

**Eastern Shore Public Library**

**Board of Trustees**

**January 8, 2019 @ 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
9. Budget Committee – No report
10. Old Business -
11. New Business- Lease Agreement
12. Additional Comments
13. Next Meeting; February 12, 2019 at Main Library in Accomac at 3:00 PM
15. Adjournment



Main Library - Accomac

Northampton Free Library

Chincoteague Island Library

Cape Charles Memorial Library

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Accomac, VA 23301

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www.espl.org

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

December 11, 2018, 3:00 pm  
Main Library, Accomac, VA

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

**In attendance: Staff:** Cara Burton, Director. Summer Dahlmanns, Janice Felker, Charle Ricci, Barbrielle Rogers. **Other:** Colette Nelson, ESPL Foundation President; Pam Holley, Construction Committee

1. Meeting called to order at 3:05 pm.
2. **Public comments.** Holley noted that when she was an officer of YALSA, a certificate of recognition was given to any board member whose term ended.
3. **Minutes.** Coady motioned to approve the minutes with the one name spelling correction; Custis seconded. Minutes approved as distributed with one abstention.
4. **Financial Report** - Burton explained the transfer of assets of \$14,000 was a cashed-out Merrill Lynch CD; it shows as an expense, but will not show as income as was already an asset. Coady reviewed the financial reports oversight responsibilities of the Board.
5. **Branch and Friends Reports**
  - a. **Cape Charles Memorial Library** - Distributed.
  - b. **Chincoteague Island Library** - Distributed. Bloxom inquired about the book clubs.
  - c. **Northampton Free Library** - Distributed. Burton noted that the NFL Friends have provided funding for a new computer, an iPad table, and extra staffing to allow computer training classes.
  - d. **ESPL Friends** - Felker reported on the Santa event. She counted 198 people, of which 112 were children. Three were the Teen Advisory Board members. Teens gave the children a tattoo and a picture to color.
6. **Library Director's Report** - Board complimented the new rugs in the YA and children's area. Burton will be sending BOT members and staff an article about gender identity. A draft of the Lifestyle Challenge Project has been completed, and the NFL and Youth Services Librarian will be adding



supplemental programs, all to promote health literacy. The ESPL budget submitted to the Library of Virginia has been approved. If, at the end of the year, modifications need to be made, a request to modify can be submitted at that time. A patron suggested replacing the current black computer stands with tables to allow a better space for working. Burton met with the patron, and would like to implement such a design, but is limited due to current space configuration and power outlet locations. Staff recently completed "Power Hour" training, which was self-guided training of the new FindItVa e-resources. Staff asked that future training be held in a group setting, rather than learning individually.

**7. ESPL Foundation/ Capital Campaign Council**

- a. **Capital Campaign Update** – Report distributed. Hall corrected a figure to those who donated more than \$50 and less than \$200 for the third mailing. Hall also requested donations for the auction for the March fundraising event, Raising the Green.

**8. Capital Project Update ( Board Committees)**

- a. **Construction Committee** – (Custis & Holley) Burton noted that the 90% estimate will not be complete until early January, and that it would make the most sense to wait until that estimate was finished to have another construction committee meeting. This will give committee members a chance to review the most recent plans in the meantime. Bloxom inquired as to when bids will go out. Burton replied that it is estimated by the County that they will be issued in late January or early February.

- b. **Steering Committee Update** – (Valentine) No report.

**9. Budget Committee** – Budget plan was distributed. Davis asked about matching grants. Davis read a letter from the Heritage Center Committee of the ESPL Foundation requesting for increased staff for the ESVAHC. Ryan moved to accept the budget plan; Custis seconded. Ryan emphasized that the CIL report mentioned appreciation for including staff hours in the budget plan. Discussion followed as to advocating for the budget.

**10. Old Business** – None.

**11. New Business** –

- a. Director recommends opening ½ hour late for staff training. Coady commented that they support staff meetings and training and Burton's efforts to do this. Coady motioned 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. and Ryan seconded. Motion passed.
- b. 2019 Holiday closings - Coady motioned to approve the 2019 holiday closings as distributed. Hall seconded. Motion passed.
  - c. AIA Contract modification - Custis moved to accept the modification to the AIA contract concerning construction management; Ryan seconded. Motion passed.
12. **Additional Comments** - Davis stated that today is the volunteer appreciation day. The library board has not historically recognized volunteers. Coady feels recognition should be for Trustees completing their terms, except due to illness or personal situations. It should not be going back in time. Nelson commented that the ESPL Foundation is sending recognition letters at the end of the year to Directors that have resigned in the past year. Nelson stated that recognizing them gives them incentive to promote the organization. Holley commented. Ryan recognized Charle Ricci for creating new individual logins for Evergreen for the purposes of security and data integrity. Davis opened discussion regarding a new library name and logo. Coady suggested that no change be made to existing name and logo, but that it would be better timing to wait until closer to the time of the new library opening. Custis concurred, but Burton pointed out that to have a rebranding available for the groundbreaking, the branding designer will need to begin working on it now. Burton asked that the Board consider possibilities for a name for the Parksley facility for the January meeting. Ryan and Custis pointed out that it might be a naming opportunity in conjunction with fundraising efforts. Board will review past survey of potential names for the new facility, and will discuss at a future date.
13. **Next Meeting:** January 8, 2019 at Main Library in Accomac at 3:00 PM.
14. **Adjournment.** Ryan motioned and Hall seconded. Meeting adjourned at 4:25 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary



