

Eastern Shore Public Library

Board of Trustees

December 11, 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; January 8, 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

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www.espl.org

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

November 13, 2018, 3:00 pm

Main Library, Accomac, VA

Present: Jackie Davis (Chair), Patricia Bloxom, Barbara Coady, Dennis Custis, Kitty Hall, Ann Rutledge, Tim Valentine. **Absent:** Dana Bundick (Treasurer), Gerry Ryan (Vice Chair),

In attendance: Cara Burton, Director. **Staff:** Summer Dahlmanns, Janice Felker, Charle Ricci, Barbrielle Rogers. **Other:** Colette Nelson, ESPL Foundation President; Tom Rokowski and Frank Hall, ESPL Foundation. Paul Muhly, Steering Committee.

1. Meeting called to order at 3:00 pm by Chairperson Davis.
2. **Public comments.** None.
3. **Minutes.** Coady motioned and Bloxom seconded to approve the minutes. Minutes approved as distributed.
4. **Financial Report** – Reviewed CCML book purchasing and bill submittals.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library – Participated in Trunk or Treat. Festive Fridays schedule was distributed. 100th anniversary plans are on schedule. Custis mentioned hearing the ad for the Lego program. Receiving more requests for the meeting room. A knitters club meets at the library. Soliciting feedback for children’s book interests.
 - b. Chincoteague Island Library – no report.
 - c. Northampton Free Library – distributed. Burton provided detail about the request for donated property adjacent to the NFL. Surveyor has pointed out that library lot is within Nassawadox town limits, while potential donated parcel lies outside the town. NFL Friends and ESPL Foundation have expressed an interest in fundraising once land has been secured.
 - d. ESPL Friends Reports – Recent activity included in Director’s report. 60th Library Anniversary Friends Book Sale and Birthday Celebration was successful.



6. **Library Director's Report** - Distributed by e-mail. Burton passed around a summary of Parksley Planning Grant and Revitalization efforts from November 12, 2018 Parksley Town Meeting. Invoice from Eastern Shore Printers for foam board renderings was mistakenly paid by Library instead of Capital account, but because cost was only \$200, no rebilling/reimbursement will be pursued. New library card registration handout now includes a listing of health-related resources available through Find it Virginia on the library's webpage. Burton also pointed out that the Doris Kearns Goodwin book club will be occurring on November 27th. Food for Fines will begin December 1st.
7. **ESPL Foundation/ Capital Campaign Council**
 - a. Capital Campaign Update (Kitty Hall) - Over 240 packets have been mailed with the Heritage Center Case for Support to donors who have supported with \$200 or more in the past; 340 went to small businesses in ESVA counties. Additional packets have been sent to targeted prospective donors. 200 letters will go to churches requesting support. The Volunteer Committee has created a volunteer registration packet. The campaign committee meets weekly. Davis expressed her appreciation to the Foundation for its commitment.
8. **Capital Project Update (Board Committees)**
 - a. Construction Committee - (Custis & Holley) Report distributed.
 - b. Steering Committee Update - (Valentine) Valentine expressed his disappointment that the architects and engineers did not include any options in the beginning phases of the project for the parking lot design.
 - c. Finance Committee - Burton reviewed Mason's simplified capital project report. Mike Mason has redesigned the conceptual designs budget report to clarify and streamline the layout and financial information. The budget will not actually be in effect until after the project goes out to bid.
9. **Budget Committee** - No report.
10. **Old Business** - None.

New Business- Davis reviewed the parking lot proposal in Holley's report. Valentine stated the "we'd" always wanted two entrances to Bennett Street. The proposed parking lot design is the May 2016 design with the lower side alley



entrance deleted. Coady moved and Rutledge seconded to 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." Davis opened the floor for discussion. Bloxom stated that it is excessive; Valentine and K. Hall concurred. The option is that the board not vote on it. Custis said that Valentine's business is there and the board should consider his observations of the traffic there. Custis stated the committee agreed the proposed plan is better, but the cost is the concern. Custis feels that if Davilli had been present on the project, we would not be in this situation. Rakowski commented that Salm Engineering has 20 drawings he has to change to accommodate the changes. Custis asked whether Rakowski felt this \$8k is a fair amount and Rakowski concurred. Rakowski added that Salm was 90% complete, not 75% complete in his drawings. Burton commented that changes can be a domino effect and everyone needs to realize it costs money. Muhly pointed out that we will gain eight parking spots. Motion passed unanimously.

