

BLACKWATER REGIONAL LIBRARY BOARD OF TRUSTEES MEETING

Franklin Branch
Wednesday
September 16, 2026
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 16, 2026

- Agenda – September 2026
- Minutes – July 2026
- Library Director's Report
- Library Bills
- Monthly Statistics Report – July and August 2026
- Staffing and Workshop Report

**Blackwater Regional Library
Board Meeting
September 16, 2026**

Agenda

Franklin Branch

Call to Order

Adoption of Agenda – September 2026

Approval of Minutes – July 2026

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

Board Member Comments/Announcements

Announcement of Next Meeting

- October 21, 2026

Adjournment

**BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 15, 2026**

Present

MeChelle Blunt – Southampton County
Jacqueline Carr – Isle of Wight County
Rhonda Chambliss – City of Franklin
Charlene Herrala – Isle of Wight County
Margie McClenny – Southampton County
Karen Richardson – Sussex County
Judge Alfreda Talton-Harris – City of Franklin
Johanna Wiggins – Isle of Wight County
Bonnie Lauver – Assistant Library Director
Debbie Carter – Budget & Finance Manager

Remote (via Zoom)

Absent

Pam Lease – City of Franklin
Kathy Lippard – Isle of Wight County
Kisha Watford – Southampton County

Chair Karen Richardson called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:08 p.m. at the Franklin Branch.

Agenda

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

Consideration of Remote Meeting Participation Requests

None

Minutes

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

Public Comment

None

Correspondence

None

Library Director's Report

Summer Reading Challenge 2026 is in full swing! Lots of kids and camps are enjoying a cool place to have fun during the hot weather!

America 250/VA250 events have included movie days in Courtland and Smithfield; a program by the Isle of Wight Museum in Carrollton; and craft programs in Franklin and Courtland.

Beginning in July, BRL will be participating in a new program called "Cool Connections" with Western Tidewater Community Services Board, Early Childhood Western Tidewater, The Girl Scouts, and Franklin Parks and Rec for the Franklin locations. Monthly, outdoor community stops focused on connecting with kids through activities and games.

July 23rd: Dorchester (FR)

July 30th: Clyde's Dale Community (IW)

August 20th: Charlie's Mobile Home Park (SO)

August 27th: Forest Pines Apartments (FR)

September 17th: Franklin Location

September 24th: Courtland Apartments (SO)

October 8th: FR Location

October 22nd: IW Location

Committee Reports

Budget & Finance – Ms. Lauver & Ms. Carter – The FY2026 amended budget was distributed in the handouts. Amendments were reviewed. Ms. Herrala moved, and Ms. Blunt seconded that the budget be amended as presented. The vote was unanimous.

Personnel & Policy – no report

Search – Ms. Richardson – The committee has three solid candidates for Library Director. Interviews will be held via Zoom from the Rawls branch on Thursday, July 23, 2026.

Accounts Payable

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

Unfinished Business

None

New Business

None

Board Member Comments/Announcements**Announcement of Next Meeting**

The next Blackwater Regional Library Board of Trustees meeting will be the Board Retreat on September 16, 2026, at 2:00 p.m. at the Franklin Branch. The regular Board meeting will follow at 3:00 p.m.

Adjournment

Judge Harris moved, and Ms. Herrala seconded the meeting be adjourned. The vote was unanimous.

The meeting was adjourned at 3:57 p.m.

Respectfully submitted,

Debbie Carter for
Charlene Herrala, Secretary

Director's Report

July and August 2026

Submitted by Bonnie L. Lauver
Interim Library Director



Summer Success:

Summer reading concluded the first week of August:

- 499 participants (ages 0-11)
- 271 participants (ages 12-adult)
- 288,538 minutes read!



America 250/VA250 Events:



In an effort to recognize and remember this significant historic event in Southampton County, a Nat Turner documentary was offered at the Courtland Branch
August 21, 2026

Attendance: 17



Outreach in the Community:



In partnership with Early Childhood Western Tidewater, Western Tidewater Community Services, and Franklin Parks and Recreation - outreach activities and book giveaways for families were held throughout the months of July and August in many locations.

BRL Branches delivered library materials and/or provided adult storytime activities at the following locations throughout our service area: East Pavillion, Fairview Rehabilitation, Riverside, The Village, and Door Stop Deliveries through Bookmobile/Outreach Services



Franklin Highlights:



Storytimes and summer programs were well attended throughout the summer! As always, JB's Reptiles was a big hit with all ages!



Personalized delivery of library materials to residents at The Village and Fairview Rehabilitation Center



Isle of Wight Highlights:

**Smithfield Branch - Just a few of the highlights from the months of July and August!
Outdoor games, an author visit with Ms. Newby-Tynes, VA250 Quilt Presentation, a
visit with book characters Elephant and Piggie, and Teen Game Day**



Isle of Wight Highlights Continued:

The Carrollton Branch offered a variety of programs including sea glass art, upcycled bird feeders, Genealogy Search Basics, LEGO Challenges, indoor and outdoor games and a special visit with book characters Elephant and Piggie!



Genealogy



Special LEGO Challenge offering youth the opportunity to showcase their engineering skills and measure the strength of their build!

Isle of Wight Highlights Continued:

A look at a few of Windsor's fun programs available in July and August. They also have a few new programs on the horizon you're sure to love!



Craftsy



LEGO Challenge:
Building Duke Street

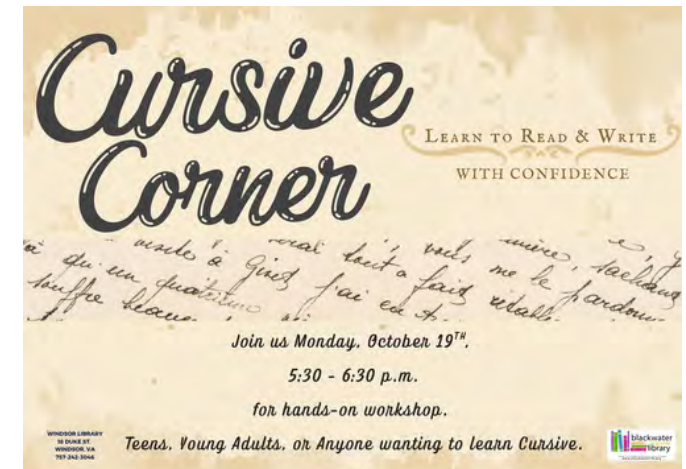


Teen Anime Club



Pasta Paleontology

Upcoming Programs:



Southampton Highlights:



Volunteers Dr. Russell and Dr. Patti mended stuffed animals and pet toys at Courtland's Stuffed Animal Clinic!



Amazing sunflowers grown from the library's free seed library

Old Cart Critters



Nat Turner documentary recognizing 195 years since this historical event affected Southampton County. We were fortunate to have a few of Mr. Turner's descendants in the attendance.



Surry Highlights:

The Claremont and Surry Branches had a great time in July and August celebrating VA250, reptiles and magic! Cold treats were also provided to summer readers by local community group *United to Empower*.



