

Eastern Shore Public Library

Board of Trustees

August 14, 2018 @ 3:30 PM

Eastern Shore Public Library, Accomac, Va.

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes
4. Financial Report
5. Branch and Friend's Reports
 - a. Cape Charles Memorial Library
 - b. Chincoteague Island Library
 - c. Northampton Free Library
 - d. ESPL Friend's Reports
6. Library Director's Report
7. ESPL Foundation/ Capital Campaign Council
 - a. Capital Campaign Update – Paul
8. Capital Project Update (Board Committees)
 - a. Construction Committee – Dennis and Pam
 - b. Steering Committee Update – Tim
 - c. Finance Committee – Paul
9. Budget Committee – Barbara – no report
10. Old Business -
11. New Business-
12. Additional Comments
13. Closed Session
14. Next Meeting ; September 11, 2018 at Main Library in Accomac at 3:30 PM
15. Adjournment

	<u>Jul 18</u>
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	
41010 · Accomack County	100,926.75
41020 · Northampton County	34,500.00
41030 · State Aid	544,111.00
	<hr/>
Total 41000 · Government Income	679,537.75
42000 · Contributions	
42010 · ESPL Friends	791.96
42040 · Contributions Restricted	50.00
	<hr/>
Total 42000 · Contributions	841.96
43000 · Reimbursements	
43030 · Cape Charles	87.72
43040 · Book Replacement	43.90
43050 · NFL	5,010.00
	<hr/>
Total 43000 · Reimbursements	5,141.62
44000 · Fines & Fees	
44010 · Fines	927.82
44020 · Photocopying	805.20
44030 · Fax	376.10
44040 · Other	117.50
	<hr/>
Total 44000 · Fines & Fees	2,226.62
45000 · Endowments	
45020 · General (Merrill Lynch)	26.74
	<hr/>
Total 45000 · Endowments	26.74
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	5.00
	<hr/>
Total 49000 · Miscellaneous Income	5.00
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Total 40000 · INCOME	687,779.69
Total Income	687,779.69
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	2,073.73
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Total 61100 · Building	2,073.73

Eastern Shore Public Library
Profit & Loss
 July 2018

	Jul 18
61200 · Utilities	
61202 · Electricity	1,218.41
61203 · Telephone	906.71
	2,125.12
Total 61200 · Utilities	2,125.12
61300 · Vehicle Operation	258.35
61400 · Insurance (VML)	
61407 · Insurance, Pro. Liability	3,243.00
	3,243.00
Total 61400 · Insurance (VML)	3,243.00
61500 · Computer	
61510 · Computer Hardware	165.48
61513 · Online Services	627.91
61514 · Internet Services, State	1,182.00
61515 · Computer Software	577.50
61517 · Computer Maintenance	445.00
	2,997.89
Total 61500 · Computer	2,997.89
Total 61000 · Operations	10,698.09
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	512.24
	512.24
Total 62300 · Equipment Maintenance	512.24
62000 · Equipment - Other	186.83
	699.07
Total 62000 · Equipment	699.07
63000 · Programs	
63200 · Youth	1,164.00
63000 · Programs - Other	9.95
	1,173.95
Total 63000 · Programs	1,173.95
64000 · Personnel	
64010 · Salaries - Director	5,355.00
64020 · Salaries - Other	13,802.14
64030 · Hourly Employees	12,226.14
64050 · Payroll Expenses	2,822.00
64070 · Retirement (VRS)	614.94
64080 · Insurance	
64083 · Insurance, Life (VRS)	-0.07
64085 · Insurance, Medical (Anthem)	3,379.26
64086 · Insurance, Dental (Anthem)	79.50
	3,458.69
Total 64080 · Insurance	3,458.69
Total 64000 · Personnel	38,278.91

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08/06/18
Accrual Basis

Eastern Shore Public Library
Profit & Loss
July 2018

	<u>Jul 18</u>
65000 · Supplies	
65200 · Office	1,138.34
65300 · Library	787.19
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Total 65000 · Supplies	1,925.53
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	912.13
66312 · Periodicals, State Aid	3,722.04
66317 · AV, State Aid	128.97
66320 · Cape Charles Contract #15	113.96
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Total 66310 · System Materials	4,877.10
66350 · Affiliates	
66351 · Books, Affiliates	668.45
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Total 66350 · Affiliates	668.45
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Total 66000 · Materials	5,545.55
67000 · Other	
67100 · Postage	215.99
67300 · Dues	35.00
	<hr/>
Total 67000 · Other	250.99
68000 · Miscellaneous	
68100 · Bank Fees	11.12
68000 · Miscellaneous - Other	12,711.77
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Total 68000 · Miscellaneous	12,722.89
69000 · Professional Services	
69001 · Professional Services, Financial	1,710.00
69002 · Professional, Library Services	5,095.54
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Total 69000 · Professional Services	6,805.54
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Total 60000 · EXPENSES	78,100.52
	<hr/>
Total Expense	78,100.52
	<hr/>
Net Ordinary Income	609,679.17
Other Income/Expense	
Other Income	
7010 · Interest Income	12.61
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Total Other Income	12.61

