

# BLACKWATER REGIONAL LIBRARY BOARD OF TRUSTEES MEETING

Franklin Branch

Wednesday

March 19, 2025

Long Range Plan Committee Meeting—1:30 pm

Board of Trustees Meeting—3:00 pm

**Long Range Plan Committee** will meet:  
Terri Hedgepeth, Ora Briggs, Judge Alfreda Talton-Harris,  
Pam Lease, Pam Vaughan, Bill Worsham



**Budget and 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](http://www.blackwaterlib.org)

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

# Personnel and Policy Committee Packet Contents

**March 19, 2025**

- Agenda – March 2025
- Minutes – January 2025
- Library Director’s Report
- Library Bills
- Proposed Reserve Fund Policy
- Monthly Statistics Report
- Staffing and Workshop Report

**Blackwater Regional Library  
Board Meeting  
March 19, 2025**

**Amended Agenda**

Franklin Branch

Call to Order

Adoption of Agenda – March 2025

Approval of Minutes – January 2025

Public Comment

Correspondence

Director's Report

Committee Reports

- Budget and Finance
- Personnel and Policy
  - Recommended Reserve Fund Policy
- Long Range Planning

Review of Approval of Accounts Payable and File for Annual Audit

Unfinished Business

- Nominating Committee

New Business

Board Member Comments/Announcements

Announcement of Next Meeting

- April 16, 2025

Adjournment

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
January 15, 2025**

**Present**

Ora Briggs – Sussex County  
Sylvia Claggett – Isle of Wight County  
Deborah Dawson – Surry County  
Terri Hedgepeth – City of Franklin  
Charlene Herrala – Isle of Wight County  
Pam Lease – City of Franklin  
Kathy Lippard – Isle of Wight County  
Jessica Moore – Sussex County  
Judge Alfreda Talton-Harris – City of Franklin  
Pam Vaughan – Isle of Wight County  
Johanna Wiggins – 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

Chair, Deborah Dawson called the meeting of the Blackwater Regional Library Board of Trustees to order at 2:56 p.m. at the Franklin Branch.

**Consideration of Remote Meeting Participation Requests**

None

**Agenda**

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

**Minutes**

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

**Public Comment**

None

**Correspondence**

Thank you cards from staff for holiday gift cards were circulated.

**Library Director's Report**

Two vacancies for part-time positions as of January 8, 2025.

Staff completed 38 trainings in November and December.

The Winter Coat Drive was successful throughout the system. Donations were distributed to appropriate partners throughout the service area.

Patrons are now able to send print jobs from personal phones/laptops, rather than having to use library computers. This has been very popular and well used.

**Committee Reports**

*Budget & Finance* – Ms. Moore – no report

*Personnel & Policy* – Ms. Vaughan – The committee met prior to today’s Board meeting and will report in February.

*Long Range Planning* – Mr. Neal – The committee hopes to meet soon. Please watch email for survey results. Community conversations to begin in the spring.

### **Accounts Payable**

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

### **Unfinished Business**

None

### **New Business**

*Discussion of Committees* – Ms. Dawson stated that there would be changes in committees next fiscal year, due to current Chairs rotating off the Board. She then asked that current/previous Chairs give an overview of duties and responsibilities of the committee and Chair.

*Budget & Finance* – Ms. Moore & Mr. Worsham – Duties of Chair include calling committee meetings, working closely with Director and Budget & Finance Manager. Duties of the committee include oversight of operating budget creation and expenditures, monthly review of financial reports, and oversight of Wells Fargo (Rawls Trust) account. The committee begins budget preparations with staff each September and brings a recommendation to the Board at the November Budget Workshop. The committee has historically had one representative from each locality, with the exception being Surry, since there is only one representative from Surry. The Surry representative is invited to attend meetings, if not appointed to the committee. The Board has a fiduciary responsibility to ensure money is spent according to the prescribed budget. We receive funding from federal, state, and local governments, and the Rawls Trust. Be sure to review the monthly Rawls Trust account statement. Our Financial Advisor, Scott Carr, says we can comfortably take as much as 4.5% annually. The next fiscal year’s budget is in the 2.5% range. Should a locality not fund the budget, staff/hours open are affected in that particular locality. Contact local representatives to encourage them to support our budget each year, and attend budget hearings, public meetings, etc.

*Personnel & Policy* – Ms. Vaughan – Duties of Chair include coordinating meetings and setting agendas. The Chair is also made aware of any sensitive staffing issues in the library. Duties of the committee include developing and reviewing policy, processing any grievances, and the annual evaluation of the Library Director. The committee spent the last year reviewing the entire policy manual. Updates were made based on governmental and/or ALA updates.

Mr. Neal stated that policy verbiage/changes often come to the committee from staff.

*Long Range Planning* – Mr. Neal – This committee is responsible for working closely with staff to develop BRL’s strategic plan. The Library of Virginia requires a new strategic plan every five years, with an annual review between new plans.

*Nominating* – Ms. Dawson – This is a three-person committee appointed in March to find a slate of officers for the following fiscal year. If anyone is interested in serving on this committee, please notify Ms. Dawson.

### **Board Member Comments/Announcements**

Ms. Hedgepeth – Rawls Museum Arts - Eric Unser show opens January 18 – will be up into February

Ms. Lippard – loves the new K-2 and K-3 afterschool programming at Smithfield

Ms. Wiggins – looking forward to Terry Andrews speaking at Smithfield Woman’s Club meeting

Ms. Moore – Sussex book clubs are back for the new year, and looking for new books to read. They have read all of the book club kits! Very appreciative of coat drive donations.

Mr. Worsham – remember to speak with your local representatives regarding the budget

Ms. Briggs – Thankful that the Bookmobile is stopping in Jarratt and Stony Creek on the first Monday of each month. She is spreading the word in the community!

Ms. Dawson – Loves that the Winter Reading Program has been expanded to include teens and adults this year. It falls right in line with middle school initiatives. Very successful coat drives at both Surry branches.

**Announcement of Next Meeting**

The next Blackwater Regional Library Board of Trustees meeting will be on February 19, 2025 at 3:00 p.m. at the Franklin Branch.

**Adjournment**

Ms. Briggs moved, and Mr. Worsham seconded the meeting be adjourned. The vote was unanimous.

The meeting was adjourned at 3:51 p.m.