Sussex Highlights:

The Wakefield and Waverly Branches rounded out their summer programs with Craftsy, LEGO Builds, Storytimes and Dinosaur Eggs. The monthly farmer's market will run through October, be sure to stop by for a visit!



Blackwater Regional Library will be closed Monday, October 12, 2026 for staff training

Don't
Forget!



Blackwater Regional Library

Library Bills

July 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
AFLAC				
07/31/2026	Bill Payment (Check)		0CPZ4761666073120260	-739.58
07/31/2026	Bill		761666	739.58
Amazon Capital Services				
07/31/2026	Bill Payment (Check)		11936	-165.88
07/31/2026	Bill		1VGT-JYNG-K7LR	56.50
07/31/2026	Bill		1TCH-1N7L-KQQM	109.38
Anthem Blue Cross/Blue Shield				
07/15/2026	Bill Payment (Check)		13914432	-14,908.00
07/15/2026	Bill		000951026F	14,908.00
Blackstone Publishing				
07/15/2026	Bill Payment (Check)		87WMIH411PAV	-124.59
07/15/2026	Bill		2238300	82.93
07/15/2026	Bill		2238696	41.66
Cengage Learning, Inc.				
07/31/2026	Bill Payment (Check)		11937	-32.80
07/31/2026	Bill		999102933300	32.80
Dataprise LLC				
07/31/2026	Bill Payment (Check)		11938	-7,452.99
07/31/2026	Bill		MSP99579	6,422.69
07/31/2026	Bill		MSP99639	1,030.30
Dominion Energy Virginia				
07/31/2026	Bill Payment (Check)		5107727542	-3,114.36
07/31/2026	Bill		3233130008 7.31.2026	3,114.36
EnvisionWare, Inc.				
07/31/2026	Bill Payment (Check)		11939	-1,343.89
07/31/2026	Bill		INV-US-82988	1,343.89
Ingram Library Services				
07/15/2026	Bill Payment (Check)		0054261507	-1,668.54
07/15/2026	Bill		20AZ032 7.15.2026	1,668.54
07/15/2026	Bill Payment (Check)		0060261507	-3,184.49
07/15/2026	Bill		20BB962 7.15.2026	3,184.49
07/31/2026	Bill Payment (Check)		0202260508	-916.36
07/31/2026	Bill		20AZ032 7.31.2026	916.36
07/31/2026	Bill Payment (Check)		0204260508	-7,333.40

Blackwater Regional Library

Library Bills

July 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
07/31/2026	Bill		20BB962 7.31.2026	7,333.40
Library Furniture International, LLC				
07/31/2026	Bill Payment (Check)		11940	-1,934.83
07/31/2026	Bill		2026-1130-Bal	1,934.83
MALiA				
07/15/2026	Bill Payment (Check)		11927	-175.00
07/15/2026	Bill		00856 (2026-2027) due	175.00
Midwest Tape				
07/31/2026	Bill Payment (Check)		11941	-1,265.30
07/31/2026	Bill		509115489	1,265.30
07/15/2026	Bill Payment (Check)		8107010687445511730	-1,042.19
07/15/2026	Bill		509079293	1,042.19
OCLC Inc				
07/15/2026	Bill Payment (Check)		9104012987442806710	-2,598.61
07/15/2026	Bill		1000508590	2,598.61
Overdrive, Inc				
07/15/2026	Bill Payment (Check)		1ghp2v3n	-7,200.00
07/15/2026	Bill		H-0124213	7,200.00
07/31/2026	Bill Payment (Check)		h0dm5qnf	-5,340.72
07/31/2026	Bill		03100CO26235926	3,710.93
07/31/2026	Bill		03100DA26238117	591.64
07/31/2026	Bill		03100DA26244465	331.70
07/31/2026	Bill		03100DA26250092	706.45
PEAC Solutions				
07/15/2026	Bill Payment (Check)		200650422759	-1,488.92
07/15/2026	Bill		42328204	1,488.92
Petersburg Alarm Company				
07/15/2026	Bill Payment (Check)		11928	-600.00
07/15/2026	Bill		220503	600.00
Petty Cash				
07/31/2026	Bill Payment (Check)		11942	-565.56
07/31/2026	Bill		July 2026 Petty Cash	565.56
Quadient Postage				
07/31/2026	Bill Payment (Check)		BH3819529390	-308.29

Blackwater Regional Library

Library Bills

July 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
07/31/2026	Bill		8140 0461 7.22.2026	308.29
Queen B's Cleaning Service				
07/31/2026	Bill Payment (Check)		11943	-877.20
07/31/2026	Bill		2085	877.20
Quill Corporation				
07/31/2026	Bill Payment (Check)		363402233	-688.03
07/31/2026	Bill		49569909	194.40
07/31/2026	Bill		49585452	126.99
07/31/2026	Bill		49700580	366.64
Selective Insurance Company				
07/15/2026	Bill Payment (Check)		1385553191	-31,146.00
07/15/2026	Bill		120-487-730 7.1.2026	31,146.00
SenSource				
07/15/2026	Bill Payment (Check)		11930	-2,260.00
07/15/2026	Bill		67166	2,260.00
Sentara Health Plans				
07/31/2026	Bill Payment (Check)		3148703729	-16,816.00
07/31/2026	Bill		11605749	16,816.00
Smithfield News				
07/15/2026	Bill Payment (Check)		11931	-55.00
07/15/2026	Bill		253333 CA 7.15.2026	55.00
Southampton County				
07/31/2026	Bill Payment (Check)		48144	-65.00
07/31/2026	Bill		Acct 46 7.16.2026	65.00
Southampton County (1)				
07/31/2026	Bill Payment (Check)		11944	-556.45
07/31/2026	Bill		2026-07 (July gas)	556.45
Spectrum Enterprise				
07/15/2026	Bill Payment (Check)		O1076892654	-28.61
07/15/2026	Bill		089740301070126	28.61
07/31/2026	Bill Payment (Check)		O1095599486	-28.61
07/31/2026	Bill		089740301080126	28.61

T & A Repairs, LLC.

Blackwater Regional Library

Library Bills

July 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
07/15/2026	Bill Payment (Check)		11932	-99.78
07/15/2026	Bill		42204	99.78
07/31/2026	Bill Payment (Check)		11945	-633.03
07/31/2026	Bill		42304	633.03
The Library Corporation				
07/15/2026	Bill Payment (Check)		11933	-562.50
07/15/2026	Bill		INV 11005735	263.50
07/15/2026	Bill		INV11005793	299.00
TowneBank/Card Services				
07/15/2026	Bill Payment (Check)		CBAD295A6F	-3,633.60
07/15/2026	Bill		6457 0001 7.15.2026	3,633.60
Unique Management Services, Inc.				
07/15/2026	Bill Payment (Check)		4104012487446411870	-337.85
07/15/2026	Bill		6160884	337.85
Verizon Wireless				
07/15/2026	Bill Payment (Check)		4870053815	-3,640.72
07/15/2026	Bill		6148148354	3,640.72