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Accrual Basis

Eastern Shore Public Library
Profit & Loss
July 2018

	<u>Jul 18</u>
Other Expense	
61103 · Capital	500,000.00
8020 · Miscellaneous	-999.39
Total Other Expense	<u>499,000.61</u>
Net Other Income	<u>-498,988.00</u>
Net Income	<u><u>110,691.17</u></u>

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Accrual Basis

**Eastern Shore Public Library
Profit & Loss Budget vs. Actual
July 2018 through June 2019**

Ordinary Income/Expense	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income				
40000 - INCOME				
41000 - Government Income				
41010 - Accomack County	100,928.75	403,707.00	-302,780.25	25.0%
41020 - Northampton County	34,500.00	138,000.00	-103,500.00	25.0%
41030 - State Aid	544,111.00	165,002.00	379,109.00	329.8%
Total 41000 - Government Income	679,537.75	706,709.00	-27,171.25	96.2%
42000 - Contributions				
42010 - ESPL Friends	791.96	3,000.00	-2,208.04	26.4%
42020 - NFL Friends	0.00	10,000.00	-10,000.00	0.0%
42030 - Contributions Unrestricted	0.00	1,500.00	-1,500.00	0.0%
42040 - Contributions Restricted	60.00	5,000.00	-4,940.00	1.2%
42050 - Legacies & Bequests	0.00	500.00	-500.00	0.0%
Total 42000 - Contributions	851.96	20,000.00	-19,148.04	4.3%
43000 - Reimbursements				
43010 - ESPL	0.00	500.00	-500.00	0.0%
43020 - Island	0.00	1,000.00	-1,000.00	0.0%
43030 - Cape Charles	87.72	18,000.00	-17,912.28	0.5%
43040 - Book Replacement	43.90	400.00	-356.10	11.0%
43050 - NFL	5,010.00	112.87	4,897.13	4,438.7%
43000 - Reimbursements - Other	0.00	0.00	0.00	0.0%
Total 43000 - Reimbursements	5,141.62	20,012.87	-14,871.25	25.7%
44000 - Fines & Fees				
44010 - Fines	1,291.02	7,500.00	-6,208.98	17.2%
44020 - Photocopying	854.80	6,000.00	-5,145.20	14.2%
44030 - Fax	490.00	5,500.00	-5,010.00	8.9%
44040 - Other	150.50	2,000.00	-1,849.50	7.5%
44000 - Fines & Fees - Other	0.00	823.31	-823.31	0.0%
Total 44000 - Fines & Fees	2,786.32	21,823.31	-19,036.99	12.8%
45000 - Endowments				
45010 - Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 - General (Merrill Lynch)	26.74	800.00	-773.26	3.3%
45090 - Miscellaneous Endowments	0.00	2,000.00	-2,000.00	0.0%
Total 45000 - Endowments	26.74	2,800.00	-2,773.26	1.0%
46000 - Private Grants	0.00	1,000.00	-1,000.00	0.0%

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Accrual Basis

**Eastern Shore Public Library
Profit & Loss Budget vs. Actual
July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
49000 · Miscellaneous Income				
49010 · NOW Interest	0.00	40.00	-40.00	0.0%
49020 · Driver Education Test Proctorin	5.00	400.00	-395.00	1.3%
49000 · Miscellaneous Income - Other	0.00	0.00	0.00	0.0%
Total 49000 · Miscellaneous Income	5.00	440.00	-435.00	1.1%
Total 40000 · INCOME	688,349.39	772,785.18	-84,435.79	89.1%
4250 · Grants, Other	0.00	4,000.00	-4,000.00	0.0%
4400 · Gifts	0.00	0.00	0.00	0.0%
4450 · Book Gifts	0.00	0.00	0.00	0.0%
4650 · Dividends	0.00	0.00	0.00	0.0%
Total Income	688,349.39	776,785.18	-88,435.79	88.6%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	2,073.73	20,000.00	-17,926.27	10.4%
61102 · Building Maintenance, NFL	0.00	3,500.00	-3,500.00	0.0%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	2,073.73	23,500.00	-21,426.27	8.8%
61200 · Utilities				
61201 · Fuel Oil	0.00	4,500.00	-4,500.00	0.0%
61202 · Electricity	1,449.25	11,000.00	-9,550.75	13.2%
61203 · Telephone	1,552.80	12,000.00	-10,447.20	12.9%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 · Utilities	3,002.05	27,500.00	-24,497.95	10.9%
61300 · Vehicle Operation	355.29	2,500.00	-2,144.71	14.2%
61400 · Insurance (VML)				
61401 · Insurance, Building	0.00	0.00	0.00	0.0%
61402 · Insurance, Vehicles	0.00	0.00	0.00	0.0%
61407 · Insurance, Pro. Liability	3,243.00	0.00	3,243.00	100.0%
61400 · Insurance (VML) - Other	0.00	12,975.00	-12,975.00	0.0%
Total 61400 · Insurance (VML)	3,243.00	12,975.00	-9,732.00	25.0%

