

Eastern Shore Public Library

Board of Trustees

November 13, 2018 @ 3:00 PM

Eastern Shore Public Library, Accomac

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 –
8. Capital Project Update (Board Committees)
 - a. Construction Committee – Dennis and Pam
 - b. Steering Committee Update – Tim
 - c. Finance Committee –
9. Budget Committee – No report
10. Old Business -
11. New Business-
12. Additional Comments
13. Next Meeting; December 11, 2018 at Main Library in Accomac at 3:00 PM
15. Adjournment



Main Library - Accomac

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

EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
October 9, 2018, 1:00 pm
Chincoteague Island Library, VA

Present: Gerry Ryan (Vice Chair), Barbara Coady, Dennis Custis, Kitty Hall, Ann Rutledge, Tim Valentine. Absent: Jackie Davis (Chair), Dana Bundick (Treasurer), Patricia Bloxom
In attendance: Cara Burton, Director. Staff: Summer Dahlmanns, Janice Felker

1. Meeting called to order at 1:01 pm.
2. Public comments. None.
3. Minutes. Coady motioned and Hall seconded that the minutes be approved. Minutes approved as distributed.
4. Financial Report. Custis moved and Valentine seconded to accept the reports. Hall questioned the financial services expenses. Motion approved.
5. Branch and Friend's Report
 - a. Cape Charles Memorial Library - The 100th anniversary celebration plans were distributed. The Owl Prowl with Kiptopeake State Park was very popular. 15 to 20 people attended. A reader's sharing program and social media program took place.
 - b. Chincoteague Island - no report.
 - c. Northampton Free Library - Janice reported that the youth community garden group is going well. Rutledge asked about the iPad tables; Felker reported they are funded from the United Way grant and for children's programs. Rutledge said the AWE early literacy pc was very popular over the summer.
 - d. Friends of ESPL - They are having a 60th anniversary event on Oct. 23.
6. Director's Report - Hall asked what is Sonicwall.
7. ESPL Foundation/Capital Campaign Council
 - a. Capital Campaign Update - One correction to submitted report that the volunteer committee does not meet weekly. Ryan asked about the NMTC status. Ryan questioned the value engineering changes and the plans. Ryan questioned the parking lot changes Muhly wanted. Valentine said he has had concerns about the through traffic in the alley. He stated that VDOT suggested to Muhly to close the access to the parking lot.

Coady moved and Rutledge seconded that any decisions to move the egress in the parking lot by the Construction Committee come back to the BoT for approval. Motion carried.
8. Capital Project Update



- a. **Construction Committee (Custis)** - Architects said they would only submit a plan that met the budget, using the estimator's quotes. Cut the brick wall by children's room, furnishings, etc. The smaller items were kept. Several items cut can be added later. The committee has the 75% drawings now. 90% drawings will be presented next.
 - b. **Steering Committee (Valentine)** - Currently there are only two active members as Lewis is unable to participate at the time.
 - c. **Finance Committee (no chair)** - No update.
9. **Budget Committee** - No report.
10. **Old Business** - No report.
11. **New Business** - No report.
12. **Additional Comments** - No comments.
13. **Next meeting:** November 13, 2018 at ESPL in Accomac.
14. **Hall motioned to adjourn and Custis seconded. Motion carried. Meeting adjourned at 1:52 p.m. by Vice Chair Ryan.**

Respectfully submitted,

Cara Burton, Secretary



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

Board of Trustees

Jacqueline Davis, Chairperson
Gerry Ryan, Vice Chairman
Patricia Bloxom, Barbara Coady, Dennis Custis, Katherine "Kitty" Hall,
Ann Rutledge, Tim Valentine

Dana Bundick, Treasurer
Cara Burton, Library Director and Secretary

**FINANCIAL REPORT
November 8, 2018**

Balance Sheet

Don't panic when you see \$579 in our operating account! That is the amount left in the Union Bank account. Our operating funds are under "Sun Trust – Other." I discussed with Karen Crockett the labeling of that and the "other" is a Quickbooks automatic designation when you assign undefined "subaccounts." Eventually the Union Bank amount will zero out and we can remove that "Operating Account" from showing on the report.

Crockett will be consulting with the auditor on the remaining Union Bank funds which are related to payroll, so a little complicated. She also plans to speak with him about some of the capital funds, including the \$6,000, which was for asbestos removal.

Budget vs. Actual

I reviewed Karen Crockett's billing. The transfer from Union Bank to SunTrust took more than the budgeted time. Recently there was additional time for the audit preparation. The recent bill, and more in line with the budget plan, is \$1,100. We continue to review efficiencies, including what library staff can do to reduce bookkeeping time.

Reallocations of funds that I requested are not reflected in this report.

The Merrill Lynch \$14,000 cashed CD income and corresponding \$14,000 check to ESPL Foundation do not show on the report. I have directed an adjustment in how it is allocated to be made so that it is clearer in final reports.

Note bank fees will increase due to our Vendor Merchants Account.

Brian Simpkins commented that the change to allowing patrons to "pay as you go" on their fines has been successful. Rather than feeling turned away from the library, they will pay some and come back again. This may be one reason our fine income has increased---improved public service---in addition to providing the option to charge/debit card fine/fee payments.

Budget adjustments will be compiled in December and recommended to the budget committee.

The projected state aid for next year will be increased \$1,674 to \$178,118.

2:21 PM
11/05/18
Accrual Basis

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

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating Account (Union Bank)	579.66
Petty Cash	533.52
Restricted Fund (Suntrust)	10,190.00
Sun Trust	
Liability Reserve	2,668.00
Reserve	3,332.00
Sun Trust - Other	149,209.71
Total Sun Trust	<u>155,209.71</u>
Total Checking/Savings	<u>166,512.89</u>
Total Current Assets	166,512.89
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>213,131.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,428.50
Total Accounts Payable	4,428.50
Credit Cards	
Cardmember Services Visa	1,024.90
Total Credit Cards	1,024.90

2:21 PM
11/05/18
Accrual Basis

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

	<u>Oct 31, 18</u>
Other Current Liabilities	
2100 · Payroll Liabilities	748.46
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	75.00
Total Other Current Liabilities	<u>1,993.97</u>
Total Current Liabilities	<u>7,447.37</u>
Total Liabilities	7,447.37
Equity	
Fund for New Library	500,000.00
1110 · Retained Earnings	-243,951.82
3000 · Opening Bal Equity	95,784.16
Net Income	-146,148.08
Total Equity	<u>205,684.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>213,131.63</u></u>

	<u>Oct 18</u>
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	
41010 · Accomack County	100,926.75
41030 · State Aid	44,111.00
	<hr/>
Total 41000 · Government Income	145,037.75
42000 · Contributions	
42010 · ESPL Friends	123.50
42040 · Contributions Restricted	50.00
	<hr/>
Total 42000 · Contributions	173.50
43000 · Reimbursements	
43040 · Book Replacement	14.95
	<hr/>
Total 43000 · Reimbursements	14.95
44000 · Fines & Fees	
44010 · Fines	815.61
44020 · Photocopying	303.39
44030 · Fax	267.40
44040 · Other	34.90
44000 · Fines & Fees - Other	114.89
	<hr/>
Total 44000 · Fines & Fees	1,536.19
45000 · Endowments	
45020 · General (Merrill Lynch)	160.55
	<hr/>
Total 45000 · Endowments	160.55
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	10.00
	<hr/>
Total 49000 · Miscellaneous Income	10.00
	<hr/>
Total 40000 · INCOME	146,932.94
Total Income	146,932.94
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	2,698.77
61102 · Building Maintenance, NFL	95.75
	<hr/>
Total 61100 · Building	2,794.52
61200 · Utilities	
61202 · Electricity	1,803.28
61203 · Telephone	2,337.57
	<hr/>
Total 61200 · Utilities	4,140.85

