b>33</b>	<b>2734</b>

# STAFFING AND WORKSHOP REPORT

## Staffing Update November 2023 Blackwater Regional Library

### New Hires

### Promotions

### Transfers

### Separations

- Jamie Brown resigned as Courier effective 11/30/2023

### Vacancies

## STAFFING AND WORKSHOP REPORT

### Training Sessions – October 2023

**City of Franklin** staff completed a total of 2 trainings

**Isle of Wight County** staff completed a total of 5 trainings

**Southampton County** staff completed a total of 2 trainings

**Sussex County** staff completed a total of 2 trainings

**Central Office** staff completed a total of 1 training

#### **10/3/2023 – Active Shooter Training – Run. Hide. Fight.**

Claremont Branch is a small building with two points of egress. If ever there is an active shooter situation in this location, running would be the best option, hiding in the vault a close second if you can get everyone in there and close the door. Fighting is the last resort, but since the library is so small, it might be the only option between the two doors. Improvised weapons are available to defend ourselves if need be. Running from the shooter, a person should run towards the brick buildings across the street, then move through the backyards to the old general store that's falling down. I think that would be a place you could hide from further aggressor attention. This is the trouble with this area, a lot of wide open space before you find good cover. Pray that the response from law enforcement is swift, and neighbors with means to defend themselves (and hopefully you) is faster.

**10/5/2023 – Rally for the Right to Read: Banned Books Week Event** – Awesome webinar, all three segments were chock full of information and inspiration! The first part was a discussion between Tracie D. Hall, Executive Director of ALA, and Christopher Jackson, editor in Chief of One World books, about the effects of banning books on people. Lots of things I never even thought of, such as putting students at a disadvantage when they take standardized tests for higher education, creating an environment of fear in places where educators, libraries and books stores can be persecuted, and sometimes prosecuted, for having, or in the case of teachers, assigning a banned book to their students. The speech Ibram X. Kendi presented at the ALA meeting last summer was so inspirational (sorry, fangirl here!) The last segment was from Betsy Gomez of the “United Against Book Bans” organization and presented shocking stats on the increase of challenged books as well as ways we can fight against it. Overall, this was one of the best webinars I have seen.

**10/6/2023 – The Poison Book Project** – This training explained the problems posed by older books in a collection that may contain arsenic or other heavy metals in the cover or bindings. It was led by two women from the Winterthur library. I learned that books containing arsenic or other heavy metals are often bright and have bold colors, as they are unlikely to fade (except sometimes on their spines). The focus of the webinar was mainly on Emerald Green book cloth, but it touched on other colors a bit as well. It was interesting to hear that bright blue books were often fairly safe as compared to other colored books, besides their lead content. The heavy metals were mainly a side effect of wanting books in vibrant colors, although there is apparently some research that arsenic may have been artificially applied to the books as a pesticide.

## STAFFING AND WORKSHOP REPORT

The Winterthur librarians explained that really the only way to test for arsenic was via a pretty expensive machine that seemed, to me, to be unobtainable for most library systems. However, it was comforting to hear that the Emerald Green books were mainly manufactured between the 1840s-1860s, which I don't believe any books in our collections fall into that category. Overall, I feel like I learned some things to keep an eye out for but did not necessarily think it was too relevant for my general work activities.

**10/12/2023 – MasterFILE & Explora** – A tool for researching with the ability to filter, save, share and cite information with no outside advertising.

**10/19/2023 – WhatD/deaf People Wish You Know** – 15% of the national population has some kind of hearing loss in their adult years (includes minimal in one ear to completely in both ears. You may never realize a person is deaf unless the person is signing or you see their hearing aids. The older the person the percentage increases.

Causes:

- Aging
- Exposure to loud noises
- Hereditary
- Illness/Medication

Types of deafness:

- Deaf – unable to understand normal speech
- Hard of Hearing – Difficulty understanding normal speech
- Late Deafened – Hearing loss happened later in life
- DeafBlind – Loss of hearing AND vision
- Deaf Plus – Has hearing loss and other disabilities

Outreach Options for patrons- Virginia Department of Deaf and Hard of Hearing  
[vddhh.virginia.gov](http://vddhh.virginia.gov) or [vddhh.org/outreach.htm](http://vddhh.org/outreach.htm)

- Respond to requests for information & referrals on topics related to hearing loss
- Provide education & training to agencies and general public

Interpreter Service Programs – [vddhh.org/interpreters.htm](http://vddhh.org/interpreters.htm) – over 100 interpreters available

VDDHH Brochure: <https://www.vddhh.virginia.gov/downloads/VDDHHAgencyBrochure.pdf>

- Not all deaf people communicate in sign language
- Majority of deaf people are not excellent lip-readers
- Hearing aids don't give those 100% hearing
- Speak normally, regular pace and tone – not louder

Book – True Biz is written by a deaf author, Sara Nović

Kathleen L. Brockway, a descendant of a community of 52 deaf people who lived in Shenandoah County, “The Lost Shared Signing Community of Lantz Mills and Shenandoah County, Virginia”

Suggestions:

- Have website available with captions on videos and movies



## STAFFING AND WORKSHOP REPORT

- Use visual aid signs
- Loop/Pocket Talkers/Speakers

Don't approach someone from behind to approach, walk around, wave to get their attention

**10/25/2023 – Building Community Relationships for Better Library Services** – This webinar focused on how to find and approach potential new partnerships, how to build trust with new/existing community partners, and how do you refresh a partnership after services have been broken or lapsed. The speakers were very knowledgeable and engaging. They spoke very generally on the topic and answered questions from the chat as they arose, but I do think it would have been more effective if they each addressed specific examples of how they cultivated a partnership in their respective communities.

**10/25/2023 – 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.

**10/26/2023 – Just for Kids** – Unlimited streaming platform for kids. Ad free, kid safe. Includes educational videos like Sesame Street, Berenstain Bears, Dr. Seuss, plus thousands of other games, shows, songs, and other interactives.

Lots of great information here for families, homeschoolers, and youth librarians.

**10/27/2023 – Beginning Genealogy: Free Resources** – Where do we come from? Researching our family history is becoming more popular with subscription services such as Ancestry.com and 23andMe ancestry kits. But what if we don't want to spend a fortune answering this question? How can we find our ancestors without costly subscriptions? How can I confirm that my ancestors were from (insert country) or that the stories my great aunt tells are true? Knowing about free genealogy resources, both digital and physical, is one way to get started researching your genealogy. We all have a history and lack of funds should not be a barrier. Familiarize yourself with free websites and databases as well as local resources so that you can research your own history, help a patron research, or conduct a class on genealogy.

**10/31/2023 – Generative AI in Libraries** – Lauren Hayes discussed generative AI and its current state in libraries and how the technology would impact libraries. Other things discussed included how to incorporate the technology effectively and address the challenges it will create.

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## STAFFING AND WORKSHOP REPORT

MidAmerica Nazarene University in Olathe, Kansas. She teaches classes on research and educational technology today.

PRO'S: faster searches, enhanced customer experience

CON'S: "deepfakes", scams, issues with writers

I found it most interesting in regards to how A.I. can mimic how an author writes. This can often be seen in today's news.