Respectfully submitted,

Debbie Carter for  
Sylvia Claggett, Secretary

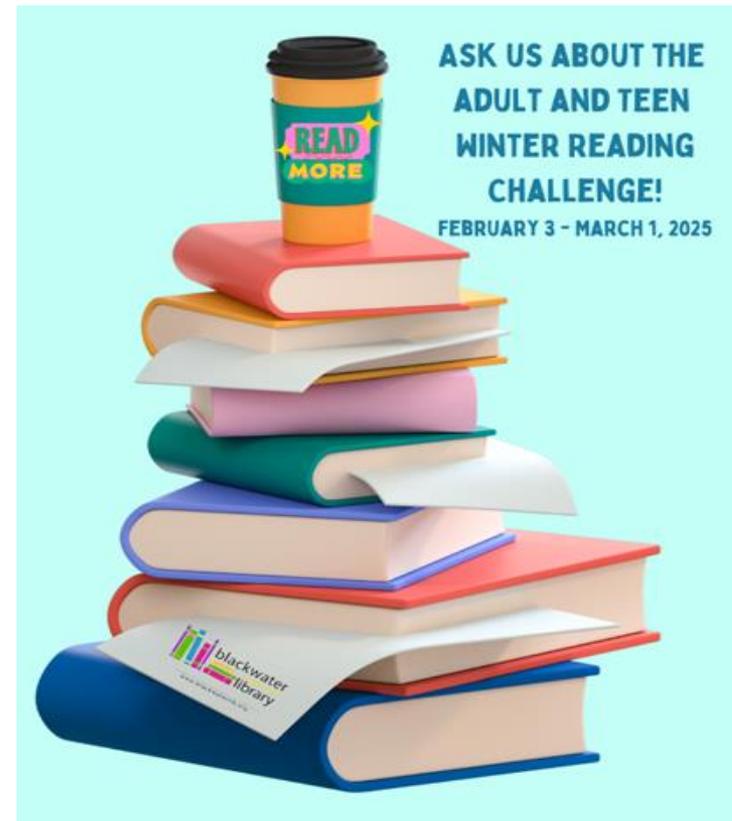
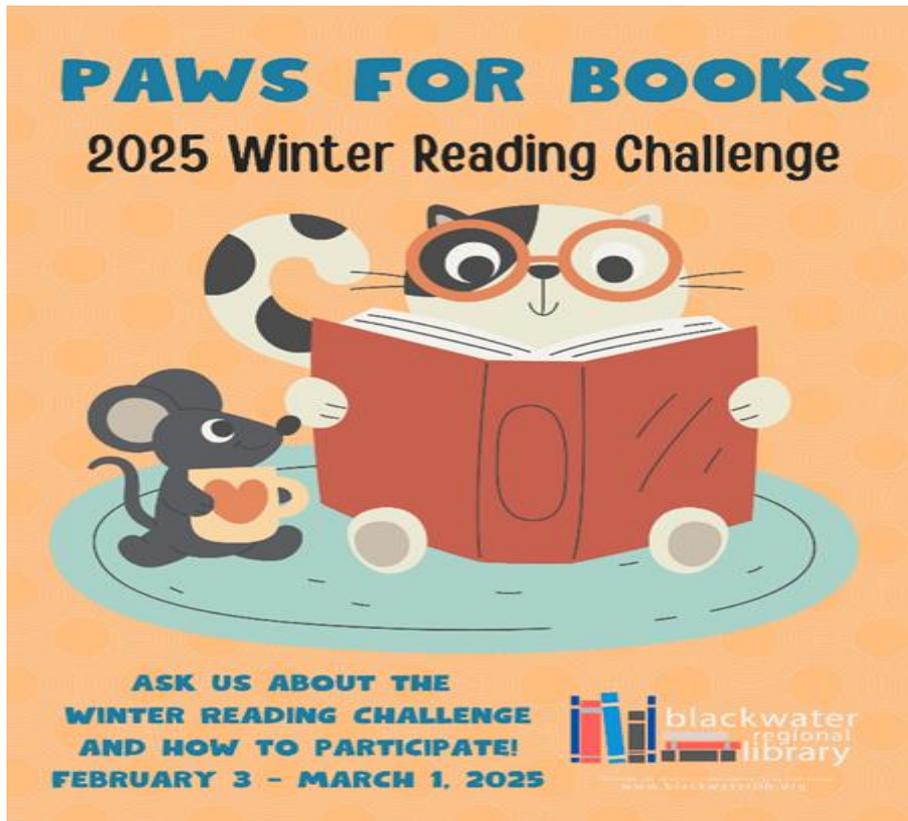


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# Director's Report

## February 2025

# Admin Updates: Winter Read Program Success



# City of Franklin

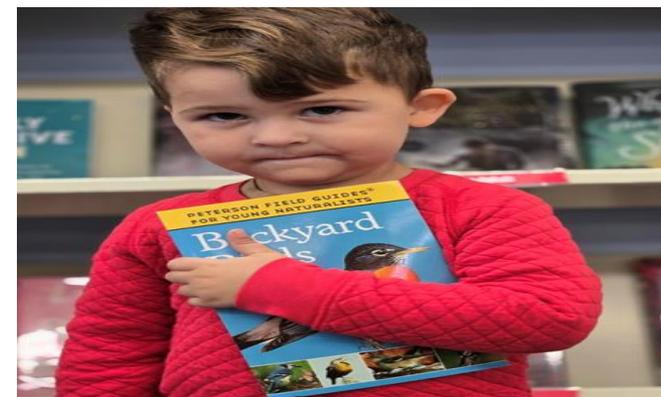
- During the month of February, the Franklin branch highlighted materials about all things Black History and hosted local author Latorial Faison for a great event, where she talked about her many books including the trilogy collection *28 Days of Poetry Celebrating Black History*.
- Franklin branch had strong turnout for their weekly story times, where the children and their parents had the opportunity to engage in some morning music and movement to get their wiggles out, as well as other regular programs such as Craftsy for Kids, Full STEAM Ahead and our new Library Playdate program!
- Continued Deposit Collections and Activities to the residents of East Pavilion and The Village



# Isle of Wight County

- Carrollton branch held a variety of programs, including a Beginner's Hatha Yoga Class presented by local Yoga Instructor, Raquel Ammons
- Tanya Foreman of Family Matters Genealogy presented another fun and informational program as she guided attendees on how to use DNA results to locate ancestors and relatives
- Windsor Branch continued to provide a wide array of programming, including participating in the Great American Bird Count by giving out information on local birds and materials to make simple bird feeders

54 In-House or Outreach Programs in Isle of Wight County reaching over 800 people



# Southampton County

- Bruce Lawrence Turner, great-great-great grandson of Nat Turner spoke about the generations of the Turner family that led up to the Insurrection
- After School Lego Block Party was a huge success with Lego challenges, activities and crafts. It was well-attended and the children were very creative.