2:20 PM
11/05/18
Accrual Basis

Eastern Shore Public Library
Profit & Loss
October 2018

	<u>Oct 18</u>
61300 · Vehicle Operation	42.72
61500 · Computer	
61510 · Computer Hardware	691.61
61513 · Online Services	650.93
61514 · Internet Services, State	7,422.00
61517 · Computer Maintenance	445.00
	<hr/>
Total 61500 · Computer	9,209.54
Total 61000 · Operations	16,187.63
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	506.04
	<hr/>
Total 62300 · Equipment Maintenance	506.04
Total 62000 · Equipment	506.04
64000 · Personnel	
64010 · Salaries - Director	5,355.00
64020 · Salaries - Other	13,802.14
64030 · Hourly Employees	13,238.03
64050 · Payroll Expenses	2,291.83
64070 · Retirement (VRS)	1,132.18
64080 · Insurance	
64083 · Insurance, Life (VRS)	-0.02
64085 · Insurance, Medical (Anthem)	3,379.26
64086 · Insurance, Dental (Anthem)	79.50
	<hr/>
Total 64080 · Insurance	3,458.74
64000 · Personnel - Other	109.00
	<hr/>
Total 64000 · Personnel	39,386.92
65000 · Supplies	
65200 · Office	1,727.22
65300 · Library	1,122.03
65400 · Youth Program Supplies	59.87
	<hr/>
Total 65000 · Supplies	2,909.12
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	4,532.16
66313 · Continuations, State Aid	100.23
66314 · Microforms, State Aid	630.00
66317 · AV, State Aid	396.83
66320 · Cape Charles Contract #15	143.20
	<hr/>
Total 66310 · System Materials	5,802.42

2:20 PM
11/05/18
Accrual Basis

Eastern Shore Public Library
Profit & Loss
October 2018

	<u>Oct 18</u>
66350 · Affiliates	
66351 · Books, Affiliates	2,697.35
Total 66350 · Affiliates	<u>2,697.35</u>
Total 66000 · Materials	8,499.77
67000 · Other	
67100 · Postage	15.99
67200 · Travel	406.81
Total 67000 · Other	<u>422.80</u>
68000 · Miscellaneous	
68100 · Bank Fees	230.13
68000 · Miscellaneous - Other	900.13
Total 68000 · Miscellaneous	<u>1,130.26</u>
69000 · Professional Services	
69001 · Professional Services, Financial	2,280.00
69002 · Professional, Library Services	547.57
69003 · Professional Services	1,500.00
Total 69000 · Professional Services	<u>4,327.57</u>
Total 60000 · EXPENSES	<u>73,370.11</u>
Total Expense	<u>73,370.11</u>
Net Ordinary Income	73,562.83
Other Income/Expense	
Other Expense	
8020 · Miscellaneous	26.92
Total Other Expense	<u>26.92</u>
Net Other Income	<u>-26.92</u>
Net Income	<u><u>73,535.91</u></u>

2:21 PM
 11/05/18
 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
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	201,853.50	403,707.00	-201,853.50	50.0%
41020 · Northampton County	69,000.00	138,000.00	-69,000.00	50.0%
41030 · State Aid	88,222.00	165,002.00	-76,780.00	53.5%
Total 41000 · Government Income	359,075.50	706,709.00	-347,633.50	50.8%
42000 · Contributions				
42010 · ESPL Friends	1,859.93	3,000.00	-1,140.07	62.0%
42020 · NFL Friends	6,001.60	10,000.00	-3,998.40	60.0%
42030 · Contributions Unrestricted	0.00	1,500.00	-1,500.00	0.0%
42040 · Contributions Restricted	5,229.18	5,000.00	229.18	104.6%
42050 · Legacies & Bequests	81.14	500.00	-418.86	16.2%
Total 42000 · Contributions	13,171.85	20,000.00	-6,828.15	65.9%
43000 · Reimbursements				
43010 · ESPL	354.00	500.00	-146.00	70.8%
43020 · Island	211.63	1,000.00	-788.37	21.2%
43030 · Cape Charles	87.72	18,000.00	-17,912.28	0.5%
43040 · Book Replacement	76.94	400.00	-323.06	19.2%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	0.00	0.00	0.00	0.0%
Total 43000 · Reimbursements	730.29	19,900.00	-19,169.71	3.7%
44000 · Fines & Fees				
44010 · Fines	3,819.10	7,500.00	-3,680.90	50.9%
44020 · Photocopying	2,637.15	6,000.00	-3,362.85	44.0%
44030 · Fax	1,546.90	5,500.00	-3,953.10	28.1%
44040 · Other	579.85	2,000.00	-1,420.15	29.0%
44000 · Fines & Fees - Other	300.98	823.31	-522.33	36.6%
Total 44000 · Fines & Fees	8,883.98	21,823.31	-12,939.33	40.7%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 · General (Merrill Lynch)	200.88	800.00	-599.12	25.1%
45090 · Miscellaneous Endowments	67.95	2,000.00	-1,932.05	3.4%
Total 45000 · Endowments	268.83	2,800.00	-2,531.17	9.6%
46000 · Private Grants	1,000.00	1,000.00	0.00	100.0%

2:21 PM
 11/06/18
 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	0.02	40.00	-39.98	0.1%
49020 · Driver Education Test Proctorin	90.00	400.00	-310.00	22.5%
49000 · Miscellaneous Income - Other	0.00	0.00	0.00	0.0%
Total 49000 · Miscellaneous Income	90.02	440.00	-349.98	20.5%
Total 40000 · INCOME	383,220.47	772,672.31	-389,451.84	49.6%
4250 · Grants, Other				
4400 · Gifts	0.00	4,000.00	-4,000.00	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	383,220.47	776,672.31	-393,451.84	49.3%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	5,509.04	20,000.00	-14,490.96	27.5%
61102 · Building Maintenance, NFL	95.75	3,500.00	-3,404.25	2.7%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	5,604.79	23,500.00	-17,895.21	23.9%
61200 · Utilities				
61201 · Fuel Oil	0.00	4,500.00	-4,500.00	0.0%
61202 · Electricity	5,699.11	11,000.00	-5,300.89	51.8%
61203 · Telephone	4,536.86	12,000.00	-7,463.14	37.8%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 · Utilities	10,235.97	27,500.00	-17,264.03	37.2%
61300 · Vehicle Operation	597.61	2,500.00	-1,902.39	23.9%
61400 · Insurance (VML)				
61401 · Insurance, Building	7,830.75	10,441.00	-2,610.25	75.0%
61402 · Insurance, Vehicles	300.00	400.00	-100.00	75.0%
61407 · Insurance, Pro. Liability	740.25	987.00	-246.75	75.0%
61400 · Insurance (VML) - Other	412.00	1,527.00	-1,115.00	27.0%
Total 61400 · Insurance (VML)	9,283.00	13,355.00	-4,072.00	69.5%