DRAFT

Eastern Shore Public Library  
**Profit & Loss**  
 December 2018

	<u>Dec 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · INCOME	
42000 · Contributions	570.00
44000 · Fines & Fees	
44010 · Fines	374.28
44020 · Photocopying	574.50
44030 · Fax	313.03
44040 · Other	111.22
44000 · Fines & Fees - Other	54.74
	<u>1,427.77</u>
Total 44000 · Fines & Fees	1,427.77
Total 40000 · INCOME	<u>1,997.77</u>
Total Income	1,997.77
<b>Expense</b>	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	390.00
	<u>390.00</u>
Total 61100 · Building	390.00
61200 · Utilities	
61201 · Fuel Oil	181.90
61202 · Electricity	901.35
61203 · Telephone	362.39
	<u>1,445.64</u>
Total 61200 · Utilities	1,445.64
61300 · Vehicle Operation	103.35
61500 · Computer	
61513 · Online Services	6,524.17
61514 · Internet Services, State	100.00
61517 · Computer Maintenance	445.00
	<u>7,069.17</u>
Total 61500 · Computer	7,069.17
Total 61000 · Operations	9,008.16
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	309.94
	<u>309.94</u>
Total 62300 · Equipment Maintenance	309.94
Total 62000 · Equipment	309.94
63000 · Programs	
63100 · Adult	82.80
63000 · Programs - Other	59.60
	<u>142.40</u>
Total 63000 · Programs	142.40
64000 · Personnel	

Eastern Shore Public Library  
**Profit & Loss**  
 December 2018

	<u>Dec 18</u>
64010 · Salaries - Director	5,355.00
64020 · Salaries - Other	13,802.14
64030 · Hourly Employees	13,245.58
64050 · Payroll Expenses	2,850.79
64070 · Retirement (VRS)	1,132.20
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	3,379.26
64086 · Insurance, Dental (Anthem)	79.50
<b>Total 64080 · Insurance</b>	<u>3,458.76</u>
<b>Total 64000 · Personnel</b>	39,844.47
65000 · Supplies	
65200 · Office	86.45
65300 · Library	85.54
<b>Total 65000 · Supplies</b>	<u>171.99</u>
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	3,729.90
66312 · Periodicals, State Aid	324.00
66313 · Continuations, State Aid	31.18
66317 · AV, State Aid	457.71
66320 · Cape Charles Contract #15	114.71
<b>Total 66310 · System Materials</b>	<u>4,657.50</u>
66350 · Affiliates	
66351 · Books, Affiliates	1,022.85
<b>Total 66350 · Affiliates</b>	<u>1,022.85</u>
<b>Total 66000 · Materials</b>	5,680.35
67000 · Other	
67100 · Postage	55.99
67200 · Travel	882.12
67300 · Dues	50.00
<b>Total 67000 · Other</b>	<u>988.11</u>
68000 · Miscellaneous	
68100 · Bank Fees	65.00
68000 · Miscellaneous - Other	-34.11
<b>Total 68000 · Miscellaneous</b>	<u>30.89</u>
69000 · Professional Services	
69001 · Professional Services, Financial	1,192.50
69002 · Professional, Library Services	450.94
69000 · Professional Services - Other	340.00
<b>Total 69000 · Professional Services</b>	<u>1,983.44</u>
<b>Total 60000 · EXPENSES</b>	<u>58,159.75</u>

Eastern Shore Public Library  
**Profit & Loss**  
December 2018

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	<u>Dec 18</u>
<b>Total Expense</b>	<u>58,159.75</u>
<b>Net Ordinary Income</b>	-56,161.98
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
8020 · Miscellaneous	462.62
<b>Total Other Expense</b>	<u>462.62</u>
<b>Net Other Income</b>	<u>-462.62</u>
<b>Net Income</b>	<u><u>-56,624.60</u></u>



