BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Franklin Branch
Wednesday
October 21, 2026
Budget and Finance Meeting —2:00 pm
Board of Trustees Meeting —3:00 pm

Budget & Finance Committee *will* meet:
Pam Lease, Kathy Lippard, Margie McClenny,
Jacqueline Carr, Evelyn Ellis



Blackwater Regional Library
Franklin Branch

280 N. College Dr.
Franklin, Virginia 23851

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

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

Board Packet Contents

October 21, 2026

- Agenda – October 2026
- Minutes – September 2026
- Library Director's Report
- Director Search Committee Minutes
    - September 16, 2026
    - October 1, 2026
- Library Bills
- Monthly Statistics Report – September 2026
- Staffing and Workshop Report

Blackwater Regional Library
Board Meeting
October 21, 2026

Agenda

Franklin Branch

Call to Order

Adoption of Agenda – October 2026

Approval of Minutes – September 2026

Public Comment

Correspondence

Director's Report

Committee Reports
- Budget and Finance
- Personnel and Policy
- Long Range Planning
- Director Search Committee

Review of Approval of Accounts Payable and File for Annual Audit

Unfinished Business

New Business

Board Member Comments/Announcements

Announcement of Next Meeting
- November 19, 2025

Adjournment

BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 16, 2026

Present	**Remote (via Zoom)**
Jacqueline Carr – Isle of Wight County	
Rhonda Chambliss – City of Franklin	
Evelyn Ellis – Surry County	
Charlene Herrala – Isle of Wight County	
Pam Lease – City of Franklin	
Kathy Lippard – Isle of Wight County	
Margie McClenny – Southampton County	**Absent**
Karen Richardson – Sussex County	MeChelle Blunt – Southampton County
Judge Alfreda Talton-Harris – City of Franklin	
Kisha Watford – Southampton County	
Johanna Wiggins – Isle of Wight County	
Bonnie Lauver – Assistant Library Director	
Debbie Carter – Budget & Finance Manager	

Chair Karen Richardson called the meeting of the Blackwater Regional Library Board of Trustees to order at 2:52 p.m. at the Franklin Branch.

Agenda
Ms. Lippard moved, and Ms. Watford 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. Watford seconded the minutes be approved as presented. The vote was unanimous.

Public Comment
None

Correspondence
None

Library Director's Report
Summer Reading Challenge 2026 was a success! 770 participants of all ages logged 288,538 minutes read in the Beanstack app! Be on the lookout for the Hispanic Heritage Month and Hallow-Read reading challenges!

America 250/VA250: In an effort to recognize and remember this significant event in Southampton County, a Nat Turner documentary was offered at the Courtland Branch on August 21st. We were proud to have three members of Nat Turner's family among the attendees.

All branches will be closed Monday, October 12th for a staff training day.

Committee Reports
Budget & Finance – no report

Personnel & Policy – no report

Search – Ms. Richardson – The committee will meet following this board meeting to review applications.

Accounts Payable
Ms. Herrala moved, and Ms. Carr seconded that the accounts payable be filed for the Annual Audit. Ten Trustees voted yea; Ms. Ellis abstained due to not being on the Board in July or August, when the payables occurred.

Unfinished Business
None

New Business
None

Board Member Comments/Announcements
Herrala – Windsor FOTL held a book sale. Made money and cleaned out the shed!
McClenny – spends lots of time in Courtland!
Lippard – SM Summer Reading closeout was great!
Carr – Met Windsor branch staff
Richardson – Smithsonian & National Archives are looking for volunteers to transcribe historic documents
Lease – loved Franklin's September Craftsy!
Wiggins – Smithfield is partnering with Girl Scouts to start a food pantry
Chambliss – has been donating books to Franklin branch
Harris – has been utilizing Notary services

Announcement of Next Meeting
The next Blackwater Regional Library Board of Trustees meeting will be on October 21, 2026, at 3:00 p.m. at the Franklin Branch.

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

The meeting was adjourned at 3:29 p.m.

Respectfully submitted,

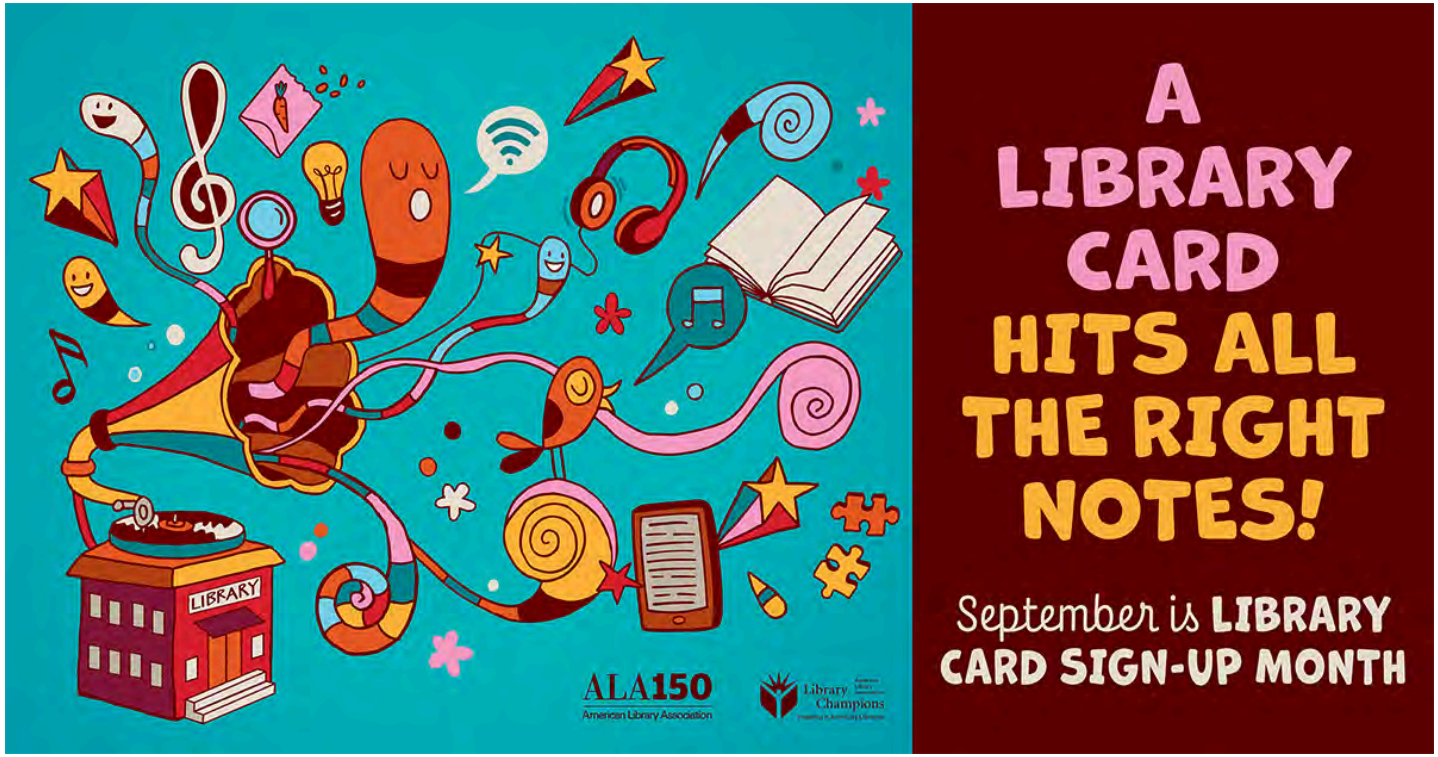
Debbie Carter for
Charlene Herrala, Secretary

Director's Report
September 2026

Submitted by Bonnie L. Lauver
Interim Library Director

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Blackwater Regional Library celebrated Library Card Sign-Up Month in September

Over 290 new borrowers registered!