Custis moved and K. Hall seconded to 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. Valentine wanted clarification on where the janitorial closet will be. Motion carried.

Coady motioned and Custis seconded to approve submitting a proposal to a property owner for the donation of .6 acres behind the Northampton Free Library.

11. Additional Comments. None.

12. Next Meeting: December 11, 2018 at Main Library in Accomac at 3:00 PM.

13. Adjournment. K. Hall motioned to adjourn and Custis seconded. Meeting adjourned at by the Chair at 3:53 pm.

Respectfully submitted,

Cara Burton, Secretary

Budget Plan

	Budget 2017-2018	FY 2018-2019 Proposed 2018-2019	Rev. Prop. 2018-2019	2nd Rev. Prop. 2018-2019	Proposed 2019-2020	% Increase
	1	2	3	4	5	
Column Reference Number						
Ordinary Income/Expense						
Income						
40000 · INCOME						
41000 · Government Income						
41010 · Accomack County	389,707	403,707	403,707	403,707	452,336	12.05
41020 · Northampton County	127,559	138,000	138,000	138,000	144,711	4.86
41030 · State Aid	165,002	165,002	165,002	176,444	176,444	-
Total 41000 · Government Income	682,268	706,709	706,709	718,151	773,491	7.71
42000 · Contributions						
42010 · ESPL Friends	2,000	3,000	3,000	3,000	3,000	
42020 · NFL Friends	5,000	10,000	10,000	10,000	10,000	
42030 · Contributions Unrestricted	1,500	1,500	1,500	1,500	1,500	
42040 · Contributions Restricted	2,000	2,000	2,000	2,000	2,000	
42050 · Legacies & Bequests	-	500	500	500	500	
Total 42000 · Contributions	10,500	17,000	17,000	17,000	17,000	
43000 · Reimbursements						
43010 · ESPL	500	500	500	500	500	
43020 · Island	1,000	1,000	1,000	1,000	1,000	
43030 · Cape Charles	18,000	18,000	18,000	18,000	18,000	
43040 · Book Replacement	200	400	400	400	400	
Total 43000 · Reimbursements	19,700	19,900	19,900	19,900	19,900	
44000 · Fines & Fees						
44010 · Fines	7,500	7,500	7,500	7,500	9,000	
44020 · Photocopying	6,500	6,000	6,000	6,000	7,500	
44030 · Fax	4,500	5,500	5,500	5,500	5,000	
44040 · Other	2,500	2,000	2,000	2,000	2,000	
Total 44000 · Fines & Fees	21,000	21,000	21,000	21,000	23,500	
45000 · Endowments						
45020 · General (Merrill Lynch)	11,000	800	800	800	400	
45090 · Miscellaneous Endowments		2,000	2,000	2,000	2,000	
Total 45000 · Endowments	11,000	2,800	2,800	2,800	2,400	