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Accrual Basis

**Eastern Shore Public Library
Profit & Loss Budget vs. Actual
July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
61500 · Computer				
61510 · Computer Hardware	165.48	0.00	165.48	100.0%
61511 · Computer Hardware, State	0.00	2,200.00	-2,200.00	0.0%
61513 · Online Services	627.91	14,500.00	-13,872.09	4.3%
61514 · Internet Services, State	1,182.00	20,500.00	-19,318.00	5.8%
61515 · Computer Software	577.50	500.00	77.50	115.5%
61516 · Computer Software, State	0.00	0.00	0.00	0.0%
61517 · Computer Maintenance	445.00	5,500.00	-5,055.00	8.1%
Total 61500 · Computer	2,997.89	43,200.00	-40,202.11	6.9%
Total 61000 · Operations	11,671.96	109,675.00	-98,003.04	10.6%
62000 · Equipment				
62100 · Equipment, General	399.31	0.00	399.31	100.0%
62200 · Equipment, State	0.00	0.00	0.00	0.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	512.24	8,000.00	-7,487.76	6.4%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	512.24	8,000.00	-7,487.76	6.4%
62000 · Equipment - Other	186.83	1,000.00	-813.17	18.7%
Total 62000 · Equipment	1,098.38	9,000.00	-7,901.62	12.2%
63000 · Programs				
63100 · Adult	0.00	0.00	0.00	0.0%
63200 · Youth	2,059.00	0.00	2,059.00	100.0%
63000 · Programs - Other	9.95	4,000.00	-3,990.05	0.2%
Total 63000 · Programs	2,068.95	4,000.00	-1,931.05	51.7%
64000 · Personnel				
64010 · Salaries - Director	5,355.00	62,424.00	-57,069.00	8.6%
64020 · Salaries - Other	13,802.14	168,000.00	-154,197.86	8.2%
64030 · Hourly Employees	12,226.14	147,000.00	-134,773.86	8.3%
64050 · Payroll Expenses	2,822.00	40,000.00	-37,178.00	7.1%
64070 · Retirement (VRS)	614.94	13,616.00	-13,001.06	4.5%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	0.00	0.00	0.00	0.0%
64083 · Insurance, Life (VRS)	-0.07	0.00	-0.07	100.0%
64084 · Insurance, Gen. Liability (VRS)	0.00	0.00	0.00	0.0%
64085 · Insurance, Medical (Anthem)	3,379.26	47,700.00	-44,320.74	7.1%
64086 · Insurance, Dental (Anthem)	79.50	1,500.00	-1,420.50	5.3%
Total 64080 · Insurance	3,458.69	49,200.00	-45,741.31	7.0%

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Accrual Basis

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
64090 · Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
Total 64000 · Personnel	38,278.91	488,240.00	-449,961.09	7.8%
65000 · Supplies				
65100 · Custodial	0.00	1,000.00	-1,000.00	0.0%
65200 · Office	1,138.34	5,000.00	-3,861.66	22.8%
65300 · Library	1,008.08	9,876.00	-8,867.92	10.2%
65400 · Youth Program Supplies	0.00	500.00	-500.00	0.0%
65000 · Supplies - Other	0.00	200.00	-200.00	0.0%
Total 65000 · Supplies	2,146.42	16,576.00	-14,429.58	12.9%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	2,406.41	47,376.00	-44,969.59	5.1%
66312 · Periodicals, State Aid	3,722.04	5,000.00	-1,277.96	74.4%
66313 · Continuations, State Aid	0.00	500.00	-500.00	0.0%
66314 · Microforms, State Aid	0.00	0.00	0.00	0.0%
66316 · Electronic Resources, State Aid	0.00	2,000.00	-2,000.00	0.0%
66316 · Binding, State Aid	0.00	933.06	-933.06	0.0%
66317 · AV, State Aid	275.21	6,000.00	-5,724.79	4.6%
66318 · Other Non-Book, State Aid	0.00	500.00	-500.00	0.0%
66319 · VBCF Grant Expenses	0.00	0.00	0.00	0.0%
66320 · Cape Charles Contract #16	113.96	2,000.00	-1,886.04	5.7%
66310 · System Materials - Other	0.00	5,000.00	-5,000.00	0.0%
Total 66310 · System Materials	6,517.62	69,309.06	-62,791.44	9.4%
66360 · Affiliates				
66351 · Books, Affiliates	1,559.97	24,000.00	-22,440.03	6.5%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
Total 66360 · Affiliates	1,559.97	24,000.00	-22,440.03	6.5%
66900 · Eastern Shore Room	0.00	0.00	0.00	0.0%
Total 66000 · Materials	8,077.59	93,309.06	-85,231.47	8.7%
67000 · Other				
67100 · Postage	215.99	4,000.00	-3,784.01	5.4%
67200 · Travel	242.18	4,500.00	-4,257.82	5.4%
67300 · Dues	35.00	1,500.00	-1,465.00	2.3%
67000 · Other - Other	0.00	0.00	0.00	0.0%
Total 67000 · Other	493.17	10,000.00	-9,506.83	4.9%