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Be sure to check out our October Beanstack reading challenge for all ages!



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America 250/VA250 Events:



Founding Fathers and U.S. Constitution Display available for viewing at the Courtland Branch through November 2026

This display is available courtesy of the Southampton County Clerk of Court

VA250 Blackwater Regional Library

AMERICA MADE IN VIRGINIA VA250

Outreach in the Community:



Storytime @ Storehouse





Family Reading Night



Nottoway Powwow



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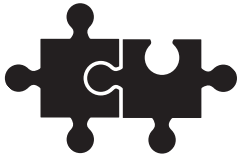
Franklin Highlights:



The library is a great place to explore a new hobby! Pictured is the ever popular monthly Craftsy group creating fall scarecrows.



True crime author Ron Peterson, Jr. visited with patrons to discuss his new book Runaway Groom. Mr. Peterson frequently apprears of WTKR's *True Crime 757* to discuss Virginia cases which his books are based upon.



Puzzle Swap - last Wednesday of the month
Bring a puzzle, take a puzzle!

Franklin Branch staff continues to visit local residents through Outreach at The Village and Fairview Rehabilitation. Each visit delivers roughly 30+ items to residents who are unable to visit the library through traditional means.

Isle of Wight Highlights: Carrollton



Teen *After Hours* Game Night:
After 5pm - the games came out and the challenges began! Teens enjoyed hands-on activities, board games, video games, and super challenges testing their skills.



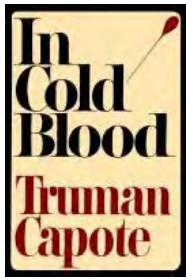


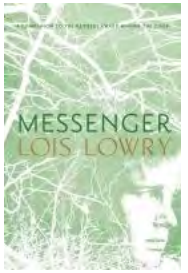




The Carrollton Branch hosted it's annual bookmark contest. Available to all ages, participants are asked to submit their works of art for judging. Winners are printed as official bookmarks of Carrollton Library!







There are three book clubs available to teens and adults each month:

- **Good Books, Good Company**
- **Death and Donuts (True Crime)**
- **Teen Chapter Chat**

October's selections are available for pick-up in the library and through the library's ebook/e audio collection.

Isle of Wight Highlights: Smithfield



September/October Story Trail celebrated Hispanic Heritage Month, our downtown Story Trail featured *Where Are You From?* by Yamile Saied Mendez. To make visits even easier, participation is now tracked via QR code!



The Smithfield Branch hosted a DIY Homesteading program offering great tips for backyard gardening, farmsteading, baking and plant propagation.



Teen Tuesday encouraged an afternoon of creativity exploring yarn art!





Isle of Wight Highlights: Windsor

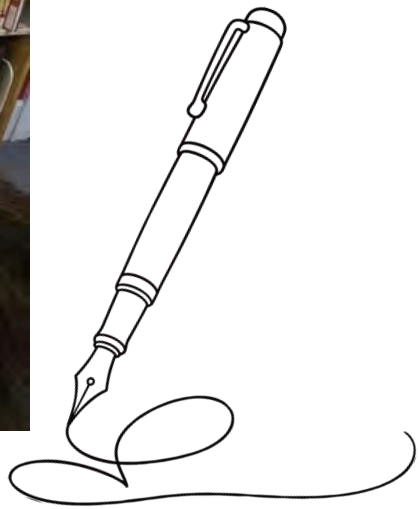






Windsor's new programs *Cursive Corner* and *Journal Junction* are a hit!





cursive

It was a full room at September's Craftsy! Participants created recycled book pumpkins at the September event.



Southampton Highlights:



Internation Dot Day was celebrated with dot art and free copies of *The Dot* by Peter H. Reynolds

Give Like Dolly!
Dolly Parton's Imagination Library was celebrated throughout BRL September 25, 2026

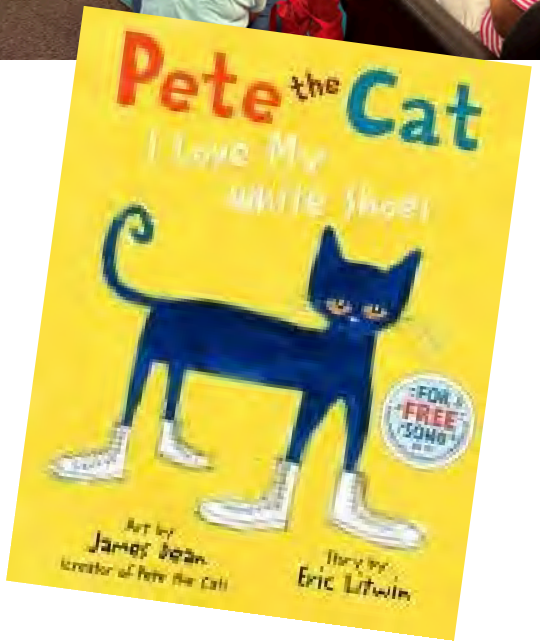


Multigenerational program ahead!
Pete the Cat offered the perfect opportunity to get up and moving at storytime!



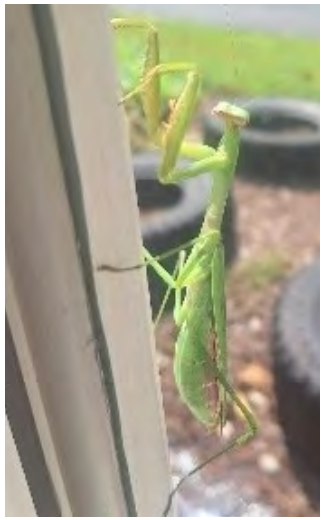






Surry Highlights:

Storytime at Surry featured bubbles, the adventures of Rylee and Maverick, and a cute Praying Mantis who stopped by for a quick visit and teaching moment!













Craftsy Knitting Needle Windchimes @ Claremont

Be sure to check out the monthly book club, available at Claremont and Surry!

Sussex Highlights:



The Wakefield and Waverly Branches hosted bestselling author Nancy Naigle for a meet and greet/book signing!







Waverly Farmer's Market
September 2026





Craftsy participants had an amazing afternoon creating button pumpkins to dress up their holiday decor!

