

**Eastern Shore Public Library**

**Board of Trustees**

**February 12, 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- Review of Policy change Recommendations
12. Additional Comments
13. Next Meeting; March 12, 2019 at Main Library in Accomac at 3:00 PM
15. Adjournment

Eastern Shore Public Library  
**Balance Sheet**  
As of January 31, 2019

	<u>Jan 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	533.52
Sun Trust - Operating	
Liability Reserve	4,669.00
Reserve	5,831.00
Sun Trust - Operating - Other	<u>171,166.28</u>
Total Sun Trust - Operating	181,666.28
Suntrust - Restricted Fund	10,190.00
Union Bank	<u>19.98</u>
Total Checking/Savings	<u>192,409.78</u>
Total Current Assets	192,409.78
<b>Other Assets</b>	
Merrill Lynch Auxiliary Account	<u>15,955.42</u>
Total Other Assets	<u>15,955.42</u>
<b>TOTAL ASSETS</b>	<b><u><u>208,365.20</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	<u>958.98</u>
Total Accounts Payable	958.98
<b>Credit Cards</b>	
Cardmember Services Visa	<u>932.25</u>
Total Credit Cards	932.25
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	2,610.72
2290 · Anthem, