

BLACKWATER REGIONAL LIBRARY BOARD OF TRUSTEES MEETING

Franklin Branch

Wednesday

July 24, 2024

Board Orientation/Refresher — 1:00 pm

Board of Trustees Meeting to immediately follow

Budget & Finance Committee *will NOT* meet



**Blackwater Regional Library
Franklin Branch**

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



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

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

Board Packet Contents

July 24, 2024

- Agenda – July 2024
- Minutes – June 2024
- Library Director's Report
- Library Bills
- Monthly Statistics Report – June 2024
- Staffing and Workshop Report

**Blackwater Regional Library
Board Meeting
July 24, 2024**

Agenda

Franklin Branch

Call to Order

Adoption of Agenda – July 2024

Approval of Minutes – June 2024

Public Comment

Correspondence

Director's Report

Committee Reports

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

Review of Approval of Accounts Payable and File for Annual Audit

Unfinished Business

New Business

Board Member Comments/Announcements

Announcement of Next Meeting

- September 18, 2024

Adjournment

**BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
June 26, 2024**

Present

Sylvia Claggett – Isle of Wight County
Jennifer Cuthbertson – Southampton 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
Debbie Carter – Budget & Finance Manager
Megan Wilson – Outreach Services & Marketing Coordinator

Remote (via Zoom)

Ora Briggs – Sussex County

Absent

MeChelle Blunt – Southampton County
Denise Tynes – Isle of Wight County
Bonnie Lauver – Assistant Library Director

Chair, Bill Worsham called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:03 p.m. at the Franklin Branch.

Agenda

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

Minutes

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

Public Comment

None

Correspondence

Letter from Isle of Wight appointing Cathy Lippard to replace Denise Tynes. Ms. Lippard will join the Board in July. There are currently three vacancies in Isle of Wight.

Library Director's Report

Be sure to check out BRL's new website design @ www.blackwaterlib.org. Thank you to the Library of Virginia and all staff that made this update successful.

Summer Reading began on June 24th, and will run through August 3rd. All branches will host weekly programs/events. Summer Reading encourages reading and outdoor activities to keep minds fresh during summer break from school!

Outreach Services and Marketing Coordinator, Megan Wilson gave an engaging presentation on the future of outreach services and new marketing initiatives.

Consideration of Remote Meeting Participation Requests

Trustee Briggs requested to attend this meeting remotely. Mr. Neal read the Motion to Permit Board Member to Participate Remotely, filled in the required information, and Ms. Carter conducted a roll call vote.

Ayes: Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

Committee Reports

Budget & Finance – Ms. Moore – Sussex County approved its budget earlier in the day. BRL is fully funded in all localities!

Personnel & Policy – Ms. Vaughan – The committee did not meet.

Accounts Payable

Ms. Moore moved, and Ms. Hedgepeth seconded that the accounts payable be filed for the Annual Audit. The vote was unanimous. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

Unfinished Business

Election of FY2024-2025 Officers – Mr. Worsham – During the May Board meeting, the Nominating Committee presented the following slate of officers for fiscal year 2025: Chair: Deborah Dawson; Vice-Chair, Pam Lease; Secretary, Sylvia Claggett. Mr. Worsham asked for nominations from the floor, there were none. Ms. Moore moved, and Ms. Vaughan seconded that this slate of officers be approved. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

New Business

Amended FY2023-2024 Operating Budget - Mr. Neal reviewed amendments to the FY2023-2024 operating budget and answered any questions. Ms. Moore moved, and Ms. Claggett seconded the amended budget be approved as presented. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

Acknowledgement of Outgoing Board Members – Mr. Neal recognized Trustees Manfred and Tynes, whose terms will end effective June 30, 2024. Mr. Neal and the Board thanked Ms. Manfred for her service. Ms. Tynes was not in attendance.

Board Member Comments/Announcements

Ms. Claggett – thanked Megan for an awesome Outreach Services/Marketing presentation

Judge Harris – reviewed staffing/training report, and had questions about Homework Help. Mr. Neal reviewed the database for Trustees

Ms. Vaughan – United for Libraries is hosting a 3-day virtual event July 30 – August 1, with the first day for Trustees. This is a great benefit for anyone with time to log in. Mr. Neal will send info to the Board.

Ms. Moore – The book selection webinar offered by United for Libraries was very worthwhile. Trustees should be aware of current issues and legal ramifications.

Ms. Dawson: Summer Reading is in full force in Surry. Kim and staff are setting up at Surry Farmers Market once a month.

Ms. Hedgepeth: New RMA Director, Zoe Beale, hit the ground running. The Hard Candy show is open until mid-to-late July.

Ms. Briggs – The Community Coalition will hold a ribbon cutting for the new pickleball court on July 12!

Announcement of Next Meeting

The next Blackwater Regional Library Board of Trustees meeting will be Board Orientation on July 24, 2024 at 1:00 p.m. at the Franklin Branch. The Board meeting will immediately follow Orientation.

Adjournment

Ms. Vaughan moved, and Ms. Lease seconded the meeting be adjourned. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

The meeting was adjourned at 3:53 p.m.

Respectfully submitted,

Debbie Carter for
Sylvia Claggett, Secretary



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

Director's Report

July 2024

Admin Updates

- Summer Reading Program 2024 launched in late June.
- First few weeks of program has seen several hundreds of families in attendance and over 12K children's books were checked out as of 7.16.24
- As of 7.16.24, two vacancies system-wide
- BRL staff continued to achieve 100% completion of continuing education goals, and staff completed 162 total trainings in the just completed FY.



Introducing Kanopy



A promotional banner for Kanopy. At the top, there are several movie posters including 'FIRST REFORMED', 'The Florida Project', and '20th Century Fox'. The central text reads '30,000+ MOVIES' in large red letters, followed by the 'kanopy' logo in white. Below the logo is a horizontal bar with four colored segments (red, orange, yellow, black). Underneath that, it says 'STREAMING FREE WITH YOUR LIBRARY CARD' in white. The bottom of the banner features more movie posters, including 'ING of a DEER', 'Sacred Deer', 'WINNETT', 'CHARLOTTE GAINSBURG', and 'the'.