HOLIDAY CLOSURES:

Thanksgiving:

- All branches close at 5pm Wednesday, November 25, 2026
- Closed Thursday, November 26, 2026
- Closed Friday, November 27, 2026

Christmas:

- Closed Thursday, December 24, 2026
- Closed Friday, December 25, 2026
- Closed Saturday, December 26, 2026

New Year's:

- Closed Thursday, December 31, 2026
- Closed Friday, January 1, 2027

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Blackwater Regional Library - Director Search Committee
October 1, 2026
Courtland Branch – Blackwater Regional Library (22511 Main Street, Courtland, VA 23837)
Search Committee: Karen Richardson, Charlene Herrala, Alfreda Talton-Harris
Staff: Bonnie Lauver, Interim Library Director

Meeting was called to order at 9:45am.

Approval of Agenda: Charlene Herrala, Alfreda Talton-Harris

Approval of Minutes: Charlene Herrala, Alfreda Talton-Harris

Blackwater Regional Library's Search Committee met for the purpose of interviewing select candidates for the position of Library Director.

The Search Committee voted to go into closed session at 9:49am.

- Interviews for the position of Library Director were held during closed session

At the conclusion of interviews, the Search Committee voted to reopen the meeting at 12:55pm.

Roll Call Certificate Vote: Charlene Herrala, Alfreda Talton-Harris, Karen Richardson

Next step: The board will coordinate a date and time to tour the facilities with the final candidate.

The meeting adjourned at 1:05pm.

Respectfully submitted by: Bonnie Lauver, October 1, 2026

Blackwater Regional Library - Director Search Committee
October 1, 2026
Courtland Branch – Blackwater Regional Library (22511 Main Street, Courtland, VA 23837)
Search Committee: Karen Richardson, Charlene Herrala, Alfreda Talton-Harris
Staff: Bonnie Lauver, Interim Library Director

Meeting was called to order at 9:45am.

Approval of Agenda: Charlene Herrala, Alfreda Talton-Harris

Approval of Minutes: Charlene Herrala, Alfreda Talton-Harris

Blackwater Regional Library's Search Committee met for the purpose of Director interviews and application consideration.

The Search Committee voted to go into closed session at 9:49am.

- Interviews for the position of Library Director were held during closed session

At the conclusion of interviews, the Search Committee voted to reopen the meeting at 12:55pm.

Roll Call Certification Vote: Charlene Herrala, Alfreda Talton-Harris, Karen Richardson

Next step: The board will coordinate a date and time to tour the facilities with the final candidate.

The meeting adjourned at 1:05pm.

Respectfully submitted by: Bonnie Lauver, October 1, 2026

Blackwater Regional Library

Library Bills

September 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
AFLAC				
09/30/2026	Bill Payment (Check)		0CPZ4377855092520260	-776.69
09/30/2026	Bill		377855	776.69
Amazon Capital Services				
09/30/2026	Bill Payment (Check)		11964	-1,553.16
09/30/2026	Bill		19HR-QPPJ-1NJQ	1,349.67
09/30/2026	Bill		1HFM-9HG6-YPTG	203.49
Anthem Blue Cross/Blue Shield				
09/16/2026	Bill Payment (Check)		20196025	-14,908.00
09/16/2026	Bill		000962259F	14,908.00
Cengage Learning, Inc.				
09/30/2026	Bill Payment (Check)		11965	-92.00
09/30/2026	Bill		999103510302	26.40
09/30/2026	Bill		999103557552	65.60
Dataprise LLC				
09/30/2026	Bill Payment (Check)		11966	-72,998.71
09/30/2026	Bill		CW106936	514.20
09/30/2026	Bill		MSP107233	6,385.76
09/30/2026	Bill		DP-107431	57,579.00
09/30/2026	Bill		DP-107436	7,480.00
09/30/2026	Bill		MSP107549	1,039.75
Document Systems, Inc.				
09/30/2026	Bill Payment (Check)		11967	-3,142.29
09/30/2026	Bill		155245	3,142.29
Dominion Energy Virginia				
09/30/2026	Bill Payment (Check)		5215984346	-3,001.45
09/30/2026	Bill		3233130008 9.30.2026	3,001.45
Ingram Library Services				
09/16/2026	Bill Payment (Check)		0166261509	-1,948.83
09/16/2026	Bill		9.16.2026 20AZ032	1,948.83
09/16/2026	Bill Payment (Check)		0169261509	-1,669.96
09/16/2026	Bill		9.16.2026 20BB962	1,669.96
09/30/2026	Bill Payment (Check)		0075260210	-5,106.99
09/30/2026	Bill		20BB962 9.30.2026	3,188.38
09/30/2026	Bill		9.30.2026 20AZ032	1,918.61

Blackwater Regional Library

Library Bills

September 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Jennifer Sommerfeld				
09/30/2026	Bill Payment (Check)		11968	-75.79
09/30/2026	Bill		SM program supplies	75.79
MidAmerica Books				
09/30/2026	Bill Payment (Check)		11969	-682.80
09/30/2026	Bill		0105050	682.80
Midwest Tape				
09/30/2026	Bill Payment (Check)		11970	-2,002.39
09/30/2026	Bill		509408837	2,002.39
09/16/2026	Bill Payment (Check)		13a14e3u8m56	-613.94
09/16/2026	Bill		509357408	613.94
Nancy Naigle				
09/30/2026	Bill Payment (Check)		11971	-300.00
09/30/2026	Bill		20260918	300.00
Oliver A Kish				
09/30/2026	Bill Payment (Check)		11972	-1,126.00
09/30/2026	Bill		Sept health ins reimb	1,126.00
Overdrive, Inc				
09/16/2026	Bill Payment (Check)		qb4eftzg	-4,022.70
09/16/2026	Bill		03100DA26308118	851.33
09/16/2026	Bill		03100CO26299915	2,245.90
09/16/2026	Bill		03100CO26299905	775.49
09/16/2026	Bill		03100DA26301580	59.99
09/16/2026	Bill		03100DA26303200	89.99
09/30/2026	Bill Payment (Check)		d7cddvzr	-5,632.68
09/30/2026	Bill		03100DA26330779	1,312.32
09/30/2026	Bill		03100DA26322532	1,155.19
09/30/2026	Bill		03100DA26315023	1,173.25
09/30/2026	Bill		03100CO26306554	1,991.92
PEAC Solutions				
09/16/2026	Bill Payment (Check)		200690970841	-1,488.92
09/16/2026	Bill		42679946	1,488.92
Penworthy				
09/30/2026	Bill Payment (Check)		11973	-766.70
09/30/2026	Bill		0621405-IN	766.70