# Surry County

- Surry and Claremont children picked up Take & Make bags for National Bird Feeding Month to make string birds and birdfeeders out of pine cones.
- Both locations presented a vibrant roster of programs (38 presented in February) that were well-attended
- Outreach Services celebrated Read Across America Week with a stop at Surry Marketplace



# Sussex County

- A pair of siblings completed the 1000 Books Before Kindergarten program at the Waverly Branch! Each received a treat bag, Bronco Credit Union Certificate, and a bag of goodies!
- Lots of exciting activities at both branches including a fun Craftsy for all ages



# Blackwater Regional Library

## Library Bills

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
360IT Partners				
01/31/2025	Bill Payment (Check)		11458	-5,804.02
01/31/2025	Bill		MSP267665	5,804.02
AFLAC				
01/31/2025	Bill Payment (Check)		11459	-872.11
01/31/2025	Bill		990718	872.11
Amazon Capital Services				
01/31/2025	Bill Payment (Check)		11460	-677.31
01/31/2025	Bill		19JJ-9HWV-LVMT	677.31
Anthem Blue Cross/Blue Shield				
01/15/2025	Bill Payment (Check)		11438	-8,744.00
01/15/2025	Bill		000844696F	8,744.00
AT&T				
01/31/2025	Bill Payment (Check)		11461	-6.71
01/31/2025	Bill		1180800220	6.71
Baker & Taylor				
01/15/2025	Bill Payment (Check)		11439	-2,505.75
01/15/2025	Bill		5019285921	2,505.75
01/31/2025	Bill Payment (Check)		11462	-8,784.15
01/31/2025	Bill		5019301965	8,784.15
Baker & Taylor - Laminate				
01/31/2025	Bill Payment (Check)		11463	-685.21
01/31/2025	Bill		5019298476	685.21
Blackstone Publishing				
01/31/2025	Bill Payment (Check)		11464	-36.24
01/31/2025	Bill		2183466	36.24
Cengage Learning, Inc./Gale				
01/15/2025	Bill Payment (Check)		11440	-32.79
01/15/2025	Bill		86173624	32.79
Demco, Inc.				
01/15/2025	Bill Payment (Check)		11441	-51.13
01/15/2025	Bill		7582073	51.13
01/31/2025	Bill Payment (Check)		11465	-181.84
01/31/2025	Bill		7591350	181.84

# Blackwater Regional Library

## Library Bills

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Dodson Pest Control				
01/15/2025	Bill Payment (Check)		11442	-50.00
01/15/2025	Bill		957236749	50.00
Dominion Energy Virginia				
01/31/2025	Bill Payment (Check)		11466	-994.91
01/31/2025	Bill		3233130008 1.31.2025	994.91
Ellen Butler				
01/15/2025	Bill Payment (Check)		11443	-150.00
01/15/2025	Bill		106 (CA 2.11.2025)	150.00
Family Matters Genealogy, LLC				
01/15/2025	Bill Payment (Check)		11444	-516.00
01/15/2025	Bill		1023 (SM 2.1.2025)	516.00
FranklinSo. Chamber Commerce				
01/31/2025	Bill Payment (Check)		11467	-146.00
01/31/2025	Bill		3712	146.00
H2O To Go				
01/31/2025	Bill Payment (Check)		11468	-83.50
01/31/2025	Bill		7825 1.31.2025	83.50
Midwest Tape				
01/15/2025	Bill Payment (Check)		11445	-998.03
01/15/2025	Bill		506560680	998.03
01/31/2025	Bill Payment (Check)		11469	-2,912.88
01/31/2025	Bill		506587606	2,912.88
Overdrive, Inc				
01/15/2025	Bill Payment (Check)		11446	-1,385.77
01/15/2025	Bill		03100DA25004835	961.85
01/15/2025	Bill		03100DA25003262	154.99
01/15/2025	Bill		03100CO25000421	268.93
01/31/2025	Bill Payment (Check)		11470	-3,827.08
01/31/2025	Bill		03100DA25025992	1,334.45
01/31/2025	Bill		03100DA25018499	694.07
01/31/2025	Bill		03100DA25011795	1,798.56
Petty Cash				
01/31/2025	Bill Payment (Check)		11471	-240.21

# Blackwater Regional Library

## Library Bills

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
01/31/2025	Bill		January 2025 Pty Csh	240.21
Queen B's Cleaning Service				
01/31/2025	Bill Payment (Check)		11472	-877.20
01/31/2025	Bill		1731	877.20
Sentara Health Plans				
01/31/2025	Bill Payment (Check)		11473	-15,218.00
01/31/2025	Bill		9485669	15,218.00
Southampton County				
01/31/2025	Bill Payment (Check)		11474	-60.00
01/31/2025	Bill		Acct 46 1.16.2025	60.00
Southampton County (1)				
01/15/2025	Bill Payment (Check)		11447	-375.93
01/15/2025	Bill		2024-12 Dec 2024 gas	375.93
Southside Gas Service, Inc.				
01/15/2025	Bill Payment (Check)		11448	-994.61
01/15/2025	Bill		19397	994.61
01/31/2025	Bill Payment (Check)		11475	-1,386.53
01/31/2025	Bill		19709	1,386.53
Spectrum Enterprise				
01/15/2025	Bill Payment (Check)		11449	-78.42
01/15/2025	Bill		089740301010125	78.42
Suffolk Center for Cultural Arts Foundation				
01/15/2025	Bill Payment (Check)		11450	-150.00
01/15/2025	Bill		1296	150.00
T & A Repairs, LLC.				
01/31/2025	Bill Payment (Check)		11476	-130.67
01/31/2025	Bill		36888	130.67
Total Business Solutions				
01/31/2025	Bill Payment (Check)		11477	-519.90
01/31/2025	Bill		294044	519.90
TowneBank/Card Services				
01/15/2025	Bill Payment (Check)		11451	-7,694.48
01/15/2025	Bill		6457 0001 1.15.2025	7,694.48

# Blackwater Regional Library

## Library Bills

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Unique Management Services, Inc.				
01/15/2025	Bill Payment (Check)		11452	-454.35
01/15/2025	Bill		6134285	454.35
Verizon (1)				
01/15/2025	Bill Payment (Check)		11453	-163.08
01/15/2025	Bill		935119692 1.9.2025	163.08
01/31/2025	Bill Payment (Check)		11478	-63.18
01/31/2025	Bill		624106825 1.22.2025	63.18
Verizon Wireless				
01/15/2025	Bill Payment (Check)		11454	-2,840.71
01/15/2025	Bill		6103144464	2,840.71
Xerox Financial Services				
01/15/2025	Bill Payment (Check)		11455	-1,598.72
01/15/2025	Bill		6682613	1,598.72

# Blackwater Regional Library

## Library Bills

February 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
<b>360IT Partners</b>				
02/19/2025	Bill Payment (Check)		11480	-7,022.68
02/19/2025	Bill		MSP267899	876.30
02/19/2025	Bill		MSP269236	6,146.38
02/28/2025	Bill Payment (Check)		11500	-879.05
02/28/2025	Bill		MSP270518	879.05
<b>AFLAC</b>				
02/28/2025	Bill Payment (Check)		11501	-903.05
02/28/2025	Bill		322776	903.05
<b>Amazon Capital Services</b>				
02/28/2025	Bill Payment (Check)		11502	-467.97
02/28/2025	Bill		1G4Q-FKXQ-6W9J	467.97
<b>Anthem Blue Cross/Blue Shield</b>				
02/19/2025	Bill Payment (Check)		11481	-8,744.00
02/19/2025	Bill		000851324F	8,744.00
<b>Baker &amp; Taylor</b>				
02/19/2025	Bill Payment (Check)		11482	-3,087.43
02/19/2025	Bill		5019341252	3,087.43
02/28/2025	Bill Payment (Check)		11503	-5,471.23
02/28/2025	Bill		5019358220	5,471.23
<b>Baker &amp; Taylor - Laminate</b>				
02/19/2025	Bill Payment (Check)		11483	-374.57
02/19/2025	Bill		5019330045	374.57
02/28/2025	Bill Payment (Check)		11504	-791.88
02/28/2025	Bill		5019349741	791.88
<b>Blackstone Publishing</b>				
02/28/2025	Bill Payment (Check)		11505	-461.00
02/28/2025	Bill		2188120	363.22
02/28/2025	Bill		2186664	97.78
<b>Cengage Learning, Inc./Gale</b>				
02/19/2025	Bill Payment (Check)		11484	-65.58
02/19/2025	Bill		86779412	65.58
<b>Demco, Inc.</b>				
02/19/2025	Bill Payment (Check)		11485	-1,001.55
02/19/2025	Bill		7599865	1,001.55