A screenshot of the Kanopy Kids website. The header features the 'kids' logo, a search bar, and navigation links for 'BROWSE', 'EXIT KANOPY KIDS', and 'SAMANTHA'. Below the header is a large banner with the text 'WELCOME TO kids' and illustrations of cartoon animals. The main content area is organized into several categories: 'TV Series' (including Sesame Street, Arthur, Sesame Street, Berenstain Bears, The Day Henry Met, Daniel Tiger's Neig..., Earth To Luna!, and Dinosaur Train), 'Movies' (including Nictuna, Ernest & Celestine, Eleanor's Secret, Patema Inverted, Once I Was a Bee..., Maya The Bee Mo..., The Amazing Adv..., and Dinosaur Alive!), 'Story Time' (including Goodnight, Goodnight, Construction Site, Stories from the E..., How Do Dinosaurs..., Frog on his Own, Where The Wild I..., Players In Pigtails, The Caterpillar An..., and Joseph Had A Litt...), 'Funny Stuff' (including Don't Let The Pigeon Drive the Bus!, Seven Little Muunst..., Creppy Carrots, You Are (Not) Small, The Tender Tale o..., Wibbly Pig! Season 1, Bugs in My Hair!, The Cat Came Back, and Don't the Stay Late), and 'Adventure' (including Tales of the Night..., Albert - Up, Up A..., Minscale Valley o..., The Neverending..., Young Heroes, Gulliver's Travels, Robin Hood!, Simba, the King L., and Mia and...).

[Blackwaterlib.kanopy.com](https://blackwaterlib.kanopy.com) Free streaming with your library card!

BRL in the Community



Smithfield, Surry, & Franklin Juneteenth Celebrations



Bark at the Park @ Nike Park



Bookworm Discoveries at Windsor Castle Park

15 Outreach Programs and Events in June reaching nearly 800 people

City of Franklin

- Franklin Branch hosted best-selling local author Nancy Naigle for a packed event, where she discussed her book *The Shell Collector*
- SRP kicked off with Talewise Science Heroes, who presented a fun-filled treasure hunt program filled with STEM concepts
- BRL Outreach attended the City's Juneteenth Celebration, giving out free books and library information



Isle of Wight County

- SRP kicked off with fun programs including Paper Rockets on the exterior grounds of Carrollton Branch Library!
- Smithfield Branch Library presented “Shaking Your Tree”, a workshop on African-American Genealogy, which was informative and well attended.
- Windsor Branch Library had a huge turnout for their Summer Reading Program launch, which overwhelmed their small space and left some attendees on the outside looking in.

46 In-Person and Outreach Programs in Isle of Wight County in June reaching over 1400 people



Southampton County

- Summer Reading Kickoff was a big hit with a big Touch a Truck event with various community partners and special Kona Ice treats
- Courtland's last Craftsy before the Summer break had a huge turnout; participants made Easy Solar Jars.
- Library partnered with Hampton Roads Transportation Planning Commission to provide information to get feedback from residents on transportation issues



Surry County



- Surry Branch hosted a fun Blueey Party, which was very well attended!
- Library hosted the Department of Youth and Family Resources Art Gallery Show



- Summer Reading Program kickoff was a lot of fun, as the library hosted Jonathan Austin's Magic Show for a magical afternoon!
- Surry Ruritan Club gifted a nice bench placed right at library entrance to patrons to enjoy and relax at!

Sussex County



- Wakefield kicked off Summer Reading Program with a fun visit by Mad Science!



- Waverly Branch kicked off SRP with a fun outdoor event with Teeny Tiny Farm and Balloon Creations by Susan Carmona

- Waverly's Farmers Market has been off to a great start for the summer---with locals procuring great produce, food, and craft from local vendors



Blackwater Regional Library

Library Bills

June 2024

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
360IT Partners				
06/19/2024	Bill Payment (Check)		11087	-532.00
06/19/2024	Bill		CW252025	220.00
06/19/2024	Bill		CW252867	312.00
06/30/2024	Bill Payment (Check)		11141	-38,562.36
06/30/2024	Bill		CW254092	32,000.00
06/30/2024	Bill		MSP253991	5,907.01
06/30/2024	Bill		MSP254755	655.35
AFLAC				
06/30/2024	Bill Payment (Check)		11142	-1,002.43
06/30/2024	Bill		631677	1,002.43
Amazon Capital Services				
06/30/2024	Bill Payment (Check)		11143	-1,430.42
06/30/2024	Bill		1FVR-GPCR-6L3P	1,430.42
Anthem Blue Cross/Blue Shield				
06/19/2024	Bill Payment (Check)		11088	-11,645.00
06/19/2024	Bill		000800392F	11,645.00
AT&T				
06/30/2024	Bill Payment (Check)		11144	-3.15
06/30/2024	Bill		1179842290	3.15
Baker & Taylor				
06/19/2024	Bill Payment (Check)		11089	-6,694.05
06/19/2024	Bill		5018951010	6,694.05
06/30/2024	Bill Payment (Check)		11145	-8,870.18
06/30/2024	Bill		5018973178	8,870.18
Baker & Taylor - Laminate				
06/19/2024	Bill Payment (Check)		11090	-263.44
06/19/2024	Bill		5018943859	263.44
06/30/2024	Bill Payment (Check)		11146	-823.34
06/30/2024	Bill		5018966223	823.34
Blackstone Publishing				
06/19/2024	Bill Payment (Check)		11091	-21.74
06/19/2024	Bill		2154894	21.74
06/30/2024	Bill Payment (Check)		11147	-57.98
06/30/2024	Bill		2159250	21.74
06/30/2024	Bill		2158118	36.24

Blackwater Regional Library

Library Bills

June 2024

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Blake Ford				
06/30/2024	Bill Payment (Check)		11148	-212.85
06/30/2024	Bill		35042	212.85
Cengage Learning, Inc./Gale				
06/19/2024	Bill Payment (Check)		11092	-91.97
06/19/2024	Bill		84470070	65.58
06/19/2024	Bill		84506535	26.39
Center Point Large Print				
06/19/2024	Bill Payment (Check)		11093	-505.77
06/19/2024	Bill		2101956	143.82
06/19/2024	Bill		2101964	121.05
06/19/2024	Bill		2101962	23.97
06/19/2024	Bill		2101972	144.42
06/19/2024	Bill		2101966	72.51
06/30/2024	Bill Payment (Check)		11149	-24.57
06/30/2024	Bill		2102452	24.57
Charter Communications				
06/19/2024	Bill Payment (Check)		11094	-3,987.25
06/19/2024	Bill		177213501060724	3,987.25
Debra Saunders				
06/19/2024	Bill Payment (Check)		11095	-600.00
06/19/2024	Bill		Mktg Photos	600.00
Document Systems, Inc.				
06/30/2024	Bill Payment (Check)		11150	-3,147.38
06/30/2024	Bill		138899	3,147.38
Dodson Pest Control				
06/19/2024	Bill Payment (Check)		11096	-46.00
06/19/2024	Bill		956878837	46.00
06/30/2024	Bill Payment (Check)		11151	-4.00
06/30/2024	Bill		30-098807-0624 24	4.00
Dominion Energy Virginia				
06/30/2024	Bill Payment (Check)		11152	-2,322.05
06/30/2024	Bill		Acct 3233130008 6.30	2,322.05