Budget Plan

	Column Reference Number	FY 2018-2019 Proposed					% Increase
		Budget 2017-2018	2018-2019	Rev. Prop. 2018-2019	2nd Rev. Prop. 2019	Proposed 2019-2020	
		1	2	3	4	5	
46000 - Private Grants			1,000	1,000	1,000	4,000	
49000 - Miscellaneous Income							
49010 - NOW Interest		40	40	40	40	10	
49020 - Driver Education Test Proctorin		400	400	400	400	300	
49000 - Miscellaneous Income - Other		1,110	-	-	-	-	
Total 49000 - Miscellaneous Income		1,550	440	440	440	310	
Total 40000 - INCOME		746,018	767,849	767,849	779,291	840,601	
4250 - Grants, Other		3,425	4,000	4,000	4,000	-	
Total Income		749,443	771,849	771,849	783,291	840,601	7.32
Expense							
60000 - EXPENSES							
61000 - Operations							
61100 - Building							
61101 - Building Maintenance		15,000	20,000	20,000	20,000	20,000	
61102 - Building Maintenance, NFL		4,000	3,500	3,500	3,500	3,500	
Total 61100 - Building		19,000	23,500	23,500	23,500	23,500	
61200 - Utilities							
61201 - Fuel Oil		3,000	4,500	4,500	5,500	6,000	
61202 - Electricity		13,000	11,000	11,000	11,000	12,000	
61203 - Telephone		13,500	12,000	12,000	12,000	15,000	
Total 61200 - Utilities		29,500	27,500	27,500	28,500	33,000	
61300 - Vehicle Operation		3,800	2,500	2,500	2,500	2,500	
61400 - Insurance		11,290	12,975	12,975	12,975	14,000	
61500 - Computer							
61510 - Computer Hardware - State Aid		500	2,200	2,200	2,200	2,200	
Computer Hardware		500	2,044	-	-	-	
61513 - Online Services,		8,500	14,500	14,500	14,500	14,500	
61514 - Internet Services, State		26,487	20,500	20,500	20,500	20,500	
61515 - Computer Software			500	500	500	1,000	

Budget Plan

Column Reference Number	Budget 2017-2018	FY 2018-2019 Proposed		Rev. Prop. 2018-2019	2nd Rev. Prop. 2019	Proposed 2019-2020	% Increase
		1	2	3	4	5	
61516 · Computer Software, State Aid	500						
61517 · Computer Maintenance	5,500	5,500	5,500	5,500	5,500	5,500	
61500 · Computer - Other							
Total 61500 · Computer	41,987	45,244	43,200	43,200	43,200	43,700	
Total 61000 · Operations	105,577	111,719	109,675	109,675	110,675	116,700	
62000 · Equipment							
62300 · Equipment Maintenance							
62310 · Contractual Services	2,500	-	-	-	-	-	
Contractual Services - State Aid	5,500	8,000	8,000	8,000	8,000	8,000	
62300 · Equipment Maintenance - Other	200	1,000	1,000	1,000	1,000	1,000	
Total 62300 · Equipment Maintenance	8,200	9,000	9,000	9,000	9,000	9,000	
Total 62000 · Equipment	8,200	9,000	9,000	9,000	9,000	9,000	
63000 · Programs							
63100 · Adult							
63200 · Youth							
63000 · Programs - Other							
Total 63000 · Programs	1,500	4,000	4,000	4,000	4,000	8,000	
64000 · Personnel							
64010 · Salaries - Director	19,950	21,174	21,174	21,174	20,149	21,435	
Salaries - Director - State Aid 25%	41,250	41,250	41,250	41,250	44,111	44,111	
64020 · Salaries - Other	164,700	168,000	168,000	168,000	168,000	171,064	
64030 · Hourly Employees	134,000	147,000	147,000	147,000	147,000	177,804	
64050 · Payroll Expenses	32,000	40,000	40,000	40,000	40,000	45,000	
64070 · Retirement	6,500	9,000	13,616	13,616	13,616	14,000	
64080 · Insurance							
64083 · Insurance, Life							
64084 · Insurance, Gen, Liability							
64085 · Insurance, Medical	45,000	47,700	47,700	47,700	47,700		
64086 · Insurance, Dental	1,000	1,500	1,500	1,500	1,500		
Total 64080 · Insurance	46,000	49,200	49,200	49,200	49,200	54,000	
64090 · Liability Reserve	8,000	8,000	8,000	8,000	8,000	8,000	