Blackwater Regional Library

Library Bills

August 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
AFLAC				
08/31/2026	Bill Payment (Check)		0CPZ4069974083120260	-739.19
08/31/2026	Bill		069974	739.19
Amazon Capital Services				
08/31/2026	Bill Payment (Check)		11952	-1,079.04
08/31/2026	Bill		1QTN-6LL7-R373	55.98
08/31/2026	Bill		1PLK-VNRJ-4G9H	1,023.06
Anthem Blue Cross/Blue Shield				
08/19/2026	Bill Payment (Check)		14040808	-14,908.00
08/19/2026	Bill		000956670F	14,908.00
Dataprise LLC				
08/31/2026	Bill Payment (Check)		4398746288	-7,454.19
08/31/2026	Bill		MSP103084	6,422.69
08/31/2026	Bill		MSP103966	1,031.50
Dominion Energy Virginia				
08/31/2026	Bill Payment (Check)		5162786464	-2,942.95
08/31/2026	Bill		3233130008 8.31.2026	2,942.95
Ingram Library Services				
08/19/2026	Bill Payment (Check)		0036261908	-1,382.98
08/19/2026	Bill		20AZ032 8.19.2026	1,382.98
08/19/2026	Bill Payment (Check)		0060261908	-3,336.10
08/19/2026	Bill		20BB962 8.19.2026	3,336.10
08/31/2026	Bill Payment (Check)		0074260309	-1,660.24
08/31/2026	Bill		20AZ032 8.31.2026	1,660.24
08/31/2026	Bill Payment (Check)		0077260309	-3,027.07
08/31/2026	Bill		20BB962 8.31.2026	3,027.07
MidAmerica Books				
08/31/2026	Bill Payment (Check)		11953	-293.40
08/31/2026	Bill		0103488	293.40
Midwest Tape				
08/31/2026	Bill Payment (Check)		11954	-1,718.00
08/31/2026	Bill		509304680	1,718.00
08/19/2026	Bill Payment (Check)		553v3fduwo6w	-921.59
08/19/2026	Bill		509236102	921.59

Overdrive, Inc

Blackwater Regional Library

Library Bills

August 2026

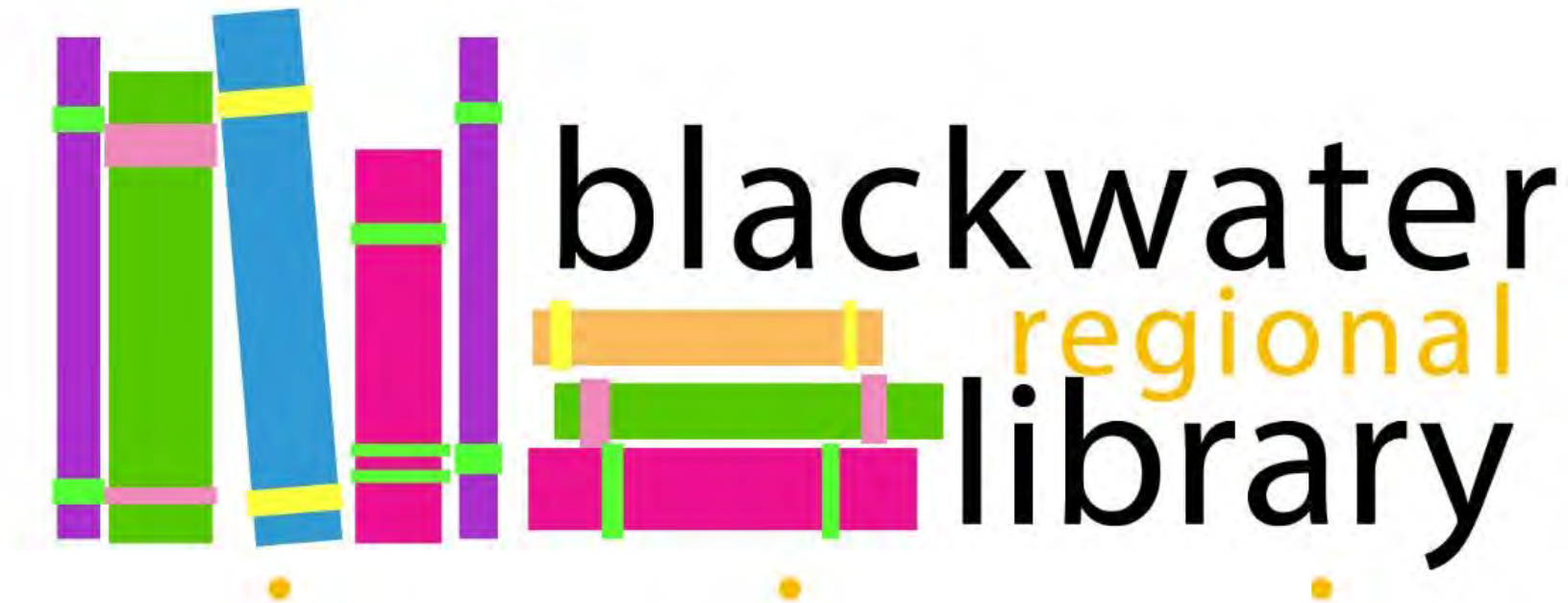
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08/19/2026	Bill Payment (Check)		fqq9e0ty	-10,569.99
08/19/2026	Bill		03100CO26271120	2,153.51
08/19/2026	Bill		03100DA26268262	947.21
08/19/2026	Bill		03100CO26266409	234.99
08/19/2026	Bill		03100CO26262837	1,325.44
08/19/2026	Bill		03100CO26262915	5,908.84
08/31/2026	Bill Payment (Check)		bv20t2e1	-2,717.40
08/31/2026	Bill		03100DA26272979	156.99
08/31/2026	Bill		03100DA26287686	1,530.50
08/31/2026	Bill		03100DA26274656	1,029.91
PEAC Solutions				
08/19/2026	Bill Payment (Check)		200672548518	-1,488.92
08/19/2026	Bill		42505616	1,488.92
Petty Cash				
08/31/2026	Bill Payment (Check)		11955	-607.65
08/31/2026	Bill		August 2026 Petty Csh	607.65
Queen B's Cleaning Service				
08/31/2026	Bill Payment (Check)		11956	-1,096.50
08/31/2026	Bill		2102	1,096.50
Quill Corporation				
08/19/2026	Bill Payment (Check)		364612143	-258.62
08/19/2026	Bill		49976682	26.28
08/19/2026	Bill		49834313	232.16
08/19/2026	Vendor Credit		2701087	-62.01
08/19/2026	Bill		49959159	62.19
08/31/2026	Bill Payment (Check)		366039638	-60.32
08/31/2026	Bill		50002684	60.32
Sentara Health Plans				
08/31/2026	Bill Payment (Check)		3150217293	-15,526.00
08/31/2026	Bill		11734419	15,526.00
Southampton County				
08/19/2026	Bill Payment (Check)		48425	-65.00
08/19/2026	Bill		Acct 46 8.13.2026	65.00
Southampton County (1)				
08/31/2026	Bill Payment (Check)		11957	-586.44
08/31/2026	Bill		2026-08 (August gas)	586.44

