

# BLACKWATER REGIONAL LIBRARY BOARD OF TRUSTEES MEETING

Franklin Branch  
Wednesday  
September 17, 2025  
Board Retreat — 1:00 pm  
Board of Trustees Meeting to immediately follow

**Budget & Finance Committee** *will NOT* meet



**Blackwater Regional Library  
Franklin Branch**

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



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

# Board Packet Contents

## **September 17, 2025**

- Agenda – September 2025
- Minutes – July 2025
- Library Director's Report
- Library Bills
- Travel Policy Draft
- Monthly Statistics Report – July and August 2025
- Staffing and Workshop Report

**Blackwater Regional Library  
Board Meeting  
September 17, 2025**

**Agenda**

Franklin Branch

Call to Order

Adoption of Agenda – September 2025

Approval of Minutes – July 2025

Public Comment

Correspondence

Director's Report

Committee Reports

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

Review of Approval of Accounts Payable and File for Annual Audit

Unfinished Business

New Business

- Travel Policy

Board Member Comments/Announcements

Announcement of Next Meeting

- October 15, 2025

Adjournment

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
July 16, 2025**

**Present**

MeChelle Blunt – Southampton County  
Ora Briggs – Sussex County  
Sylvia Claggett – Isle of Wight County  
Deborah Dawson – Surry County  
Charlene Herrala – Isle of Wight County  
Pam Lease – City of Franklin  
Karen Richardson – Sussex County  
Judge Alfreda Talton-Harris – City of Franklin  
Ben Neal – Library Director  
Bonnie Lauver – Assistant Library Director  
Debbie Carter – Budget & Finance Manager

**Remote (via Zoom)**

**Absent**

Jennifer Cuthbertson – Southampton County  
Kathy Lippard – Isle of Wight County  
Johanna Wiggins – Isle of Wight County

Chair, Deborah Dawson called the Board Orientation/Refresher of the Blackwater Regional Library Board of Trustees to order at 1:00 p.m. at the Franklin Branch. Ms. Dawson then turned the Orientation over to Mr. Neal.

Mr. Neal introduced Reagen Thalacker of the Library of Virginia. Ms. Thalacker presented information on founding principles of librarianship, responsibilities of the Board, Board relationships, advocacy, records management/FOIA, and legal issues regarding book challenges.

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

The Board orientation was adjourned at 3:12 p.m.

Respectfully submitted,

Debbie Carter for  
Ora Briggs, Secretary

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
July 16, 2025**

**Present**

MeChelle Blunt – Southampton County  
Ora Briggs – Sussex County  
Sylvia Claggett – Isle of Wight County  
Deborah Dawson – Surry County  
Charlene Herrala – Isle of Wight County  
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Karen Richardson – Sussex County  
Judge Alfreda Talton-Harris – City of Franklin  
Johanna Wiggins – Isle of Wight County  
Ben Neal – Library Director  
Bonnie Lauver – Assistant Library Director  
Debbie Carter – Budget & Finance Manager

**Remote (via Zoom)**

**Absent**

Jennifer Cuthbertson – Southampton County  
Kathy Lippard – Isle of Wight County

Chair, Deborah Dawson called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:12 p.m. at the Franklin Branch.

**Consideration of Remote Meeting Participation Requests**

None

**Agenda**

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

**Minutes**

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

**Public Comment**

None

**Correspondence**

None

**Library Director's Report**

Libraries served as cooling centers during heat wave in late June.

Summer Reading Program is off to a solid start with over 5,000 children's books checked out during kick-off week!

Library held first Community Conversations event for Strategic Planning process at Storehouse Coffee in Franklin. About 20 members of the community attended, and future events are being scheduled for late summer.

Mr. Neal presented a Fiscal Year Statistical Update highlighting changes in library use, growth in circulation and active users, and market penetration of our service area.

## **Committee Reports**

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

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

*Long Range Planning* – Mr. Neal – working on the next Community Conversation in Carrollton. There is a micro community conversation planned in Sussex on July 19, 2025. Board Retreat in September will be a planning/work session to draft the Strategic Plan.

## **Accounts Payable**

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

## **Unfinished Business**

None

## **New Business**

*Amended FY2025 Annual Budget* – A draft of the amended FY2025 Operating Budget was included in the mailed Board packet. Ms. Lease moved, and Ms. Herrala seconded the amended budget be accepted as presented. The vote was unanimous.

*Committee Assignments* – Committee assignments for FY2026 were distributed in the meeting handouts.

## **Board Member Comments/Announcements**

Ms. Herrala – was saddened that Windsor's summer reading program was cancelled on 7/15

Ms. Wiggins – Smithfield's 100<sup>th</sup> Anniversary celebration was covered in the newspaper

Judge Harris – enjoyed Franklin's Community Conversation and is hopeful that the conversations will be learning tools

Ms. Richardson – happy to be on the Board

Ms. Briggs – Community Center will be helping 125 families with meals for one month!

## **Announcement of Next Meeting**

The next Blackwater Regional Library Board of Trustees meeting will be Board Retreat on September 17, 2025 at 1:00 p.m. at the Franklin Branch. The Board meeting will immediately follow.

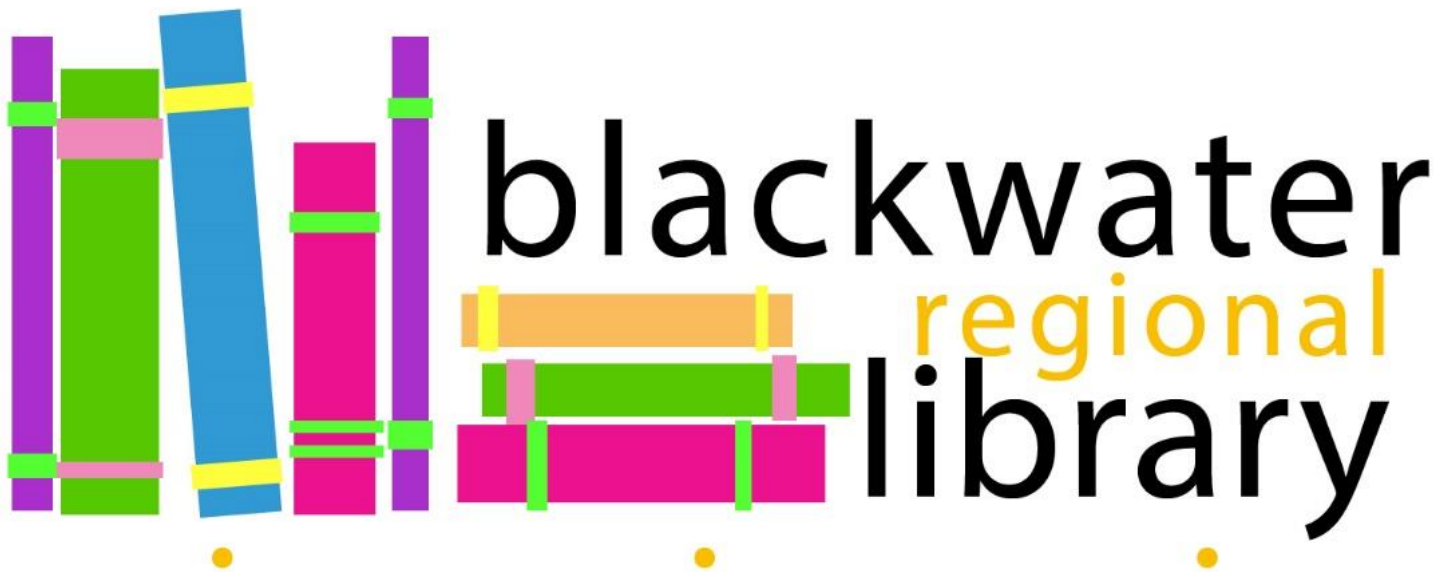
## **Adjournment**

Ms. Lease moved, and Ms. Richardson seconded the meeting be adjourned. The vote was unanimous.