H2O To Go

Blackwater Regional Library

Library Bills

June 2024

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
06/30/2024	Bill Payment (Check)		11153	-90.75
06/30/2024	Bill		Acct 7825 6.30.2024	90.75
Kanopy, Inc.				
06/30/2024	Bill Payment (Check)		11154	-5,500.00
06/30/2024	Bill		404304	500.00
06/30/2024	Bill		KDEP-22655	5,000.00
Library Ideas				
06/30/2024	Bill Payment (Check)		11155	-98.52
06/30/2024	Bill		114405	98.52
Midwest Tape				
06/19/2024	Bill Payment (Check)		11097	-816.08
06/19/2024	Bill		505581711	816.08
06/30/2024	Bill Payment (Check)		11156	-3,442.49
06/30/2024	Bill		505647236	3,442.49
Midwest Tape (Hoopla)				
06/30/2024	Bill Payment (Check)		11157	-55,081.18
06/30/2024	Bill		505637489	55,000.00
06/30/2024	Bill		6.30.2024 balance	81.18
More Than A Maid				
06/19/2024	Bill Payment (Check)		11098	-2,888.00
06/19/2024	Bill		RL Floors	2,888.00
Overdrive, Inc				
06/19/2024	Bill Payment (Check)		11099	-2,046.23
06/19/2024	Bill		03100CO24169060	370.78
06/19/2024	Bill		03100DA24172281	747.46
06/19/2024	Bill		03100DA24178145	800.51
06/19/2024	Bill		03100CO24171056	127.48
06/30/2024	Bill Payment (Check)		11158	-1,453.41
06/30/2024	Bill		03100DA24184678	659.83
06/30/2024	Bill		03100DA24190720	793.58
Petty Cash				
06/19/2024	Bill Payment (Check)		11100	-660.20
06/19/2024	Bill		6.19.2024 Petty Cash	660.20
06/30/2024	Bill Payment (Check)		11159	-533.82
06/30/2024	Bill		6.30.2024 Petty Cash	533.82

Blackwater Regional Library

Library Bills

June 2024

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Queen B's Cleaning Service				
06/30/2024	Bill Payment (Check)		11160	-1,754.40
06/30/2024	Bill		1596	877.20
05/31/2024	Bill		1578	877.20
Sentara Health Plans				
06/30/2024	Bill Payment (Check)		11161	-12,964.00
06/30/2024	Bill	July premium		12,964.00
Southampton County				
06/30/2024	Bill Payment (Check)		11162	-55.00
06/30/2024	Bill	Acct 46 6.13.2024		55.00
Southampton County (1)				
06/30/2024	Bill Payment (Check)		11163	-487.73
06/30/2024	Bill	2024-06 (June gas)		487.73
Spectrum Enterprise				
06/19/2024	Bill Payment (Check)		11101	-98.46
06/19/2024	Bill		089740301060124	98.46
The Library Corporation				
06/19/2024	Bill Payment (Check)		11102	-239.00
06/19/2024	Bill		11002018	239.00
The Virginian Pilot				
06/19/2024	Bill Payment (Check)		11103	-331.99
06/19/2024	Bill	596384600 6.6.2024		331.99
Total Business Solutions				
06/30/2024	Bill Payment (Check)		11164	-519.90
06/30/2024	Bill		289419	519.90
Towne Insurance Agency, LLC				
06/19/2024	Bill Payment (Check)		11104	-4,897.00
06/19/2024	Bill		165964	4,897.00
TowneBank/Card Services				
06/19/2024	Bill Payment (Check)		11105	-10,261.57
06/19/2024	Bill	6457 0001 6.13.2024		10,261.57
06/30/2024	Bill Payment (Check)		11165	-2,222.77
06/30/2024	Bill	6457 0001 6.30.2024		2,222.77

Blackwater Regional Library

Library Bills

June 2024

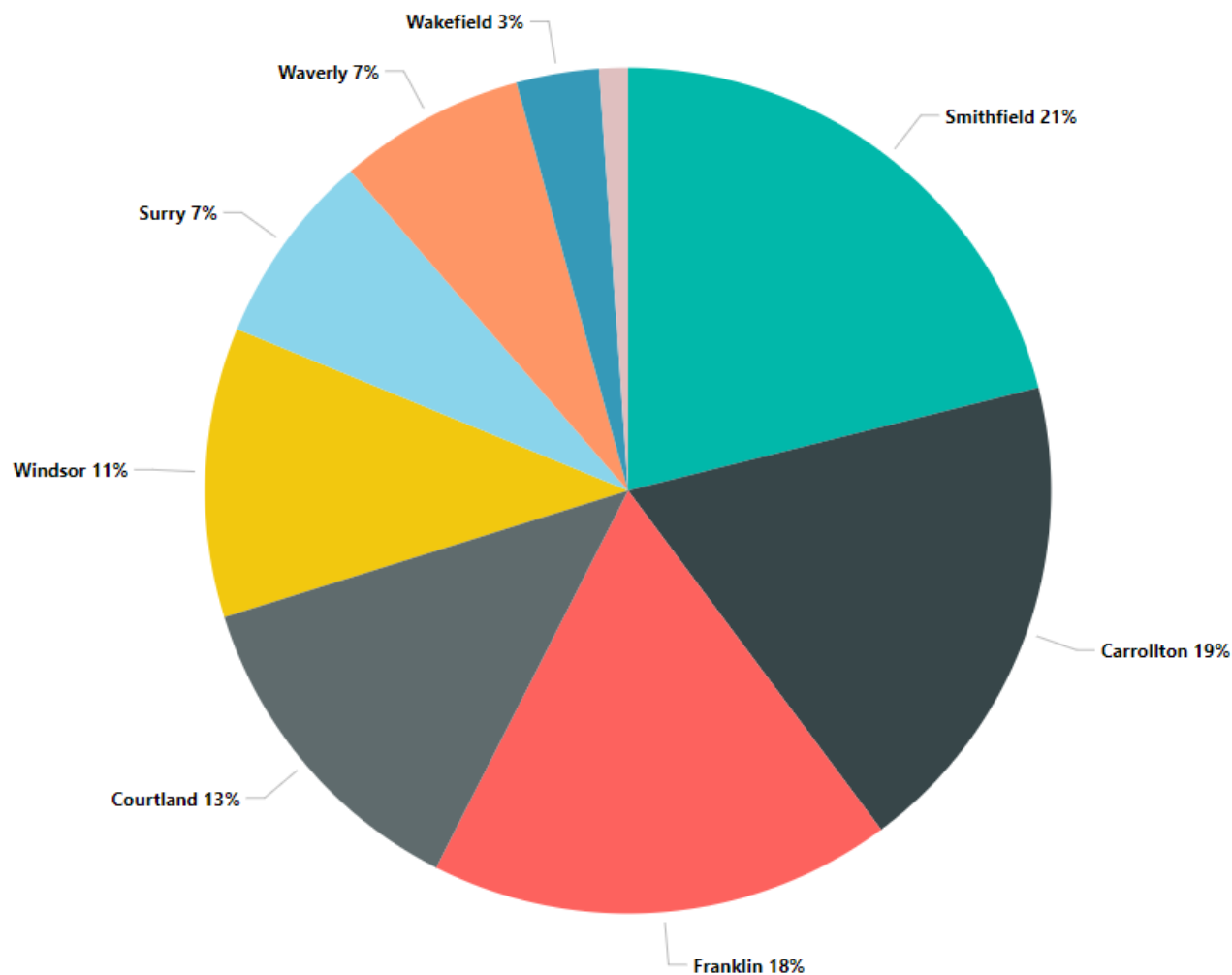
DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Unique Management Services, Inc.				
06/19/2024	Bill Payment (Check)		11106	-174.75
06/19/2024	Bill		6126440	174.75
United States Treasury				
06/30/2024	Bill Payment (Check)		11166	-125.58
06/30/2024	Bill		Form 720 6.30.2024	125.58
Verizon (1)				
06/19/2024	Bill Payment (Check)		11107	-160.30
06/19/2024	Bill		961660704 6.9.2024	160.30
06/30/2024	Bill Payment (Check)		11167	-61.62
06/30/2024	Bill		624106825 6.22.2024	61.62
Verizon Wireless				
06/19/2024	Bill Payment (Check)		11108	-2,840.71
06/19/2024	Bill		9966177429	2,840.71
Virginia State Police				
06/19/2024	Bill Payment (Check)		11109	-20.00
06/19/2024	Bill		C Lester	20.00
06/30/2024	Bill Payment (Check)		11168	-20.00
06/30/2024	Bill		A Watkins	20.00
Xerox Financial Services				
06/19/2024	Bill Payment (Check)		11110	-1,598.72
06/19/2024	Bill		5869217	1,598.72