Blackwater Regional Library

Library Bills

August 2026

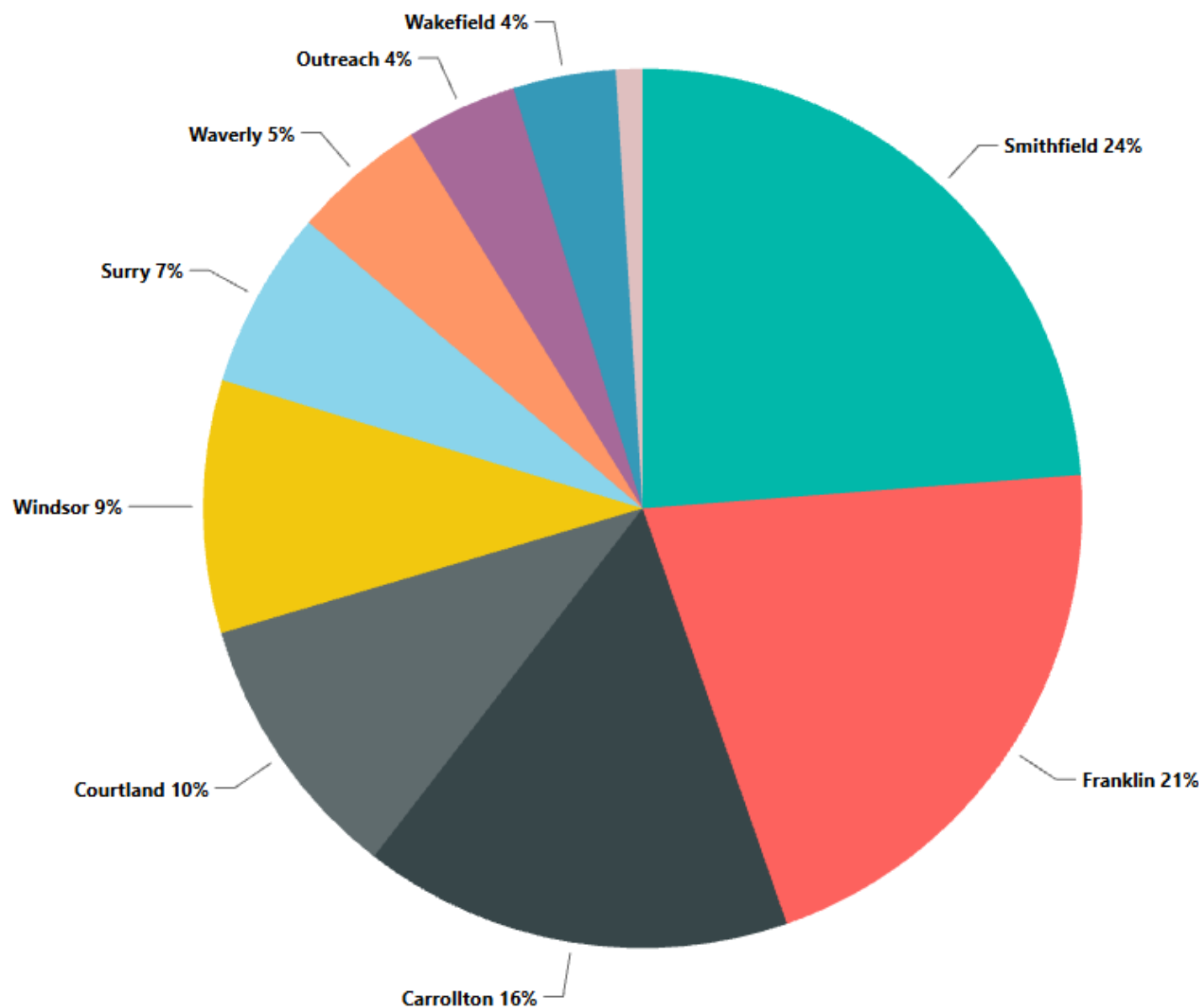
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SWANK Movie Licensing USA				
08/19/2026	Bill Payment (Check)		11947	-3,606.00
08/19/2026	Bill		418321	3,606.00
The Library Corporation				
08/19/2026	Bill Payment (Check)		11948	-1,071.96
08/19/2026	Bill		INV11005920	1,071.96
TowneBank/Card Services				
08/19/2026	Bill Payment (Check)		CF39EA4E74	-11,770.04
08/19/2026	Bill		6457 0001 8.14.2026	11,770.04
Unique Management Services, Inc.				
08/19/2026	Bill Payment (Check)		573v7fduwn6i	-69.90
08/19/2026	Bill		6162119	69.90
Verizon Wireless				
08/19/2026	Bill Payment (Check)		4237378186	-2,809.57
08/19/2026	Bill		6150629307	2,769.56
08/19/2026	Bill		6150629306	40.01
Virginia Library Association				
08/19/2026	Bill Payment (Check)		11949	-150.00
08/19/2026	Bill		17139	150.00
08/31/2026	Bill Payment (Check)		11958	-150.00
08/31/2026	Bill		16186	150.00