Budget Plan

Column Reference Number	FY 2018-2019 Proposed					%Increase
	Budget 2017-2018	1	2	3	4	
Total 64000 · Personnel	452,400		483,624	488,240	490,076	535,414
65000 · Supplies						
65100 · Custodial	1,000		1,000	1,000	1,000	1,000
65200 · Office	4,048		5,000	5,000	5,000	5,000
65300 · Library - State Aid	11,516		9,876	9,876	10,657	10,657
Library - non-state aid			1,124	1,124	1,124	1,124
65400 · Youth Program Supplies	500		500	500	500	500
65000 · Supplies - Other	1,000		200	200	200	200
Total 65000 · Supplies	18,064		17,700	17,700	18,481	18,481
66000 · Materials						
66310 · System Materials						
66311 · Books, State Aid	43,213		47,376	47,376	47,376	47,376
66312 · Periodicals, State Aid	4,523		5,000	5,000	5,600	5,600
66313 · Continuations, State Aid	500		500	500	500	500
66315 · Electronic Resources, State Aid			2,000	2,000	2,000	2,000
66317 · AV, State Aid	6,000		6,000	6,000	6,500	6,500
66318 - Other non-Book, State Aid (e-book)			500	500	1,500	1,500
66320 · Cape Charles Contract #15	13,350		2,000	2,000	2,000	2,000
Total 66310 · System Materials	67,586		63,376	63,376	65,476	65,476
66350 · Affiliates						
66351 · Books, Affiliates	24,000		24,000	24,000	24,000	24,000
Total 66350 · Affiliates	24,000		24,000	24,000	24,000	24,000
66900 · Eastern Shore Room						
Other						2,000
Total 66000 · Materials	91,586		87,376	87,376	89,476	89,476
67000 · Other						
67100 · Postage	2,200		4,000	4,000	4,500	4,500
67200 · Travel	5,285		4,500	4,500	4,500	5,500
67300 · Dues	500		1,500	1,500	1,500	2,000
67000 · Other - Other					500	500
Total 67000 · Other	7,985		10,000	10,000	11,000	12,500

Eastern Shore Public Library
Budget Plan

Column Reference Number	FY 2018-2019					%Increase
	Budget 2017-2018	Proposed 2018-2019	Rev. Prop. 2018-2019	2nd Rev. Prop. 2019	Proposed 2019-2020	
	1	2	3	4	5	
68000 · Miscellaneous						
68100 · Bank Fees	400	400	400	400	1,100	
68300 · Refunds	80	30	30	30	30	
68600 · Continuing Education	3,000	4,000	4,000	4,000	4,000	
MLS Fellowship - State Aid	1,000	1,000	1,000	1,000	1,000	
68000 · Miscellaneous - Other	-	3,000	3,000	3,000	3,000	
Total 68000 · Miscellaneous	4,480	8,430	8,430	8,430	9,130	
69000 · Professional Services						
69001 · Professional Services, Financial	16,785	16,500	16,500	18,500	14,400	
69002 · Professional, Library Services	5,000	7,000	7,000	7,000	7,000	
Erate Consultant					4,500	
69000 · Professional Services - Other	12,090	6,500	6,500	6,500	6,000	
Total 69000 · Professional Services	33,875	30,000	30,000	32,000	31,900	
Total Expense	723,667	761,849	764,421	773,138	830,601	
Net Ordinary Income	25,776	10,000	7,428	10,153	10,000	
Other Expense						
8010 · Reserve	4,276	10,000	10,000	10,000	10,000	
8020 · Miscellaneous						
Fixed Asset - Van	12,500					
Fixed Asset - Van State	9,000					
Total Other Expense	25,776	10,000	10,000	10,000	10,000	
Net Other Income	-	-	(2,572)	153	-	
State aid		176,444	Tentative pending state notification.			

Cape Charles Memorial Library

Monthly Report, November 2018

Youth Programs

Toddler Storytime (4 programs)	37
Preschool Storytime (3 programs)	38
Lego Club (4 programs)	50
Festive Friday Winter Wonderland	130

Adult Programs

Garden Knitters (1 program)	2
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Total 259

• Library Services

- The Library is collecting canned food or pet food during December. For each can of food donated, we will waive \$1.00 of overdue fines from your card (\$10.00 maximum).
- Book order of 72 books was ordered this month.

• Meetings

- Friends of the Library meeting on Monday, 11/5 at 5:00.
- ESPL Trustee meeting on Tuesday, 11/13 at 3:00.
- Library Board Meeting on Thursday, 11/14 at 5:00.
- Met with Library Board and Friends of the Library to discuss the Festive Fridays at the library. We will be having Candlelight Children's Stories on December 7 at 6:30. The library will be open on all five Fridays.
- Staff attended the Big Share meeting. (participants include educational and outreach program staff from Accomack and Northampton County non-pro)

• Marketing & Communication

- Our November displays featured books on Thanksgiving for children and cookbooks for adults.
- Handed out our survey to youth in the Library.
- Uploaded PR for 100th Anniversary Celebration to various sources.
- Our 100th Anniversary banner was put up on the front of the library building.