2:21 PM
 11/05/18
 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	1,334.33	0.00	1,334.33	100.0%
61511 · Computer Hardware, State	0.00	2,200.00	-2,200.00	0.0%
61513 · Online Services	3,081.22	14,500.00	-11,418.78	21.2%
61514 · Internet Services, State	10,968.00	20,500.00	-9,532.00	53.5%
61516 · 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	2,225.00	5,500.00	-3,275.00	40.5%
Total 61500 · Computer	18,186.05	43,200.00	-25,013.95	42.1%
Total 61000 · Operations	43,907.42	110,055.00	-66,147.58	39.9%
62000 · Equipment				
62100 · Equipment, General	956.31	0.00	956.31	100.0%
62200 · Equipment, State	0.00	0.00	0.00	0.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	2,060.56	8,000.00	-5,939.44	25.8%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	2,060.56	8,000.00	-5,939.44	25.8%
62000 · Equipment - Other	0.00	1,000.00	-1,000.00	0.0%
Total 62000 · Equipment	3,016.87	9,000.00	-5,983.13	33.5%
63000 · Programs				
63100 · Adult	0.00	0.00	0.00	0.0%
63200 · Youth	3,884.81	0.00	3,884.81	100.0%
63000 · Programs - Other	50.06	4,000.00	-3,949.94	1.3%
Total 63000 · Programs	3,934.87	4,000.00	-65.13	98.4%
64000 · Personnel				
64010 · Salaries - Director	21,420.00	62,424.00	-41,004.00	34.3%
64020 · Salaries - Other	55,208.56	168,000.00	-112,791.44	32.9%
64030 · Hourly Employees	52,612.74	147,000.00	-94,387.26	35.8%
64050 · Payroll Expenses	11,819.31	40,000.00	-28,180.69	29.5%
64070 · Retirement (VRS)	4,528.83	13,616.00	-9,087.17	33.3%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	416.25	553.00	-136.75	75.3%
64083 · Insurance, Life (VRS)	-0.09	0.00	-0.09	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.01	0.00	-0.01	100.0%
64085 · Insurance, Medical (Anthem)	13,517.04	47,700.00	-34,182.96	28.3%
64086 · Insurance, Dental (Anthem)	318.00	1,500.00	-1,182.00	21.2%
Total 64080 · Insurance	14,251.19	49,753.00	-35,501.81	28.6%

2:21 PM
 11/05/18
 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	109.00	0.00	109.00	100.0%
Total 64000 · Personnel	159,949.63	488,793.00	-328,843.37	32.7%
65000 · Supplies				
65100 · Custodial	14.97	1,000.00	-985.03	1.5%
65200 · Office	3,160.56	5,000.00	-1,839.44	63.2%
65300 · Library	4,684.75	9,876.00	-5,191.25	47.4%
65400 · Youth Program Supplies	163.20	500.00	-336.80	32.6%
65000 · Supplies - Other	134.30	200.00	-65.70	67.2%
Total 65000 · Supplies	8,157.78	16,576.00	-8,418.22	49.2%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	8,689.76	47,376.00	-38,686.24	18.3%
66312 · Periodicals, State Aid	3,722.04	5,000.00	-1,277.96	74.4%
66313 · Continuations, State Aid	-92.68	500.00	-592.68	-18.5%
66314 · Microforms, State Aid	630.00	0.00	630.00	100.0%
66315 · 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	1,066.44	6,000.00	-4,933.56	17.8%
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 #15	488.08	2,000.00	-1,511.92	24.4%
66310 · System Materials - Other	0.00	5,000.00	-5,000.00	0.0%
Total 66310 · System Materials	14,503.64	69,309.06	-54,805.42	20.9%
66350 · Affiliates				
66351 · Books, Affiliates	5,079.86	24,000.00	-18,920.14	21.2%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
Total 66350 · Affiliates	5,079.86	24,000.00	-18,920.14	21.2%
66900 · Eastern Shore Room	0.00	0.00	0.00	0.0%
Total 66000 · Materials	19,583.50	93,309.06	-73,725.56	21.0%
67000 · Other				
67100 · Postage	463.96	4,000.00	-3,536.04	11.6%
67200 · Travel	2,237.09	4,500.00	-2,262.91	49.7%
67300 · Dues	1,683.00	1,500.00	183.00	112.2%
67000 · Other - Other	0.00	0.00	0.00	0.0%
Total 67000 · Other	4,384.05	10,000.00	-5,615.95	43.8%

2:21 PM
 11/05/18
 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	445.82	400.00	45.82	111.5%
68200 · Returned Checks	0.00	0.00	0.00	0.0%
68300 · Refunds	11.00	30.00	-19.00	36.7%
68400 · MLS Fellowship - State Aid	0.00	1,000.00	-1,000.00	0.0%
68600 · Continuing Education	1,000.00	4,000.00	-3,000.00	25.0%
68000 · Miscellaneous - Other	1,287.24	3,000.00	-1,712.76	42.9%
Total 68000 · Miscellaneous	2,744.06	8,430.00	-5,685.94	32.6%
69000 · Professional Services				
69001 · Professional Services, Financial	7,140.00	16,500.00	-9,360.00	43.3%
69002 · Professional, Library Services	2,737.84	7,000.00	-4,262.16	39.1%
69003 · Professional Services	500.00			
69000 · Professional Services - Other	4,241.98	6,500.00	-2,258.02	65.3%
Total 69000 · Professional Services	14,619.82	30,000.00	-15,380.18	48.7%
Total 60000 · EXPENSES	260,298.00	770,163.06	-509,865.06	33.8%
Total Expense	260,298.00	770,163.06	-509,865.06	33.8%
Net Ordinary Income	122,922.47	6,509.25	116,413.22	1,888.4%
Other Income/Expense				
Other Income				
7010 · Interest Income	30.60	29.84	0.76	102.5%
7030 · Other Income	500,000.00	0.00	500,000.00	100.0%
Total Other Income	500,030.60	29.84	500,000.76	1,675,705.8%
Other Expense				
61103 · Capital	770,188.23	0.00	770,188.23	100.0%
8010 · Reserve	0.00	10,000.00	-10,000.00	0.0%
8020 · Miscellaneous	-922.47	0.00	-922.47	100.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	769,265.76	10,000.00	759,265.76	7,692.7%
Net Other Income	-269,235.16	-9,970.16	-259,265.00	2,700.4%
Net Income	-146,312.69	-3,460.91	-142,851.78	4,227.6%

October 2018

Northampton Free Library (NFL)

Computer Usage

There were 726 computer users this month, which includes our children's iPad station as well.

Staffing

No Staff Changes this month.

Building Maintenance

Routine monthly maintenance completed this month on our HVAC system. No major issues found.

Meeting Room Usage

The meeting room was used 13 times this month, which includes small groups and individual use.

Programs

Janice & I attended the Trunk-Or-Treat at the Northampton High/Middle School. We gave out 140 treat bags & 40 books to the children. We were excited by the children choosing free books over candy!!