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

Respectfully submitted,

Debbie Carter for  
Ora Briggs, Secretary



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

# Director's Report

## September 2025

# Admin Updates

- Summer Reading Program 2025 was a success with over 1,000 children participating and over 22,000 children's books checked out system-wide. Over 100 SRP programs were held with over 5,000 people attending
- Fully staffed as of 9.10.25
- Participated in multiple National Night Out events throughout service area



Summer Reading Fun at Franklin Branch



# BRL in the Community



Surry National  
Night Out



Western Tidewater  
Community Services  
Board Community  
Wellness Day



Bookworm Discoveries  
at Windsor Castle Park  
w/ IOW Museum

24 Outreach Programs and Events in July & August reaching over 1600 people

# City of Franklin

- Beginning in September, we are adjusting hours at Franklin branch to bring back Saturday hours; library users are very excited for the change
- SRP had a huge turnout with over 1300 attending one of the many Summer Reading Programs in Franklin
- Pop-up libraries and deposit collections at various community care facilities to serve hard-to-reach populations





# Isle of Wight County

- All branches had a busy and successful summer reading program with over 600 Isle of Wight children registered for the program
- Retiring Smithfield Manager, Terry Andrews, was honored for her service by Smithfield Town Council; April Watkins promoted to Smithfield Manager in August
- Local business Crush-It Art Bar hosted our Isle of Wight-centric Community Conversations event, which was a great way to get community feedback and support a great local business.

41 Summer Reading Program events reaching over 1800 people in Isle of Wight County this summer, including programs at Parks & Rec camps



# Southampton County

- Summer Reading Programs included outdoor games, a petting zoo, and a fun Touch-a-Truck event
- Staff attended the Backstreets Back to School Bash at Courtland Community Center, where we gave out free books and library information.
- Courtland branch hosted a Stuffed Animal Repair and Adoption Clinic to help fix and rehome damaged pet toys. A special thanks to our “nurse” volunteers for helping!



# Surry County

- Both locations had a wonderful Summer Reading programs including cultural programs, a petting zoo, and a Touch a Truck event presented by local emergency services
- Summer Reading featured 13 programs reaching over 200 children in Surry County
- Staff participated in National Night Out as always and gave out goodies





# Sussex County

- Summer Reading was a big success with fun and educational programs ranging from petting zoos to magic shows at both locations
- BRL had a presence at the Sheriff Department's National Night Out event giving out free books and more!
- August continued to be a strong month for the Waverly Branch's Farmers Market, which provides a much-needed venue for local commerce and fellowship in the community



# Blackwater Regional Library

## Library Bills

July 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
<b>AFLAC</b>				
07/31/2025	Bill Payment (Check)		OBEP7312025	-961.61
07/31/2025	Bill		957078	961.61
<b>Amazon Capital Services</b>				
07/31/2025	Bill Payment (Check)		11679	-1,624.61
07/31/2025	Bill		1PWV-1QHX-6W16	49.99
07/31/2025	Bill		1T7V-94GM-6PL7	1,574.62
<b>Anthem Blue Cross/Blue Shield</b>				
07/16/2025	Bill Payment (Check)		12459746	-9,280.00
07/16/2025	Bill		000881211F	9,280.00
<b>AT&amp;T All In One</b>				
07/31/2025	Bill Payment (Check)		11680	-30.86
07/31/2025	Bill		0305218377001 7.7.25	30.86
<b>Baker &amp; Taylor</b>				
07/31/2025	Bill Payment (Check)		11681	-5,649.25
07/31/2025	Bill		5019602007	5,649.25
07/16/2025	Bill Payment (Check)			-2,302.41
07/16/2025	Bill		5019584500	2,302.41
<b>Baker &amp; Taylor - Laminate</b>				
07/31/2025	Bill Payment (Check)		11682	-463.11
07/31/2025	Bill		5019599462	463.11
07/16/2025	Bill Payment (Check)			-29.59
07/16/2025	Bill		5019584126	29.59
<b>Cengage Learning, Inc./Gale</b>				
07/31/2025	Bill Payment (Check)		11683	-122.10
07/31/2025	Bill		999100718592	89.31
07/31/2025	Bill		999100699049	32.79
07/16/2025	Bill Payment (Check)			-32.79
07/16/2025	Bill		999100635467	32.79
<b>Center Point Large Print</b>				
07/31/2025	Bill Payment (Check)		11684	-54.40
07/31/2025	Bill		2188824	54.40
<b>Demco, Inc.</b>				
07/31/2025	Bill Payment (Check)		11685	-592.60
07/31/2025	Bill		7671537	592.60

# Blackwater Regional Library

## Library Bills

July 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Dominion Energy Virginia				
07/31/2025	Bill Payment (Check)		4433164970	-2,898.70
07/31/2025	Bill		3233130008 7.31.2025	2,898.70
Marlin Leasing Corporation				
07/16/2025	Bill Payment (Check)		200286171393	-1,598.72
07/16/2025	Bill		40710539	1,598.72
Midwest Tape				
07/31/2025	Bill Payment (Check)		11686	-2,647.40
07/31/2025	Bill		507461109	2,647.40
07/16/2025	Bill Payment (Check)			-2,174.30
07/16/2025	Bill		507410396	2,174.30
OCLC Inc				
07/31/2025	Bill Payment (Check)		11687	-2,962.06
07/31/2025	Bill		1000231541	2,962.06
07/16/2025	Bill Payment (Check)			-2,547.65
07/16/2025	Bill		1000444399	2,547.65
Overdrive, Inc				
07/16/2025	Bill Payment (Check)		pvnb3yhz	-8,192.93
07/16/2025	Bill		H-0115206	7,200.00
07/16/2025	Bill		03100DA25213216	109.00
07/16/2025	Bill		03100CO25214514	883.93
07/31/2025	Bill Payment (Check)		prr1b4p5	-3,625.70
07/31/2025	Bill		03100DA25231480	525.48
07/31/2025	Bill		03100CO25225477	2,658.74
07/31/2025	Bill		03100DA25221064	413.98
07/31/2025	Bill		03100DA25226178	27.50
Petersburg Alarm Company				
07/16/2025	Bill Payment (Check)		11674	-435.00
07/16/2025	Bill		214185	435.00
Petty Cash				
07/31/2025	Bill Payment (Check)		11688	-209.20
07/31/2025	Bill		July 2025 Petty Cash	209.20
Quadient Postage				
07/31/2025	Bill Payment (Check)		BH3799548293	-330.97
07/31/2025	Bill		8140 0461 7.22.2025	330.97