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Accrual Basis

**Eastern Shore Public Library
Profit & Loss Budget vs. Actual
July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
68000 · Miscellaneous				
68100 · Bank Fees	11.12	400.00	-388.88	2.8%
68200 · Returned Checks	0.00	0.00	0.00	0.0%
68300 · Refunds	0.00	30.00	-30.00	0.0%
68600 · Continuing Education	0.00	4,000.00	-4,000.00	0.0%
68000 · Miscellaneous - Other	13,362.99	3,000.00	10,362.99	445.4%
Total 68000 · Miscellaneous	13,374.11	7,430.00	5,944.11	180.0%
69000 · Professional Services				
69001 · Professional Services, Financial	3,382.50	16,500.00	-13,117.50	20.5%
69002 · Professional, Library Services	5,095.54	7,000.00	-1,904.46	72.8%
69000 · Professional Services - Other	0.00	6,500.00	-6,500.00	0.0%
Total 69000 · Professional Services	8,478.04	30,000.00	-21,521.96	28.3%
Total 60000 · EXPENSES	85,687.53	768,230.06	-682,542.53	11.2%
Total Expense	85,687.53	768,230.06	-682,542.53	11.2%
Net Ordinary Income	602,661.86	8,555.12	594,106.74	7,044.5%
Other Income/Expense				
Other Income				
7010 · Interest Income	12.61	29.84	-17.23	42.3%
7030 · Other Income	0.00	0.00	0.00	0.0%
Total Other Income	12.61	29.84	-17.23	42.3%
Other Expense				
61103 · Capital	500,000.00	0.00	500,000.00	100.0%
8010 · Reserve	0.00	10,000.00	-10,000.00	0.0%
8020 · Miscellaneous	-999.39	0.00	-999.39	100.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	499,000.61	10,000.00	489,000.61	4,990.0%
Net Other Income	-488,988.00	-9,970.16	-489,017.84	5,004.8%
Net Income	103,673.86	-1,416.04	105,089.90	-7,326.6%

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08/06/18
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of July 31, 2018

	<u>Jul 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Capital Fund (Suntrust)	270,188.23
Operating Account (Union Bank)	37,237.57
Petty Cash	371.52
Restricted Fund (Suntrust)	10,190.00
Sun Trust	
Liability Reserve	667.00
Reserve	833.00
Sun Trust - Other	102,811.55
Total Sun Trust	<u>104,311.55</u>
Total Checking/Savings	<u>422,298.87</u>
Total Current Assets	422,298.87
Fixed Assets	
New Library	6,000.00
Total Fixed Assets	6,000.00
Other Assets	
Merrill Lynch Auxiliary Account	40,618.74
Total Other Assets	<u>40,618.74</u>
TOTAL ASSETS	<u><u>468,917.61</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	8,567.30
Total Accounts Payable	8,567.30
Credit Cards	
Cardmember Services Visa	4,504.87
Total Credit Cards	4,504.87

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Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of July 31, 2018

	<u>Jul 31, 18</u>
Other Current Liabilities	
2100 · Payroll Liabilities	2,981.62
2110 · Direct Deposit Liabilities	55.41
2210 · Federal Withholding Ta...	-326.27
2220 · State Withholding Taxes	-2.00
2250 · Treasurer of Virginia-V...	29.58
2290 · Anthem, Medical	1,122.50
2300 · Anthem, Dental	118.94
2310 · Garnishment	172.35
2360 · AFLAC	135.20
Total Other Current Liabilities	<u>4,287.33</u>
Total Current Liabilities	<u>17,359.50</u>
Total Liabilities	17,359.50
Equity	
Fund for New Library	500,000.00
1110 · Retained Earnings	-254,917.22
3000 · Opening Bal Equity	95,784.16
Net Income	110,691.17
Total Equity	<u>451,558.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>468,917.61</u></u>