10:58 AM  
 01/03/19  
 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
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · INCOME</b>				
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%
<b>Total 41000 · Government Income</b>	<b>359,075.50</b>	<b>706,709.00</b>	<b>-347,633.50</b>	<b>50.8%</b>
<b>42000 · Contributions</b>				
42010 · ESPL Friends	1,859.93	3,000.00	-1,140.07	62.0%
42020 · NFL Friends	9,006.60	10,000.00	-993.40	90.1%
42030 · Contributions Unrestricted	0.00	1,500.00	-1,500.00	0.0%
42040 · Contributions Restricted	9,338.47	5,000.00	4,338.47	186.8%
42050 · Legacies & Bequests	81.14	500.00	-418.86	16.2%
42000 · Contributions - Other	570.00			
<b>Total 42000 · Contributions</b>	<b>20,856.14</b>	<b>20,000.00</b>	<b>856.14</b>	<b>104.3%</b>
<b>43000 · Reimbursements</b>				
43010 · ESPL	354.00	500.00	-146.00	70.8%
43020 · Island	441.38	1,000.00	-558.62	44.1%
43030 · Cape Charles	4,212.93	18,000.00	-13,787.07	23.4%
43040 · Book Replacement	76.94	400.00	-323.06	19.2%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	1,774.01	0.00	1,774.01	100.0%
<b>Total 43000 · Reimbursements</b>	<b>6,859.26</b>	<b>19,900.00</b>	<b>-13,040.74</b>	<b>34.5%</b>
<b>44000 · Fines &amp; Fees</b>				
44010 · Fines	5,385.00	7,500.00	-2,115.00	71.8%
44020 · Photocopying	3,978.05	6,000.00	-2,021.95	66.3%
44030 · Fax	2,374.03	5,500.00	-3,125.97	43.2%
44040 · Other	4,765.26	2,000.00	2,765.26	238.3%
44000 · Fines & Fees - Other	355.72	823.31	-467.59	43.2%
<b>Total 44000 · Fines &amp; Fees</b>	<b>16,858.06</b>	<b>21,823.31</b>	<b>-4,965.25</b>	<b>77.2%</b>
<b>45000 · Endowments</b>				
45010 · Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 · General (Merrill Lynch)	214.47	800.00	-585.53	26.8%
45090 · Miscellaneous Endowments	67.95	2,000.00	-1,932.05	3.4%
<b>Total 45000 · Endowments</b>	<b>282.42</b>	<b>2,800.00</b>	<b>-2,517.58</b>	<b>10.1%</b>
46000 · Private Grants	1,000.00	1,000.00	0.00	100.0%
<b>49000 · Miscellaneous Income</b>				
49010 · NOW Interest	0.00	40.00	-40.00	0.0%
49020 · Driver Education Test Proctorin	130.00	400.00	-270.00	32.5%
49000 · Miscellaneous Income - Other	0.00	0.00	0.00	0.0%
<b>Total 49000 · Miscellaneous Income</b>	<b>130.00</b>	<b>440.00</b>	<b>-310.00</b>	<b>29.5%</b>
<b>Total 40000 · INCOME</b>	<b>405,061.38</b>	<b>772,672.31</b>	<b>-367,610.93</b>	<b>52.4%</b>
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%
<b>Total Income</b>	<b>405,061.38</b>	<b>776,672.31</b>	<b>-371,610.93</b>	<b>52.2%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	7,250.96	20,000.00	-12,749.04	36.3%
61102 · Building Maintenance, NFL	1,421.95	3,500.00	-2,078.05	40.6%
61100 · Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 · Building</b>	<b>8,672.91</b>	<b>23,500.00</b>	<b>-14,827.09</b>	<b>36.9%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	781.27	4,500.00	-3,718.73	17.4%
61202 · Electricity	7,454.23	11,000.00	-3,545.77	67.8%
61203 · Telephone	4,945.78	12,000.00	-7,054.22	41.2%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 61200 · Utilities</b>	<b>13,181.28</b>	<b>27,500.00</b>	<b>-14,318.72</b>	<b>47.9%</b>