# Blackwater Regional Library

## Library Bills

July 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Queen B's Cleaning Service				
07/31/2025	Bill Payment (Check)		11689	-877.20
07/31/2025	Bill		1859	877.20
Selective Insurance Company				
07/16/2025	Bill Payment (Check)		1247077242	-29,840.00
07/16/2025	Bill		120-487-730 7.1.2025	29,840.00
SenSource				
07/31/2025	Bill Payment (Check)		11690	-500.00
07/31/2025	Bill		63786	500.00
Sentara Health Plans				
07/31/2025	Bill Payment (Check)		11691	-18,462.00
07/31/2025	Bill		10083122	18,462.00
Southampton County				
07/31/2025	Bill Payment (Check)		34772	-60.00
07/31/2025	Bill		Acct 46 7.15.2025	60.00
Southampton County (1)				
07/31/2025	Bill Payment (Check)		11693	-465.25
07/31/2025	Bill		2025-07 (July gas)	465.25
Spectrum Enterprise				
07/16/2025	Bill Payment (Check)		O890104268	-71.97
07/16/2025	Bill		089740301070125	71.97
T & A Repairs, LLC.				
07/16/2025	Bill Payment (Check)		11675	-89.58
07/16/2025	Bill		38601	89.58
Talewise				
07/31/2025	Bill Payment (Check)			
05/31/2025	Bill		20481 (Windsor)	400.00
07/31/2025	Vendor Credit		WI SRP credit	-400.00
The Library Corporation				
07/16/2025	Bill Payment (Check)		11676	-250.95
07/16/2025	Bill		INV11003973	250.95

# Blackwater Regional Library

## Library Bills

July 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Towne Insurance Agency, LLC				
07/16/2025	Bill Payment (Check)		291262	-1,979.00
07/16/2025	Bill		184351	1,979.00
TowneBank/Card Services				
07/16/2025	Bill Payment (Check)		C7661367F0	-2,904.31
07/16/2025	Bill		6457 0001 7.15.2025	2,904.31
Travelers				
07/16/2025	Bill Payment (Check)		8667W2261 7.16.2025	-1,563.00
07/16/2025	Bill		A4044831 7.8.2025	1,563.00
Unique Management Services, Inc.				
07/16/2025	Bill Payment (Check)			-221.35
07/16/2025	Bill		6140928	221.35
Verizon (1)				
07/16/2025	Bill Payment (Check)		3152553/3152554	-163.78
07/16/2025	Bill		961660704 7.9.2025 (C	81.89
07/16/2025	Bill		935119692 7.9.2025 (S	81.89
07/31/2025	Bill Payment (Check)		3159490	-62.87
07/31/2025	Bill		624106825 7.22.2025	62.87
Verizon Wireless				
07/16/2025	Bill Payment (Check)		4203733145	-2,840.71
07/16/2025	Bill		6118074454	2,840.71

# Blackwater Regional Library

## Library Bills

August 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
AFLAC				
08/31/2025	Bill Payment (Check)		OCPZ4 8.31.2025	-961.61
08/31/2025	Bill		281709	961.61
Amazon Capital Services				
08/31/2025	Bill Payment (Check)		11699	-4,168.94
08/31/2025	Bill		1X6X-KMTK-KD3R	281.47
08/31/2025	Bill		1X6H-Y4P4-JLYK	3,887.47
Anthem Blue Cross/Blue Shield				
08/20/2025	Bill Payment (Check)		12588730	-9,280.00
08/20/2025	Bill		000887188F	9,280.00
Baker & Taylor				
08/31/2025	Bill Payment (Check)		11700	-3,200.16
08/31/2025	Bill		5019640449	3,200.16
08/21/2025	Bill Payment (Check)			-2,141.05
08/20/2025	Bill		5019627446	2,141.05
Baker & Taylor - Laminate				
08/31/2025	Bill Payment (Check)		11701	-326.09
08/31/2025	Bill		5019645629	326.09
08/21/2025	Bill Payment (Check)			-242.39
08/20/2025	Bill		5019630698	242.39
Cengage Learning, Inc./Gale				
08/31/2025	Bill Payment (Check)		11702	-21.44
08/31/2025	Bill		999101050929	21.44
08/21/2025	Bill Payment (Check)			-32.79
08/20/2025	Bill		999100777258	32.79
Center Point Large Print				
08/31/2025	Bill Payment (Check)		11703	-200.00
08/31/2025	Bill		2195397	200.00
Dataprise LLC				
08/31/2025	Bill Payment (Check)		11704	-7,050.56
08/31/2025	Bill		MSP47676	6,300.06
08/31/2025	Bill		MSP47820	750.50
08/21/2025	Bill Payment (Check)			-7,558.81
08/20/2025	Bill		MSP43403	750.50
08/20/2025	Bill		CW45496	508.25
08/20/2025	Bill		MSP43402	6,300.06

# Blackwater Regional Library

## Library Bills

August 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Dominion Energy Virginia				
08/31/2025	Bill Payment (Check)		4489438990	-2,271.51
08/31/2025	Bill		3233130008 8.31.2025	2,271.51
EnvisionWare, Inc.				
08/20/2025	Bill Payment (Check)		11695	-1,279.78
08/20/2025	Bill		INV-US-77594	1,279.78
Midwest Tape				
08/31/2025	Bill Payment (Check)		11705	-2,243.37
08/31/2025	Bill		507626294	2,243.37
08/21/2025	Bill Payment (Check)			-433.72
08/20/2025	Bill		507551353	433.72
Overdrive, Inc				
08/20/2025	Bill Payment (Check)		jekn278r	-3,605.80
08/20/2025	Bill		03100DA25253295	1,031.30
08/20/2025	Bill		03100DA25248084	648.86
08/20/2025	Bill		03100CO25239414	1,195.35
08/20/2025	Bill		03100DA25242282	730.29
08/31/2025	Bill Payment (Check)		f75ff2k4	-3,231.29
08/31/2025	Bill		03100CO25261751	2,421.29
08/31/2025	Bill		03100DA25259257	810.00
PEAC Solutions				
08/20/2025	Bill Payment (Check)		200302938967	-1,598.72
08/20/2025	Bill		40816383	1,598.72
Petty Cash				
08/31/2025	Bill Payment (Check)		11706	-656.89
08/31/2025	Bill		August 2025 Petty Csh	656.89
Queen B's Cleaning Service				
08/31/2025	Bill Payment (Check)		11707	-877.20
08/31/2025	Bill		1881	877.20
Sentara Health Plans				
08/31/2025	Bill Payment (Check)		WAD2524831368	-16,574.00
08/31/2025	Bill		10192943	16,574.00
Southampton County				
08/20/2025	Bill Payment (Check)		35086	-83.90