Blackwater Regional Library

Library Bills

September 2026

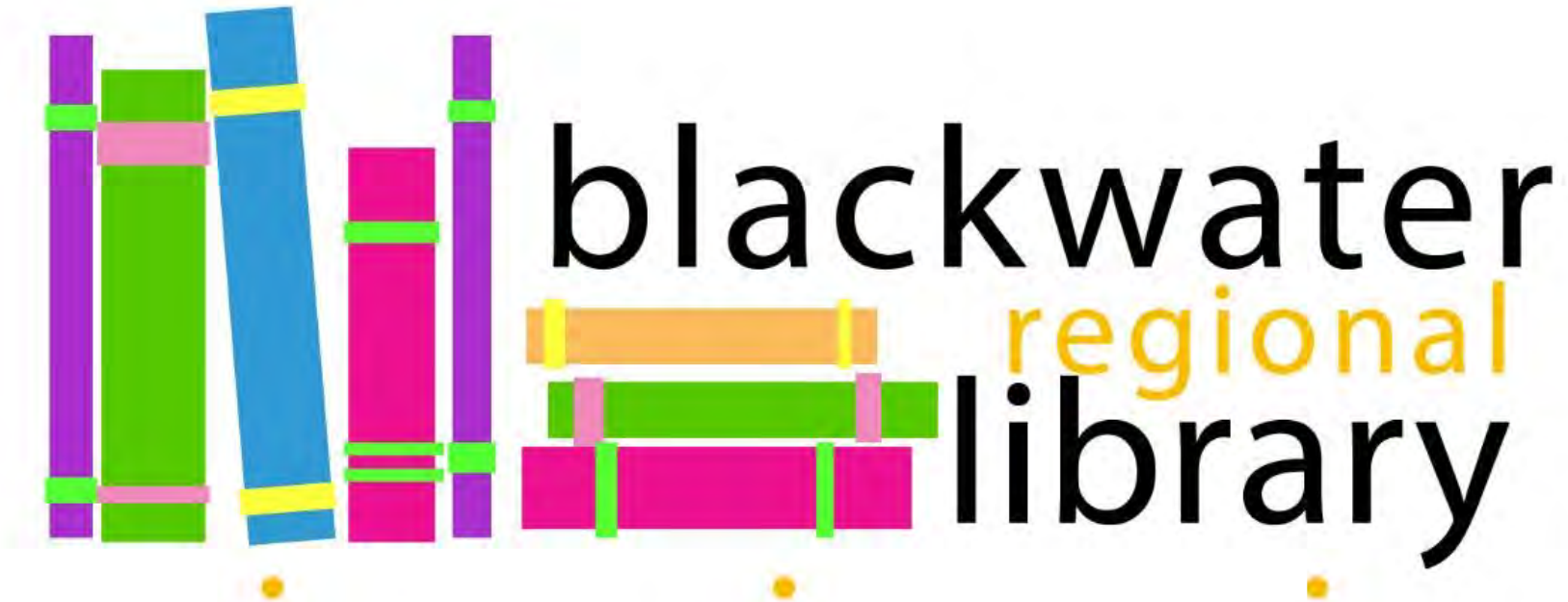
DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Petersburg Alarm Company				
09/30/2026	Bill Payment (Check)		11974	-600.00
09/30/2026	Bill		222196	600.00
Petty Cash				
09/30/2026	Bill Payment (Check)		11975	-733.63
09/30/2026	Bill		9.30.2026 Petty Cash	733.63
Quadient Postage				
09/30/2026	Bill Payment (Check)		BH3823213963	-250.00
09/30/2026	Bill		8140 0641 9.21.2026	250.00
Queen B’s Cleaning Service				
09/30/2026	Bill Payment (Check)		11976	-877.20
09/30/2026	Bill		September Cleaning	877.20
Quill Corporation				
09/16/2026	Bill Payment (Check)		367031200	-749.02
09/16/2026	Bill		50315777	251.71
09/16/2026	Bill		50208271	469.90
09/16/2026	Bill		50243216	27.41
09/30/2026	Bill Payment (Check)		368626201	-24.60
09/30/2026	Bill		50476608	24.60
Sentara Health Plans				
09/30/2026	Bill Payment (Check)		3151708015	-12,079.00
09/30/2026	Bill		11887131	12,079.00
Southampton County				
09/30/2026	Bill Payment (Check)		49930	-65.00
09/30/2026	Bill		Acct 46 9.15.2026	65.00
Southampton County (1)				
09/30/2026	Bill Payment (Check)		11977	-658.79
09/30/2026	Bill		2026-09 (Sept gas)	658.79
Southside Gas Service, Inc.				
09/30/2026	Bill Payment (Check)		11978	-533.99
09/30/2026	Bill		24918	533.99
Spectrum Enterprise				
09/16/2026	Bill Payment (Check)		O1126900526	-28.61
09/16/2026	Bill		089740301090126	28.61

Blackwater Regional Library

Library Bills

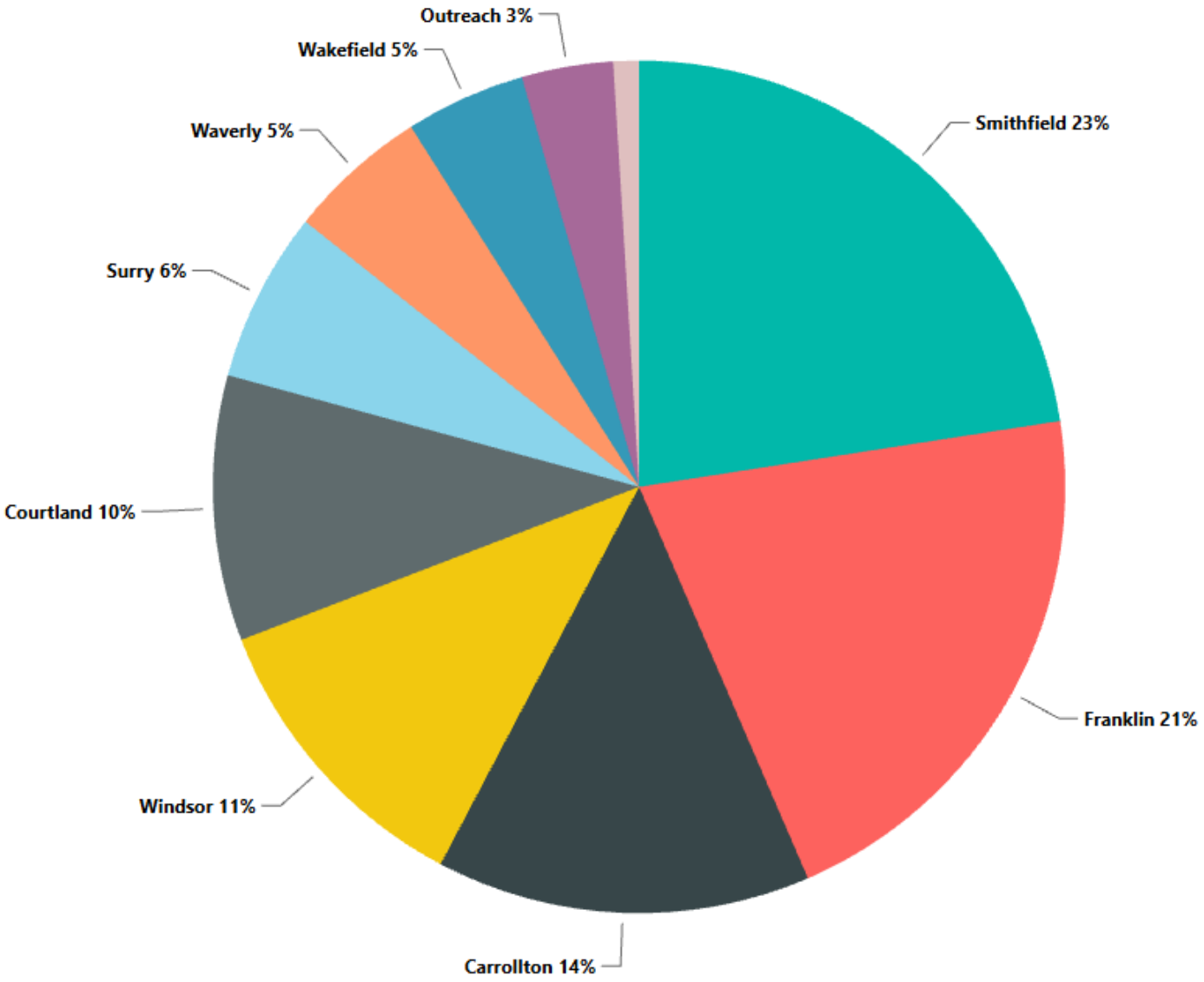
September 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
T & A Repairs, LLC.				
09/30/2026	Bill Payment (Check)		11979	-181.61
09/30/2026	Bill		42886	181.61
The Virginian Pilot				
09/30/2026	Bill Payment (Check)		11980	-546.49
09/30/2026	Bill		544295706 9.28.2026	546.49
TowneBank/Card Services				
09/16/2026	Bill Payment (Check)		CFAD3255FF	-10,892.15
09/16/2026	Bill		6457 0001 9.16.2026	10,892.15
Travelers				
09/16/2026	Bill Payment (Check)		980321706351852	-291.00
09/16/2026	Bill		A4044831 FY27 Final	291.00
Treasurer of Virginia (1)				
09/16/2026	Bill Payment (Check)		11960	-45.00
09/16/2026	Bill		00436152 Britt Notary	45.00
Unique Management Services, Inc.				
09/16/2026	Bill Payment (Check)		10a14e3u911g	-279.60
09/16/2026	Bill		6163650	279.60
Verizon Wireless				
09/16/2026	Bill Payment (Check)		4278504508	-2,840.83
09/16/2026	Bill		6153014285	2,800.82
09/16/2026	Bill		6153014284	40.01
Virginia Library Association				
09/16/2026	Bill Payment (Check)		11961	-2,260.00
09/16/2026	Bill		17254	2,260.00