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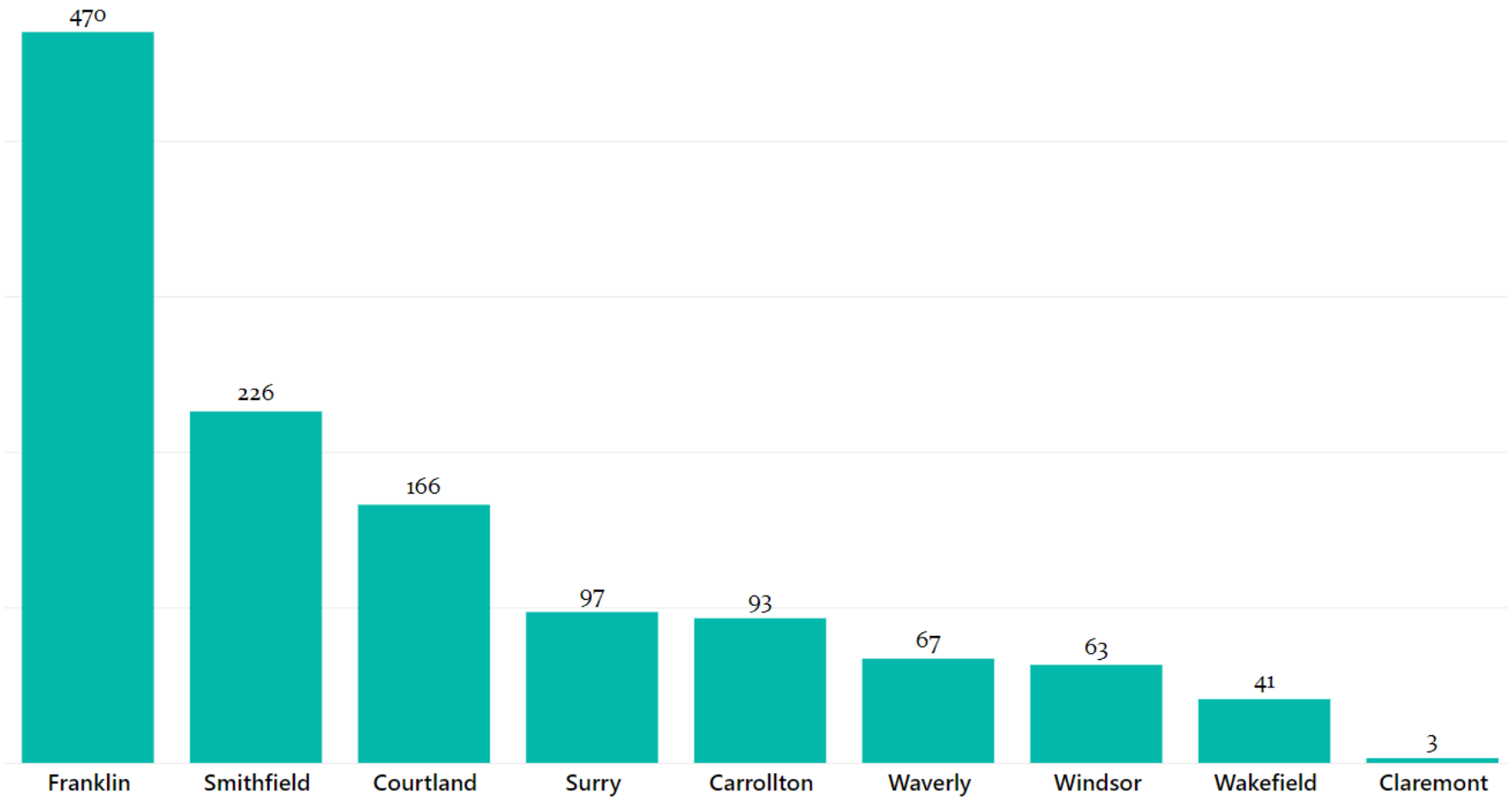
June 2024 Statistics