# Blackwater Regional Library

## Library Bills

February 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Dominion Energy Virginia				
02/28/2025	Bill Payment (Check)		11506	-1,140.75
02/28/2025	Bill		3233130008 2.28.2025	1,140.75
H2O To Go				
02/28/2025	Bill Payment (Check)		11507	-54.50
02/28/2025	Bill		7825 2.28.2025	54.50
Isle of Wight County				
02/28/2025	Bill Payment (Check)		11508	-25.00
02/28/2025	Bill		2025 Farmers Mkt	25.00
Latorial Faison				
02/28/2025	Bill Payment (Check)		11509	-500.00
02/28/2025	Bill		2.25.2025 Franklin	500.00
Lucy Properties dba Oh My Gourd!				
02/28/2025	Bill Payment (Check)		11510	-300.00
02/28/2025	Bill		March Craftsy - FR	300.00
Marlin Leasing Corporation				
02/19/2025	Bill Payment (Check)		11486	-1,941.43
02/19/2025	Bill		40197998	1,941.43
MidAmerica Books				
02/28/2025	Bill Payment (Check)		11511	-448.05
02/28/2025	Bill		0059655	448.05
Midwest Tape				
02/19/2025	Bill Payment (Check)		11487	-1,303.51
02/19/2025	Bill		506712815	1,303.51
02/28/2025	Bill Payment (Check)		11512	-2,577.41
02/28/2025	Bill		506773498	2,577.41
Overdrive, Inc				
02/19/2025	Bill Payment (Check)		11488	-3,479.21
02/19/2025	Bill		03100CO25036344	757.66
02/19/2025	Bill		03100DA25043027	109.00
02/19/2025	Bill		03100DA25038557	920.24
02/19/2025	Bill		03100DA25044188	140.00
02/19/2025	Bill		03100DA25046594	1,502.36
02/19/2025	Bill		03100DA25035447	49.95

# Blackwater Regional Library

## Library Bills

February 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
02/28/2025	Bill Payment (Check)		11513	-1,345.74
02/28/2025	Bill		03100DA25059280	703.27
02/28/2025	Bill		03100DA25052452	642.47
Petty Cash				
02/19/2025	Bill Payment (Check)		11489	-642.49
02/19/2025	Bill		2.19.2025 petty cash	642.49
Queen B's Cleaning Service				
02/28/2025	Bill Payment (Check)		11514	-857.20
02/28/2025	Bill		1750	857.20
Raquel Ammons				
02/19/2025	Bill Payment (Check)		11490	-100.00
02/19/2025	Bill		001	100.00
Sentara Health Plans				
02/28/2025	Bill Payment (Check)		11515	-15,218.00
02/28/2025	Bill		9595606	15,218.00
Southampton County				
02/28/2025	Bill Payment (Check)		11516	-60.00
02/28/2025	Bill		Acct 46 2.14.2025	60.00
Southampton County (1)				
02/19/2025	Bill Payment (Check)		11491	-321.90
02/19/2025	Bill		2025-01 (January gas)	321.90
02/28/2025	Bill Payment (Check)		11517	-289.61
02/28/2025	Bill		2025-02 -February gas	289.61
Southside Gas Service, Inc.				
02/19/2025	Bill Payment (Check)		11492	-1,480.32
02/19/2025	Bill		26135	635.67
02/19/2025	Bill		21892	844.65
Spectrum Enterprise				
02/19/2025	Bill Payment (Check)		11493	-98.88
02/19/2025	Bill		089740301020125	98.88
TowneBank/Card Services				
02/19/2025	Bill Payment (Check)		11494	-9,217.79
02/19/2025	Bill		6457 0001 2.13.2025	9,217.79

# Blackwater Regional Library

## Library Bills

February 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Unique Management Services, Inc.				
02/19/2025	Bill Payment (Check)		11495	-454.35
02/19/2025	Bill		6135435	454.35
Verizon (1)				
02/19/2025	Bill Payment (Check)		11496	-163.08
02/19/2025	Bill		935119692 2.9.2025	163.08
02/28/2025	Bill Payment (Check)		11518	-63.18
02/28/2025	Bill		624106825 2.22.2025	63.18
Verizon Wireless				
02/19/2025	Bill Payment (Check)		11497	-2,840.71
02/19/2025	Bill		6105588373	2,840.71

## **Reserve Fund Policy**

The Library desires to maintain the financial operation of the Library in a manner consistent with sound financial management principles including maintaining a Reserve Fund to meet emergency and unexpected expenses that may be incurred.

The Library will maintain a reserve fund for the purposes of unanticipated expenditures, to provide for cash flow reserves during the fiscal year due to the timing difference between the receipt of revenues and disbursement of expenditures, and to meet required expenses.

### **Goals of Reserve Fund**

The library will maintain a reserve fund that equals 5% of the library's current annual budget, with a target goal of 10-15%.

If desired, the board may choose to invest a portion of the reserve fund under the Board's Investment Policy to meet the needs of the library and of this policy.

### **Expenditures of Funds**

To maintain cash-flow to meet payroll and other obligations, library staff may use reserve funds to meet financial needs when pending revenue is expected to balance said expenditure.

The Library may designate part of the fund balance for anticipated specific purposes, such as purchase of Library vehicles, upgrades to Library technology, matching grant funds, payout of leave balances, and other special projects.

The Library Board authorizes expenditures from the reserve account by action of the full board. In order to ensure smooth operations during urgent or emergency situations between board meetings, upon joint consent of Library Director, Board Chair, and Finance Committee Chair, up to 10% of the reserve fund may be expended; as long as the total reserve fund stays above the 5% minimum.

In the event of an emergency expense that results in the Reserve Fund being below the 5% minimum, the Library Director and Finance Committee within 12 months will present a plan to the library board replenish the Reserve Fund to the 5% minimum.

### **Purchasing Policy**

The Blackwater Regional Library Board of Trustees affirms its intent to comply with the Virginia Public Procurement Act. The Library Director is designated as Purchasing Agent for the library and has the authority to implement the approved annual budget.