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01/03/19

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
61300 · Vehicle Operation	836.75	2,500.00	-1,663.25	33.5%
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%
<b>Total 61400 · Insurance (VML)</b>	<b>9,283.00</b>	<b>13,355.00</b>	<b>-4,072.00</b>	<b>69.5%</b>
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	10,377.82	14,500.00	-4,122.18	71.6%
61514 · Internet Services, State	12,250.00	20,500.00	-8,250.00	59.8%
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	3,115.00	5,500.00	-2,385.00	56.6%
<b>Total 61500 · Computer</b>	<b>27,654.65</b>	<b>43,200.00</b>	<b>-15,545.35</b>	<b>64.0%</b>
<b>Total 61000 · Operations</b>	<b>59,628.59</b>	<b>110,055.00</b>	<b>-50,426.41</b>	<b>54.2%</b>
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	2,901.03	8,000.00	-5,098.97	36.3%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 62300 · Equipment Maintenance</b>	<b>2,901.03</b>	<b>8,000.00</b>	<b>-5,098.97</b>	<b>36.3%</b>
62000 · Equipment - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 62000 · Equipment</b>	<b>3,857.34</b>	<b>9,000.00</b>	<b>-5,142.66</b>	<b>42.9%</b>
63000 · Programs				
63100 · Adult	82.80	0.00	82.80	100.0%
63200 · Youth	3,940.81	0.00	3,940.81	100.0%
63000 · Programs - Other	208.14	4,000.00	-3,791.86	5.2%
<b>Total 63000 · Programs</b>	<b>4,231.75</b>	<b>4,000.00</b>	<b>231.75</b>	<b>105.8%</b>
64000 · Personnel				
64010 · Salaries - Director	32,130.00	62,424.00	-30,294.00	51.5%
64020 · Salaries - Other	82,812.84	168,000.00	-85,187.16	49.3%
64030 · Hourly Employees	80,404.52	147,000.00	-66,595.48	54.7%
64060 · Payroll Expenses	17,666.16	40,000.00	-22,333.84	44.2%
64070 · Retirement (VRS)	6,793.21	13,616.00	-6,822.79	49.9%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	416.25	553.00	-136.75	75.3%
64083 · Insurance, Life (VRS)	-0.03	0.00	-0.03	100.0%
64084 · Insurance, Gen. Liability (VRS)	-0.01	0.00	-0.01	100.0%
64085 · Insurance, Medical (Anthem)	20,275.56	47,700.00	-27,424.44	42.5%
64086 · Insurance, Dental (Anthem)	477.00	1,500.00	-1,023.00	31.8%
<b>Total 64080 · Insurance</b>	<b>21,168.77</b>	<b>49,753.00</b>	<b>-28,584.23</b>	<b>42.5%</b>
64090 · Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 · Personnel - Other	109.00	0.00	109.00	100.0%
<b>Total 64000 · Personnel</b>	<b>241,084.50</b>	<b>488,793.00</b>	<b>-247,708.50</b>	<b>49.3%</b>
65000 · Supplies				
65100 · Custodial	31.78	1,000.00	-968.22	3.2%
65200 · Office	90.03	5,000.00	-4,909.97	1.8%
65300 · Library	8,579.14	9,876.00	-1,296.86	86.9%
65400 · Youth Program Supplies	229.16	500.00	-270.84	45.8%
65000 · Supplies - Other	134.30	200.00	-65.70	67.2%
<b>Total 65000 · Supplies</b>	<b>9,064.41</b>	<b>16,576.00</b>	<b>-7,511.59</b>	<b>54.7%</b>
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	15,486.19	47,376.00	-31,889.81	32.7%
66312 · Periodicals, State Aid	4,046.04	5,000.00	-953.96	80.9%
66313 · Continuations, State Aid	-43.51	500.00	-543.51	-8.7%
66314 · Microforms, State Aid	630.00	0.00	630.00	100.0%
66315 · Electronic Resources, State Aid	831.38	2,000.00	-1,168.62	41.6%
66316 · Binding, State Aid	0.00	933.06	-933.06	0.0%
66317 · AV, State Aid	1,735.36	6,000.00	-4,264.64	28.9%