Monthly Report: Patron Count

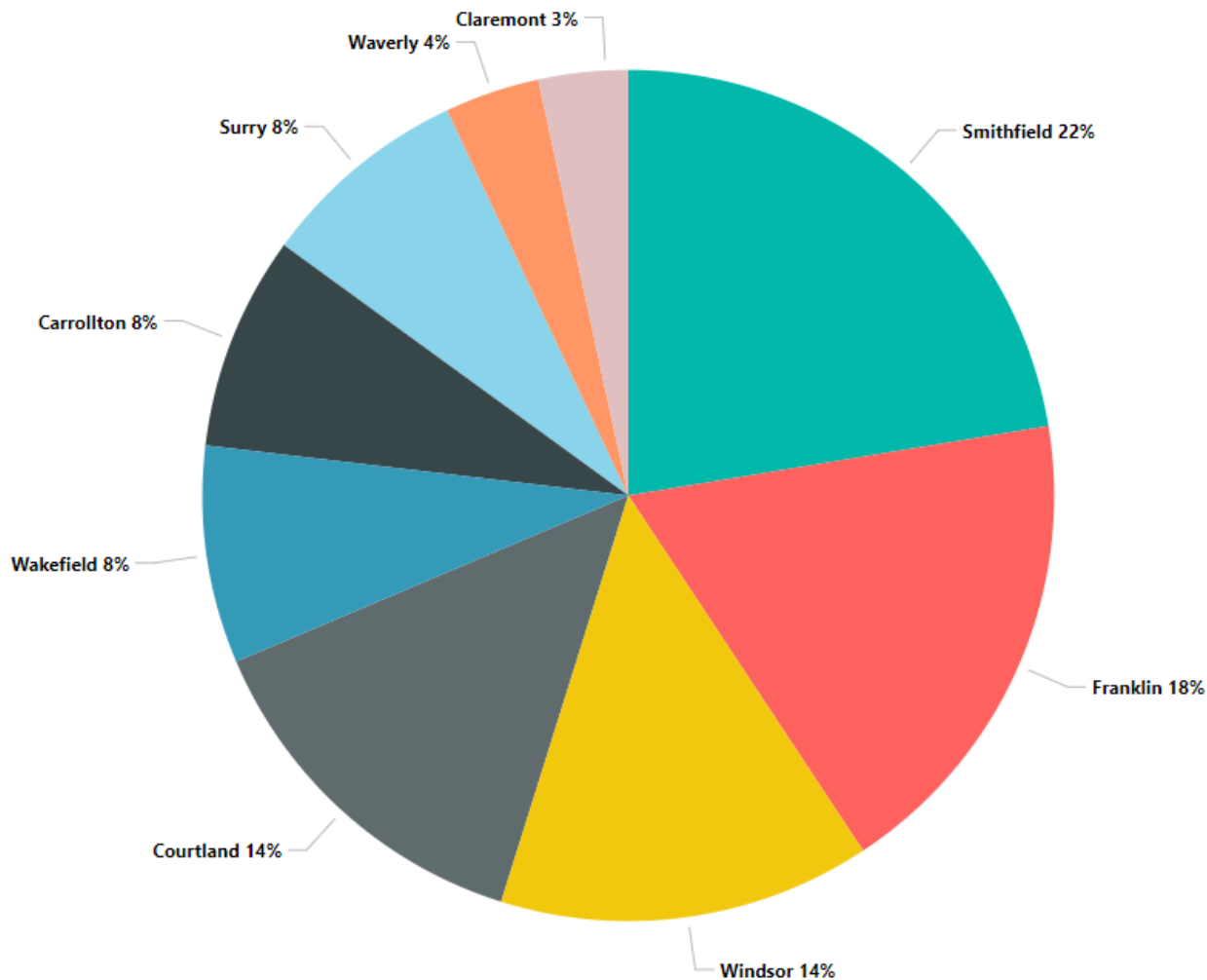


Branch	Patron Count
Carrollton	2813
Claremont	165
Courtland	1904
Franklin	2661
Smithfield	3170
Surry	1111
Wakefield	474
Waverly	1071
Windsor	1665
Total	15034

Monthly Report: In-House Internet



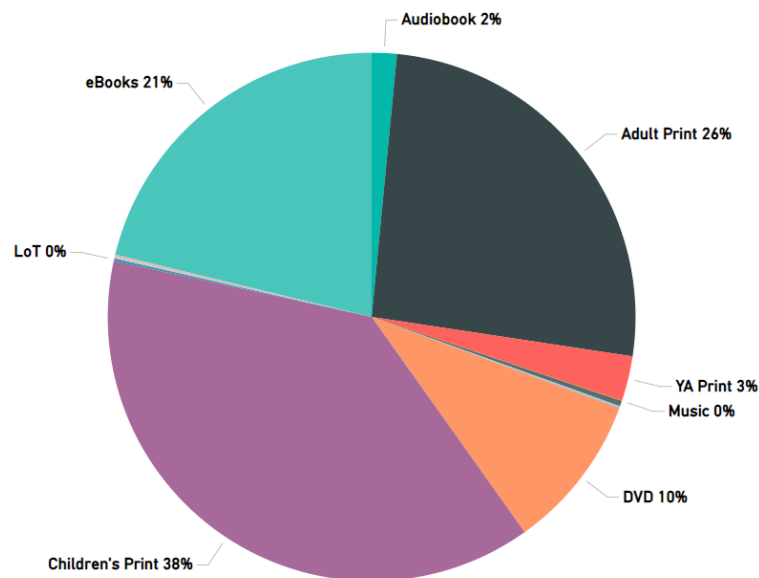
Monthly Report: WiFi Use



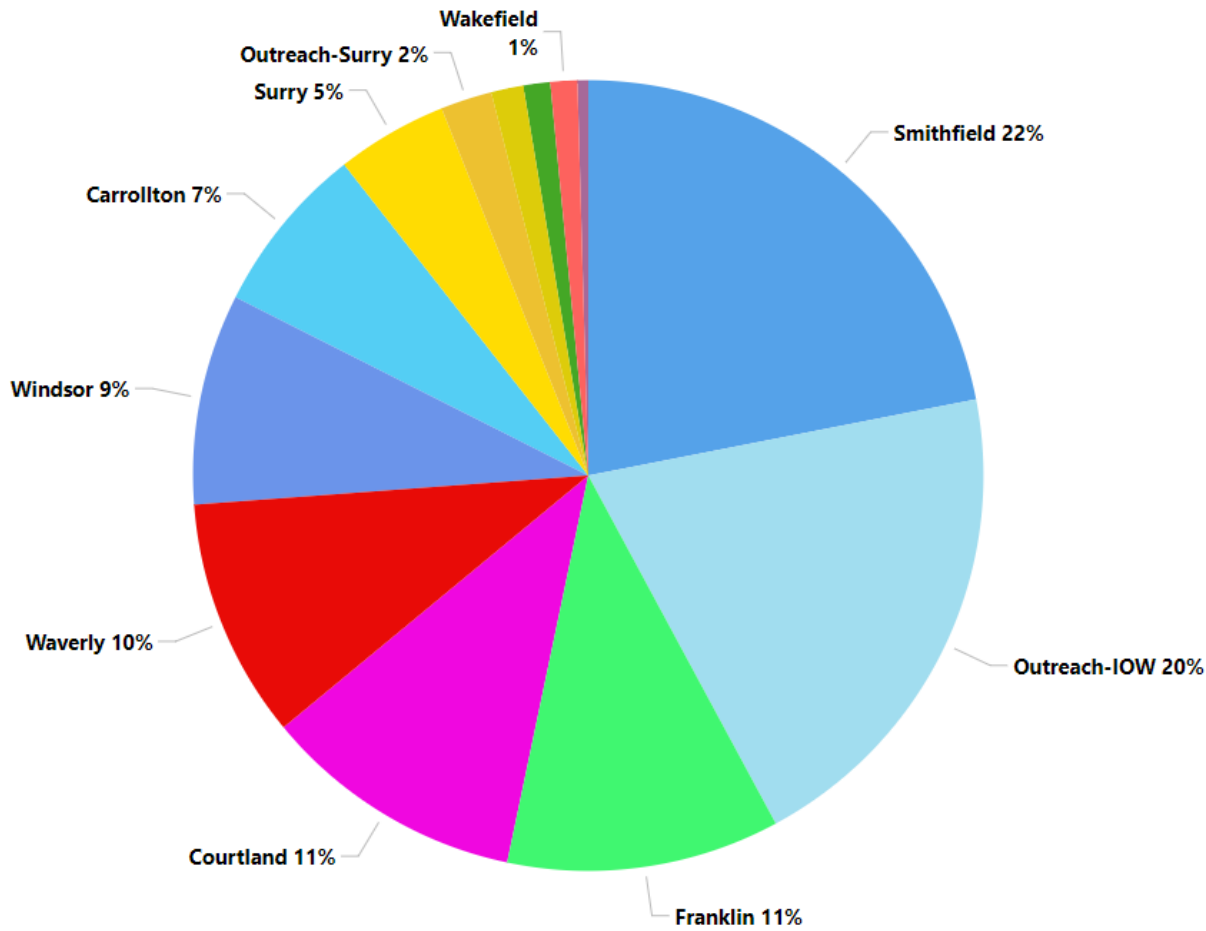
Branch	Wireless Internet Usage
Carrollton	122
Claremont	51
Courtland	207
Franklin	275
Smithfield	336
Surry	120
Wakefield	124
Waverly	54
Windsor	212
Total	1501