September 2026 Statistics

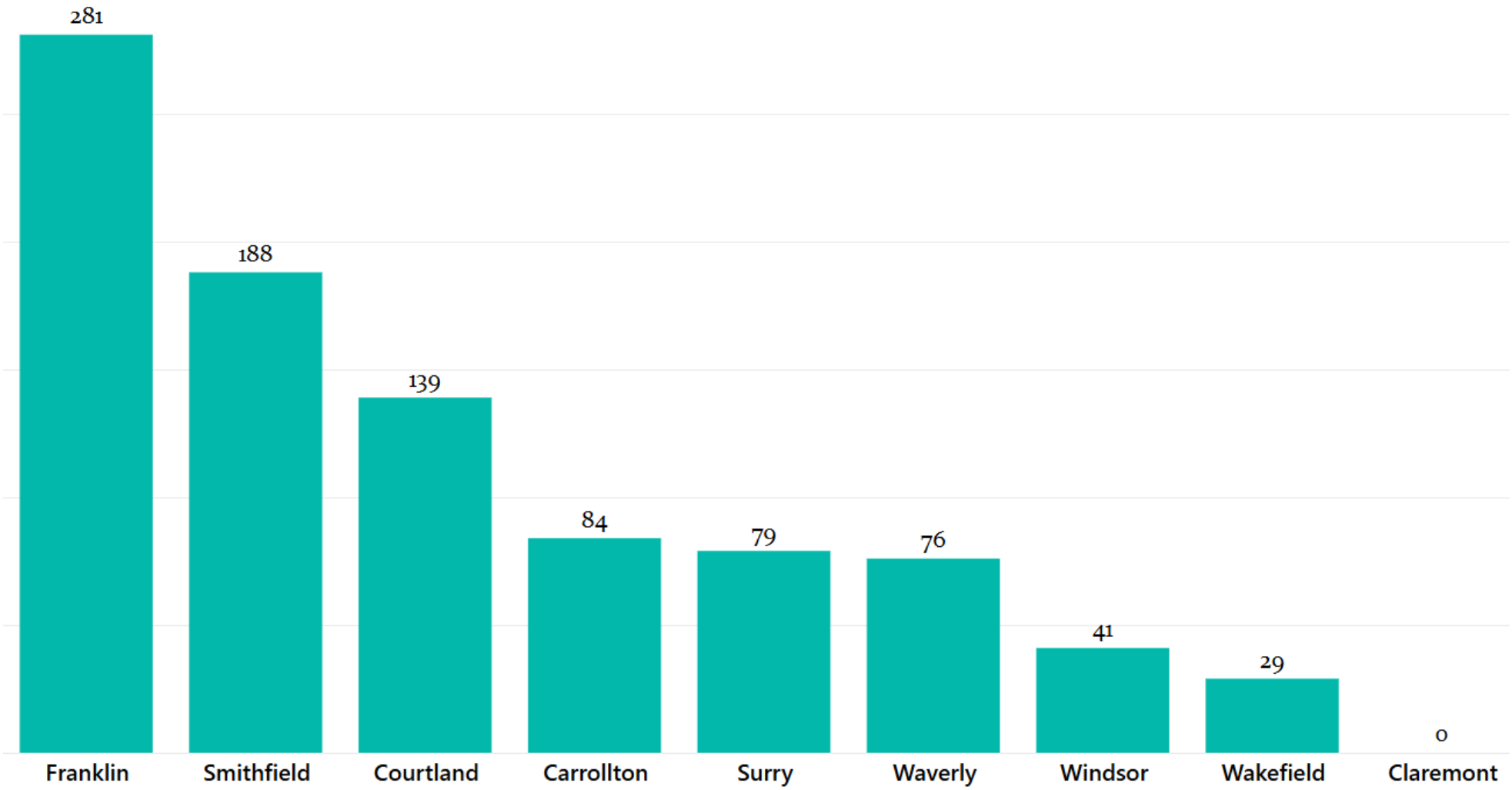
Monthly Report: Patron Count



Branch	Patron Count
Carrollton	2073
Claremont	142
Courtland	1469
Franklin	3065
Outreach	506
Smithfield	3290
Surry	945
Wakefield	665
Waverly	777
Windsor	1672
Total	14604