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

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
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	859.95	2,000.00	-1,140.05	43.0%
66310 · System Materials - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 66310 · System Materials</b>	<b>23,545.41</b>	<b>69,309.06</b>	<b>-45,763.65</b>	<b>34.0%</b>
66350 · Affiliates				
66351 · Books, Affiliates	7,780.29	24,000.00	-16,219.71	32.4%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
<b>Total 66350 · Affiliates</b>	<b>7,780.29</b>	<b>24,000.00</b>	<b>-16,219.71</b>	<b>32.4%</b>
66900 · Eastern Shore Room	0.00	0.00	0.00	0.0%
<b>Total 66000 · Materials</b>	<b>31,325.70</b>	<b>93,309.06</b>	<b>-61,983.36</b>	<b>33.6%</b>
67000 · Other				
67100 · Postage	755.94	4,000.00	-3,244.06	18.9%
67200 · Travel	3,119.21	4,500.00	-1,380.79	69.3%
67300 · Dues	1,733.00	1,500.00	233.00	115.5%
67000 · Other - Other	0.00	0.00	0.00	0.0%
<b>Total 67000 · Other</b>	<b>5,608.15</b>	<b>10,000.00</b>	<b>-4,391.85</b>	<b>56.1%</b>
68000 · Miscellaneous				
68100 · Bank Fees	485.07	400.00	85.07	121.3%
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	1,218.08	3,000.00	-1,781.92	40.6%
<b>Total 68000 · Miscellaneous</b>	<b>2,714.15</b>	<b>8,430.00</b>	<b>-5,715.85</b>	<b>32.2%</b>
69000 · Professional Services				
69001 · Professional Services, Financial	8,332.50	16,500.00	-8,167.50	50.5%
69002 · Professional, Library Services	3,655.82	7,000.00	-3,344.18	52.2%
69000 · Professional Services - Other	6,049.48	6,500.00	-450.52	93.1%
<b>Total 69000 · Professional Services</b>	<b>18,037.80</b>	<b>30,000.00</b>	<b>-11,962.20</b>	<b>60.1%</b>
<b>Total 60000 · EXPENSES</b>	<b>375,552.39</b>	<b>770,163.06</b>	<b>-394,610.67</b>	<b>48.8%</b>
<b>Total Expense</b>	<b>375,552.39</b>	<b>770,163.06</b>	<b>-394,610.67</b>	<b>48.8%</b>
<b>Net Ordinary Income</b>	<b>29,508.99</b>	<b>6,509.25</b>	<b>22,999.74</b>	<b>453.3%</b>
<b>Other Income/Expense</b>				
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%
<b>Total Other Income</b>	<b>500,030.60</b>	<b>29.84</b>	<b>500,000.76</b>	<b>1,675,705.8%</b>
Other Expense				
81103 · Capital	770,188.23	0.00	770,188.23	100.0%
8010 · Reserve	10,692.83	10,000.00	692.83	106.9%
8020 · Miscellaneous	14,616.54	0.00	14,616.54	100.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>795,497.60</b>	<b>10,000.00</b>	<b>785,497.60</b>	<b>7,955.0%</b>
<b>Net Other Income</b>	<b>-295,467.00</b>	<b>-9,970.16</b>	<b>-285,496.84</b>	<b>2,963.5%</b>
<b>Net Income</b>	<b>-265,958.01</b>	<b>-3,460.91</b>	<b>-262,497.10</b>	<b>7,684.6%</b>

**December 2018**

## **Northampton Free Library (NFL)**

### **Computer Usage**

There were 570 computer users this month.

This month we've had 41 iPad users, and our AWE computer used 337 minutes of session time.

### **Staffing**

No Staff Changes this month.

### **Building Maintenance**

This month, fire alarm and security system inspection was completed with no issues to report.

### **Meeting Room Usage**

The meeting room was used 12 times this month, which includes small groups and individual use.

### **NFL Friends' News**

Nothing new to report from our NFL Friends, next meeting is on January 7<sup>th</sup>.

**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, January 8, 2019

Circulation for December 2018: ESPL - 4,288; NFL - 1,341; CIL - 798; CCML - 1,423

Recommendation: None at this time.

### Library Services & Patron Relations

- **Passive Programs:** Basket drawing will continue. Planning to tie to Lifestyle Challenge January to March.
- **Volunteer Appreciation Day:** Was well received again. We thank B. Rogers for ordering the sandwiches and all the staff that brought in snacks to share.
- **Adult Programs:**
  - Lifestyle Challenge taking place for January to March. See packet for details.
  - Multicultural Festival being planned for May 5, 2019. Applying for grants to support it.
- **"Funding Information Network Partner,"** a.k.a. FIN. A planned giving webinar will take place January 24.
- **New FindItVa Databases:** Promoted in Lifestyle Challenge, mainly Universal Class.
- **Food for Fines:** 12 people at Accomac participated waiving \$60 in fines. The other locations' activity will be reported next month.
- **Youth Services (Janice Felker):**
  - Promoted ESPL Food for Fines as well as professional development webinars to local area public and private schools.
  - Continued to work on collection development (purchasing and discarding) for Children's and YA collections.
  - Attended and helped with Friends of the Eastern Shore Public Library sponsored "Visit with Santa" event. Also arranged for the Teen Advisory Board to provide activities (coloring pages and temporary tattoos) for the children that day. (Dec. 1)
  - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (Dec. 7 & 21)
  - Conducted Story Times at Accomac library. (Dec. 4 & 11)
  - Decorated children's areas for the holiday season at both the Accomac and Nassawadox locations. (Week of Dec. 3)
  - Supervised removal and replacement of new carpet in the Children's Room and Teen Space of the library in Accomac. Also refilled bean bag chairs in Teen Space. (Dec. 5)
  - Prepared new Go Readers for Juvenile collection and set up procedure for their checkout. Promoted the Go Readers on Facebook. (Dec. 6)
  - Ordered an additional iPad table for Northampton Free Library (to be funded by Friends of the Northampton Free Library). (Dec. 6)
  - Received gift of 35 kid's yoga mats (15 for Nassawadox and 20 for Accomac for use in Youth Services events) from Claudette Lajoie owner of Bay Life Yoga. (Dec. 7)
  - Applied for two grants - 2019 Dollar General Teen Summer Intern Program Grant and the 2019 Dollar General Summer Learning Resources Grant. (Dec. 7 & 10)
  - Attended ESPL Board of Trustees meeting in Accomac. (Dec. 11)
  - Conducted library tour and story time for PK students from Kegotank Elementary School at Accomac library - attendance of 45. (Dec. 13)
  - Held meeting for the library's Teen Advisory Board. (Dec. 13)
  - Sent Holiday Greeting cards to colleagues who have collaborated with ESPL Youth Services. (Dec. 17)
  - Attended Adverse Childhood Experiences (ACEs) Interface Training at ESCSB - Prevention Services in Belle Haven. (Dec. 18)