# Blackwater Regional Library

## Library Bills

August 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
08/20/2025	Bill		Acct 46 8.13.2025	83.90
Spectrum Enterprise				
08/20/2025	Bill Payment (Check)		0483815521	-71.97
08/20/2025	Bill		089740301080125	71.97
T & A Repairs, LLC.				
08/31/2025	Bill Payment (Check)		11708	-133.62
08/31/2025	Bill		39015	133.62
The Library Corporation				
08/20/2025	Bill Payment (Check)		11696	-1,020.92
08/20/2025	Bill		INV11004174	1,020.92
The Virginian Pilot				
08/31/2025	Bill Payment (Check)		11709	-552.73
08/31/2025	Bill		596384600 8.14.2025	552.73
Total Business Solutions				
08/31/2025	Bill Payment (Check)		11710	-519.90
08/31/2025	Bill		298263	519.90
TowneBank/Card Services				
08/20/2025	Bill Payment (Check)		C65A01ED7E	-9,550.23
08/20/2025	Bill		6457 0001 8.20.2025	9,550.23
Unique Management Services, Inc.				
08/21/2025	Bill Payment (Check)			-256.30
08/20/2025	Bill		6142093	256.30
Verizon (1)				
08/20/2025	Bill Payment (Check)		3167204/3167205	-163.78
08/20/2025	Bill		961660704 8.9.2025	81.89
08/20/2025	Bill		935119692 8.9.2025	81.89
08/31/2025	Bill Payment (Check)		3172054	-63.05
08/31/2025	Bill		624106825 8.22.2025	63.05
Verizon Wireless				
08/20/2025	Bill Payment (Check)		4271450327	-2,840.71
08/20/2025	Bill		6120580002	2,840.71

## **Travel Expense Policy**

### **Overview**

Blackwater Regional Library recognizes the importance of staff travel for needed training, as well as semi-regular travel in our region for reasons necessary to the operation of the library. It is the policy of the library to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken. The Library Director and/or Budget & Finance Manager will have the final say in how unique circumstances shall be handled.

### **Authorization and responsibility**

Paid staff trainings that require travel should be approved first by the employee's direct Supervisor and the Library Director. Travelers should verify that planned travel is approved and eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveler must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

Wherever possible, use of library credit cards to pay for travel, hotel, etc. is optimal. If an employee does not have a library-issued credit card, they can coordinate with Central Office to make bookings. Any use of library credit cards must be accompanied by a receipt/invoice.

The travel reimbursement form must be signed by the Library Director or the Budget and Finance Manager. Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

### **Mileage**

Personal vehicles should be used when no other means of transportation is feasible. Commuting Mileage is defined as round-trip mileage traveled routinely by the employee between their residence and base work location. Base work location is defined as the library location where the employee is required to report to work on that day. Commuting mileage must be deducted from total travel mileage to calculate reimbursable mileage. Commuting mileage and other commuting costs incurred on normal workdays are considered a personal expense and are not reimbursable.

To calculate reimbursable mileage:

If you leave from the workplace and return to the workplace, count only the mileage from the workplace to the destination, and back to the workplace. If you leave from home and return home without going to the workplace, use the mileage from home to the destination, and back to home, then subtract from that total your normal round-trip mileage for your commute to work. . If you leave from the workplace and return home without going back to the workplace, use your mileage from the workplace to the destination, plus the mileage from the destination to your

home and subtract your mileage for your normal one-way commute to work. If you leave from home and return to the workplace without going back to your home, use your mileage from your home to your destination plus the mileage from the destination to the workplace and subtract your mileage for your normal one-way commute to work.

### **Vacation in conjunction with business travel**

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel request form. The library will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

### **Exceptions**

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the Library Director

### **Travel Expenses/Procedures**

For training purposes outside the region, staff should identify the travel method that best balances the efficiency of both cost and staff time.

#### ***Permissible prepaid travel expenses***

Before the travel, the library issue pay for airfare, rail transportation, rental vehicles, conference registration fees and cash advances. Wherever possible, arrangements should be made by the library’s Central Office. When not possible, the library will provide reimbursement for transportation paid for by employee, provided that the travel is pre-authorized and reasonable.

**Travel advances.** Cash advances are authorized for specific situations that might cause undue financial hardship for traveling library staff.

Expenses associated with the trip must be reconciled and substantiated within two weeks of the return date. The traveler must repay the library for any advances in excess of the approved reimbursable expenses. The employee the travel is responsible for notifying the Budget and Finance Manager of any excess advances

Travel advances are processed by submitting a completed request for payment form and travel request form to the business office. Reimbursement for any remaining expenses is processed on a travel reimbursement form approved by the Director or Budget and Finance Manager.

### ***Reimbursements***

Requests for reimbursements of travel-related expenses are submitted on a travel reimbursement form. This form must be accompanied by supporting documentation, such as itemized receipts

These forms must be submitted within two weeks after the trip is completed. Travel reimbursement forms not submitted within this time frame require exception approval from the Director.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by the Library may include:

- Direct costs of airfare, rail, and other ticketed transportation
- Ferry Fares, tolls, etc.
- Taxi, rideshare services, etc. from airport to hotel and return trip to airport as appropriate. Reasonable effort should be made to obtain the most economical transportation to and from airports and hotels. If staying a substantial distance from the conference, transportation from hotel to conference is also included
- Fees for storing/parking motor vehicles
- Conference registration fees

The following will not be reimbursed:

- Cost of Travel Insurance
- Charges billed to hotel rooms not including parking or room (e.g. pay TV, mini-bar, room services)
- Damage to personal belongings
- Towing Charges
- Mileage to and from meals
- Dry cleaning services
- Valet tips and incidentals (see Per Diem)

**Conference registration fees.** If the conference fee was not prepaid, the Library will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the traveler's per diem. See Meals (per diem) for more detail. Entertainment activities such as recreational outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

**Lodging.** The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 50 miles or more from the traveler's home or primary worksite.

Exceptions to this restriction may be approved in writing by the Director or designee.

The library will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When a conference hotel rate is available, reimbursement will be limited to the conference rate, unless otherwise approved by the Director or designee.

**Meals (per diem).** Per diem allowances are reimbursable for in-state overnight travel that is 50 miles or more from the traveler's home or primary worksite. Per diem allowances are applicable for all out-of-state travel.



The library's per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location and state. If the city is not allotted a specific GSA estimate, the state rate will prevail. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed

Per diem reimbursements are based on full day and first/last day of travel rates.