No new programs are to be reported this month.

NFL Friends News

Upcoming Friends meeting scheduled for November 5th.

Barbrielle Rogers, NFL Branch Manager

October 2018

Northampton Free Library (NFL)

Computer Usage

There were 726 computer users this month, which includes our children's iPad station as well.

Staffing

No Staff Changes this month.

Building Maintenance

Routine monthly maintenance completed this month on our HVAC system. No major issues found.

Meeting Room Usage

The meeting room was used 13 times this month, which includes small groups and individual use.

Programs

Janice & I attended the Trunk-Or-Treat at the Northampton High/Middle School. We gave out 140 treat bags & 40 books to the children. We were excited by the children choosing free books over candy!!

No new programs are to be reported this month.

NFL Friends News

Upcoming Friends meeting scheduled for November 5th.

Barbrielle Rogers, NFL Branch Manager



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, November 13, 2018

Circulation for September 2018: September/October: ESPL -5,518/5,744; NFL - 1,710/1,772; CIL - 1,046/1,038; CCM - 1,497/1,806

Recommendation:

1. Approve the site plan change order at an additional cost to the architect's contract of \$8,118. This fee will cover the additional civil engineering design work to make parking lot changes recommended by Supervisor Muhly to the Construction Committee.
2. Approve the 90% architect's floor plan and front elevation as submitted to the ESPL Construction Committee and the Steering Committee on November 5, 2018. Minor changes may be made to the plan prior to the 100% completion. Change orders after the 100% completion will be approved by the Steering Committee.
3. Approve submitting a proposal to a property owner for the donation of .6 acres behind the Northampton Free Library.

Library Services & Patron Relations

- The Library is OPEN on Friday, November 23. It is closed on Thursday, November 22 for Thanksgiving.
- **Passive Programs:** Basket drawing for November focuses on National Picture Book Month.
- **"Funding Information Network Partner,"** a.k.a. FIN. 10/30, Discover the Power of Endowments, by Julie Badger of ESVCF, 15 in attendance; 11/1/2018; Meet the Funders: Capital Funding (webinar), 8 in attendance. Requested continued funding for 2019 subscriptions.
- **New FindItVa Databases Launched** on Oct. 1. PSA's for Universal Class and NoveList on WESR. Press release for all submitted. Dahlmans is updating webpage formatting.
- **Literacy:** Interviewed Cazenovia Public Library's director about their Food Pantry Literacy program. Conveyed information to ESCC GED Program and Literacy Council. Janice to discuss with Food Bank and HC Food Security Working Group.
- **Food for Fines:** We will do Food for Fines again.
- **Youth Services (Janice Felker):**
 - Worked on plans and preparations for the kids Happy Birthday Eastern Shore Public Library Event to be held on November 10.
 - Conducted Outreach Story Times at Migrant Head Start in Parksley. (Oct. 4 & 11)
 - Prepared items for outreach events at the Parksley Fall Festival, the Northampton Agricultural County Fair, and the Eastern Shore Music & Soul Food Festival. (Oct. 6)
 - Continued to work on collection development (purchasing and discarding) for Children's and YA collections.
 - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (Oct. 5, 12, 19)
 - Conducted Story Times at Accomac library. (Oct. 9, 23, 30)
 - At Nassawadox and Accomac libraries, continued 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. Announced winners on Facebook and through a display in the library. (October 7-13, 2018) ..."
 - Attended ESPL Board of Trustees luncheon and meeting in Chincoteague. (Oct. 9)

- Viewed webinar "How to Effectively Teach Social-Emotional Skills to Children Who Exhibit Challenging Behavior, by Barb O'Neill, M.Ed." (Oct. 12)
- Prepared a written piece on Picture Book Month for submission to our monthly "Off the Shelf" section in the Eastern Shore Post. (Oct. 15)
- Created and distributed a second flyer to promote a Teen Night event to be held on October 25 (rescheduled due to tropical storm). The event is designed to be a kick off for creating a teen advisory group. (Oct. 18)
- With Cara Burton and Wells Gregoire, met with Donna Smith, the Chief Executive Officer of the Eastern Shore Area Agency on Aging/Community Action Agency to discuss mutual goals and collaboration opportunities. (Oct. 19)
- Prepared items for outreach event at Eastern Shore Center for Independent Living Disability Awareness Showcase. (Oct. 20)
- Participated in the Friends of the Eastern Shore Public Library Used Book Sale and Birthday Celebration event by providing a craft making station for kids that attended that day. (Oct. 23)
- Compiled and posted Summer Reading, as well as year-round, Youth Services statistics for Library of Virginia Bibliostat report. (Oct. 25)
- Delivered discarded parenting books to Eastern Shore Area Agency on Aging/Community Action Agency for their Head Start parent bookshelf. (Oct. 25)
- Created a display for the National Book Award for Young People' s Literature 2018 Longlist. (Oct. 25)
- Held organizational meeting for the library' s first Teen Advisory Board. (Oct. 25)
- Attended Northampton County Middle School Trunk or Treat event on behalf of the library with Barbii Rogers. (Oct. 26)
- Attended and reported at Friends of the Eastern Shore Public Library meeting. (Oct. 31)
- **Technical Services (Charle Ricci):**
 - Held in-house Cataloging Extravaganza, October 3, 2018
 - Created Upcoming Bestseller List for November 2018-February 2019
 - Joint Construction Committee/Steering Committee Meeting, October 10, 2018
 - Attended Northampton County Ag Fair Outreach Event, October 6, 2018
 - Book display: Boo! Frightful Tales
 - Began weeding of Accomac Nonfiction collection in preparation for move to Parksley facility
 - Began weeding of Northampton Free Library collection with assistance of Harriet Lonergan
 - Contributed collection, cataloging, and circulation statistics for FY 2017-18 to Bibliostat annual report for Library of Virginia
 - Contributed portion of monthly article for Eastern Shore Post describing upcoming bestseller program
 - Implemented new system of tagging donated and discarded items to better facilitate communication and accuracy between library staff and ESPL Friends throughout the processing of items for book sales and Better World Books shipments
 - Facebook post about Frightful Tales Book Display
 - Facebook post about new Upcoming Bestsellers List for November 2018 - February 2019
- **Eastern Shore Room**
 - Jazmine Collins and Roberta Dean will be paid as consultants for their work on the Latimer archives digitization project from this point on. The funds from the VFH grant have expired, but a donation from George Latimer to ESPL is funding additional contract hours. Previously, they were paid by the fiscal agent of the grant, which was not ESPL.
- **Meetings:**
 - 10/10, 11/5 Joint ESPL Construction Committee & Steering Committee
 - 10/10, 10/24, 10/30, 11/6 Heritage Center Campaign Committee
 - 10/10 PNC Bank - financing
 - 10/11 Healthy Communities Executive Committee
 - 10/15 Community Partners Bylaws Committee
 - 10/16, 10/30, 11/6 Foundation Corporate and Grant Committee
 - 10/18 Foundation
 - 10/18 Bernie Herman, PhD (Heritage Center plans)
 - 10/18 Staff administrative team
 - 10/19 ESA Area on Aging/Headstart Director, Donna Smith
 - 10/24 BB&T - financing

- 10/31 Friends of ESPL
- 11/1 Parksley Planning Meeting
- 11/8 Healthy Communities
- Outreach:
 - 10/17 United Way lunch (speaker)
 - 10/20 CIL Disability Awareness Showcase, Nandua HS
 - 10/23 Onancock Rotary (speaker)
 - 11/1 100th birthday party of Mrs. Jordan at ESAAA
- Facility:
 - We have started to receive oil from Petroleum Traders, the new vendor under the Accomack County contract. It is being delivered by Pep-Up.
 - The a/c were recharged with Freon.
- Marketing & Communications:
 - ES Post monthly article: e-Reading resources; youth book selection resource with NoveList
 - WESR PSA's - one for University Class and the other for NoveList. Two also done for United Way funding for the library.
 - TGD provided updated logos for Facebook profile image, denoting System, ESR, and Youth Services. Foundation logo has new colors.
 - Heritage Center Committee has been writing ESVA history articles for ES Post to promote HC Campaign. Would like to combine into a booklet, perhaps, or on website afterwards.
- Technology
 - New bookkeeping computer now in place.
 - Erate RFP for new Internet equipment for Parksley being prepared.
- Continuing Education
 - 10/21 NPS Pear Valley talk
 - 11/1 Capital Funding FIN webinar
 - 11/3 Earl Swift author talk
 - 11/9 Kellee Blake, SchPhi talk on Civil War
- Personnel
 - Harriet Lonergan is now helping Charle with weeding both at Accomack and Nassawadox libraries.
- Library Associations & Library of Virginia
 - Received estimate for state aid next year:
- Other
 - Presented Friends of NFL funding request for youth services programming, public access computer, Ipad table, and hourly staff time for Barbii to provide programs. Funding approved for: \$2K public computer, \$680 ipad table; \$325 hourly staff.
 - Donation of \$4K was received for the purchase of graphic novels (\$2K) and adult fiction replacements of worn-out copies (\$2K).

Upcoming:

11/17 Book Discussion on Doris Kearns Goodwin book
 11/29 FIN Digital Fundraising webinar, 1:00 pm
 12/1 Doris Kearns Goodwin talk
 12/5 FIN Corporate Giving webinar, 2:00 pm
 12/18 CSB ACES class

2019 - ODU Big Read: Claudia Rankine's Citizen

**JOINT ESPL CONSTRUCTION COMMITTEE
AND THE STEERING COMMITTEE**

November 5, 2018

Present:

Construction Committee: Pam Holley (co-Chair), Cara Burton, Dennis Custis (Co-chair), Stewart Hall, Tim Valentine, Tom Rakowski.

Steering Committee: Paul Muhly, Tim Valentine

Others: John Salm, Salm Engineering; Nicole Davilli, WTS; Dale Pusey and Chris Isdell, VDOT; Mike Mason, Accomack County Administrator; Chris Guvernator, Accomack County Director of Environmental Programs; John Siegert, Town of Parksley DPW Manager; Sam Welch, Town of Parksley Councilman; Harrison Phillips, Parksley business owner and Accomack County Supervisor; Janice Welch, Parksley resident; Jessica Taylor, Accomack County Administrative Assistant; Colette Nelson, ESPL Foundation President; Jackie Davis, ESPL Board of Trustees Chair

Called to order at 9:30 a.m.

Pam gave overview of the past meeting and vote. She invited John Salm to give an overview of the site plan design to date. Muhly stated he preferred to go first. Muhly reviewed a booklet he distributed with his proposed changes to the plan. Muhly stated that in his opinion:

- 1) Current siteplan does not support the walkway from Bennett Street through the green area directly to the entrance, as shown in the conceptual drawings.
- 2) Current siteplan does not keep vehicle traffic internal to the site and does not prohibit through traffic.
- 3) Current siteplan would remove entire present parking lot. Feels parking lot in good condition as is. Indicated cost savings if pave over existing lot.
- 4) There is insufficient space by the 20' alley to allow for green space and tree plantings. This was a "bone of contention" with Mr. Crockett, when it was discussed to move the library to Parksley, as he made references to the back of the Parksley commercial buildings being unsightly.
- 5) The present plan makes it difficult to drop off students at the library. Muhly stated he consulted with the school bus manager who concurred it would be difficult.

At the last meeting, everyone was "upset" that it would cost a lot to re-design the parking area, but he feels that it should be designed "right" to start with.

Holley invited Salm to provide an overview. John Salm: The design had an original concept plan. Feasible construction planning started with meetings with the Town of Parksley, VDOT, and the Accomack County stormwater management office. A goal was to minimize BMP---storm water best management practice---systems and devices that would add costs, both in

construction and maintenance. This project is considered re-modeling an existing design, so it is improving drainage by increasing permeable surfaces.

No town issues expressed.

The VDOT review verified: no traffic study needed; no impact on traffic signals. Entrance/exit traffic was a concern. Average daily trips by the public to the future library were estimated. Bennet Street is a very busy road and high speed is a consideration. Survey showed complete uncontrolled access and three access entrances/exits on Bennett Street. Discussed at a VDOT meeting to have a single entrance on Bennett Street given there is access to the alleys. A 35% site plan was submitted to VDOT. Goal was to reduce access to Bennett Street and allow access in certain locations. The “corner gas station effect” was a concern. Observed much through traffic and parking by customers of Dollar General in the Fresh Pride lot. Responded to June 7, 2018 comments from VDOT.

Gurvenator confirmed administrative review completed by stormwater management. Salm is waiting for final comments.

Muhly questioned green space by alley. Salm: Through engineering, will be less drainage to the alley. There is about 2' of grass there. Reviewed again with the Town and received no issues.

90% nearly ready. Oct. 24, 2018 was his submittal date to the architects which was based on the last CC/SC meeting. Ready to submit 90% with VDOT comments addressed.

Discussion:

Salm cautioned that cannot have any more water to Bennett Street. VDOT did a hydraulic review of the plans; Salm did a hydro-CAD analysis. So whatever is done, the design should keep the same amount of green space. Salm said the changes Muhly proposed has about the same amount of green space. Rakowski said there could be a bio-retention system installed. Salm said it would have to connect to the Town's storm drain system, which is undersized and goes to other ditches in town; plus would have to have a BMP system which would require monitoring by the owner and county in the future. Salm does not recommend adding further complexity into the project. Gutters will add vegetative sheet-flow. Gurvenator said the changes should not add undo maintenance to the site. The county wants to have interpretive signage on site. Salm followed up by stating BMP bio-retention would incur tens of thousands of dollars.

Bennett Street walkway: Salm said the compromise in the design was to shift the walkway to the side, off-set 25', not directly related to the main entrance. This still provides access to Bennett Street and there is a 4 foot pedestrian access.

Salm asked VDOT if two Bennett St. entrances would be allowable. Pusey: It would be an improvement from three entrances. He had discussed this with Muhly. Rakowski: this would eliminate buses from entering the alley, citing the telephone pole as an obstacle. Salm stated no poles would be moved.

Rear Alley Exit. Salm: Sometimes giving more choices is good. Do you want customers to have more choices? Holley reviewed last meeting's discussion of the exit at the top of the lot.