• Outreach

• Facility

- There is still an odor in the Library. It has been very bad the past few days and we have had several complaints.

• Technology

• Continuing Education

- Staff attended a Sexual Harassment Training on 11/27.

• Youth Services

- Toddler Storytime and Preschool Storytime were held at 10:30am on Thursday.
- LEGO Club, held every Thursday, 5:00 pm-6:00pm.
- Festive Fridays, Winter Wonderland, Children's Craft's at the library 6:00 to 7:30

- **Adult Programs**
 - The Garden Knitters met in the Library once this month on Friday morning.
- **Friends of Cape Charles Memorial Library & Cape Charles Memorial library**
 - The Friends of the Library commissioned a 100th anniversary quilt made by Julia Hellberg to be raffled off. It is on display at the library and tickets can be purchased. We are also selling 100th Anniversary tote bags.
 - Festive Fridays, Candlelit Children's Christmas Stories with refreshments at 6:30pm. Presented by the Friends of the Library and the Library Board. This is the first event celebrating the 100th anniversary of the Library.
 - Commemorative tote bags celebrating the 100th anniversary of the library can be purchased at the Library.
 - Computer Tutor help provided by the Friends. This help is free and they will accommodate your schedule.
- **Volunteers**
 - We have had 50 volunteer hours this month.

Upcoming Events

- Friends Meeting, Monday, December 3, 5:00.
- Eastern shore public library Trustee meeting, December 11, 2:30.
- Library Board Meeting, December 12.
- Lego Club, Thursdays. 5:00-6:00 pm
- Knitting Club, Friday, 10:30.
- Festive Fridays, Winter Wonderland-Children's Crafts 6:00-7:30, 12/14.

CAPE CHARLES MEMORIAL LIBRARY 2018													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$36.05	\$61.55	\$58.10	\$106.50	\$72.85	\$62.05	\$55.20	\$69.60	\$59.65	\$43.50	\$44.05	\$0.00	\$669.10
Faxes	\$18.75	\$40.50	\$39.25	\$23.50	\$29.75	\$55.00	\$23.50	\$27.00	\$16.00	\$35.00	\$26.00	\$0.00	\$334.25
TOTAL	\$54.80	\$102.05	\$97.35	\$130.00	\$102.60	\$117.05	\$78.70	\$96.60	\$75.65	\$78.50	\$70.05	\$0.00	\$1,003.35
Total 2017	\$106.00	\$150.10	\$158.40	\$192.85	\$161.40	\$171.50	\$157.95	\$169.20	\$156.90	\$145.40	\$123.60	\$54.80	\$1,748.10
BOOK CIRC-ADLT													
Fiction	585	694	649	577	503	623	656	676	525	567		0	6055
Non-fiction	108	122	167	150	125	183	62	176	138	151	130	0	1512
DVDs	180	167	164	286	229	319	422	362	296	393	300	0	3118
TOTAL 2018	873	983	980	1013	857	1125	1140	1214	959	1111	430	0	10685
Books Circ. 2017	742	659	828	778	782	794	884	994	635	902	906	818	9722
BOOKS CIRC-JUV													
Fiction	282	421	458	410	409	852	793	564	384	499	601	0	5673
Non-Fiction	55	82	80	107	68	58	105	71	138	104	117	0	985
DVDs	83	102	99	106	120	178	172	133	71	91	122	0	1277
TOTAL 2018	420	475	637	623	597	1088	1070	768	593	694	840	0	6271
Books Circ 2017	494	588	591	633	713	867	961	862	485	548	497	468	7707
TOTAL 2018	1293	1458	1617	1636	1454	2213	2210	1982	1552	1805	1270	0	18490
Total Circ. 2017	1236	1247	1419	1411	1495	1661	1845	1856	1120	1450	1403	1286	17429
ATTENDANCE 2018													
Attendance 2017	709	816	1027	977	1154	1568	2133	1798	993	1298	1214	0	13687
	800	933	913	1089	1088	1373	1779	1748	948	1082	969	396	13118
PROGRAMS 2018													
Programs 2017	4	10	10	11	14	10	18	9	11	14	9	0	120
	15	13	16	9	14	18	28	19	12	4	6	2	156
PROG. ATTEND 2018													
Prog. Attend 2017	27	132	102	177	203	220	433	196	160	395	257	0	2302
	143	125	134	73	232	221	354	300	110	147	64	217	2120
AWE Usage													
Computer Assistance		22	70	24	50	116	106	166	23	50	71		698
Driver Improvement									2	4	1		6
Program Room									3	0			10
INTERNET USE 2018													
Internet use 2017	158	186	183	152	162	178	246	341	209	242	264	0	2321
	168	143	170	150	176	208	181	216	230	220	174	68	2104
LIBRARY CARDS 2018													
Library cards 2017	10	18	17	8	20	23	17	25	24	15	13	0	190
	12	9	16	20	16	29	18	26	9	13	16	7	191
Volunteer Hours 2018													
Volunteer hours 2017	148.50	143.50	166.50	92.50	124.50	163.00	150.50	168.50	22.00	259.00	116.00	0.00	1554.5
	21	356.5	253.5	263.5	118	217.5	141.5	180.25	168.5	156	96.5	125.00	2097.75