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

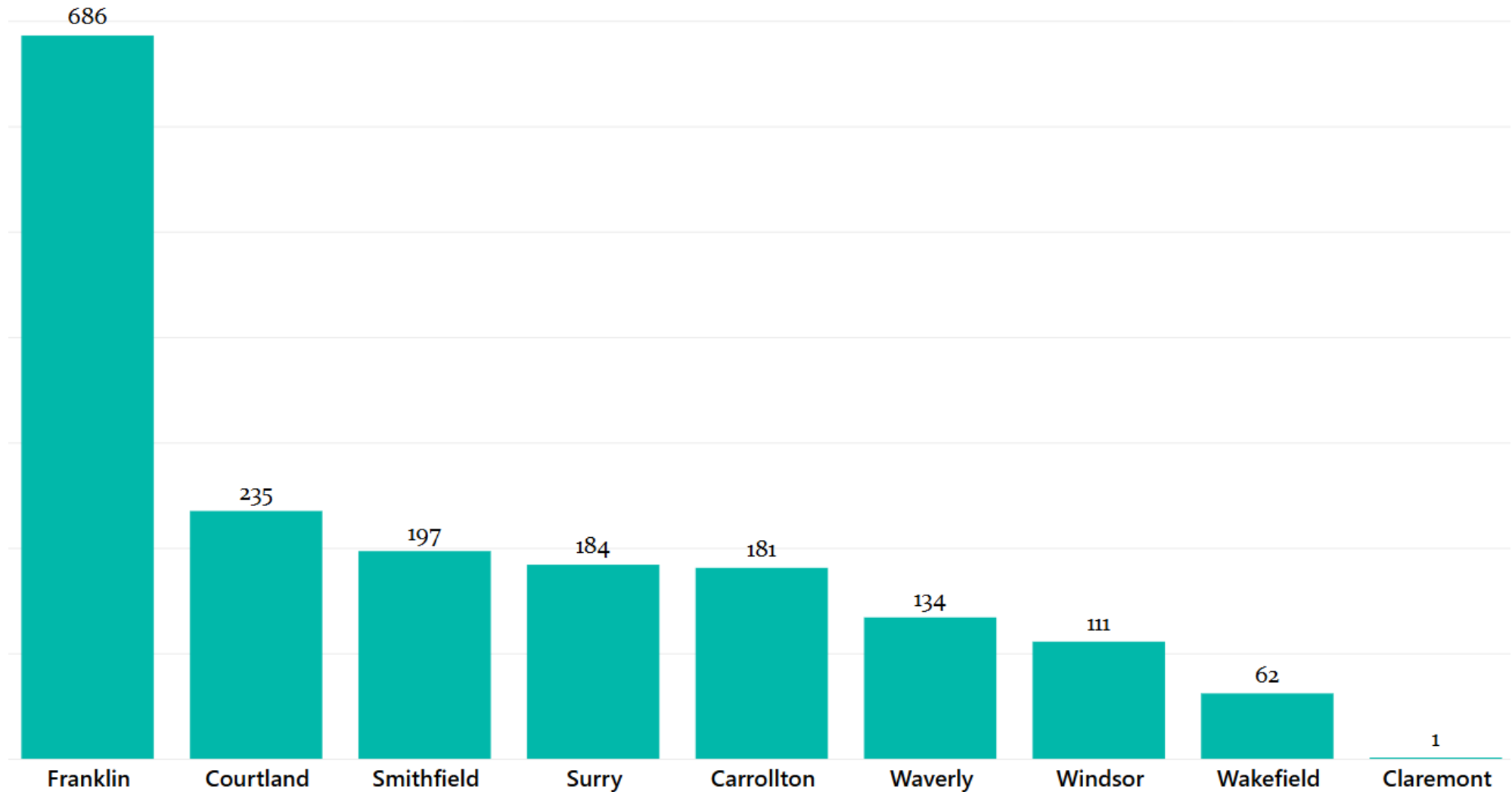
July and August 2026 Statistics

Monthly Report: Patron Count

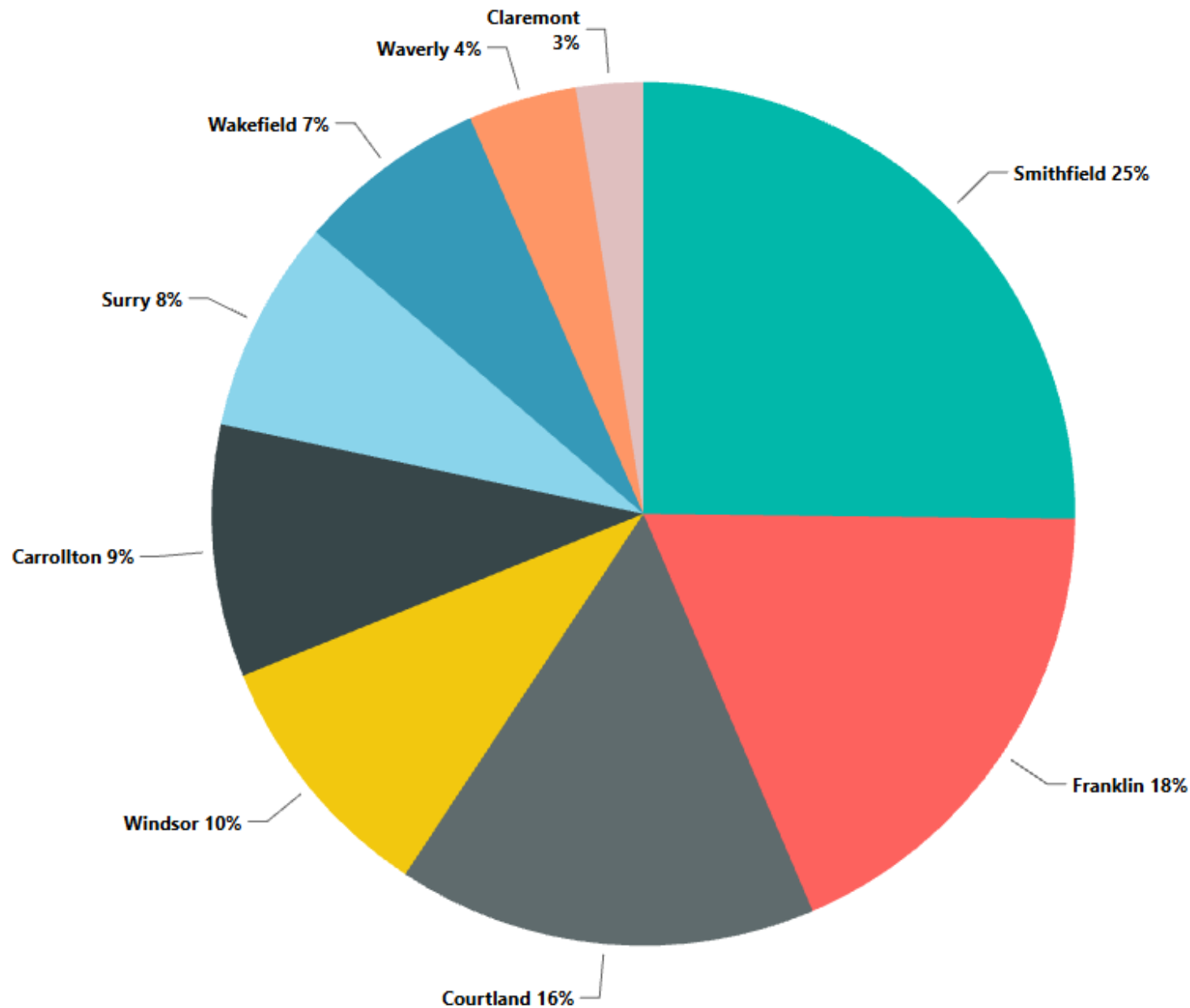


Branch	Patron Count
Carrollton	5425
Claremont	336
Courtland	3422
Franklin	7180
Outreach	1399
Smithfield	8174
Surry	2252
Wakefield	1298
Waverly	1687
Windsor	3194
Total	34367