- Scheduled, promoted, and supervised movie events and pop-up holiday craft making hours for Accomac and Nassawadox libraries. (Dec. 20 & 21)
- **Technical Services (Charle Ricci):**
  - Bulk removal of missing and lost items from ESPL catalog (items set at missing or lost prior to 10/01/2014)
  - Created Upcoming Bestseller List for January - April 2019
  - Began project to clean up items in catalog with erroneous status of "On holds shelf" or "In Transit"
  - Continued work in nonfiction collection to update/weed/prepare for move to Parksley facility
  - Working with Evergreen contact at LVA and Equinox to troubleshoot issues when cataloging multiple copies simultaneously
  - Completed implementation of individual Evergreen login usernames and passwords for each staff member and volunteer across the ESPL system
  - Attended December 11, 2018 ESPL Board of Trustees meeting
- **Eastern Shore Room**
  - ESPL received the National Endowment for the Humanities Preservation Assistance Grant, \$6,000, which pays to hire a consultant to review the archives and make recommendations via a report. The consultant will also give a "care and handling of materials" ½ day workshop for staff and Museum Network volunteers. A Lyrasis consultant will be coming in April. The grant does not pay for staff time.
  - ESPL received \$600 from the Virginia Humanities FRESH grant via UVA. The funds will be used to allow for Stacia to work with MK Miles on the Miles Files transition to ESPL. There is a FRESH meeting on January 9 which Stacia is attending.
- **Meetings:**
  - 12/4 Corporate Solicitation/Grant Committee
  - 12/4 J. Davis
  - 12/7 TALDC - Charles City
  - 12/10 BoS Coker @NFL
  - 12/11 BB&T phone call
  - 12/19 Lyrasis phone call with Childers to review NEH PAG grant
  - 12/19 Community Partners Bylaws Committee
  - 12/20 ESPL Foundation
  - 12/21 David Hill, planning architect hired for Parksley Planning Project by the Town.
  - 1/3 Raising the Green committee meeting
- **Outreach:**
  - 12/5 Chamber Eggs & Issues
  - 12/18 Lewis Town Hall meeting
  - 1/2 Soroptomists Club
- **Facility:**
  - Repaired fax machine line.
  - Herbert Senn replaced outdoor lightbulbs at Accomac site (requires tall ladder).
- **Marketing & Communications:**
  - ES Post monthly article: Lifestyle Challenge. Wasn't printed in December, but should be in Jan. 4 article.
  - Still submitting Badger and Barnes history articles.
  - Ads on Facebook for fundraiser will be done next week as well as email blast.
  - Promoting Lifestyle Challenge in a variety of venues.
  - PR on NEH PAG grant done.
- **Technology**
  - New computer being set-up for NFL.
- **Continuing Education**
  - Burton and Felker attended the CSB ACES training: Adverse Childhood Experiences. 6 hours. Have requested CSB to conduct the training at the staff development day in July.
  - 12/13 Cara took FIN quarterly training to learn new features and upcoming webinars. Sent email to FIN contacts about updates.
- **Personnel**
  - Annual reviews are being done.
- **Library Associations & Library of Virginia**
  - We received copies of the ODU Reads book via their grant. We do not plan any programs at this time.

Upcoming:

3/16 Raising the Green fundraiser

2019 - ODU Big Read: Claudia Rankine's Citizen

## **MEMORANDUM**

**To: ESPL Board of Trustees**

**From: Kitty Hall**

**Subject: ESPL Foundation Meeting December 20, 2018**

### **Summary:**

**Loan:** Foundation is negotiating with BB&T for a loan. Hopefully for less than \$700,000, donations from the Heritage Center Campaign are being received. Letter of Commitment is being signed after consultation with lawyer John Custis.

**Directors:** Foundation has 2 new directors: Mr. Ron Matthews and Ms. Deborah Christie. Others are being considered.

**Committees:** Corporate and Solicitations Committee, Volunteer Committee\*, Heritage Center Committee and Capital Campaign Committees are meeting weekly.