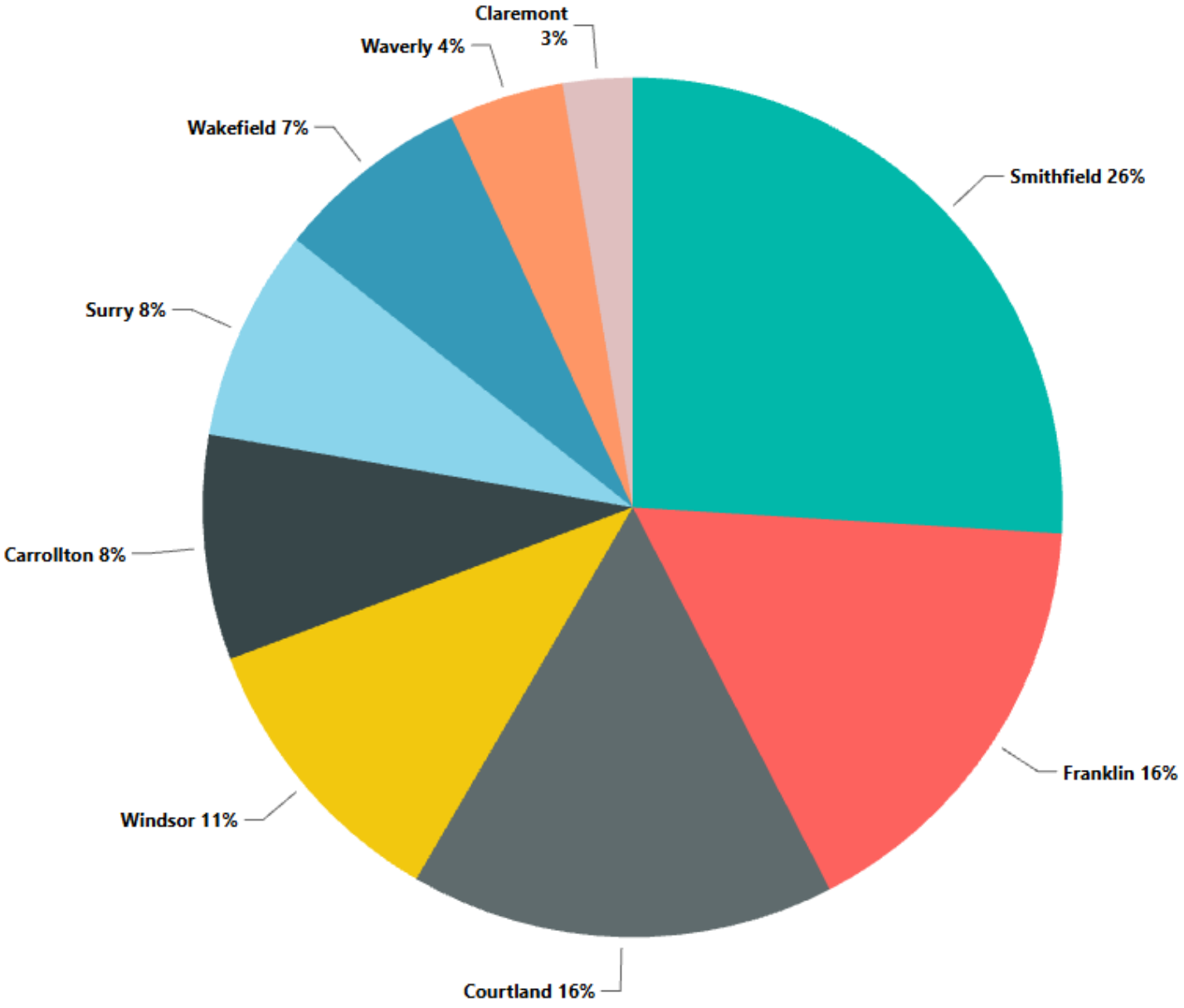
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Monthly Report: In-House Internet



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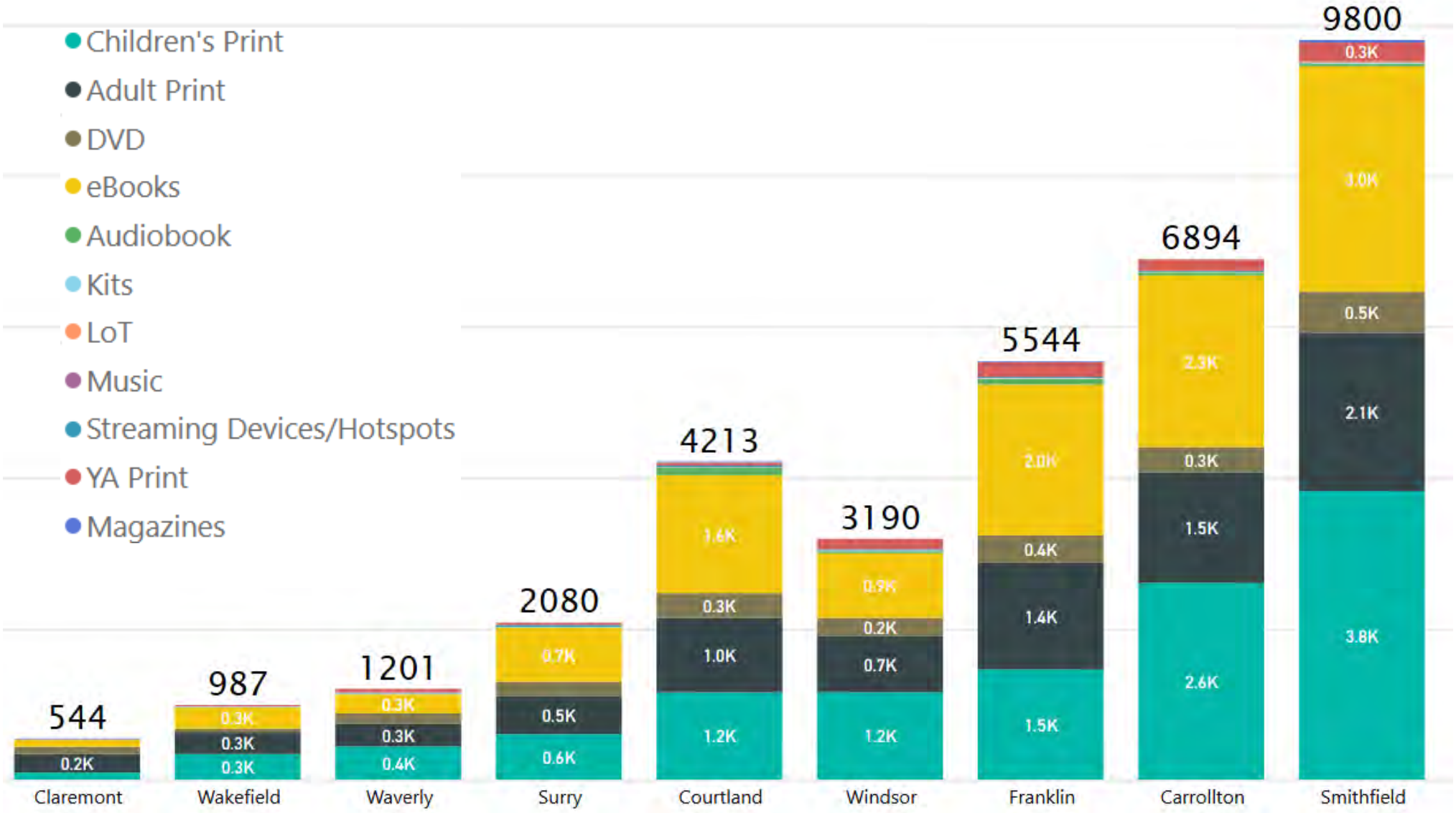
Monthly Report: WiFi Use