Monthly Report: In-House Internet

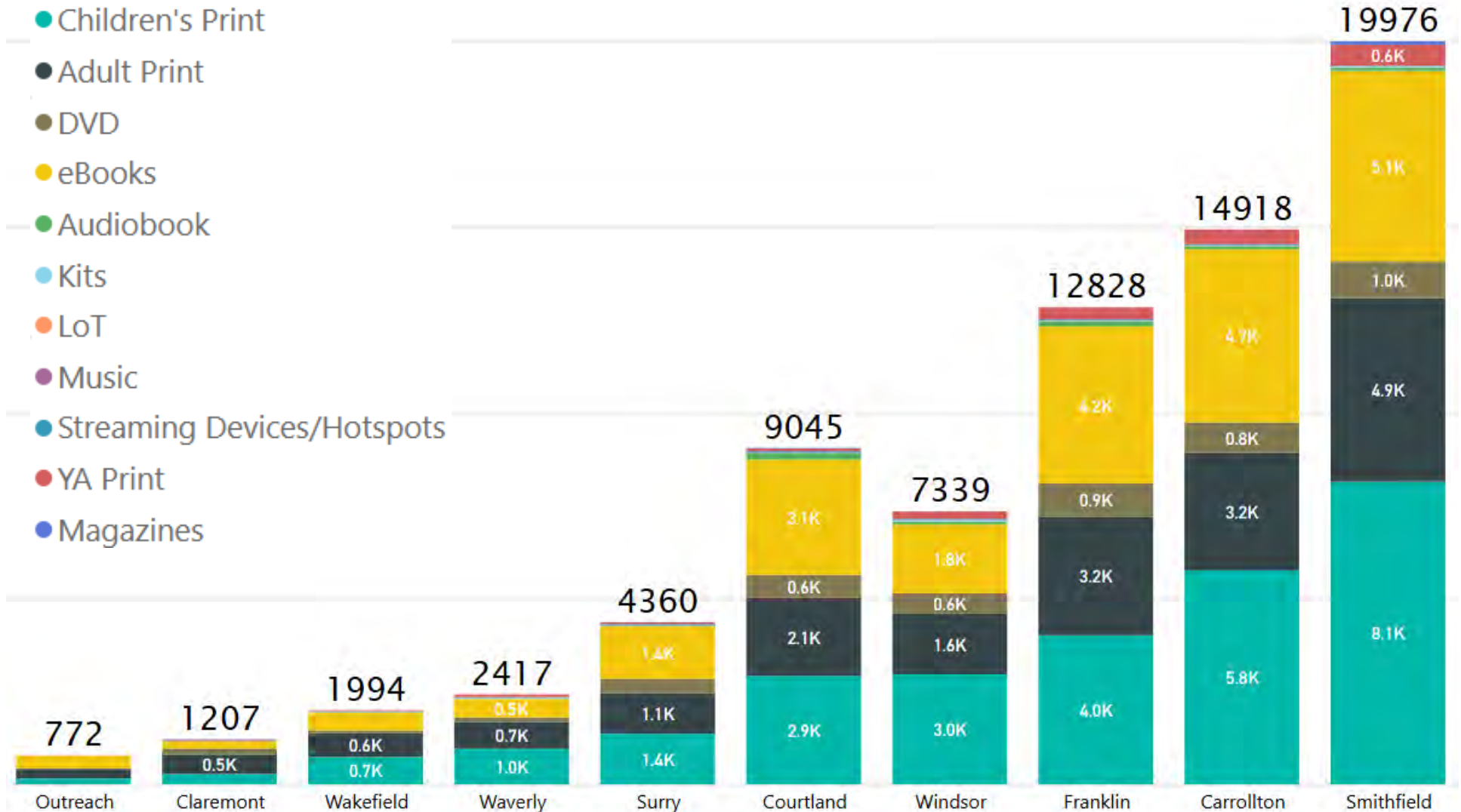


Monthly Report: WiFi Use



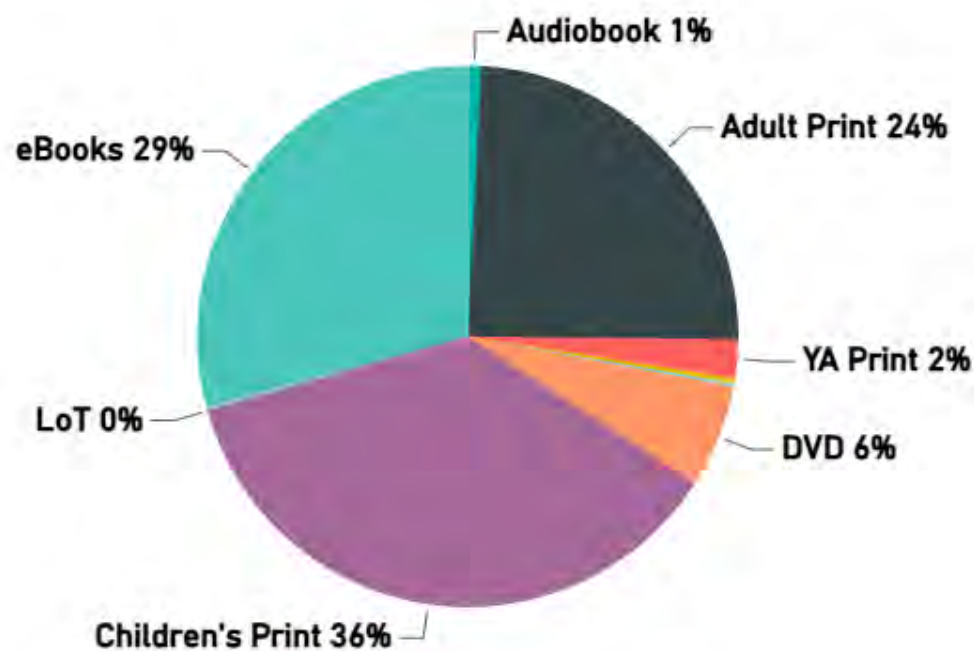
Branch	Wireless Internet Usage
Carrollton	312
Claremont	83
Courtland	519
Franklin	608
Smithfield	832
Surry	264
Wakefield	235
Waverly	134
Windsor	317
Total	3304