Cape Charles Memorial Library

Monthly Report, July 2018

Youth Programs

Book Reading with Andrew Barbour from Barrier Island Center - 30
Toddler Storytime (4 programs) - 82
Curious Kids (2 programs) - 24
Wild Minds! – 22
Geocaching with Kiptopeke State Park - 20
ES Soil & Wildlife Conservation District - 6
Stuffed Animal Sleepover - 26
Barefoot Puppet Theatre - 105
Barefoot Puppet Workshop - 40
Bird Migration Adventure with Kiptopeke State Park - 30
Tween Night - 15
Owl Prowl - 17

Adult Programs

Memoir Class (1 class) - 10
Barrier Island Center film - 6

Outreach Programs

Stem programs with migrant children at Kiptopeke Elementary School. (4 programs)
Programs with ES Migrant Head Start in Cheriton. (2 programs)
Attended Health Fair at KS Migrant Camp in Cheriton with informational brochures and activities for children.

Total 433

• Library Services

- We have had a busy summer with up to 160 people visiting the library on some days.

• Meetings

- Attended Friends of the Library Meeting. 7/2
- Attended Eastern Shore Public Library Trustee Meeting 7/10
- Attended Library Board Meeting. 7/11
- Attended Ethics in Government. 7/26

• Marketing & Communication

- Installed 2 new business card holders in the lobby.
- Displays for the month featured books on summer theme; *Reading Takes You Everywhere*, and Eastern Shore local history.
- Special publicity was completed for the Summer Reading Program July events, (flyers, Facebook, ESPL website, Town of Cape Charles website, Friends of CCML calendar, and e-mail distribution list).

• Outreach

- Presented a StEM program for migrant children at Kiptopeke Elementary every Monday at 1:00.
- Presented a program for Eastern Shore Migrant Head Start in Cheriton.

- Participated in the Eastern Shore Rural Health Migrant Health Fair. 7/26,6:00p.m.

- **Facility**
 - There is still an odor in the Library.
 - The 3 newer air-conditioning units were cleaned and freon was added.

- **Technology**

- **Continuing Education**
 - All four of the Eastern Shore Public libraries attended a day of staff training.

- **Personnel**
 - Library Assistant Austin Riopel resigned as of July 26 to attend library school.
 - We interviewed 4 applicants and hired Bobby Harman to fill this position. He will begin on August 13.

- **Youth Services**
 - Toddler Storytime, 10:30 Thursday
 - Summer Reading Program-*Reading Takes You Everywhere*
 - Book Reading with author Andrew Barbour-Barrier Island Center, 7/3,11:00
 - Preschool Art for Curious Kids, 7/5, 11:00
 - Wild Minds! Designed for ages 8+, 7/5, 2:30
 - Geocaching with Kiptopeke State Park, 7/9, 4:00
 - Water's Incredible Journey: The Chesapeake Bay, 7/10,11:00.
 - Stuffed Animal Sleepover! 7/12, 7:00
 - Owl Prowl with Ranger Bill of Kiptopeke State Park. 7/14,7:30
 - Barefoot Puppet Theatre at Civic Center, 7/17,11:00
 - Barefoot Puppet Workshop, 7/17, 12:00
 - Bird Migration with Ranger Stan of Kiptopeke State Park, 7/24,11:00
 - Preschool Art for Curious Kids, 7/17, 11:00
 - Wild Minds! Imagine & Create, 7/26, 2:30

- **Adult Programs**
 - Memoir/Creative Writing Class (met one additional time this month.)
 - Barrier Islands Center film, Welcome to the table, 7/10,7:00

- **Friends of Cape Charles Memorial Library**
 - Provided Computer Tutor one-on-one training for patrons.

- **Volunteers**
 - Had 150.5 volunteer hours this month.

Upcoming Events

- Silent Comedy with Hoopee, 7/25,11:00
- Meet the Tooth Fairy, 8/2, 10:30
- Pirate Treasure Hunt with Pirate Stan,8/7 11:00
- Turtle Tales with Virginia Living Museum, 8/8, 10:30
- Wild Minds! 8/13,1:30
- Owl Prowl with Ranger Bill of Kiptopeke State Park, 8/17, 7:30

Chincoteague Island Library
August Report for ESPL Board of Trustees

July Statistics

Circulation: 1,766; internet: 163; new patrons: 28.

Children's Programs

Summer Tales 4 Tots & Young Explorers Programs will end Thursday, August 16. Combined attendance averaged 35 children each week. This week, musician Greg Shupe will entertain the Young Explorers. Retired Kindergarten teacher, Susan Perch, will tell the Tales 4 Tots children all about "Bees." This program will include stories, songs and crafts. Next week, NASA Outreach will visit the Young Explorers—theme for the day will be "Rockets." Tales 4 Tots will be all about "Music" with special guest, Ally Tarwater.