Salm discouraged having a chain across the alley exit. Siegert cited concerns for fire equipment access. Rakowski reviewed the mail truck access. Salm stated that it will be less attractive to drivers to cut through when the project is done. Nelson asked if the 2nd entrance will increase costs. Salm said only about \$2k. Muhly reviewed the traffic going through the lot now. Salm emphasized it will be less attractive once it is complete as it will be channelized. Salm said Muhly's plan poses additional challenges. Salm discouraged having a very long driveway and no exit at the end.

Isdell: VDOT is not involved in the alley which is private property, so they are not concerned as. There is no VDOT opinion on this.

Davilli: Is back exit needed for fire exit? Salm: would refer to fire department.

Rakowski: Suggestion to have exit at top of drive at 90 degree to 20' alley and close off lower alley exit. There was consensus to have two exits/entrance to Bennett Street and the 90 degree exit at the back/top of the lot. Nelson: how much of delay will this cause. Davilli: minimum two week delay as have to coordinate plans after Salm plans are submitted. Salm: he can do a sketch plan to circulate for a quick review and needs two weeks to update the plans. Mason recommended a firm motion that defines the consensus between both Committees: Reconfiguring walkway to line up to entrance, two entrances to Bennett Street, reconfiguring rear alley exit to exit to 20' alley, and closing off the other lower side alley entrance.

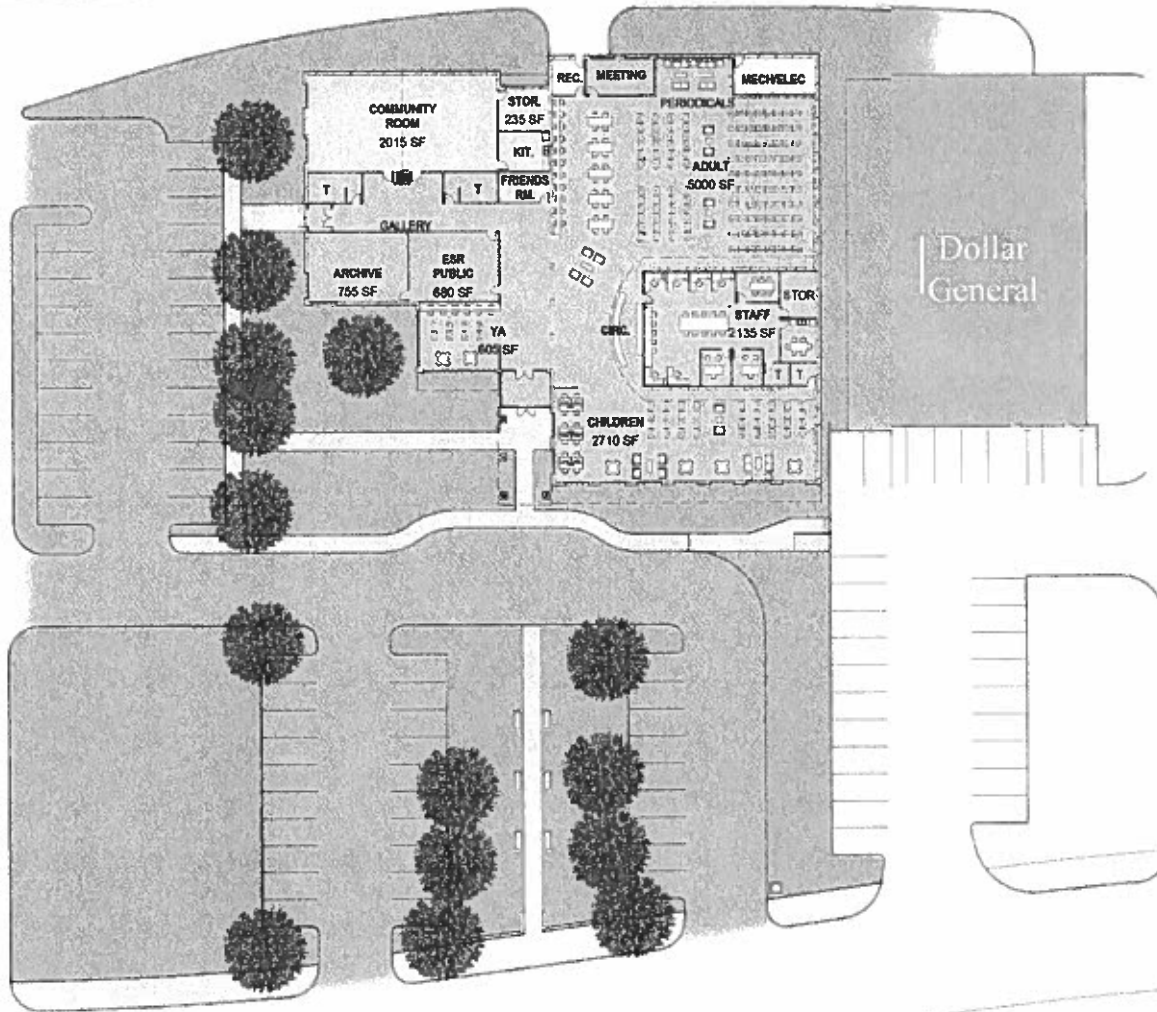
Resurfacing Lot. Rakowski recommended that the plans state to mill 1-1/2" deeper and resurface that, so do not have to totally replace lot. Salm: the current lot has an undetermined age and condition; there is inconsistent drainage; some of the property has no paving now. He reviewed the suggestions with the design team and estimator. The proposed change would cob together some milled, some re-leveled (islands), and some new construction with joints; the final lot would have different paving materials. Estimator said it would likely cost more than to take it all up, re-grade, and repave. Design team discussed doing add-alternate. Salm said team consensus was that it would be better in the long run and would be a better lot if totally remove pavement, re-grade and repave, as if from scratch. Re-using materials is ok. Recommends four inches of pavement. Geotech has six inches.

Motion. Rakowski moved and Valentine seconded that the site plan will have the following changes: the walkway will be reconfigured to line up to the main entrance, there will be two entrances to Bennett Street, and the rear alley exit will be reconfigured to exit to 20' alley, and the other lower side alley entrance will be closed off. Both committees unanimously approved the motion.