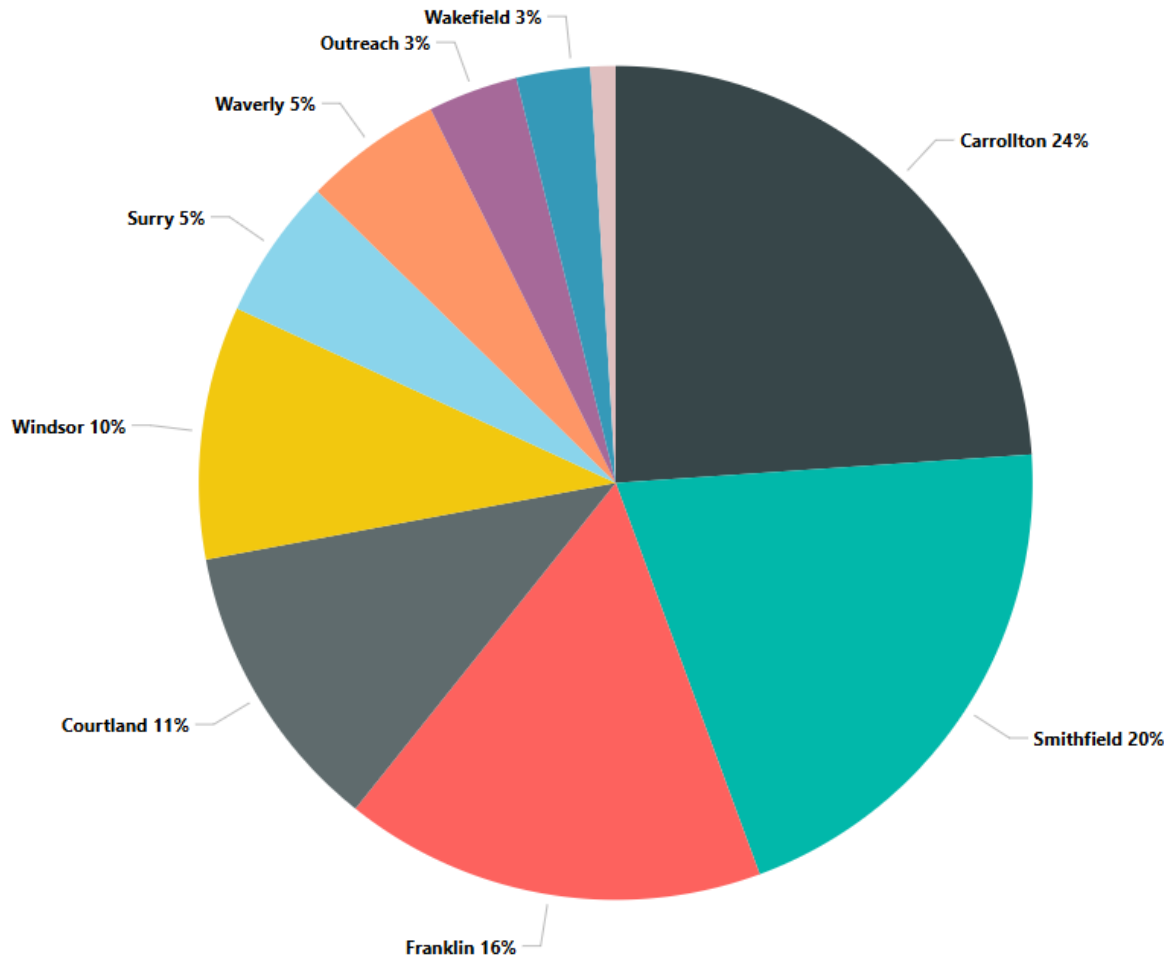
Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed, unless a travel advance is requested.