Main Library
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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

December 3, 2018

TO: Jackie Davis

RE: Chincoteague Island Library Staffing

I need clarification from the ESPL Board as to the staffing expectations for CIL as I am getting conflicting messages. Currently, our agreement specifies ESPL provides 12 hours of paid staff. I have understood that a goal is to increase ESPL staff to cover all 42 hours of operations at CIL, eliminating the need for volunteers handling patron circulation services, such as checking out materials and fine payment.

This goal's benefit is to minimize the liability of CIL's board and all its volunteers. Because the CIL volunteers perform the same duties as paid staff, they are exposed to legal and safety risks of the nature employees have, but assume that risk personally. I have been told that the volunteers feel I do not trust them, where, in fact, my intent is to protect the volunteers.

Additionally, the Library of Virginia's "Planning for Library Excellence: Standards for Virginia Public Libraries" states specifically that "Volunteers shall not substitute for paid staff members in the provision of library services," (page 30).

I look forward to clarification from my board on this matter.

Cara Burton



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From the Director's Desk

Cara Burton, Director

Director's Report
Tuesday, December 11, 2018

Circulation for November 2018: ESPL -4,971; NFL - 1,714; CIL - 889; CCM - 1,846

Recommendation:

1. That ESPL can open at 11:00 a.m. (1-1/2 hour later) twice a year for the purpose of training staff, in addition to closing 1 full day for staff development. Times tbd.
2. Approve the 2019 Holiday closings.
3. Clarify with the library director that the budget proposal reflects library goals, specifically related to staffing at Chincoteague, supporting management of the Miles Files, providing Adult Services programming, and preparing for the move to the new library (TS).