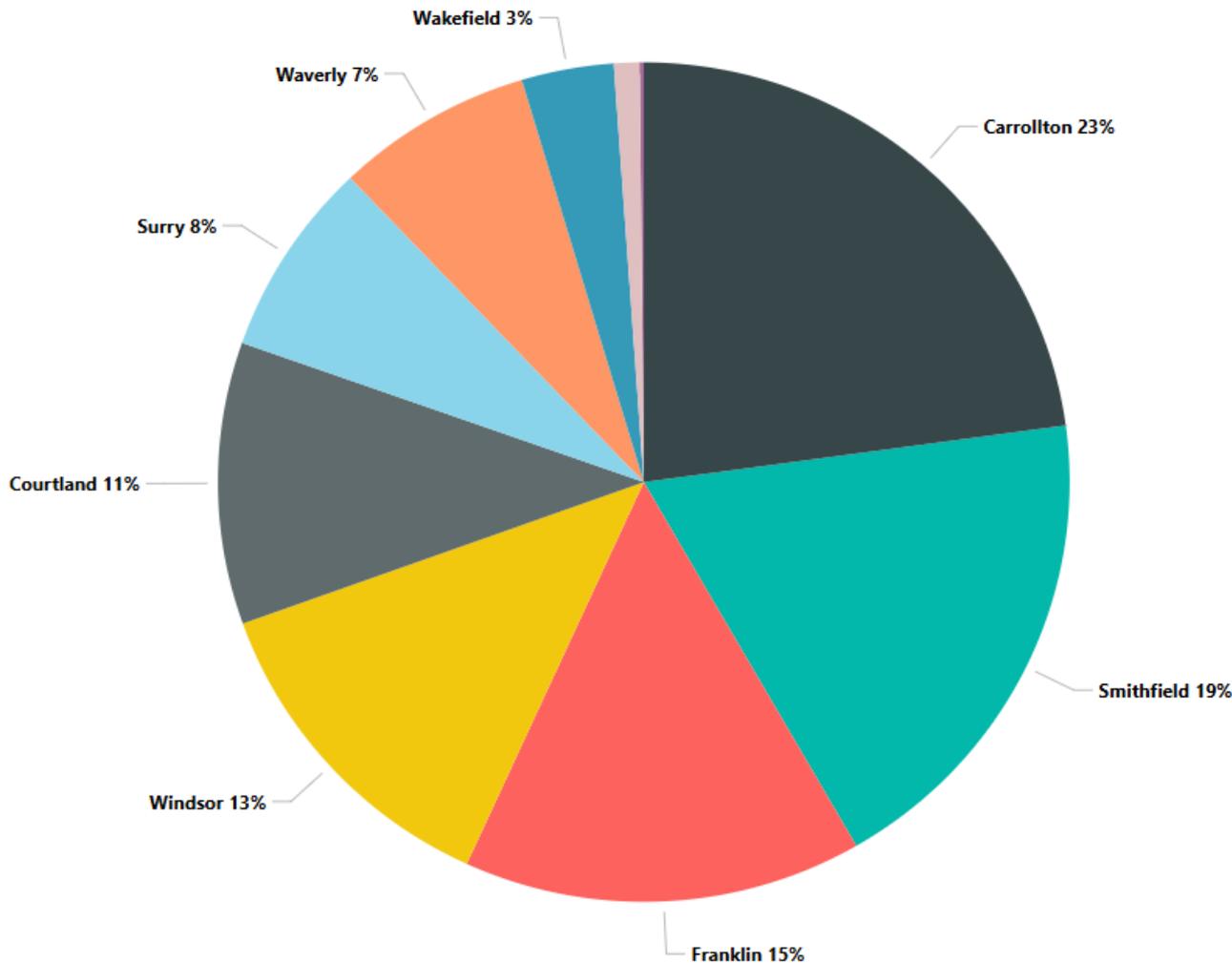


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[www.blackwaterlib.org](http://www.blackwaterlib.org)