Special Programs have been very successful. Zoo2You program from Salisbury Zoo was well attended and enjoyed by all. Chris "Hoopoe" Yerlig entertained close to 100 children and adults. Everyone had a wonderful time. We were very fortunate to hold these programs at the Social Hall of the Christ United Methodist Church.

Summer Reading Challenge will end Thursday, August 16 with a wrap-up party at 11 a.m. at the library. Light refreshments and a special drawing for area gifts and gift certificates will be held for all in attendance. Gifts certificates were donated by Maui Jack's Waterpark, the Island Creamery, Mr. Whippy's, Sun Dial Books. Other gifts were donated by several area businesses. All children who turn in their reading logs will receive a bag of back-to-school supplies.

Fall Tales 4 Tots will begin on Thursday, September 13 at 10 a.m. The theme for our fall program is "The People in Your Neighborhood." We are planning visits from the police department, school bus drivers, trolley drivers, fire department, Museum, Coast Guard and/or boat captain, etc.

Events

Labor Day Weekend Yard Sale plans are being finalized. The indoor yard sale will take place on Saturday, September 1 from 8 a.m. – 2 p.m.

Locals Week at the Library will be held again during National Library Week in April.

Sunset Cruise is scheduled for Thursday evening, June 20, 2019 at 6 p.m. aboard the Martha Lou with Capt. Carlton Leonard.

Maintenance

Power washing of the building has been completed. Painting of the front of the building and refinishing the park side door is scheduled to begin next week, gutters have been installed, and we have hired a mason to fix the brick sidewalk in front of the handicapped ramp in order to install a drain, and we are in the process of hiring someone to do a thorough “yearly” cleaning.

Annual Mailing

We are in the process of preparing our annual mailing. We anticipate sending out the appeal the last week of September or first week of October.

Board Concerns

The Board of Directors is working hard to come up with a mutually agreeable solution regarding the issue of Harriet Lonergan’s volunteer hours. The discussion at last week’s board meeting had to be postponed due to lack of privacy. The board will be meeting this week to try to resolve some of the problems that have arisen.

When Cara and Linda met in May to begin discussing updating the agreement between ESPL and CIL, Cara indicated that there was a conflict with having a paid employee also volunteer. However, she said she would not pursue the issue because Harriet would be retiring in another year or two. We’re not sure what happened to change that. The problem our library is facing is that Harriet often covers for volunteers who cannot come in. This means that we may need to close the library often at a moment’s notice. Of course, this creates a huge problem for our patrons and visitors who have relied on our being open 41 hours each week.

We will inform your Board shortly with some possible solutions.

LJR – 08/08/18



Main Library
Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

PO Box 360
Accomac, VA 23301
Phone: 757-787-3400
Fax: 757-787-2241
www.espl.org

From the Director's Desk

Cara Burton, Director

**Director's Report
Tuesday, August 14, 2018**

Circulation detail for most recent month – to be provided later.

Recommendation: None.

• **Library Services & Patron Relations**

- The libraries were closed July 25 for Staff Development Day. Staff received training in: Evergreen search tips, customer service and implementation of behavior policy, sexual harassment (VML representative), CREDO online databases (virtual vendor rep), and RB Digital (vendor rep on-site). All ESPL staff and CCML staff attended. Held at Chamber of Commerce.
- "Funding Information Network Partner," a.k.a. FIN. A training class on "Introduction to Fundraising Planning," a webinar by Foundation Center at ESCC will take place July 17 at ESCC with 22 attending. Access to FDO at Cape Charles is working. Amy Bull, ESRH, has organized a workshop on the use of Census Data held August 7 at the Chamber. Cara has offered to speak to nonprofit boards about FDO and do a demo.
- General/Adult Programs: Brian Simpkins has worked with Literacy Council one night a week for six weeks to allow them to use library for training in evening when library closed. LC paying for Simpkin's time.
- Exhibits: "2018 Virginia Women in History" traveling exhibit from LVA is on display.
- Youth Services (Janice Felker):
 - Throughout the month, continued to work on promotion for Summer Reading and Summer Food programs.
 - Supervised Teen Interns for Accomac and Nassawadox - one at each location.
 - Continued promoting our new online service "Early World of Learning" with World Book Online available through the Library of Virginia.
 - Continued promoting the upcoming American Evolution program. "AMERICAN EVOLUTION™" commemorates the 400th anniversary of several key historical events that occurred in Virginia in 1619 that continue to influence America today. Featured events, programs, and legacy projects inspire local, national, and international engagement in the themes of democracy, diversity, and opportunity. " - <http://www.americanevolution2019.com/about/>
 - Worked on collection development (purchasing and discarding) for Children's and YA collections.
 - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (July 11, July 18)
 - Served Lunch at the Library at Nassawadox (Mondays and Wednesdays from 12 Noon to 1 PM) and at Accomac (Tuesdays and Thursdays from 12 Noon to 1 PM).
 - Held Summer Programs at Nassawadox (Mondays and Wednesdays at 1 PM) and at Accomac (Tuesdays and Thursdays at 1 PM).
 - Attended ESPL Board of Trustees meeting in Accomac. (July 10)
 - Created displays at Nassawadox and Accomac libraries to promote teen involvement in Teen Read Week and YALSA's Teens' Top 10 event. "The Teens' Top Ten is a "teen choice" list, where teens nominate and choose their favorite books of the previous year! Nominators are members of teen book groups in fifteen school and public libraries around the country. Nominations are posted on the Thursday of National Library Week, and teens across the country vote on their favorite titles each year. Readers ages twelve to eighteen will vote online between August 15 and Teen Read Week™ (October 7-13, 2018) ..."