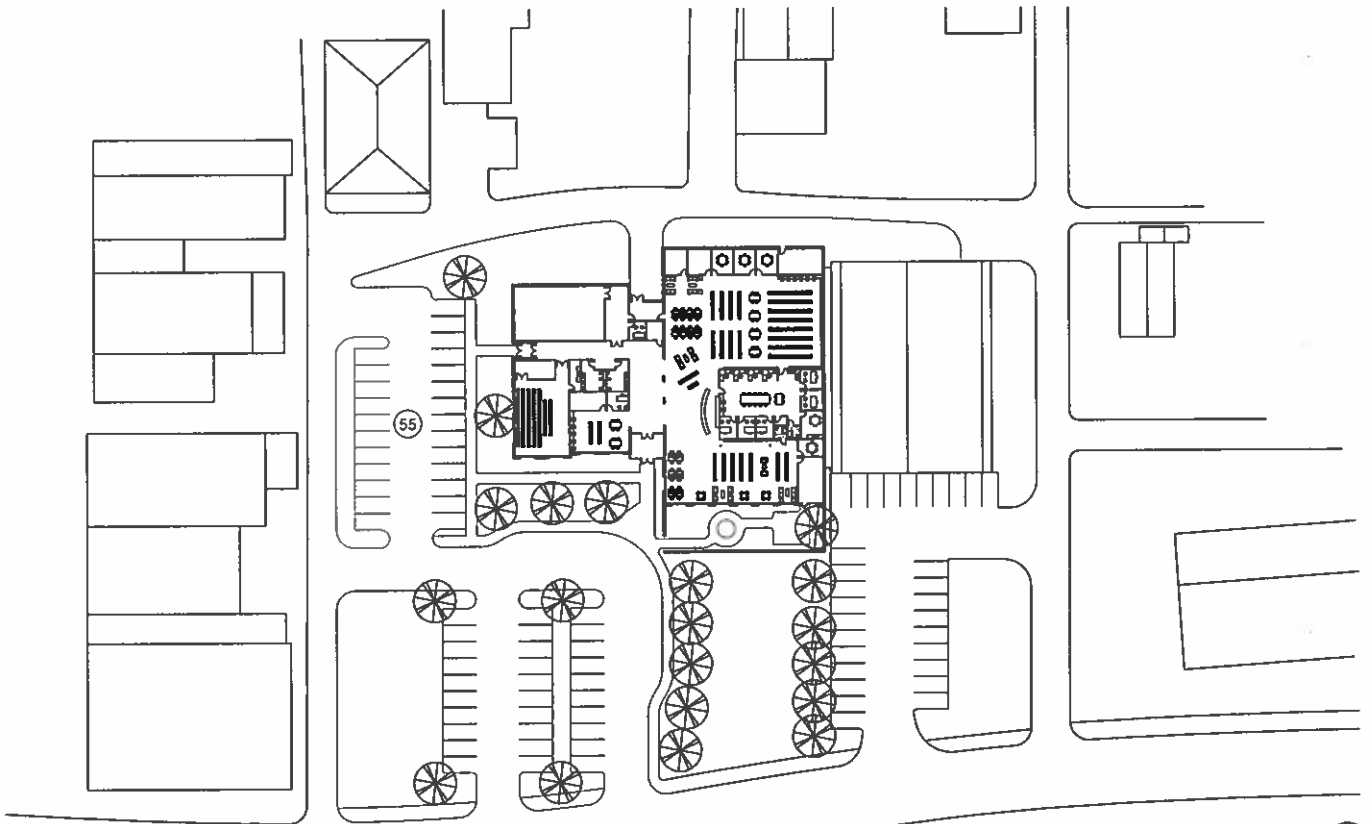
Discussion followed regarding the most recent floor plan distributed that shows the new emergency exit, discussion spoke in approval of the 90% plan based on the floor plan that was seen. There is more work going on with the 90% plan, but in general the floor plans look fine. Muhly said as far as he was concerned it was addressed. Davis stated that the BoT needs to approve the 90% plans; their next meeting is November 13.

Meeting adjourned at 10:50 a.m.

b. Composite Site/Floor Plan



(176) Bennett St.