Circulation Report: By Branch

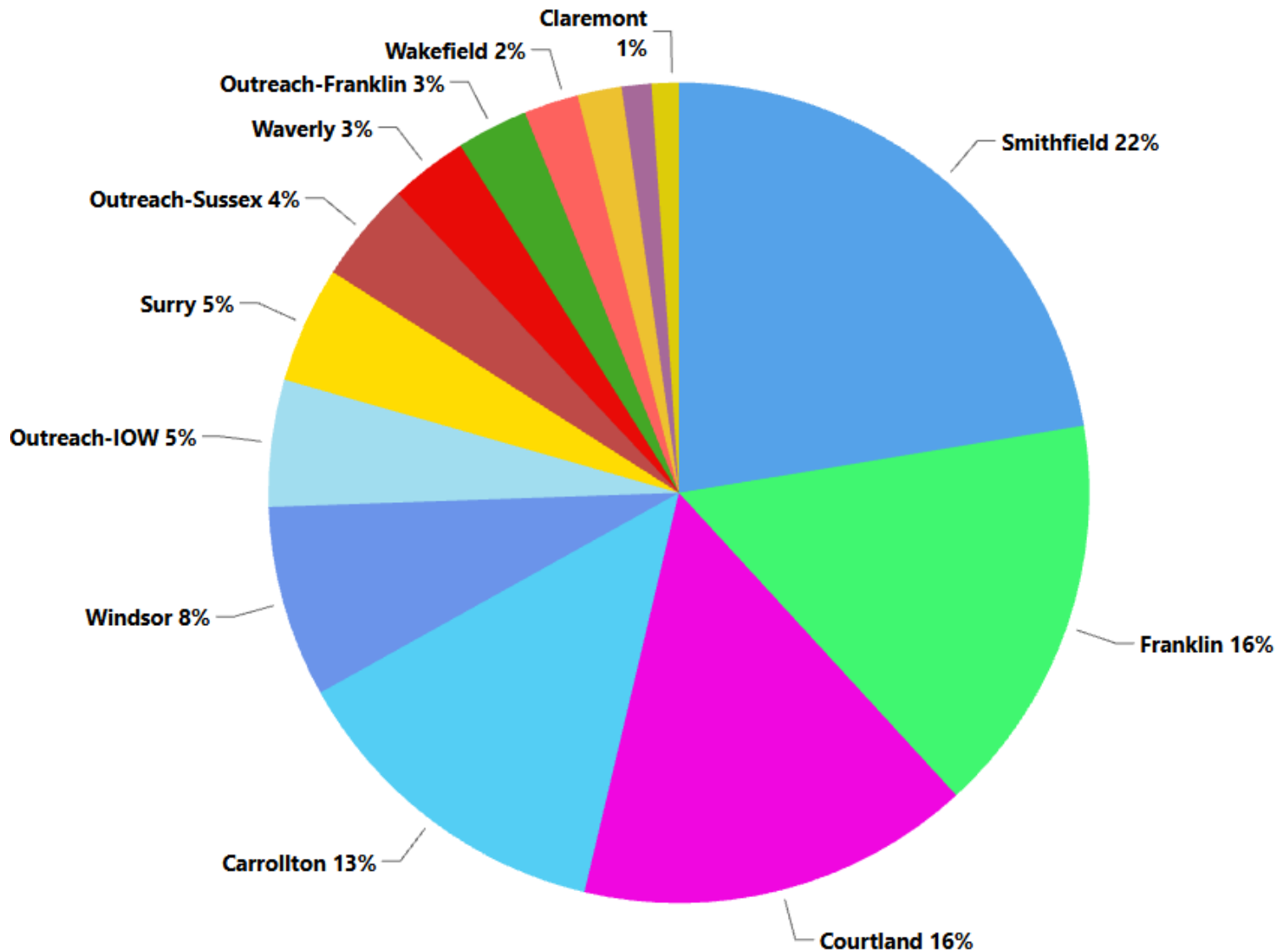


Circulation Report: Type by Branch

Location	Adult Print	Children's Print	DVD	Audio-book	Kits	YA Print	Music	LoT	Magazines	eBooks	Streaming Devices/ Hotspots
Carrollton	3155	5751	824	87	13	394	0	12	0	4653	29
Claremont	523	276	161	1	2	23	0	3	18	195	5
Courtland	2094	2912	620	173	2	71	0	11	14	3100	48
Franklin	3191	4004	892	136	11	324	0	8	5	4219	38
Outreach	258	155	12	0	0	7	0	0	0	339	1
Smithfield	4937	8132	986	99	23	560	0	10	92	5120	17
Surry	1086	1359	385	10	1	49	0	5	6	1418	41
Wakefield	640	731	69	11	24	29	0	0	0	485	5
Waverly	719	956	119	10	27	71	0	6	0	497	12
Windsor	1626	2956	550	78	34	203	0	9	0	1847	36
Total	18229	27232	4618	605	137	1731	0	64	135	21873	232



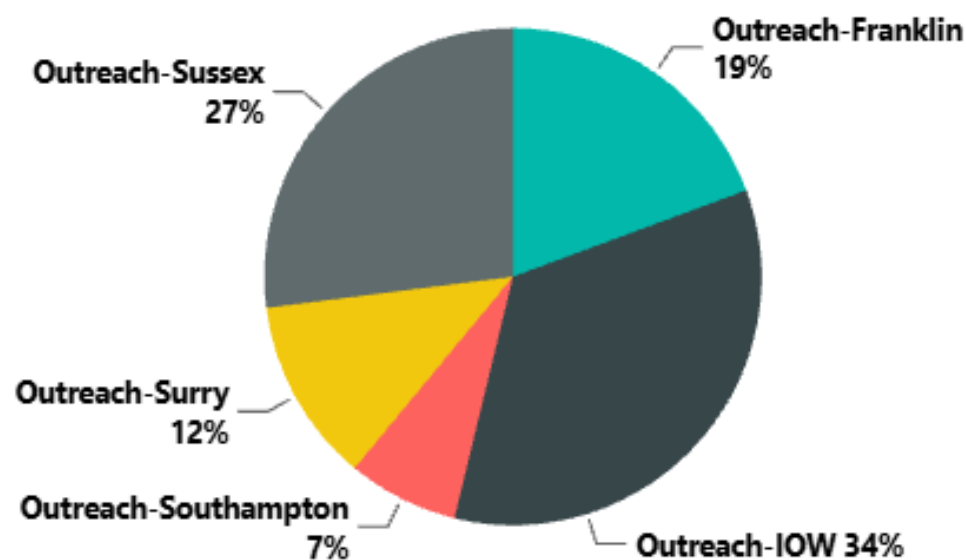
Program Report: Total Participation



Location/Branch	Count
Carrollton	1236
Claremont	100
Courtland	1451
Franklin	1480
Outreach-Franklin	263
Outreach-IOW	468
Outreach-Southampton	109
Outreach-Surry	163
Outreach-Sussex	371
Smithfield	2094
Surry	430
Wakefield	201
Waverly	286
Windsor	706
Total	9358

Outreach Report: Programs

Location/Branch	Outreach Programs	Attendance
Outreach-Franklin	6	263
Outreach-IOW	11	468
Outreach-Southampton	4	98
Outreach-Surry	1	163
Outreach-Sussex	4	367
Total	26	1359



STAFFING AND WORKSHOP REPORT

Staffing Update September 2026 Blackwater Regional Library

New Hires

- Kristina Godette – Library Assistant, Wakefield and Waverly branches
- Melissa Eanes – Library Assistant, Franklin branch
- Teaghan Sharkey – Library Page, Smithfield branch
- Beatrice Rascon – Substitute Library Assistant
- Tracy Edwards - Substitute Library Assistant

Promotions

Transfers

Separations

- Barbara Forrest – Youth Services Programmer – Courtland and Franklin branches
- Jacquelyn Steinman – Library Assistant, Wakefield and Waverly branches
- Zykeria Ellsworth – Library Assistant, Franklin branch

Vacancies

- Library Director
- Youth Services Programmer - Courtland and Franklin branches

STAFFING AND WORKSHOP REPORT

Training Sessions – July and August 2026

Isle of Wight County staff completed a total of 1 training

Sussex County staff completed a total of 3 trainings

Central staff completed a total of 7 trainings

7/7/2026 – Management and Library Skills for New(er) Supervisors – The presenter, Andrew Sanderbeck, went over key skills for newer supervisors.

The key points addressed in the session were:

- How to calmly and proactively handle employee situations.
E+R=O equation is event + response = outcome. The event (situation) doesn't affect the outcome, but our response does. Sanderbeck recommended that managers shouldn't look solely at the event, but to consider their personal reaction; step back, take a breath and ask yourself why you're reacting that way?
- Working with employee behavior and performance problems
- Give constructive feedback
"Behavior that's rewarded is the behavior that will be repeated."
Determine the cause of the problem. Is it a lack of knowledge or lack of execution?
Make sure that expectations are clear; and have the employee repeat the expectations that their job requires.