- Arranged for radio promotions for Salisbury Zoo and Hoopoe presentations on La Fabulosa 95.5 FM radio in coordination with Wendy Johnson.
 - Viewed the "Library of Virginia - Early World of Learning Training Webinar." (July 20)
 - Viewed the "Fine-Free Future - RIPL Version" webinar. (July 20)
 - Attended staff training day and coordinated a session on use of our Credo Reference and Homework Help (online services) for staff. (July 25)
 - Participated in online training for "EBSCO ebook training for Virginia Libraries." (July 26)
 - Viewed the PLA webinar "Fresh Food Fresh Thinking." (July 27)
 - **Passive Programs:** No basket drawing this month, due to time constraints and supplies.
 - **Technical Services (Charle Ricci):**
 - Book display - Hey y' all - Books about the South
 - Facebook post about Books about the South display
 - Facebook post about newly catalogued travel guides
 - Staff training day - July 25, 2018
 - Staff training day presentation on Evergreen ILS: Tips and Tricks for Searching the Catalog and Navigating the Circulation Module
 - Library of Virginia webinar - EBSCO Host eBooks for Virginia Libraries - July 26, 2018
 - Construction Committee Meeting - July 24, 2018
 - Board of Trustees Meeting - July 10, 2018
 - Weeding adult fiction collection in preparation for move to Parksley
 - Redesigned book request cards to improve efficiency for Tech. Services/ILL as well as response time to patrons
 - **Eastern Shore Room (Stacia Childers)**
 - Burton worked with Dr. Barnes on NEH grant for an archivist. Met submission for deadline.
 - See facility.
- **Meetings:**
 - 7/18 Tyco - to review RFID planning. With Ricci.
 - 7/18 Foundation committee for fundraising
 - 7/20 Connie Morrison, Eastern Shore Post - will start having a monthly column on library services
 - 7/24 Construction Committee
 - 7/26 Foundation
 - 8/1 Foundation committee meeting for fundraising
 - 8/3 TALDC
 - Civic Engagement Committee - public/school/college libraries with League of Women Voters and other community groups across the bay are discussing how to promote civic engagement; Burton could not attend initial meeting, but other director's reported; Burton monitors emails
 - Library Excellence - report of representative on LVA's updating of library standards. Our "district" working on the staff & volunteer section. Discussion on how we use them and importance. Burton recommended having gold-silver-bronze levels of recognition.
 - LVA updating BoT handbook
 - Discussion on relationship with Parks and Recreation Departments
 - Blackwater Regional's salary analysis was productive: pay rate adjustments from lowest=\$7.50 to lowest=\$11.56 per hour. "Retention incentives" are used, rather than bonuses.
 - Williamsburg, Blackwater, and Yorktown have capital projects. Municipalities fully supporting and deciding on location.
 - Will get BiblioConnect access which allows us to pull annual reporting data comparison from libraries that report with BiblioStat.
 - Many libraries have streaming video service.
- **Outreach:**
 - 7/23 Va/Md Baptist Association conference - 15 minute presentation on regional library project
 - Pop-up library at Exmore National Night Out on August 7.
- **Facility:**
 - Mold issue in Eastern Shore Room. Dehumidifiers and new a/c purchased.
 - Working to get Exit lights fixed. Electricians got some lighting working again.
- **Marketing & Communications:**
 - Working with Friends to promote ways to donate books other than ESPL.
 - 60th anniversary book 99% done.