Circulation Report: Type by Branch

Location	Adult Print	Children's Print	DVD	Audio-book	Kits	YA Print	Music	LoT	Magazines	eBooks	Mobile Hot Spots
Carrollton	1405	2463	442	60	2	177	2	15	0	1383	10
Claremont	219	85	99	0	0	14	0	0	5	66	0
Courtland	1108	1220	417	129	1	81	0	6	2	563	30
Franklin	1390	1465	613	103	0	130	0	6	7	1099	14
Outreach	178	42	25	26	0	2	0	1	0	40	3
Smithfield	2031	3416	505	87	1	188	3	10	50	1768	13
Surry	516	786	256	6	8	34	0	5	0	373	12
Wakefield	260	160	65	2	0	13	0	1	2	162	1
Waverly	294	313	127	7	0	31	0	0	0	153	4
Windsor	109	1160	226	25	20	128	1	1	2	553	10
Total	7510	11110	2775	445	32	798	6	45	68	6160	97

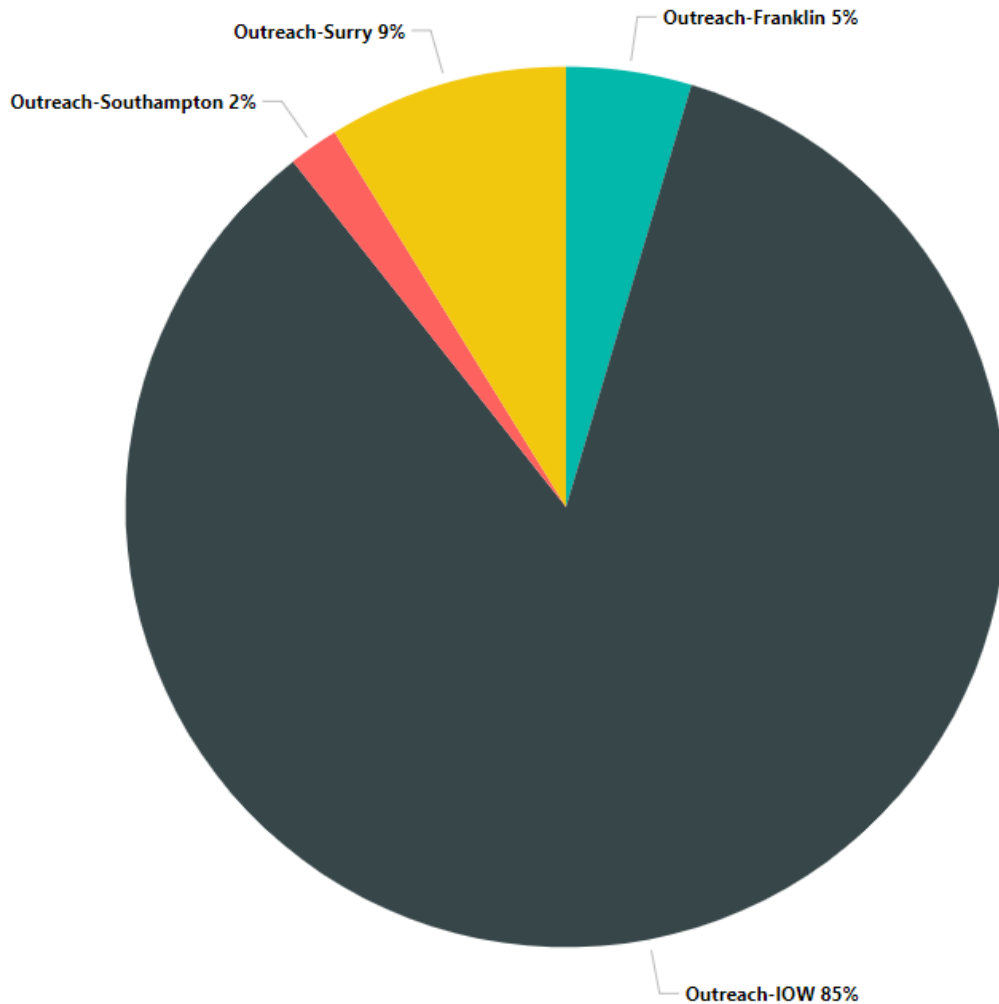


Program Report: Total Participation



Location/Branch	Count
Carrollton	222
Claremont	42
Courtland	342
Franklin	356
Outreach-Franklin	35
Outreach-IOW	645
Outreach-Southampton	14
Outreach-Surry	67
Smithfield	699
Surry	145
Wakefield	35
Waverly	313
Windsor	275
Total	3190

Outreach Report: Programs



Location/Branch	Outreach Programs	Attendance
Outreach-Franklin	1	35
Outreach-IOW	12	645
Outreach-Southampton	1	14
Outreach-Surry	1	67
Total	15	761