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

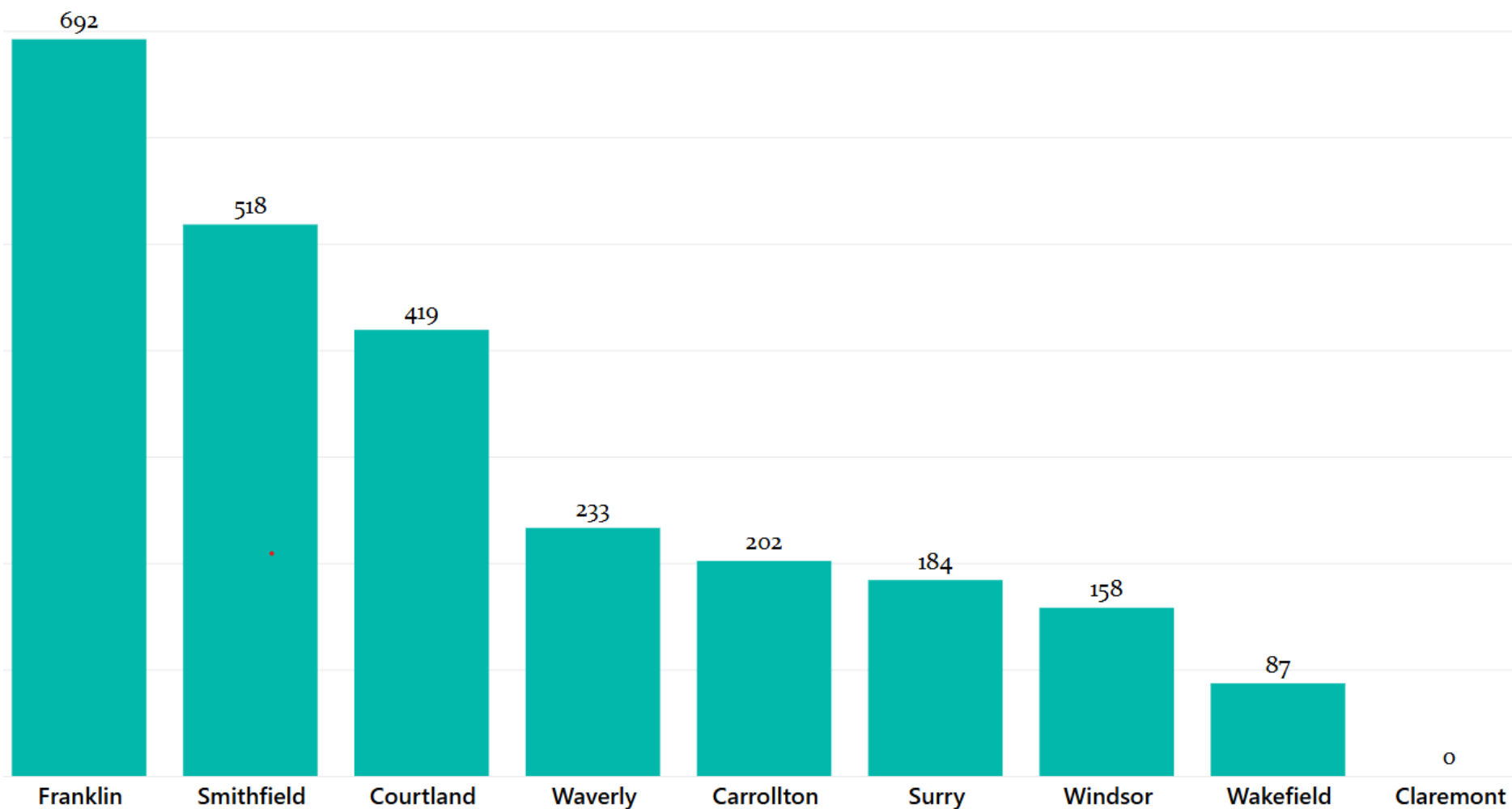
# July and August 2025 Statistics

# Monthly Report: Patron Count

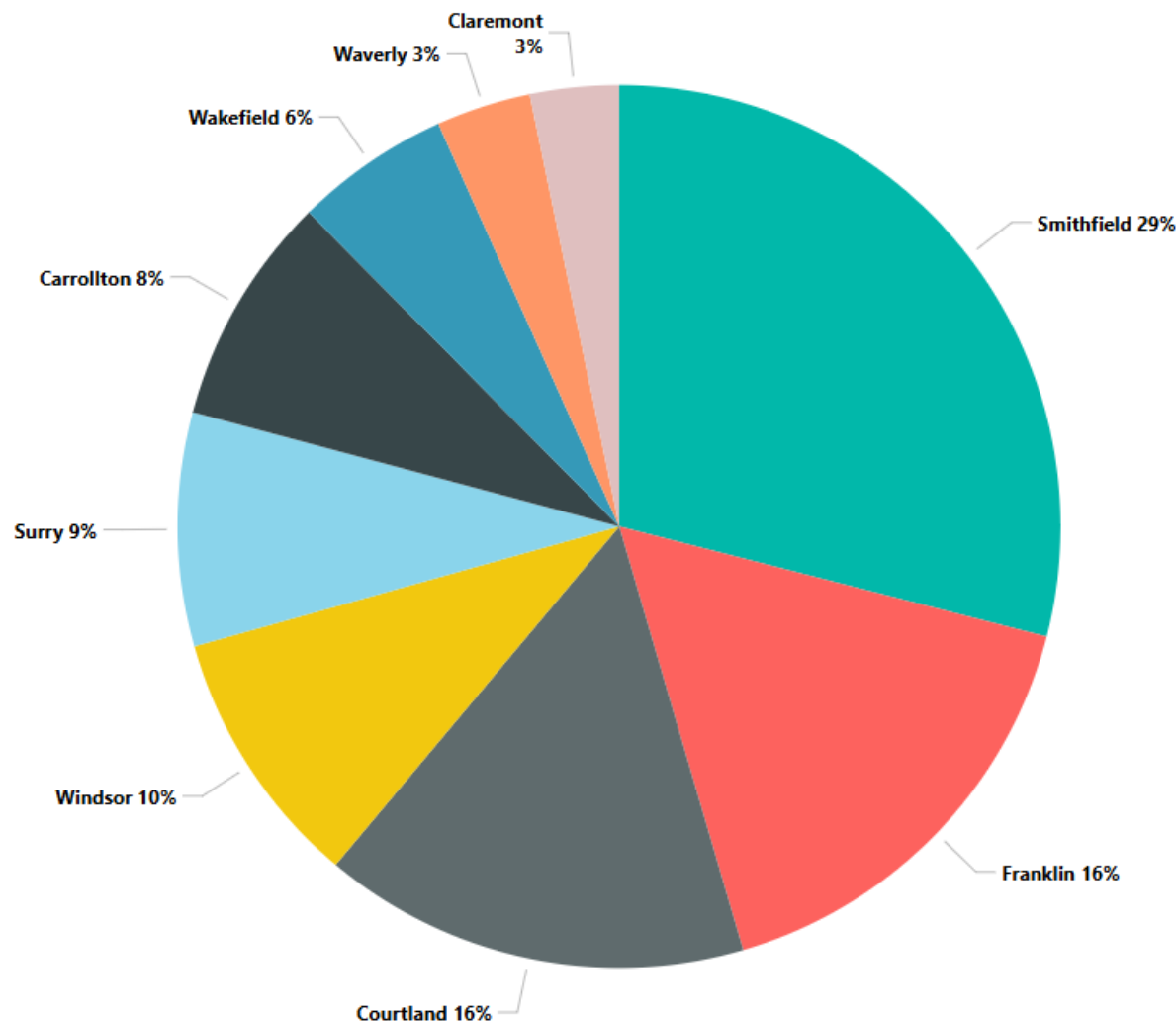


Branch	Patron Count
Carrollton	8544
Claremont	349
Courtland	4045
Franklin	5841
Outreach	1245
Smithfield	7314
Surry	1950
Wakefield	1021
Waverly	1914
Windsor	3506
Total	35729

# Monthly Report: In-House Internet



# Monthly Report: WiFi Use

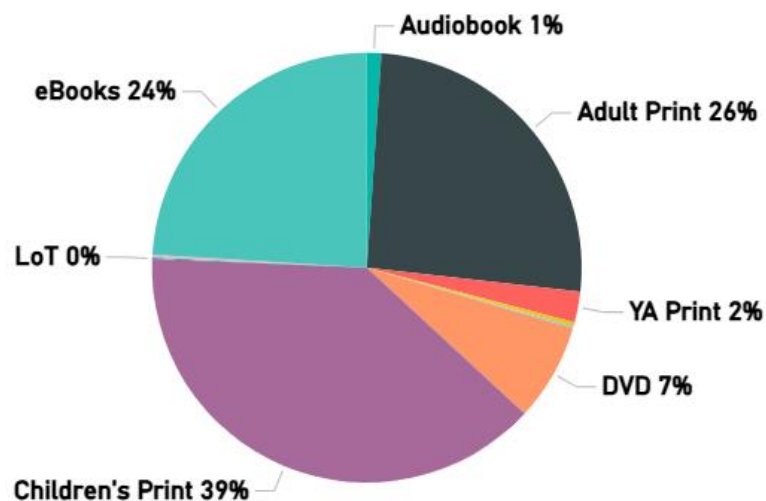


Branch	Wireless Internet Usage
Carrollton	277
Claremont	107
Courtland	514
Franklin	541
Smithfield	954
Surry	281
Wakefield	187
Waverly	114
Windsor	313
Total	3288