- Technology
 - Four more new computers received and in process of being formatted/installed. Takes time to install. Total: 4 new computers for staff area. 3 for public at Accomac. 1 for public in NFL. Some of older computers shifting for re-use (eg online catalog) and retiring others.
- Continuing Education
 - 7/16 Immigration 101 at Social Services office. Burton and Rogers attended.
 - 7/19 UN Sustainable Development Goals webinar
 - 7/25 Staff Development Day (see above)
 - 7/31 Pocomoke Native Americans, Chincoteague Museum
- Personnel
 - Few resumes received for adult services position. Will be interviewing soon.
- Library Associations & Library of Virginia:
 - See TALDC meeting.
- Other
 - Healthy Communities Executive Committee retreat - 9-3

Upcoming:

July 17 - FIN webinar on Fundraising Planning
 July 25 - Staff Development Day - Libraries Closed!!
 August 7 - Use of Census data training workshop
 2019 - ODU Big Read: Claudia Rankine's Citizen

MEMORANDUM

TO: Board of Trustees
FROM: Paul Berge
DATE: August 9, 2018
SUBJECT: Foundation Liaison Report

Recent Meetings

The Foundation Board of Directors held its monthly meeting on Thursday, July 26.

Donations

The Foundation received about \$2,200 in donations for July. The two applications to the NEH totaling over \$800,000 were not awarded. Foundation directors met with the Batten Foundation on August 1.

Regular Monthly Meeting Activities

Meeting discussion items included:

- Voted to request that the Trustees delay signing a deed transferring the Parksley property to Accomack County until NMTC funding can be resolved;
- Amended its Bylaws to allow 21 total directors on the Board. The previous total was 15;
- Continued planning the 2018-19 Heritage Center capital campaign;
- Established a Volunteer Recruitment Committee. The first meeting will be held on August 16.

Next Meeting

The Foundation Board of Directors will meet on Thursday, August 23 at 9:30 a.m. at the Fundraising Office in Onley.

MEMORANDUM

TO: Board of Trustees
FROM: Paul Berge
DATE: August 9, 2018
SUBJECT: Capital Finance Committee Report

NCALL Bridge Loan

A loan commitment is likely to remain undecided until the NMTC matter is resolved.

National Endowment for the Humanities

Two applications requesting over \$800,000 were not funded. It is anticipated that we will apply again when the next round opens.

Other Public Revenue Sources

Under consideration are the following:

- USDA Rural Development Community Facilities Grant (CF)
- USDA Rural Development Rural Business Development Grant (RBDG)
- Contributions from 19 Eastern Shore Towns

ESPL Construction Committee Meeting
Foundation Office/Four Corners Plaza Onley, VA
July 24, 2018

Present at the meeting: Dennis Custis (co-chair), Pam Holley (co-chair), Cara Burton, John Callander, Tim Valentine, Tom Rakowski, Jackie Davis (ESPL Board of Trustees Chair), Colette Nelson (ESPL Foundation), Richard Lewis (Steering Committee), Paul Muhly (Steering Committee), Stuart Hall (Accomack County), Howard Collins, Jeff Pierce, Pat Bloxom (ESPL Board of Trustees), Donna Handbidge (ESPL Friends), Charle Ricci, Summer Dahlmanns.

Initial discussion: Callander's questions about quotes from estimators, including labor rates, salvage estimates of copper, and the estimated steel surcharge. Architects responded to all questions and indicated a willingness to confer further with estimators, especially when plans are at 75%.

Some issues, such as price for pouring of a new concrete slab, as advised by structural engineers, will be reworked by estimators. Architects were asked if demolished slab could be reused in parking lot; civil engineer Salm had already indicates that some changes to exterior paving could reduce costs.

Changes to plans:

- Discussion about A-102, exterior door for archives room
- Group study rooms now united into one larger space; two doors suggested to allow room to be divided if needed
- Storage room and Mechanical [125] can be united into one room with existing exterior door removed
- Ship's ladder for mezzanine area; hatch to roof to be removed; ladder access to roof.
- Electronically controlled shades suggested to control light and heat entering building
- Foundation Office wall to be solid, not glass
- Room 123, door will be moved to left
- Electrical engineers to work with library technology provider to coordinate placement of rack and drops
- Agreement reached that staff-requested exterior windows would be retained
- Fire and security systems to be separated; that info to be clause in bid package

Further topics of discussion:

- Lundquist is vendor used by several county agencies for door security
- Town of Parksley is expanding video security system to include library area, including back of building
- Pierce will meet with someone in town of Parksley or Accomack County to review codes
- Survey indicates line between Fresh Pride Building and Dollar General runs exactly down the middle
- In response to question about architects' presence at meeting today, any of their meetings with construction committee are not billed separately as that service is part of contract with library
- MOU and the varying interpretations between the two committees. Wording of MOU indicates that when plans are final, the Steering Committee reviews them and takes over the construction process from that point

Pam Spencer Holley and Dennis Custis, Co-chairs
August 7, 2018