Branch	Wireless Internet Usage
Carrollton	126
Claremont	39
Courtland	238
Franklin	245
Smithfield	387
Surry	119
Wakefield	110
Waverly	64
Windsor	162
Total	1490

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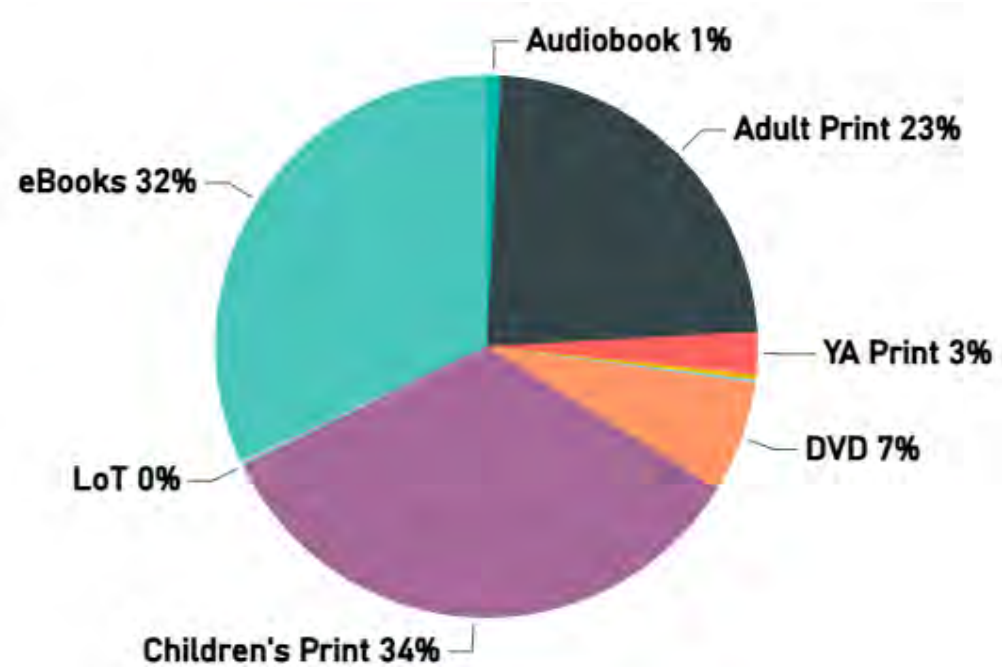
Circulation Report: By Branch



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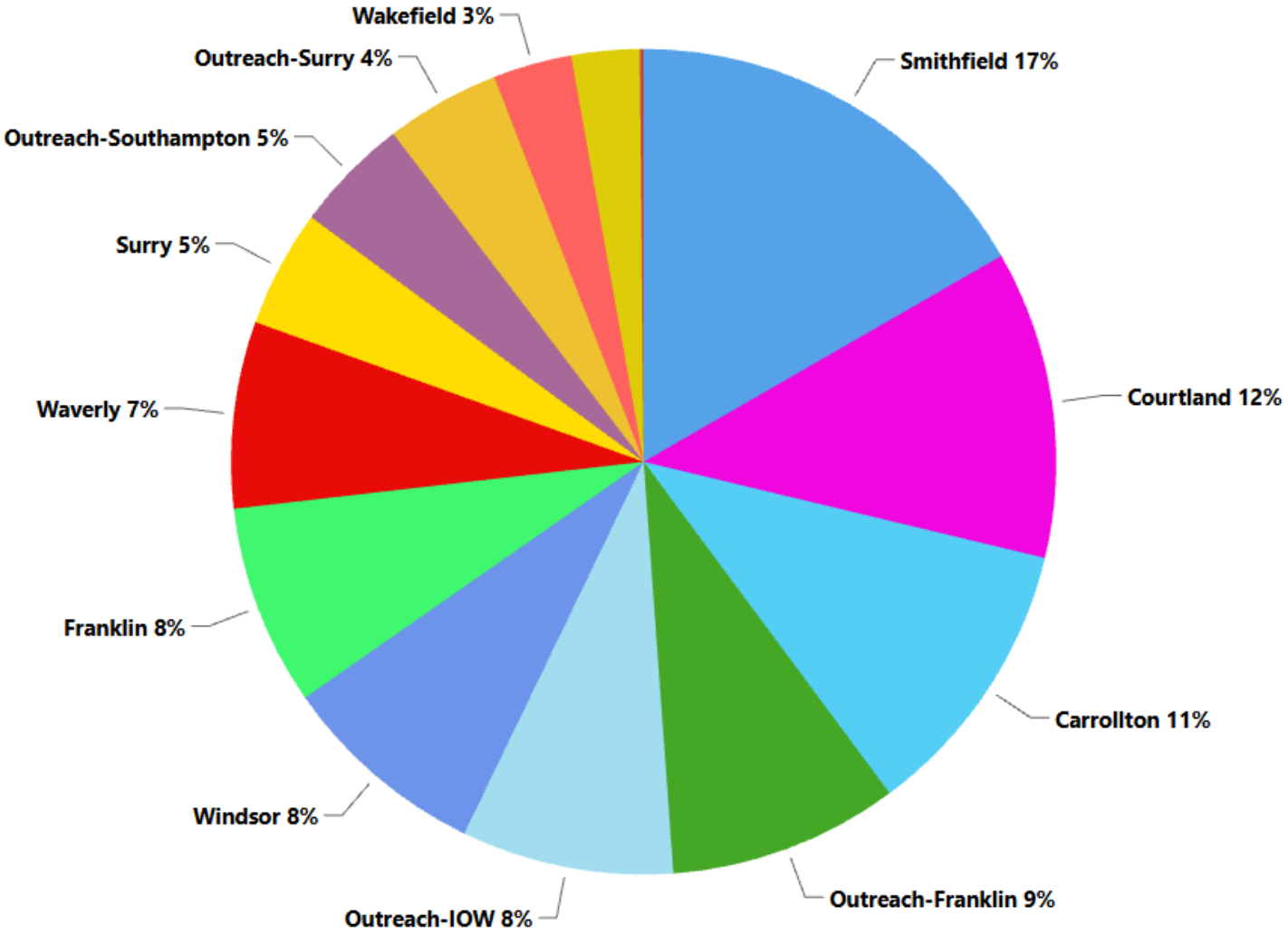
Circulation Report: Type by Branch