Library Services & Patron Relations

- The Library is closed Dec. 24, 25 and 31, 2018 and Jan. 1, 2019 for the holidays. We will be OPEN on those Saturdays.
- **Passive Programs:** Basket drawing for December has survey asking about what you want to learn in 2019, to correspond to FindItVa.
- **Adult Programs:**
 - Book discussion group led by Harriet Lonergan and Wells Gregoire on the recent Doris Kearns Goodwin book. 7 patrons attended and asked to have another.
 - Lifestyle Challenge being planned for January to March.
 - Multicultural Festival being planned for May 5, 2019. Applying for grants to support it.
- **"Funding Information Network Partner,"** a.k.a. FIN. "Rebooting your Board Culture," 11/8 held at ESAAA had 10 people; "10 Strategies for Success with Digital Fundraising," held at Accomac library had 3 attendees; "Introduction to Corporate Giving," held Dec. 5 at NFL.
- **New FindItVa Databases:** We now have access to Consumer Reports online. A flyer was created to promote the e-resources useful to GED and ESL students; Literacy Council distributed it to their tutors.
- **Food for Fines:** Well publicized and started on Dec. 1. Runs until Dec. 31. SPCA posted a thank you on Facebook.
- **Youth Services (Janice Felker):**
 - Updated the National Book Awards 2018 for Young People's Literature display to promote and educate about the contenders and winner.
 - 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. (Nov. 2, 9, 16, 28)
 - Conducted Story Times at Accomac library. (Nov. 6, 13, 20, 27)
 - Met with Ryan Rouelle to discuss gravel pathways to be built around the raised garden beds at Northampton Free Library. The Friends of Northampton Free Library have funded this project as part of the dedication of the garden to the memory of Betsey Tankard. (Nov. 1)
 - Prepared a written piece on Giving the Gift of Reading and use of our Novelist eResource for submission to our monthly "Off the Shelf" section in the Eastern Shore Post. (Nov. 15)
 - Met with Laura Brawley from World Book to receive information about their Early World of Learning database (provided by the Library of Virginia) and other resources. (Nov. 6)
 - Attended Eastern Shore Healthy Communities quarterly meeting and reported for Food Access and Equity Work Group. The program, No Wrong Door, was presented by Sara Link & Erika Okonsky of the Virginia Department for Aging and Rehabilitative Services. (Nov. 8)
 - Held meetings for the library's Teen Advisory Board. (Nov. 8 & 29)

- Wrapped up plans and conducted the kids Happy Birthday Eastern Shore Public Library Event. Our attendance was 35 and everyone had a great time. The five Teen Advisory Board members who volunteered to help were a wonderful addition. (Nov. 10)
- Attended ESPL Board of Trustees meeting in Accomac. (Nov. 13)
- With Cara Burton, met with Donna Smith and Tange Francis at the Eastern Shore Area Agency on Aging/Community Action Agency to discuss creating a book trail at their site. (Nov. 14)
- Delivered discarded parenting books to Eastern Shore Area Agency on Aging/Community Action Agency for their Head Start parent bookshelf. (Nov. 14)
- Met with Kathy Lewis and Marie James, both with Nurse Family Partnership to discuss feasibility of collaborating to start a Stork Storytime program which encourages expecting families to do 100 "read-alouds" before their baby is born. (Nov. 16)
- Attended meeting of Food Access and Equity Workgroup of Eastern Shore Healthy Communities. (Nov. 19)
- Viewed Booklist webinar "Out-of-This-World Youth Nonfiction." (Nov. 20)
- Created a photo album of "Garden Club" happenings and with the help of Summer Dahlmanns, updated the library website to provide a link to it. (Nov. 20)
- Met with Cara Burton, library staff, and representatives of Accomack County Parks and Rec to work on preliminary plans for our Lifestyle Challenge to be held in January, February, and March of 2019 as well as plans for our multicultural fair (Celebrate Us!) to be held in place of our El Día de los Niños, El Día de los Libros event on May 5, 2019. (Nov. 27)
- Attended and reported at Friends of the Eastern Shore Public Library meeting. (Nov. 28)
- **Technical Services (Charle Ricci):**
 - Created book display: Unreliable Narrators
 - Created book display: Remembering World War I
 - Compiled patron database reports and created preliminary guidance for volunteers participating in ESPL Foundation Master Patron List project
 - Facebook post: New eBooks and eAudiobooks have arrived at espl.org
 - Attended ESPL Board of Trustees Meeting, November 13th
 - Attended ES Museum Network Meeting, November 15th
 - Met with representatives of ESPL Friends to discuss strategies to streamline and improve workflow for handling increased quantities of book donations and discards
 - Continued weeding nonfiction collection at Accomac
 - Created and implemented individual Evergreen login system, replacing generic circulation logins to improve security of library ILS
 - Selected and recommended books for upcoming Wellness Challenge book discussions
 - Compiled and distributed lists of missing, lost, and in transit items for all four ESPL Locations
- **Eastern Shore Room**
 - Burton, Barnes, and Childers met with Amy Davis, a volunteer archivist working on the Latimer project. She is creating a finding aid.
 - Burton, Childers, and Ricci attended 11/15 meeting with Museum Network to review FRESH project. Second phase needs grant application to NEH; VH will not draft the grant. Burton made clear that another MN member has to take the lead on this, not the library, but we would provide assistance. Childers and Burton reviewed with Barnes later, encouraging him to attend a future meeting to discuss the application and needed subject headings.
- **Meetings:**
 - 11/12, 11/19, 11/28 Heritage Center campaign meeting
 - 11/12 Parksley Town meeting; made comment in planning grant public hearing about library project
 - 11/13 ESCC Advisory Board meeting on career readiness
 - 11/14 Community Partners
 - 11/14 Hare Valley Headstart - book trail planning
 - 11/15 FRESH project with Va. Humanities at BIC
 - 11/16 David Bearing, VH, re: multi-cultural grant application
 - 11/27 Corporate & Foundation Solicitation meeting
 - 11/27 Program planning meeting with Accomack Parks and Rec. Dept, Felker, Gregoire, and Rogers
 - 11/27 Staff meeting - focused on processing Missing/Trace items and progress in learning FindItVa resources
 - 11/29 Foundation