I found the tips provided in the webinar to be helpful. I'm so grateful that the staff at my branch are great, but if issues arise, I feel better equipped to handle situations.

7/15/2026 – It's About Time: Supporting Neurodivergent Employees with Time Management in the Workplace – The term "neurodiversity" refers to the infinite variation in brain functioning that leads to differences in thinking, attention, memory, and communication. Some neurodivergent individuals have differences in executive functioning skills like time management, and as a result, need different support and accommodations in the workplace. In this presentation, learn about time management from a neurodivergent lens.

Whether you are neurodivergent or you are a supervisor to someone who is, this webinar will provide concrete strategies to support time management in the workplace.

As a result of this program, attendees will:

- Learn why neurodivergent individuals, such as people with Autism and ADHD, have differences in time management skills
- Understand key concepts, such as tachyosychia, time blindness, and executive functioning
- Gain 6-8 concrete strategies to support and make accommodations for neurodivergent individuals with time management in the workplace
- Learn about 3-5 tools that neurodivergent individuals can use in the workplace to support effective time management

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7/23/2026 – Weeding Popular Materials Collections – Karen Toonen with Naperville Public Library hosted an informative webinar on Weeding Popular Materials Collections. Ms. Toonen discussed the importance of maintaining a circulatable collection that retains the interest of your patrons. Shelf space is a library's most precious commodity. Our collections should be curated to the interests of our patrons. S.R. Ranganathan's Five Laws of Library Science are as follows: Books are for use (they are not archives – be sure to make the collection usable), every reader has their book (give patrons what they want), every book has its reader (be sure to maintain an attractive collection to appeal to potential readers), save time of the reader (make the shelves easy to browse – ideally 75% full, no more than 85%), and that your library is a growing organism (growth = change according to the needs of our communities). When weeding, you should focus on **why** you choose to either retain or discard your materials. Important points that were made by Ms. Toonen were to not use weeding as censorship to avoid controversy, be sure to weed continuously to avoid large time-consuming weeding projects and to follow a yearly weeding schedule (similar to BRL's), walk the shelves and pay attention to the other books nearby when shelving and/or pulling holds to see if their condition is poor and needs to be replaced or weeded. When weeding print materials, follow the acronym MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, Elsewhere), and for non-print materials follow the acronym WORST (Worn out, Out of date, Rarely used, Supplied elsewhere, Trivial). Examples of MUSTIE would be outdated travel guides or science (is Pluto still listed as a planet in this book?, etc.) or annually published books with newer editions available. Also, if you would be embarrassed for a patron to check out a book based off of its condition, weed it!

When it comes to weeding nonfiction, pay attention to the publication dates and last checkout dates, in addition to taking into consideration if the book's subject is...

- Computers or technology – is the tech still supported or used today?
- Business or finance – does it mention recent trends?
- Political science – is it on current office holders?
- Social science – does it discuss current/relevant issues?
- Science – does it include recent discoveries?
- Health and medicine – are the treatments current and/or has the information been updated?

When weeding fiction, focus on if books in the collection are worn out or no longer relevant. When weeding series, use a site such as Fantastic Fiction to determine what books that your library owns in the series are not checking out. It can be helpful to keep the first 3-4 books for new fans and the last 3-4 in the series for existing fans if the middle part of the series isn't checking out. Typically, books in the middle of the series can be ILL'd if necessary. Be sure to only keep multiple copies if the recent checkout totals warrant owning multiple copies.

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7/29/2026 – Getting on the Same Page: Communication Strategies to Build Team Cohesion, Collaboration, and Trust – Team cohesion doesn't happen by accident—it's built through intentional communication. In this program, participants learn practical tools and approaches to reduce communication breakdowns, strengthen trust, and create more open, effective collaboration in their day-to-day work.

As a result of this program, attendees will:

- Explore benefits of formal, informal, and open communication at work
- Reflect on practical communication strategies for building team cohesion and trust
- Build confidence for having difficult conversations

7/30/2026 – FCC's E-Rate Review & the New Bidding Portal Webinar – E-Rate Central staff explained:

- What the FCC's **"top to bottom" review of the E-Rate program** actually proposes, and what it could mean for your funding, your compliance obligations, and your ability to participate in the program going forward.
- **How to make your voice heard** during the comment period, and why individual library comments carry more weight than you might think.
- What the **new USAC Competitive Bidding Portal** requires and how to prepare before it becomes mandatory in FY2028.

This is not a routine update. The proposals under consideration could fundamentally reshape who qualifies for E-Rate, what gets funded, and what libraries must do to remain eligible. We'll give you a clear picture of where things stand and what you need to do next.

7/31/2026 – The art of Peer Delegation: What Actually Works –

Why is peer delegating so difficult?

- Must build trust with peers
- Understand what the goals are
- Have respect of others
- Communication
- Clear understanding of others

Common mistakes made by leadership

- Someone feeling like they are micromanaged
- Don't assume that everyone has the same priorities
- Be clear with setting goals and implementation
- Checking if the solution works and fixing errors
- Helping others learn the new process

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8/5/2026 – Managing Change Fatigue – Change fatigue is the exhaustion, resistance, and apathy toward fast-paced, complex changes in the workplace. Change will always be present but change fatigue doesn't have to be!

While often easy to identify, change fatigue can be deadly to an organization if not addressed and managed well. Leadership should acknowledge the potential for change fatigue and have a plan for managing it. Employees should be alert to potential change fatigue situations, their personal symptoms of it, and have a strategy for handling it.

Discover the symptoms of change fatigue, why it happens, and ways to manage it from the leadership and individual employee's perspectives.

As a result of this program attendees will:

- identify 6 symptoms of change fatigue
- describe 5 ways management can prevent or manage change fatigue
- explain 3 ways the individual employee can prevent or lessen change fatigue

8/7/2026 – Romance 101: Refresh Your Genre Knowledge – Understanding genres is a crucial readers advisory skill. Knowing the key genre appeals can help you connect with readers, even in genres that you don't find appealing yourself. Get up to speed with romance fiction in this session with presenters from Romance Writers of America.

Suggested websites: Smart Bitches, Trashy Books and Tule Publishing

Topics Include: Defining genres and subgenres, why readers enjoy romance, key authors to know, upcoming writers to be aware of, and how to connect with readers of the romance genre.

8/11/2026 – Libby Lifesavers: Practical Tips for Everyday Support (July 2026) – OverDrive's Training and Technical Support teams come together to share troubleshooting tips and best practices for addressing common questions—from syncing across devices to managing downloads, holds, and notifications.

Designed for staff who are familiar with Libby, this advanced session focuses on elevating your support conversations. You'll gain practical workflows, clear talking points, and greater confidence in addressing the questions users bring to the desk most often.

8/12/2026 – Diversity, Equity, and Inclusion 101 – Understanding the Basics – The phrase *diversity*, *equity*, and *inclusion* is more than a trend. It represents concepts that improve organizations by prioritizing a full range of perspectives.

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These terms can seem intimidating if you're not used to them. They can be hard to understand, or ask questions about, but learning about diversity, equity, and inclusion is important. Once you know what these terms mean, and are comfortable using them, you can put them into action.