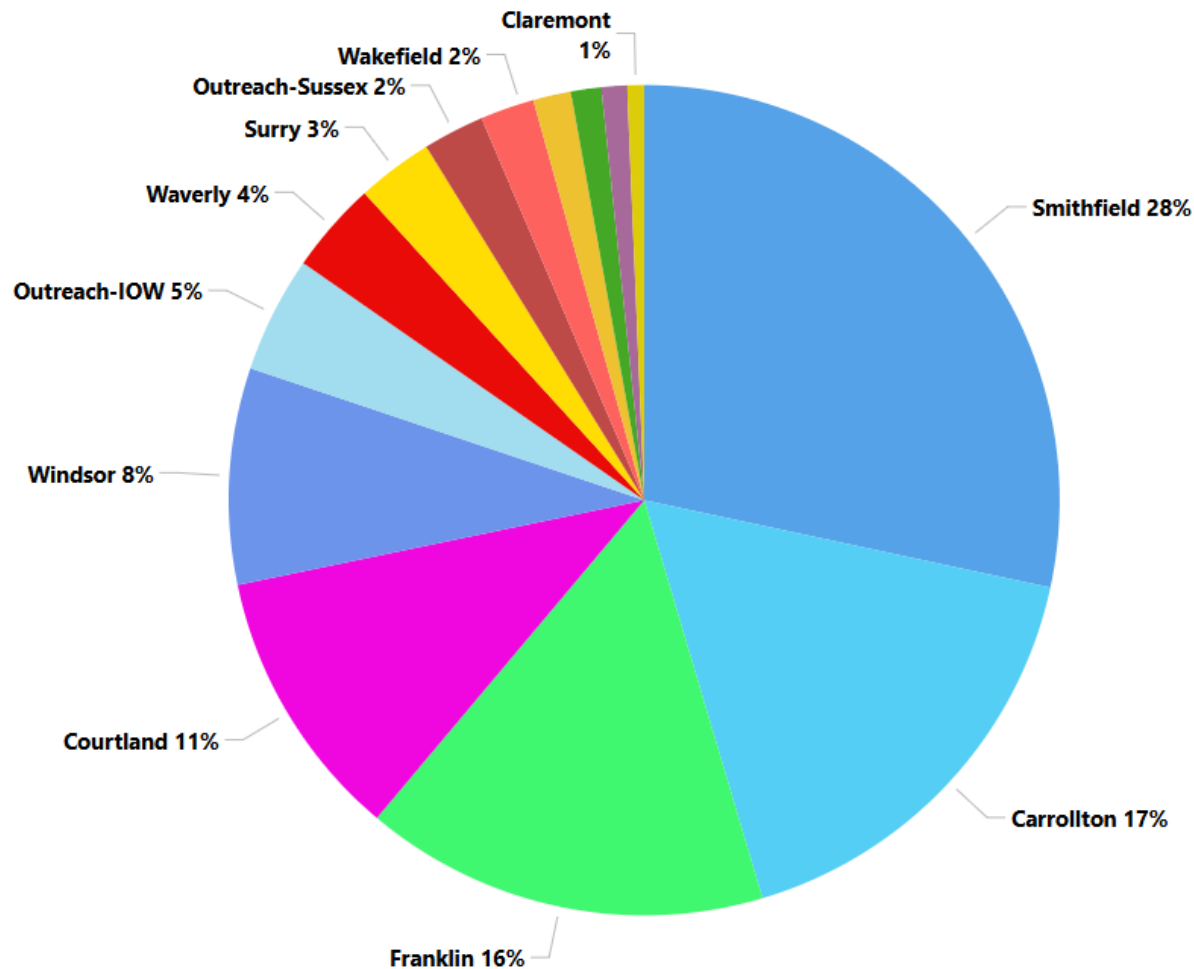


# Circulation Report: Type by Branch

Location	Adult Print	Children's Print	DVD	Audio-book	Kits	YA Print	Music	LoT	Magazines	eBooks	Streaming Devices/ Hotspots
Carrollton	3285	5849	961	130	6	508	0	10	0	3677	24
Claremont	667	110	191	1	0	25	0	2	12	143	4
Courtland	2131	3099	752	228	1	120	0	16	0	2064	55
Franklin	3207	4935	969	260	5	292	0	6	52	3093	22
Outreach	164	126	5	1	1	9	0	1	0	130	0
Smithfield	4902	8692	1111	133	6	468	0	14	111	5232	22
Surry	1097	1258	503	2	18	69	0	3	0	1045	54
Wakefield	690	571	94	8	10	44	0	5	0	476	2
Waverly	928	1366	366	13	41	47	0	7	0	409	18
Windsor	2160	3006	522	35	26	148	0	5	0	1708	27
<b>Total</b>	<b>19231</b>	<b>29012</b>	<b>5474</b>	<b>811</b>	<b>114</b>	<b>1730</b>	<b>0</b>	<b>69</b>	<b>175</b>	<b>17977</b>	<b>228</b>



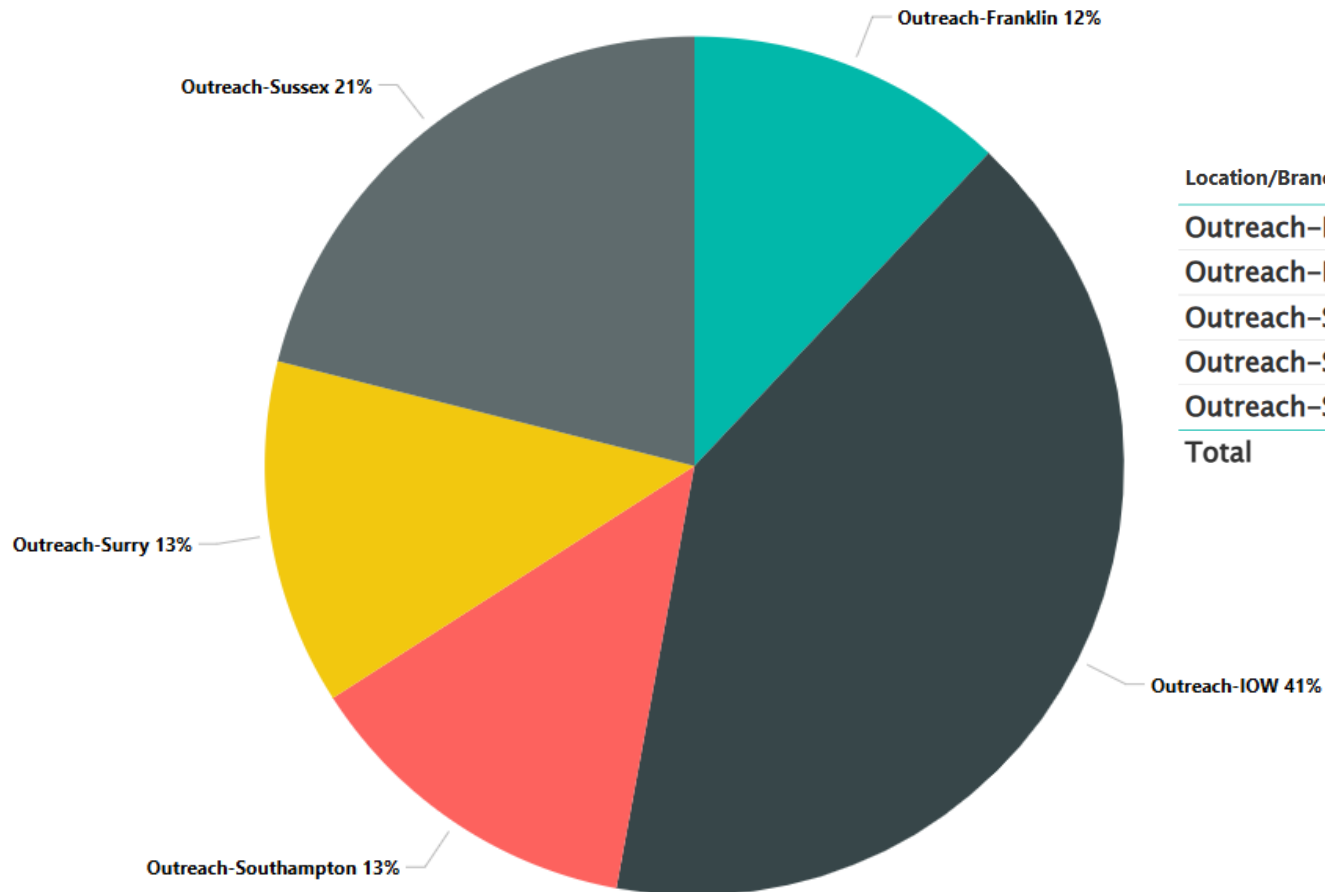
# Program Report: Total Participation



Location/Branch	Count
Carrollton	2406
Claremont	93
Courtland	1497
Franklin	2222
Outreach-Franklin	192
Outreach-IOW	654
Outreach-Southampton	208
Outreach-Surry	208
Outreach-Sussex	337
Smithfield	4009
Surry	419
Wakefield	297
Waverly	504
Windsor	1190
<b>Total</b>	<b>14236</b>