SITE PLAN


EASTERN SHORE PUBLIC LIBRARY

12/07/2017

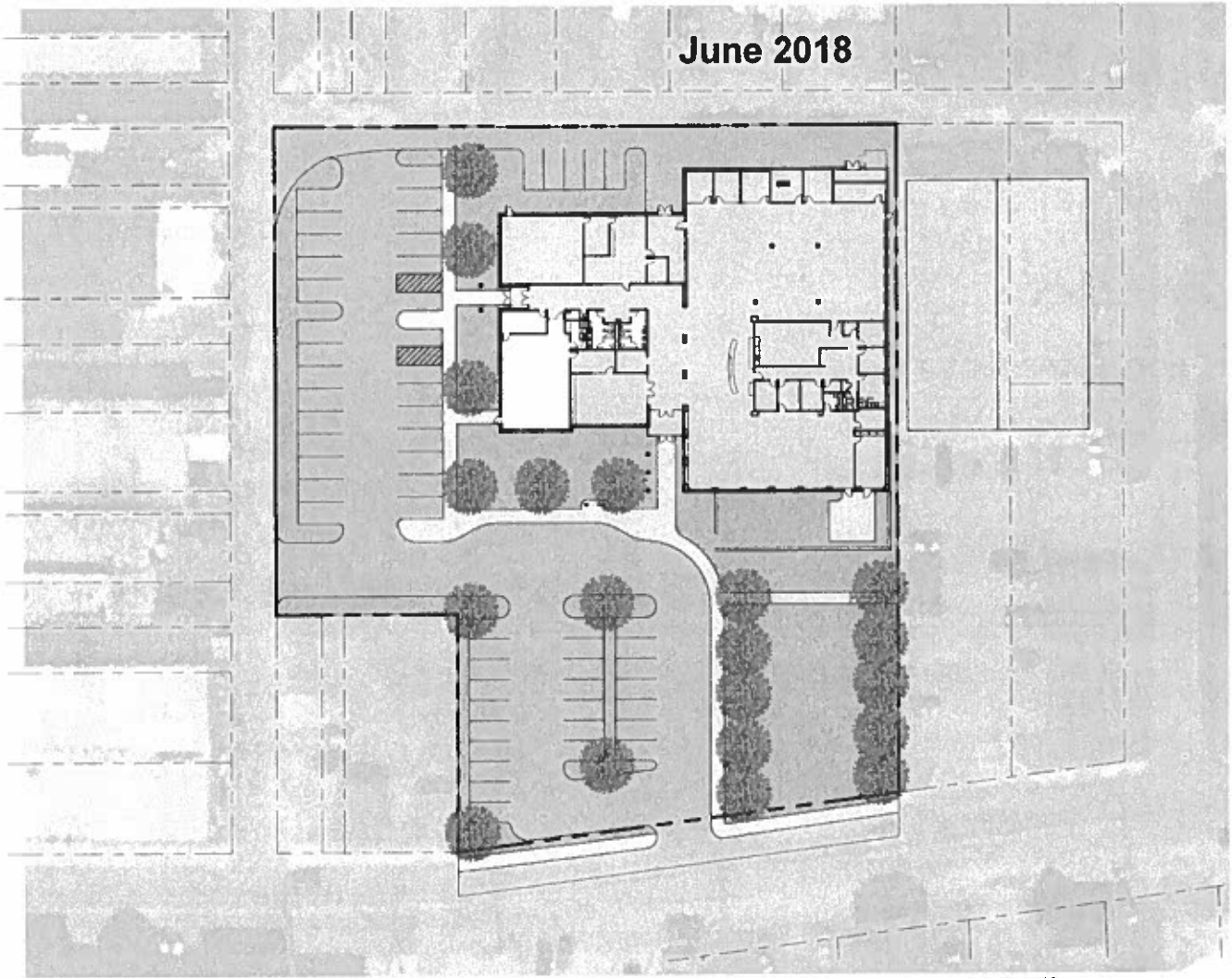
① Site Plan
 1" = 50'-0" TRUE NORTH

**WALLER
 LODD &
 SADLER**
 ARCHITECTS

**TRINITY
 PLANNING**



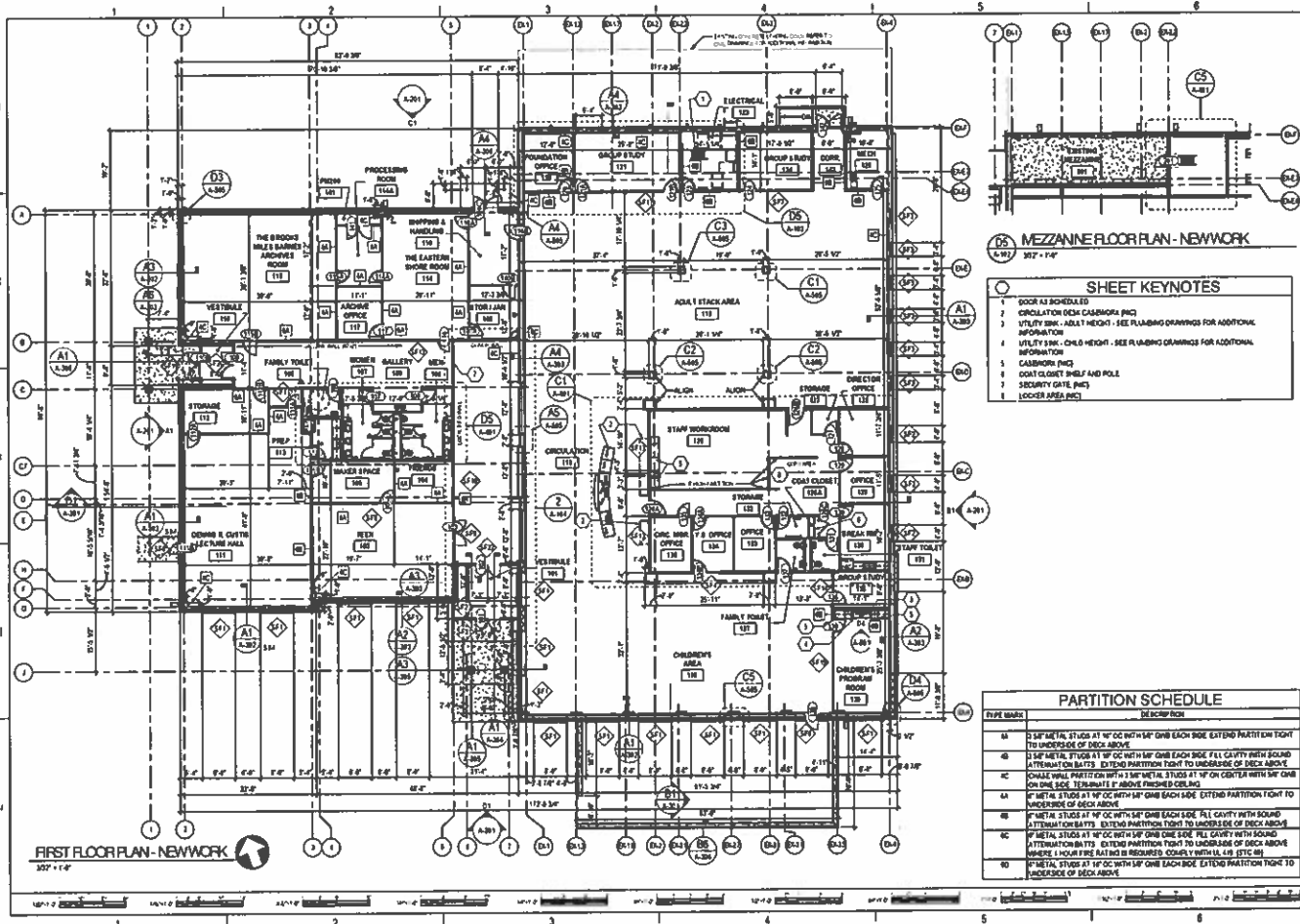
June 2018



Site Plan

WALLER
TODD &
SADLER
ARCHITECTS

R.R.M.M.
LUMIRE
ARCHITECTS



90%
PRE-FINAL
SUBMITTAL
30 OCT 2010

PROJECT NO.	1000000000
PROJECT NAME	EASTERN SHORE REGIONAL LIBRARY
PROJECT LOCATION	1000000000
PROJECT DATE	10/30/10
PROJECT PHASE	90% PRE-FINAL SUBMITTAL
PROJECT OWNER	1000000000
PROJECT ARCHITECT	1000000000
PROJECT ENGINEER	1000000000
PROJECT CONTRACTOR	1000000000
PROJECT SUBMITTAL NO.	1000000000
PROJECT SHEET NO.	1000000000

MEZZANINE FLOOR PLAN - NEWWORK
A-102 307'-11"

- SHEET KEYNOTES**
- 1 DOOR AS INDICATED
 - 2 COLLECTOR DECK CASBORO PING
 - 3 UTILITY SHK - ADULT HEIGHT - SEE PLUMBING DRAWINGS FOR ADDITIONAL INFORMATION
 - 4 UTILITY SHK - CHILD HEIGHT - SEE PLUMBING DRAWINGS FOR ADDITIONAL INFORMATION
 - 5 CASBORO PING
 - 6 COAT CLOSET SHLF AND ROLL
 - 7 SECURITY WHITE PING
 - 8 LOCKER AREA PING

PARTITION SCHEDULE

TYPE MARK	DESCRIPTION
1A	3/4" METAL STUDS AT 16" OC WITH 5/8" GMB EACH SIDE. EXTEND PARTITION TIGHT TO UNDERSIDE OF DECK ABOVE.
1B	3/4" METAL STUDS AT 16" OC WITH 5/8" GMB EACH SIDE. FULL CAVITY WITH SOUND ATTENUATION BATT. EXTEND PARTITION TIGHT TO UNDERSIDE OF DECK ABOVE.
1C	CHALK WALL PARTITION WITH 3/4" METAL STUDS AT 16" OC CENTER WITH 5/8" GMB ON ONE SIDE. 1/2" GMB AT 16" ABOVE FINISHED CEILING.
1A	3/4" METAL STUDS AT 16" OC WITH 5/8" GMB EACH SIDE. EXTEND PARTITION TIGHT TO UNDERSIDE OF DECK ABOVE.
1B	3/4" METAL STUDS AT 16" OC WITH 5/8" GMB EACH SIDE. FULL CAVITY WITH SOUND ATTENUATION BATT. EXTEND PARTITION TIGHT TO UNDERSIDE OF DECK ABOVE.
1C	3/4" METAL STUDS AT 16" OC WITH 5/8" GMB EACH SIDE. FULL CAVITY WITH SOUND ATTENUATION BATT. EXTEND PARTITION TIGHT TO UNDERSIDE OF DECK ABOVE. MAKE 1 HOUR FIRE RATING REQUIRED. COAT WITH 1/2" GMB.
1D	3/4" METAL STUDS AT 16" OC WITH 5/8" GMB EACH SIDE. EXTEND PARTITION TIGHT TO UNDERSIDE OF DECK ABOVE.

EASTERN SHORE REGIONAL LIBRARY

RRMM
1000000000

**WALLER
LODD &
SADLER**
ARCHITECTS
1000000000

SHEET NUMBER
A-102