# February 2025

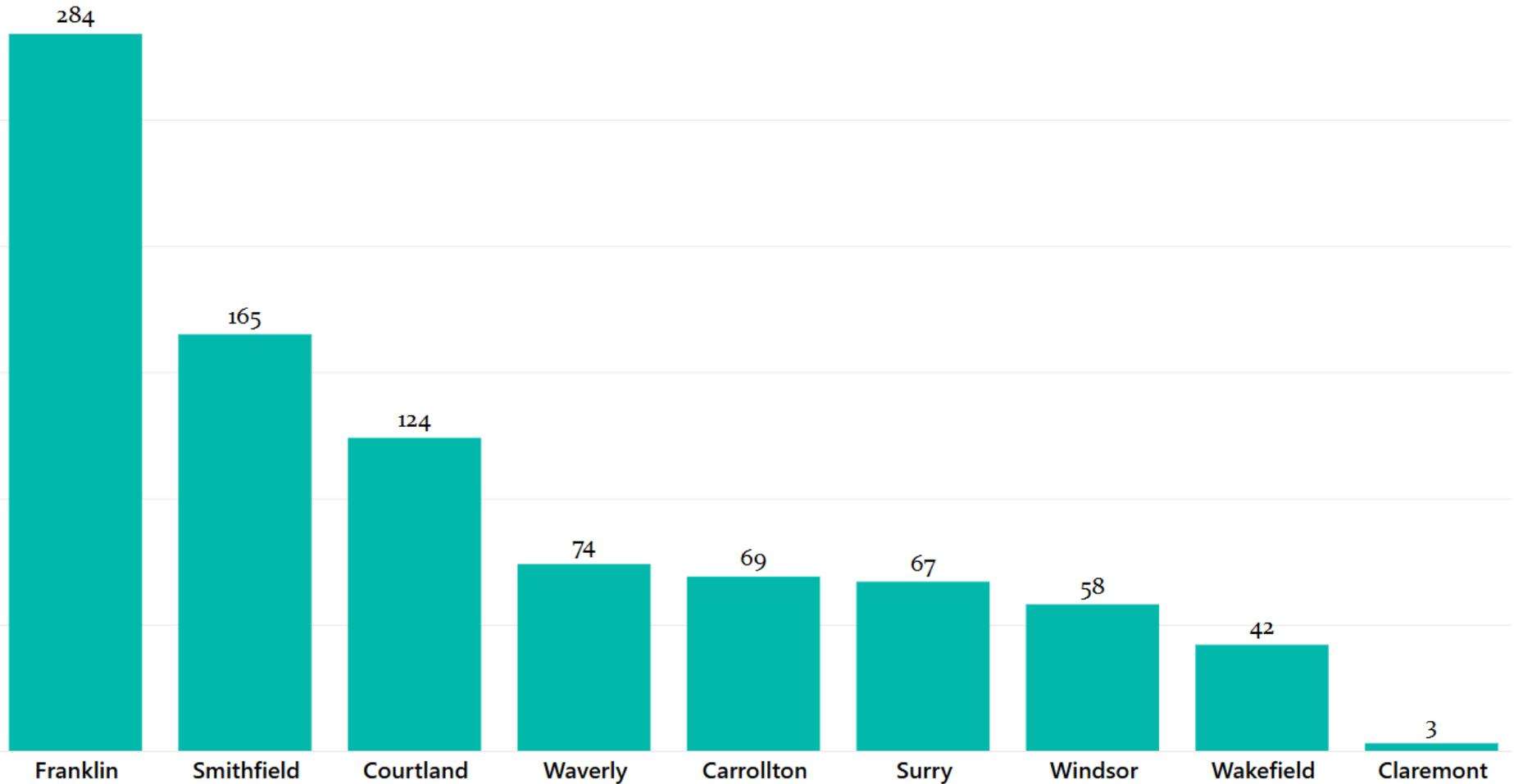
## Statistics

# Monthly Report: Patron Count

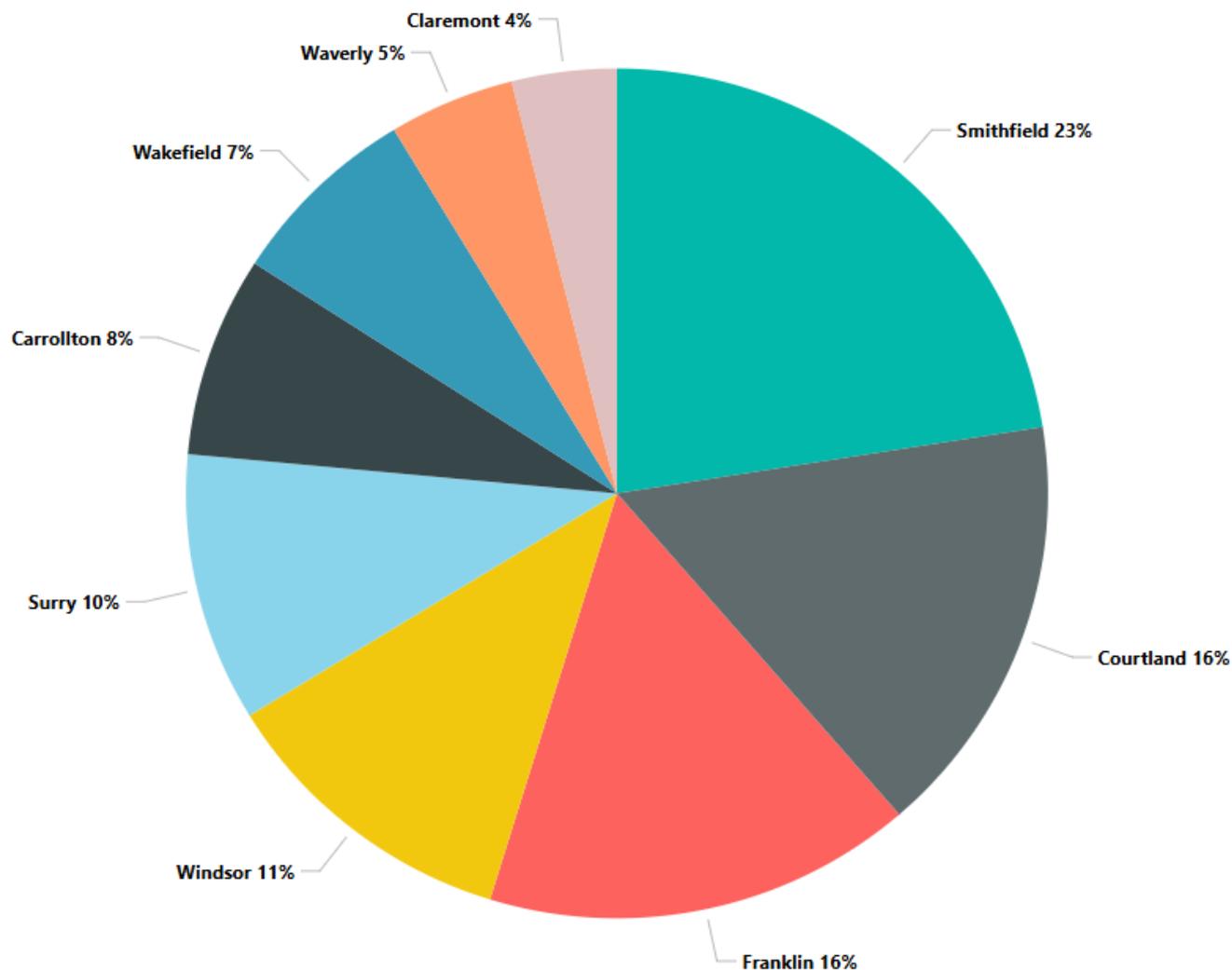


Branch	Patron Count
Carrollton	2673
Claremont	114
Courtland	1270
Franklin	1772
Outreach	18
Smithfield	2205
Surry	880
Wakefield	409
Waverly	875
Windsor	1487
<b>Total</b>	<b>11703</b>

# Monthly Report: In-House Internet



# Monthly Report: WiFi Use

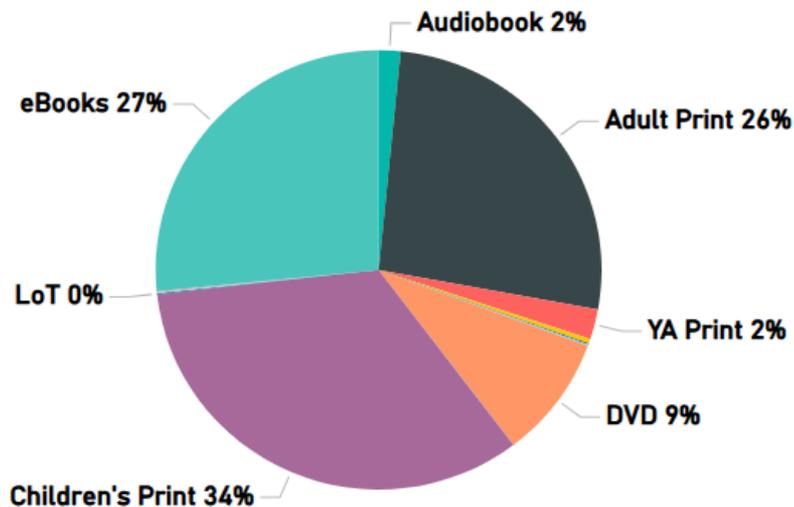


Branch	Wireless Internet Usage
Carrollton	97
Claremont	50
Courtland	205
Franklin	205
Smithfield	286
Surry	130
Wakefield	92
Waverly	60
Windsor	146
<b>Total</b>	<b>1271</b>