Location	Adult Print	Children's Print	DVD	Audio-book	Kits	YA Print	Music	LoT	Magazines	eBooks	Streaming Devices/ Hotspots
Carrollton	1465	2605	335	39	5	151	0	4	0	2275	15
Claremont	246	94	94	0	1	4	0	1	9	91	4
Courtland	989	1154	325	99	1	40	0	4	13	1565	23
Franklin	1410	1460	365	76	4	193	0	6	14	2001	15
Smithfield	2097	3824	544	35	10	251	0	13	32	2989	5
Surry	503	602	190	8	3	30	0	1	2	716	25
Wakefield	280	340	55	2	10	18	0	0	0	280	2
Waverly	296	438	143	0	16	45	0	8	0	251	4
Windsor	742	1156	245	26	9	138	0	2	0	857	15
Total	**8028**	**11673**	**2296**	**285**	**59**	**870**	**0**	**39**	**70**	**11025**	**108**



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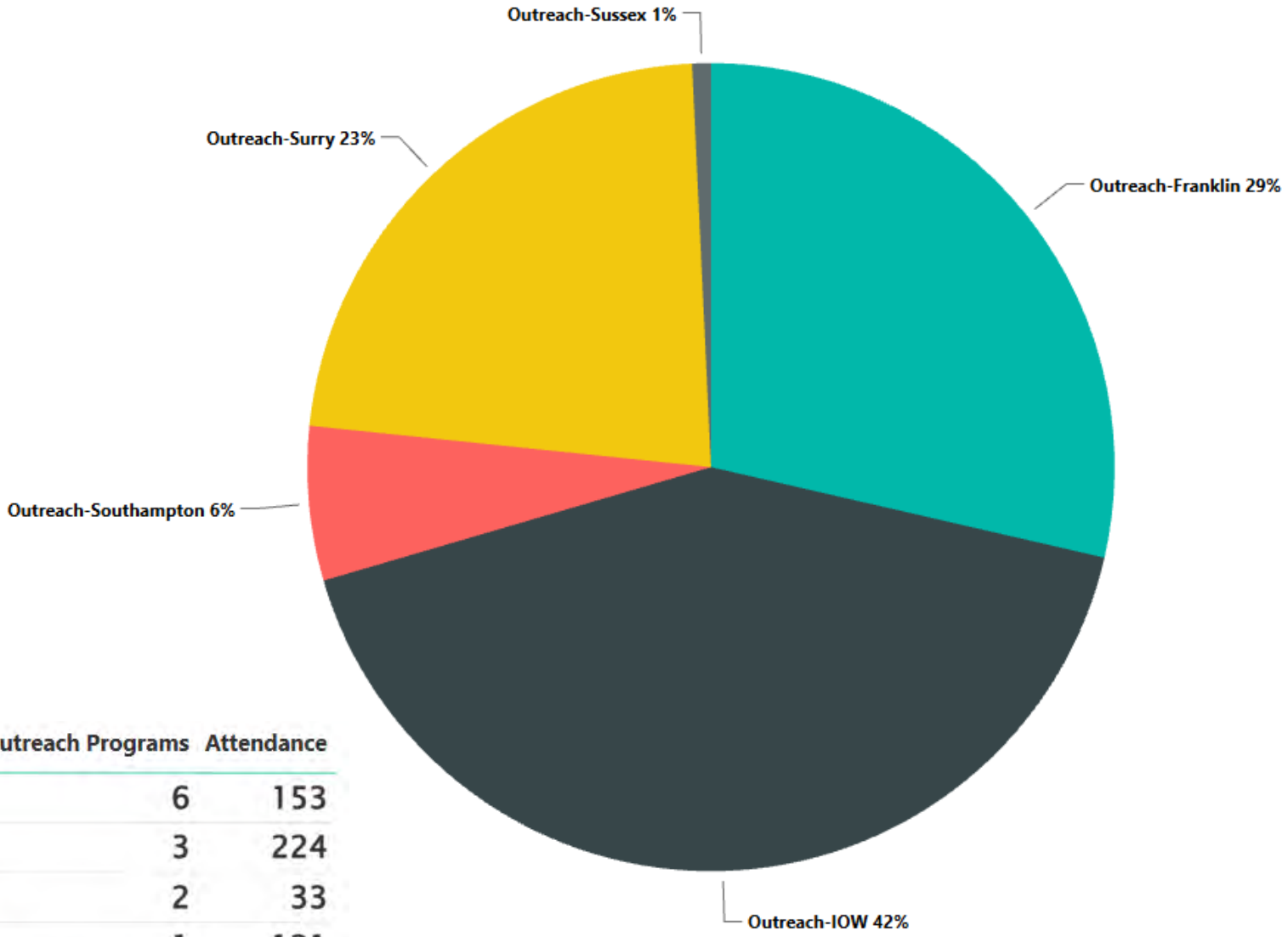
Program Report: Total Participation



Location/Branch	Count
Carrollton	299
Claremont	72
Courtland	325
Franklin	212
Outreach–Franklin	243
Outreach–IOW	224
Outreach–Southampton	122
Outreach–Surry	121
Outreach–Sussex	4
Smithfield	450
Surry	124
Wakefield	83
Waverly	197
Windsor	220
Total	2696

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Outreach Report: Programs



Location/Branch	Outreach Programs	Attendance
Outreach–Franklin	6	153
Outreach–IOW	3	224
Outreach–Southampton	2	33
Outreach–Surry	1	121
Outreach–Sussex	1	4
Total	13	535

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Staffing Update
October 2026
Blackwater Regional Library

New Hires

- Olivia Pulley – Youth Services Programmer, Courtland and Franklin branches

Promotions

Transfers

Separations

Vacancies

- Library Director

Training Sessions – September 2026

City of Franklin staff completed a total of 2 training courses
Isle of Wight County staff completed a total of 1 training course
Sussex County staff completed a total of 3 training courses
Central staff completed a total of 2 training courses

9/1/2026 – Extreme Customer Service, Every Time –

- Customer service depends on Convenience, Comfort, Hospitality, Quality and Trust.
- Libraries are a cultural institutions.
- Service happens to you, Hospitality happens for you.
- Always give a warm, sincere greeting. Anticipate and fulfil patron's needs. Give a warm farewell.
- Quality relies on: A warm approach, Asking politely to understand patron's needs, Presenting a solution, listening for and helping resolve issues/concerns. Ending with a fond farewell.
- Excellent customer service helps build appreciation, develops goodwill and loyalty and helps provide support for the community.
- Your Customer Service is what makes the library succeed.

9/1/2026 – Active Shooter – In an active shooter situation, it is best to identify the escape routes. Determine which is the best way to survive and evacuate if possible. If unable to evacuate, look for possible places to hide. Overpower the shooter if possible and if not hide. Call 911 and give location to dispatch and the number of victims. when law enforcement arrives, raise hands and follow directions given.

9/4/2026 – Fall and Winter Picture Books – The panelists spoke of the upcoming picture books:
Ellen Myrick, Founder and President of Publisher Spotlight
Amy Storey, Marketing and Publicity Manager of Ecrdmans Books
Sarah Dunn, Annick Press Picture Books
Shelby Jenkins, Sleeping Bear Press

9/8/2026 – Virginia Public Libraries Counting Opinions LibPAS Overview – The presenter gave a brief overview of LibPAS, the data collection survey that replaces Bibliostat Collect/Connect.