STAFFING AND WORKSHOP REPORT

Staffing Update July 2024 Blackwater Regional Library

New Hires

- Caroline Stephenson, Senior Library Assistant – Outreach Services

Promotions

Transfers

Separations

- Natalie Kelly, Youth Services Programmer – Carrollton and Smithfield branches

Vacancies

- Youth Services Programmer – Carrollton and Smithfield branches
- Senior Library Assistant – Sussex branches

STAFFING AND WORKSHOP REPORT

Training Sessions – June 2024

City of Franklin staff completed a total of 3 trainings

Isle of Wight County staff completed a total of 5 trainings

Southampton County staff completed a total of 3 trainings

Surry County staff completed a total of 2 trainings

Sussex County staff completed a total of 2 trainings

Central Office staff completed a total of 5 trainings

6/4/2024 – Find It VA – Brainfuse Homework Help Now -

Brainfuse Homework Help Now offers:

- Live tutoring for all ages, subjects and in different languages.
- Writing Labs
- Info on various topics with practice tests

6/5/2024 – Exploring Social Justice Through Young Adult Books - Random House Children's Book authors Jumata Emill (WANDER IN THE DARK), Kim Johnson (THE COLOR OF A LIE), and LaDarrion Williams (BLOOD AT THE ROOT) in a discussion about their books that focus on social justice. During the discussion, the authors will delve into social issues such as inequity, inequality, and injustice - including gender inequality, poverty, racism, and LGBTQ+ issues - and explore how they can be portrayed through different genres.

6/5/2024 – Law and the Right to read: What your Trustees Need to Know - Trustees have a special role in upholding the right to read. Many elected and appointed Trustees seek out their role because of their love of the library or their local school district, but they may not understand why it's critical to uphold the First Amendment right to access information for their fellow community members or students.

In this session, Trustees will learn the basics of intellectual freedom related to their role, and how First Amendment rights are related to policies and access in our public- and public-school libraries. They will be given the tools needed to support staff and patrons' rights, including their own, and tackle challenges that arise in their community.

6/5/2024 – Canva and Design for Libraries - Jennifer Blair presented how to learn skills and design principles that help you format and develop a design for print and digital media. In this workshop, you learned the basic skills to format your designs in various platforms, including Canva and Photoshop, as well as tips in stock photography.

In this webinar I become knowledgeable of various formats and tools in design, how to utilize the free resources and edit existing templates in Canva, and developed an understanding of formatting design for various platforms.

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Highlights of the webinar:

- Make sure your design looks good in black and white, then add color
- Consider content, size, proportion, font styles and color
- Designs should be human centered – what your community needs
- Use the rule of thirds in your design – vertical and horizontal
- Avoid placing the main focus in the direct center of design and place other secondary elements to visual flow, forcing you eye to look at the whole piece rather than just the center

Reference Sites:

- Pixabay.com – best source for finding picture stocks for free
- Wikimedia commons – for historical images
- Photo editing – photopea – free

Canva

- Search for their templates and redesign, remembering to apply the law of thirds
- Create dimension in the design – put elements behind objects to offset pictures
- Hold shift key to move objects together
- Allow for negative space

Presenter ran out of time which was unfortunate, but has now uploaded a part 2 which should have more designing tips and tools.

<https://my.nicheacademy.com/nicheacademywebinars/course/68027>

Canva 2.0 for libraries

6/6/2024 – Libraries Foster Social Connection - Presented by both Brooke Doyle and Jennifer Peterson at the Association for Rural and Small Libraries Conference.

Libraries play an important role in building connections and promoting a strong community. The presentation goes over ways to intentionally design for social connection in library services and programs, from passive to hosted.

These strategies can deepen engagement with staff, trustees, local officials, volunteers, and community members of all ages and backgrounds.

Factors that can shape social connections: health, housing, empathy, norms and values . . .

Social connectedness generates a positive feedback loop of social, emotional and physical well-being.

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Results of more social connection: lowered anxiety and depression, stronger immune system, faster recovery from illness, increased chance of longevity, and higher self-esteem and greater empathy.

Libraries are places where people develop bonds. They serve as an open, inclusive, and safe spaces for those who do not have that stability at home.

Relationships for social connect within libraries: staff, trustees/boards, volunteers/friends, local community partners, older patrons, people experiencing homelessness . . .

How we promote social connectedness in libraries: book clubs, story board walks, helping seniors/others with tech, therapy dogs, meeting room.

6/10/2024 – The Art of Saying No to Preserve Our Wellness - This recording did impart a lot of information, but seemed very dumbed down for the average adult and the speaker was completely unengaging with too many “ums”. There were pointers on how to say no, managing guilty feelings, different communication styles, utilizing emotional intelligence, self-care and mindfulness.

Overall, I did not learn anything new but I guess it never hurts to hear and read again how to preserve our well- being especially as a library assistant always dealing with the public.

6/10/2024 – Unattended Children: How to Talk to Parents About Their Children’s Behavior - Instructor Ryan Dowd presented a webinar about how to talk with parents about their children’s behavior while in the library. Parents who suffer from mental illness, are single parents, or living in poverty are usually more likely to leave their children unattended.

This training specifically offers ways to approach parents to:

- Actively listen to the involved parent
- Be sensitive to issues the parents may be experiencing
- Do not judge the parents or their parenting skills
- If approaching a specific situation or problem involving a child in the library, be sure to stick to the facts
- Offer ideas and solutions to keep parents attentive while in the library
- Empathy driven enforcement is usually more effective

6/12/2024 – Find it VA – Job Now and Vet Now - Job Now offers:

- Online resume experts for resume building
- Job interview coaches
- Coaches for career assessments and unemployment assistance

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Vet Now offers veteran specific information for veterans that need assistance in academics or professional assistance. Has information on local resources for veterans.

6/12/2024 – Classic Picture Books Are Boring. What You Should Read in Storytime instead -

Classic picture books encourage passive consumption reading through a model.

Kids tend to sit while being read too and not want to move.

Parents and caregivers should make sure they come away with tools with literacy.

When to use classic picture books:

Too calm or soothe children down at bedtime or in a classroom

These are the **4 traits** to look for in a picture book that can make your story time more engaging.

1. Talking
2. Reading
3. Singing
4. Playing

Talking allows conversations and question from both sides. This will teach the child how to interact, and how to allow the speaker to listen and finish their sentence.

This will also allow conversations beyond story time.

Talking give opportunity to use sign language or world language.

Reading encourages passive conception and reading through modeling. Instead of sitting reading a book and hands in lap, they want to move around and engage. When engaged it allow children to talk, sing and read.

When reading it's important to have parents/caregivers and other educators to come away with the tools for literacy.

Singing in books use unique ways to get loud, use animal sound, and hand clapping. This also boost their confidence, gets them moving and clapping which this also encourages exercise. Singing also gives a chance to repeat vocabulary. Singing helps with children to listen, be patient, and cooperate with others, use volume control and use vocal development.