- 11/30 Volunteer archivist Amy Davis with Barnes and Childers. Reviewed her work on Latimer project and our plans for archivist.
- Outreach:
 - 11/16 NFP lunch with national NFP representative
 - 11/28 ESCC Town Meeting
 - 11/28 Northampton Chamber after-hours networking at New Ravena
 - 12/2 Franktown Methodist Church - tabling
- Facility:
 - Reset device replaced on boiler. Under warranty.
 - Draft survey of adjoining property at NFL in hand; trying to contact donor.
- Marketing & Communications:
 - ES Post monthly article: give the gift of reading
 - Ads on Facebook for Heritage Center campaign. Boosts on Facebook for a couple posts. Get "likes" from non-local people.
- Technology
 - Order placed for new Dell for NFL using NFL Friends donation.
- Continuing Education
 - Hourly staff were provided one extra hour per week for six weeks to learn FindItVa resources; a self-training approach. Reviewed this method at staff meeting and the consensus is to close ½ day twice a year, in addition for staff development day, for training.
- Personnel
 - No report.
- Library Associations & Library of Virginia
 - LVA is in process of hiring a State Archivist.
- Other
 - Attended Doris Kearns Goodwin lecture, 12/1
 - Friends of NFL sent \$3,005 donation for a computer, iPad table, and public program which will provide staffing hourly for Barbii to provide programs. Funding approved for: \$2K public computer, \$680 iPad table; \$325 hourly staff.

Upcoming:

12/18 CSB ACES class

2019 - ODU Big Read: Claudia Rankine's Citizen



2019 Closings and Paid Holidays

Closings	Paid Holidays (Full-time Staff)
Tuesday, January 1- New Year's Day	Tuesday, January 1- New Year's Day
Friday, January 18- Lee/Jackson Day	Friday, January 18- Lee/Jackson Day
Monday, January 21- Martin Luther King Day	Monday, January 21- Martin Luther King Day
Monday, February 18- Presidents' Day	Monday, February 18- Presidents' Day
Saturday, May 25 and Monday, May 27- Memorial Day	Saturday, May 25 and Monday, May 27- Memorial Day
Thursday, July 4- Independence Day	Thursday, July 4- Independence Day
Saturday, August 31 and Monday, September 2- Labor Day	Saturday, August 31 and Monday, September 2- Labor Day
Monday, November 11- Veterans Day	Monday, November 11- Veterans Day
Thursday, November 28- Thanksgiving Day	Thursday, November 28- Thanksgiving Day
Tuesday, December 24- Christmas Eve	Tuesday, December 24- Christmas Eve
Wednesday, December 25- Christmas Day	Wednesday, December 25- Christmas Day
Tuesday, December 31- New Year's Eve	Tuesday, December 31- New Year's Eve
	3 Floating Holidays



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

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LIBRARY REPORT TO THE FOUNDATION

November 29, 2018

Library Building Project:

At the November 13, 2018 Board of Trustees meeting, the trustees approved 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. They also approved 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.

Northampton Free Library - Possible Future Addition

Also at the November 13 meeting, the trustees approved submitting a proposal to a property owner for the donation of .6 acres behind the Northampton Free Library.