# Outreach Report: Programs



Location/Branch	Outreach Programs	Attendance
Outreach-Franklin	4	192
Outreach-IOW	12	654
Outreach-Southampton	4	208
Outreach-Surrey	1	208
Outreach-Sussex	3	337
Total	24	1599

## STAFFING AND WORKSHOP REPORT

### **Staffing Update July and August 2025 Blackwater Regional Library**

#### **New Hires**

- Cynthia Roach – Youth Services Programmer, Carrollton and Smithfield branches
- Corrine Jones-Wright – Sr. Library Assistant, Outreach Dept.
- Zykeria Ellsworth – Library Assistant, Franklin branch
- Tiffany Wagner – Sr. Library Assistant, Smithfield branch
- Ansleigh Lowe – Library Assistant, Wakefield and Waverly branches

#### **Promotions**

- April Watkins – Branch Manager, Smithfield branch

#### **Transfers**

- Dana Estrada – Substitute Library Assistant

#### **Separations**

#### **Vacancies**

## STAFFING AND WORKSHOP REPORT

### Training Sessions – July and August 2025

**Isle of Wight County** staff completed a total of 1 training

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

**Surry County** staff completed a total of 3 trainings

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

**7/5/2025 – Library of Virginia – Homework Help** - This was the best I listened to of all the “chapters,” and it was the best because there was help in so many subject, even AP courses. It is exactly the sort of site I would have found interesting if it had been available when I was in grade or high school, or maybe even college. The lecturer was clear and gave excellent explanations. I definitely recommend this for students. I would, however, in order to really have a good grasp of the contents, need to study the sections very carefully, in order to be helpful to students.

**7/8/2025 – How to Respond to Law Enforcement Inquiries** - Know the person to contact in the library which would be the Library Director or the Assistant Director. Also contact Branch Manager. Ask for identification. You are not required to give any information beyond your name and address unless they have a court order. This order must be issued by the court as an official document signed by the judge which tells the library the information you must provide. If computers are taken, be prepared with backups.

If a subpoena is presented to you, ask for identification. Let officer know you need to contact Library Director or Assistant Director. If they are not available, don't feel pressured but accept subpoena and tell officer that legal counsel will respond. Include written summary of officer's request and identification. After examining subpoena and there are no defects, follow the subpoena strictly. Do not volunteer any additional information.

If presented with a search warrant, ask for identification. Contact Director or Assistant Director. You or director should try to contact legal counsel for assistance and ask office to wait for counsel to be available. Search warrants can be executed immediately. If law enforcement will not wait, review warrant to see if signed by judge, issued by local state or federal court and hasn't expired.

In case of an emergency and there is no court order, ask for identification and contact Director or Assistant Director. Explain privacy policy to officials and the need for court order. If they insist by force to conduct search, step aside and allow. Record incident in writing. Give all notes and records to Director(s) or legal counsel.

**7/16/2025 – Elevating your Game as a Professional** - Use the information from this interactive session to stand out from everyone else as a top-level professional. Learn about the four A's that will help you develop your professional image as a competent and trusted resource within

## STAFFING AND WORKSHOP REPORT

your organization or in any setting.

As a result of this program, attendees will learn how to:

- Hone their communication skills and understand how and when to communicate effectively
- Maximize their professional presence in person and virtually
- Leverage emotional intelligence to build a positive and professional image
- Bring their A-game to work as a knowledgeable and esteemed top-level professional

This session will teach you how to use your skills and professional image to maximize the potential you possess and position yourself as a valued employee within your organization.

**7/17/2025 – DHS Active Shooter Situation: Options for Consideration** - This training is similar to the “Act, Hide, Fight” training for what to do in the case of an active shooter situation. The most important part of this training is that you have to do something if an active shooter is present. You can choose to flee, if that is possible to do safely. If not, hiding in a space where you can barricade yourself in, is also a good idea. It is also completely valid to grab whatever you can to fight back. This isn’t mentioned in this video, but there are several incidents where the people fighting back contained the situation before law enforcement was able to respond.

**7/23/2025 – AI and Public Libraries: Panel and Discussion** - The adoption and advancement of AI technologies have been swift, extensive, and overwhelming. After assessing community interests and needs of AI in a poll, WebJunction brought together a group of library leaders and technologists with AI expertise to discuss some of the main themes identified in the poll results, and provide their professional perspectives on the questions and opportunities that AI presents. Attendees will come away with a deeper understanding of AI and its applications in public libraries, as well as strategies for addressing AI with the public.

**7/24/2025 – Embracing Neurodiversity: Cultivating Inclusive Workplace for Neurodivergent Staff** - Work environments that are made up of people who think differently bring more ideas and perspectives to the table. In fact, research consistently shows that diverse teams are better at problem solving, are more innovative, and are more effective. As our workplaces become more diverse, it becomes everyone's responsibility to learn how to embrace differences. In this webinar, gain an understanding of the term 'neurodiversity' and learn about the strengths of those who are neurodivergent. In addition, attendees will learn about ways they can support inclusion of neurodivergent colleagues to help create a more supportive and welcoming environment for all.

**8/22/2025 – Building Community Through Craft Programs** - The presenter was Lissa Staley, Community Connections Librarian.

## STAFFING AND WORKSHOP REPORT

Crafting is fun and libraries should support and help social connections. Crafting is free and libraries have stuff others don't. It should be more convenient to come to the library especially since it is a safe place. Sometimes when you are trying to do a project using you tube, if directions are not clear you won't have anyone to ask what you are doing wrong.

Doing crafts as a group should help people get to know each other better. Going to the library can get you out of the house. If you do understand how to do the craft but the person next to you is having trouble, you can help them get to the end and you have made a new friend.

These are a few suggestions that were made during this webinar. The presenter needs to greet each attendee warmly. Don't have registration but let people come in any time during the presentation. Use name tags. Have tables face each other for better conversation. Well planned programs will make people successful but you also need to be flexible since some who attend may come in late or have to leave early. Experiment in designing things. Do a workshop to instruct and be able to grow from there into other types of crafts that may be related.

This is an excellent webinar and the ideas from it would work well when you have the space and money to do them.

**8/23/2025 – Resources and Strategies to Protect Older Adult from Fraud and Scams** - This webinar gave a comprehensive list of resources to use to combat frauds and scams. It gave a list of Precautions to take in daily life so as not to get scammed and what to do and who to contact if you do get scammed.

**8/26/2025 – Driving Company Vehicles Safely: The Basics** - The training covered basic vehicle operating procedures in a company vehicle. One topic in the training reinforced the law of wearing your seatbelt.