Playing makes books more than a book there are interactive elements.

Books helps children discover their playful side, and allows them to be excited about reading. When children play they learn to read and write

6/14/2024 – Trends in Safety and Security in the Library – Timely and useful information on how to deal with carious situations that can happen in our library. Interesting section on handling homeless persons, medical emergencies, domestic violence, etc. Good advice on when to call for assistance.

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6/14/2024 – Canva Tutorial for Beginners 2024 (Full Canvas Design Guide) – The Canva tutorial for beginners was a good starting place for a user with limited exposure to Canva. The presenter had an easy voice and flow of instruction to listen to. He started with the ribbon dashboard at the left side of the home page, highlighting the search bar at the top of the page. He then covered ways to create designs: using templates, uploading pictures and creating a design from scratch. He pointed out that the materials created could be presented in many formats including white boards, presentations, social media, videos and documents.

His tutorial includes an exercise in creating a birthday card using an existing template. He implements the options on the left ribbon: design, elements, uploads, test, projects, QR codes and apps. He also covers how to use rulers/guides, saving your file, how to invite others to view/edit the file. He includes how to send your file as well as a print yourself.

He also comments on videos and editing as well as adding the like button for videos. The presenter points out that Canva is not the best for video editing, stating that there are other programs available that are better. He does point out that Canva's drag and drop options make the program a great choice for many people looking to create with ease.

6/18/2024 – Libraries Foster Social Connection: Responding to the Epidemic of Loneliness & Isolation – This was a thoughtful webinar about how (and why) libraries should address social isolation and the loneliness epidemic that has become pervasive in our present day culture. By creating intentional planning to provide programs that provide chances for citizens to socialize and find connection.

Addressing this need is critical as loneliness and isolation adversely affect a person's physical health. Half of all U.S. adults reported experiencing measurable levels of loneliness even before COVID. By purposely developing programs that address this isolation, libraries can help foster social, emotional, and physical health and well-being.

Ideas introduced (many of which our Smithfield Library has provided);

- Art as Therapy
- Crafting
- Mahjong/Card Party
- Community Puzzles/ puzzle swap
- Outreach to meet people where they are
- Yoga/ Walking Bookclubs
- Gaming
- Young parents Club
- Stay and Play after Storytime
- Bereavement group (led by a clergy or social worker)

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Ideas were presented on how to find isolated groups who might not already frequent the library, and a challenge was given to prioritize one group you have not connected with yet, and work on developing programs for that particular group.

2 good books mentioned: **Project Unlonely** by Jeremy Nobel and **The Art of Gathering** by Prys Parker. I will read both of these.

There was good discussion on program planning- to find your “Why” for any program, and be able to pinpoint in your mind what the desired outcome of the program will be.

This intentionality was also aimed at staff/board /community partnerships/teen advisory meetings and how an intentional approach provides for much more productive meetings.

It is important to get out into your community and talk to people about the biggest issues they face to help come up with programs to draw people together.

This was a really good webinar that gave me lots of things to think about and plan.

6/20/2024 – Safety Toolbox Talks: Safe Driving – The video elaborates on a few topics to remember while driving, such as avoiding distractions while behind the wheel. There are also explanations on how using seat belt in a vehicle is not only required by law, but a vital part of safety while driving.

6/24/2024 – Improve Your Communication Skills Immediately with Active Listening – This webinar provides the listener with information on the basics of improving your communication skills, through the use of active listening. The speaker immediately jumps into the difference between passive listening and active listening. Passive listening can also be known as hearing. An example of this is when you are engaging in a conversation with someone, and you can tell that they are disconnected. They have picked up on one thing that you have mentioned, and it triggers other thoughts in their brain that they immediately begin to comment on as soon as you are finished talking.

When it comes to active listening, the term was originally coined by Carl Rogers and Richard Farson in 1957 in a paper that has since been reprinted in the 1987 volume of *Communicating in Business Today*. It was written by Rogers and Farson that “Active listening is an important way to bring about changes in people. Despite the popular notion that listening is a passive approach, clinical and research evidence clearly shows that sensitive listening is a most effective agent for individual personality change and group development. Listening brings about changes in peoples’ attitudes towards themselves and others; it also brings about changes in their basic values and personal philosophy. People who have been listened to in this new and special way become more emotionally mature, more open to their experiences, less defensive, more democratic, and less authoritarian.”

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There are two main types of active listening—verbal and non-verbal. During this webinar, he discusses skills for verbal active listening. To complete verbal active listening, you will use your voice to reflect what the person is saying to you and to confirm that you understand what the person is saying. This can be completed through paraphrasing, mirroring, questioning, reflecting feelings, and summarizing. Paraphrasing is repeating or rewording how you heard the information. Mirroring is to simply repeat exactly what they said back to them. Questioning is to help draw out the information needed to help you better understand. Reflecting feelings is to simply show the facilitator that you understand how they feel about the topic at hand. Finally, when summarizing the conversation, you should conclude it with a statement that will help transition to the next topic.

6/26/2024 – Recalibrate Your Events to Fuel Year-Round Fundraising – Topics covered were:

- The primary purpose of a fundraising event is to find new individual donors.
- Focus on sponsors, not attendees.
- Start early-six months prior to the event.
- Convert attendee to donor road map.
- Designing events donors want to attend.
- Optimize event characteristics.

6/27/2024 – Extreme Customer Service, Every Time – The webinar focused on various Customer Service practices within a Library setting. It repeated age old practices such as treating each patron with common decency and added a library workplace for the location.

6/28/2024 – Foundations in Natural Foresight – The event was organized and funded by the Connecticut Library Association and partnered with the Virginia Library Association. The company, TFSX, is largely a think-tank-type organization that specializes in corporate leadership skills and training. My cohort and I spent three days learning the basics of strategic foresight. These days were packed with a lot of slides to read, videos to watch, and group activities were the core part of the training experience. I have included as many of the handouts and slides that I could easily download and transfer to a folder labeled “Owen Training Report Documents” in the T drive to share.

Much of the activities involved in the three day-long sessions were about team-building and brainstorming exercises with a focus on trends that could apply to public libraries. We were challenged to adopt new ways of thinking in limited amounts of time and space. The program provided plenty of handy charts and forms to make use of, which could benefit anyone, not just a library.

Foresight is an approach to future-planning that uses a variety of tools in order to distill an idea or follow a trend down pathways that produce actionable plans.

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If a library would utilize these methods, administrations and leadership could provide their board members a clearly defined and well-researched plan. It all depends on the teams' abilities to focus and spend the necessary time to generate these products. Data and evidence informs the reasoning behind our decisions, but it does sometimes require thinking outside of our silos and boxes to come up with novel solutions.