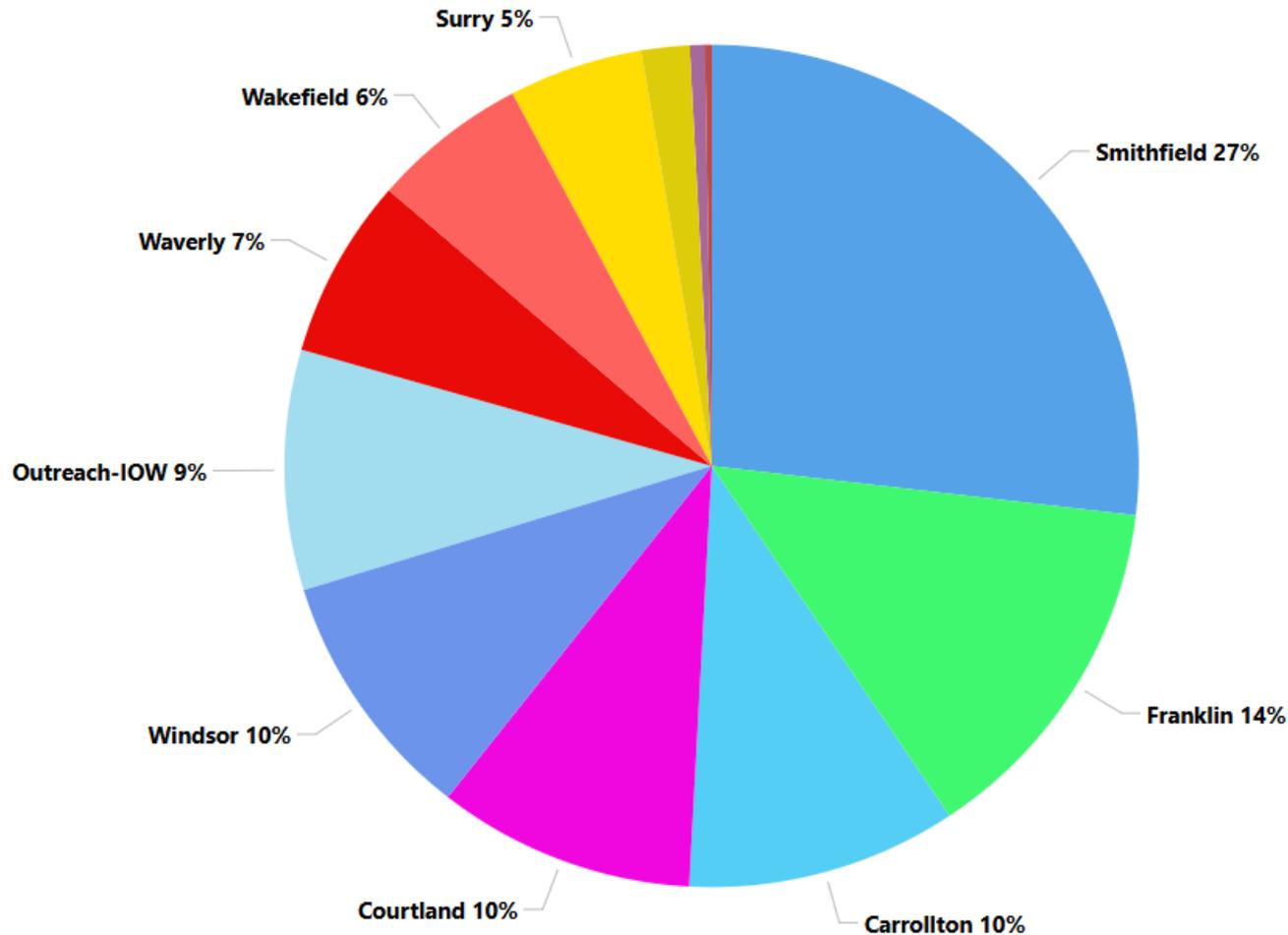


# Circulation Report: Type by Branch

Location	Adult Print	Children's Print	DVD	Audiobook	Kits	YA Print	Music	LoT	Magazines	eBooks	Streaming Devices/ Hotspots
Carrollton	1257	1783	359	88	7	225	0	4	0	1557	10
Claremont	242	61	83	0	0	3	0	0	6	57	5
Courtland	935	1089	317	143	4	85	2	8	2	795	20
Franklin	1325	1451	478	119	1	53	0	2	11	1391	11
Outreach	87	40	7	0	1	3	0	0	0	52	0
Smithfield	1713	2543	461	51	1	97	19	5	17	1841	11
Surry	433	461	258	1	3	25	0	2	1	504	17
Wakefield	278	274	71	4	0	7	0	0	0	230	1
Waverly	360	504	216	3	1	27	0	1	0	165	9
Windsor	622	1055	237	27	13	83	0	2	0	730	12
<b>Total</b>	<b>7252</b>	<b>9261</b>	<b>2487</b>	<b>436</b>	<b>31</b>	<b>608</b>	<b>21</b>	<b>24</b>	<b>37</b>	<b>7322</b>	<b>96</b>