**Administrative Secretary:** Foundation is seeking a new Administrative Secretary who is familiar with Grant Writing and Excel software.

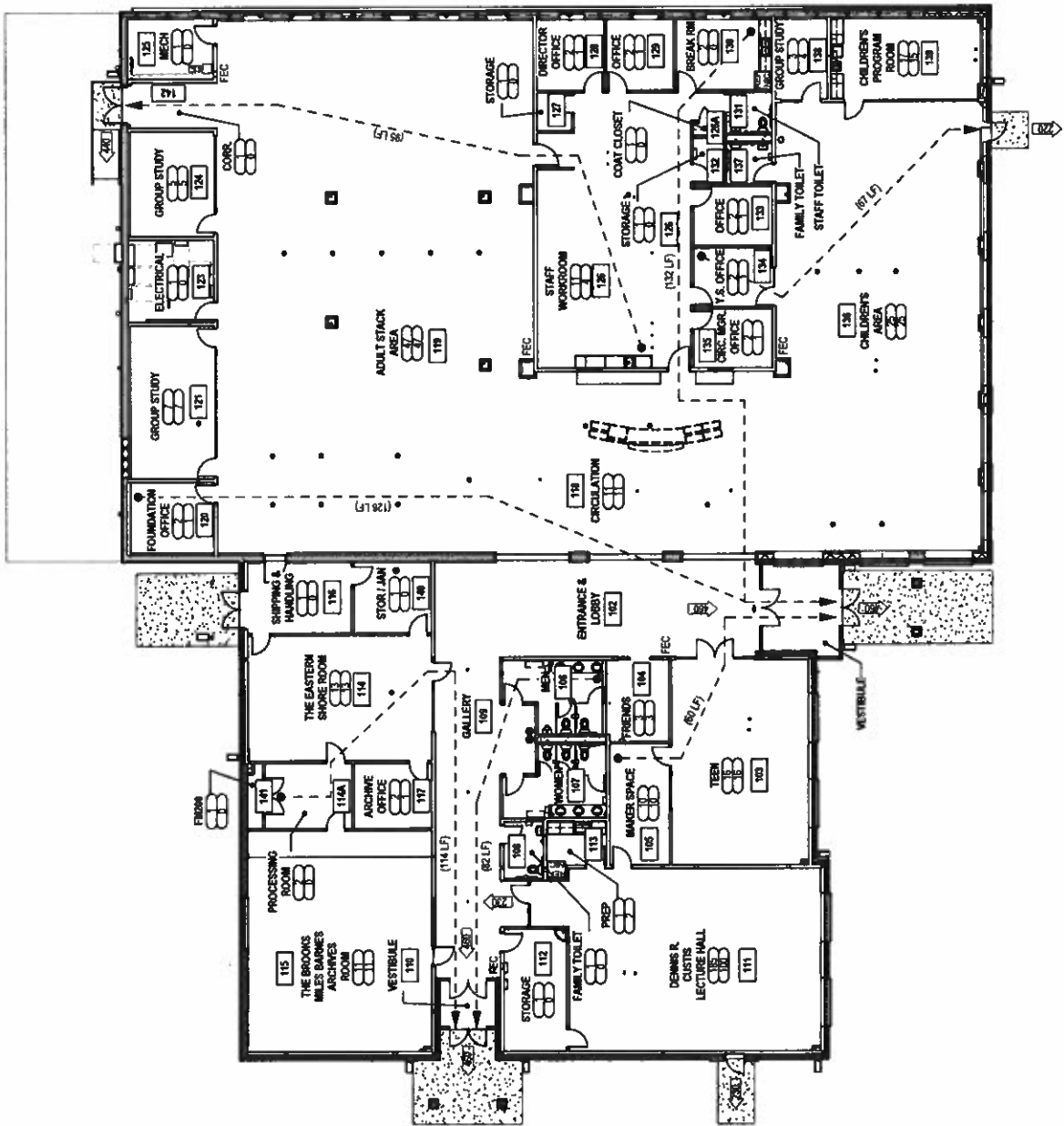
**Next Foundation Meeting:** January 17, 2019

Update from Construction Committee Co-Chairs, Dennis Custis and Pam Holley  
Friday, January 4, 2018

The 90% plans, as well as a tome entitled Specifications [ESPL, Parksley], were delivered just after Christmas. Library Director Cara Burton notified members of the Construction and Steering Committees.