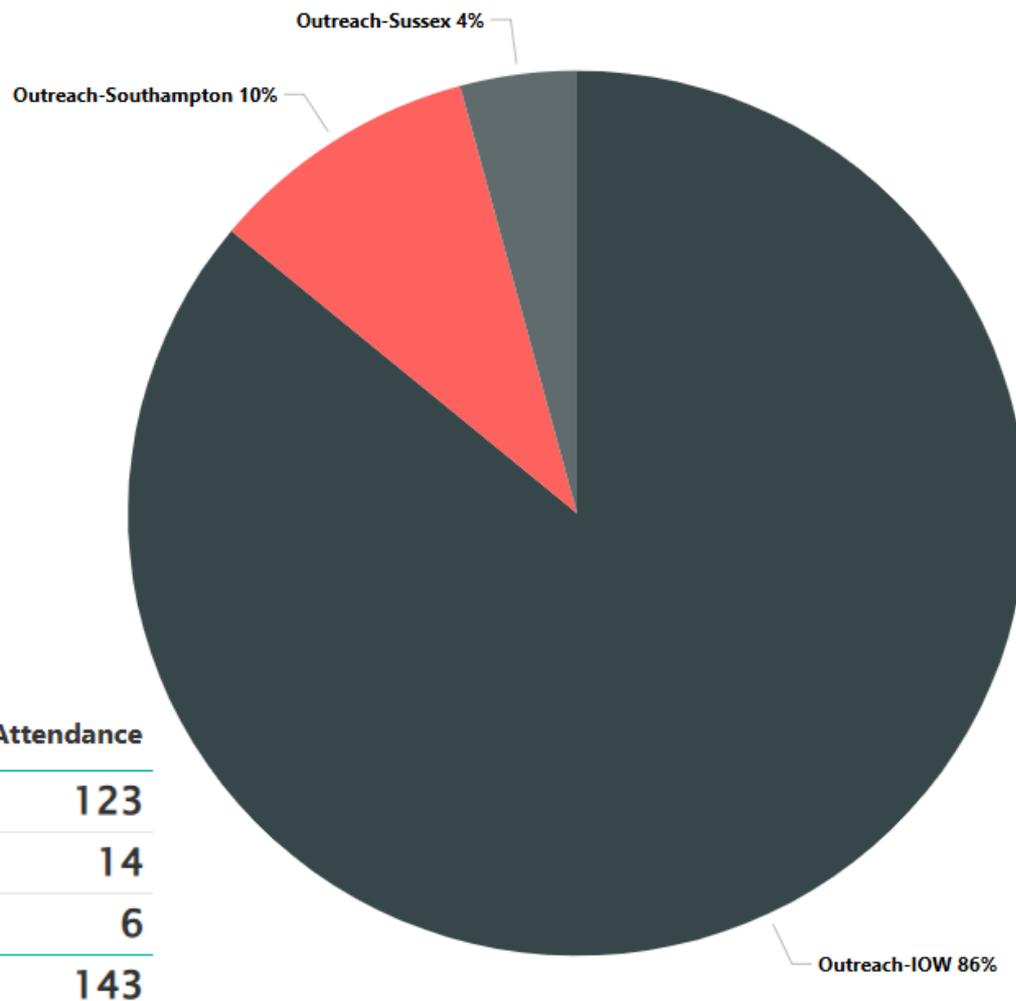


# Program Report: Total Participation



Location/Branch	Count
Carrollton	248
Claremont	44
Courtland	236
Franklin	332
Outreach-IOW	223
Outreach-Southampton	14
Outreach-Sussex	6
Smithfield	650
Surry	123
Wakefield	143
Waverly	167
Windsor	233
<b>Total</b>	<b>2419</b>

# Outreach Report: Programs



Location/Branch	Outreach Programs	Attendance
Outreach-IOW	3	123
Outreach-Southampton	1	14
Outreach-Sussex	1	6
<b>Total</b>	<b>5</b>	<b>143</b>

# STAFFING AND WORKSHOP REPORT

## Staffing Update March 2024 Blackwater Regional Library

### **New Hires**

- Lorenzo Hill – Library Assistant, Carrollton and Smithfield

### **Promotions**

### **Transfers**

### **Separations**

### **Vacancies**

- Senior Library Assistant – Outreach Services

## STAFFING AND WORKSHOP REPORT

### Training Sessions – February 2025

**Southampton County** staff completed a total of 1 training

**Surry County** staff completed a total of 1 training

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

**Central Office** staff completed a total of 2 trainings

**2/3/2025 – A Librarian’s Case Against Overdue Book Fines** - Dawn Wacek from LaCrosse Public Library presented this program. We have offered this feature of not charging overdue fines to our patrons for some time but I thought it would be useful to actually get a confirmation of why.

As librarians we want everyone to have access to what they need for pleasure, work and/or school. Families with or without children, from working class and especially those in welfare programs should not be afraid to check out material in libraries because of fear of receiving fines for overdue material. Most of the children who receive welfare aid are referred to as having a 30 million word gap. They are hearing fewer words and by the time they are three years old their learning is considered very low and it follows the same line when they enter school. This gap results in later reading, poorer reading skills and lack of success.

Also fines costs money for libraries to collect; such as mailing letters to tell a patron what their fines are or calling on the phone to tell them or spending time when they come into the library to argue about the fines.

I’m glad the Board of Trustees agreed to do away with collecting fines. I have no way of knowing if they are pleased and if it has made a big difference for some but I’m sure it has.

**2/4/2025 – New Records Officer Training** - I took this webinar as a review of records management. This webinar gave a brief overview of the record keeping cycle as a whole.

**2/4/2025 – Serving the Underserved: Children with Disabilities at Your Library** - Large or small, rural or urban, all library communities serve patrons with special needs. Developing an awareness of, and sensitivity to, children with disabilities is crucial for providing top-notch library services. This webinar shares inspiring programming and innovative ideas for new services to target this special population. Learn of online resources available to staff to serve children with special needs, and explore strategies to re-evaluate and make new accommodations in existing youth programs for an inclusive audience.

**2/11/2025 – Accel5** - Clear in presentation, both oral and layout. Used home page and described every section.

Impressed with presentation of new books, new articles and urls dealing with subject.

## STAFFING AND WORKSHOP REPORT

Can get in many languages and transcripts as well.

Questions and answers were relevant and well phrased for viewers. Represented questions viewers may have had.

Gave email address if viewers had questions.

Were I teaching at the college level, I would certainly suggest the site for upper level students.

**2/12/2025 – Shelving with Dewey** - This course provides an introduction to shelving items with the Dewey Decimal Classification (DDC) system.

Besides DDC, the most common classification schemes are from the Library of Congress, the National Library of Medicine, and SuDoc – Superintendent of Documents.

The DDC is based on a number system with whole numbers and decimals. It's divided into ten main classes or subject matter areas which together cover the entire world of knowledge. Each class is divided into 10 divisions, and each division is divided into 10 sections.

Below are the 10 main classes:

- 000 Computer science, information, and general works
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts and Recreation
- 800 Literature
- 900 History and Geography

Classification is the practice of assigning call numbers to books – a call number is a combination of numbers and characters assigned to a library book to indicate its place on the shelf relative to other books. Books are typically arranged in call number order, left to right in ascending order. Mentally adding zeros will help you with decimal placement! I found it neat that there's no true limit for call numbers.

I learned that dated materials may have the publication date listed after the author's letters. I also learned that additional copies of books will be written like c. 2 or c. 3.

As for biographies, some libraries use 920 or 921 – they might also use 921-928 to sort by subject. Some libraries even scatter biographies with like subjects by adding –092 at the end of a call number.

## STAFFING AND WORKSHOP REPORT

I found this training to be an incredibly helpful introduction to DDC, and I wish I had had access to this course when I first began my role as a Library Assistant! I would absolutely recommend this to all new hires in their first week of training.

**2/26/2025 – Universal Class Training Event for Virginia Libraries** - This webinar provided a very informative overview of the Universal Class resource along with a live demo of how to navigate the website. The presenters also shared tips for administrators to gain insights from data portraying the most active courses and different resources available for marketing the site to patrons.

I already had a familiarity with Universal Class, and had completed a 15-minute webinar on the resource through a prior Find It VA training. I loved how in-depth this presentation was in comparison and would absolutely recommend it to all BRL staff!

Universal Class has 600+ courses in 35 categories. Courses range from professional and personal development to hobbies, upskilling opportunities for job seekers, and core subjects for homeschoolers.

This resource is great for both casual and serious learners as courses can be taken by only viewing the video/lecture content OR by completing assignments and exams throughout. If patrons choose the “serious” option – they can receive an IACET Certificate upon completion and earn Continuing Education Units (CEUs). CEUs are standards for non-credit learning experiences in which 1 CEU = 10 hours of instruction.

Courses are taught by instructors with 4-year degrees, teacher certifications and/or a minimum of 3 years of college/adjunct teaching experience. They also have 4-6 years of work experience in the subject. Each course is then refined by a team of experts.

Learners have 6 months to complete their course on a self-paced timeline. Learners can be enrolled in up to 5 active courses at a time and are allowed to both drop a class and re-enroll anytime. Students can also join optional social forums where they may interact with fellow students in the same class.

Universal Class is available on tablet, phone or a computer! New courses are expected in 2025.

The presenters also mentioned that some libraries have brought together folks to experience the class together in person – where they watch the videos/lectures at the library, have a chance to discuss the content, and then complete their assignments/exams at home.

I feel better equipped to share information about this resource with patrons and how to better market it to our community through signage and handouts.