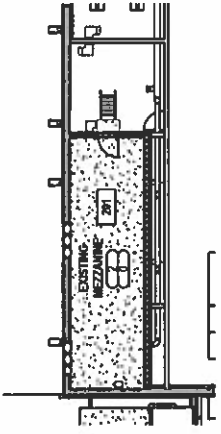
The report from the Estimators is due to be sent [likely in a pdf] Monday, January 14 and there will be a joint meeting of the Construction and Steering Committees on Wednesday, January 16 at 9:30am at the Foundation Office, Four Corners Plaza. Nicole Davilli from Waller, Todd and Sadler Architects will be present to answer questions about the plans and the estimators report.





FIRST FLOOR LIFE SAFETY PLAN

3/02 \* 1/07



MEZZANINE LIFE SAFETY PLAN

3/02 \* 1/07

**GENERAL LIFE SAFETY NOTES**

1. ALL WALLS DESIGNATED AS FIRE RATED OR IRIS (RESIST THE PASSAGE OF SMOKE) PARTITIONS SHALL EXTEND TO THE UNDERSIDE OF ROOF OR FLOOR DECK ABOVE. PROVIDE SPECIFIED FIRE RATED MATERIAL AT ALL JOISTS AND PENETRATIONS.
2. ALL PENETRATIONS THROUGH FIRE RATED ASSEMBLIES SHALL BE FIRE STOPPED AND SEALED AS REQUIRED TO MAINTAIN INTEGRITY OF THE FIRE RATED ASSEMBLY.

**PROJECT BASIC DESCRIPTION**

THE PROJECT INCLUDES CONSTRUCTION OF A NEW 20,877 SF LIBRARY. THE LIBRARY WILL BE ONE (1) STORY. THE QUANTITY OF PUBLIC WATER AVAILABLE AT THE SITE WILL SUPPORT FIRE FIGHTING FLOWS. DOMESTIC WATER WILL BE DIRECT FROM THE PUBLIC SYSTEM.

TOTAL OCCUPANT LOAD = 381 (SEE SCHEDULES SHEET LS102)

**APPLICABLE CODES**

1. BUILDING CODES:
  - 2012 VIRGINIA UNIFORM STATEWIDE BUILDING CODE (VABSC) PART 1, CONSTRUCTION (VIRGINIA CONSTRUCTION CODE) INCLUDING BY REFERENCE
  - 2012 VIRGINIA CONSTRUCTION CODE
  - 2012 VIRGINIA MECHANICAL CODE
  - 2012 VIRGINIA PLUMBING CODE
  - 2011 NFPA 70 NATIONAL ELECTRIC CODE
  - 2012 VIRGINIA ENERGY CONSERVATION CODE
  - 2012 VIRGINIA STATE FIRE MARSHAL'S BUREAU FIRE PREVENTION CODE
  - 2008 ICC ANS A117.1 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES
2. ZONING ORDINANCE FOR CITY OF PARKSLEY, VIRGINIA

**LIFE SAFETY PLAN LEGEND**

- ONE HOUR FIRE BARRIER
- CODE DERIVED
- POSTED OCCUPANCY
- DESIGN OCCUPANCY
- EGRESS CAPACITY IN PERSONS FOR OPENING SHOWN
- NON-FIRE RATED PARTITION, REFER TO SHEET A-102 FOR PARTITION TYPES LEGEND.
- APPROXIMATE MAXIMUM TRAVEL DISTANCE IN LINEAR FEET (LF)
- FIRE EXTINGUISHER AND CABINET
- ROOM NUMBER
- DRINKING FOUNTAIN (BU LEVEL)

**New Regional Library at Parksley, VA**  
**Custodial & Maintenance Estimates**  
 11/27/2017

1. Custodial Service - Labor		
2 FTE night staff @ \$12.80/hr plus benefits =		\$69,222
2. Building Maintenance - Labor		
HVAC filters:		
2 man-hrs/qtr/unit x 10 units x 4 qtrs/yr @ \$23.22 =		\$1,858
Light ballasts, locks, plumbing issues, general maint.:		
4 man-hrs/wk x 52 wks/yr @ \$23.22 =		\$4,830
Annual floor strip & wax		
60 man-hrs @ \$23.22 =		\$1,393
3. Building Maintenance - Materials		
Estimate		\$5,000
4. Custodial Service - Materials		
Estimate		\$1,200
5. Water & Sewer		
Not included here (Library Operating Budget)		---
6. Electrical Service		
Not included here (Library Operating Budget)		---
7. Refuse Disposal		
Not included here (Library Operating Budget)		---
8. Security System Monitoring & Maintenance		
Estimate based on Dept. of Social Services		\$1,000
9. Grounds Maintenance		
Litter Removal, Light Mowing/Weed-Eating		
2 men x 1.5 hrs x 52 wks @ \$17.35		\$2,707
10. Pest Control		
Estimate based on other public facilities		\$500
11. Snow Removal		\$1,000
		<u>\$88,710</u>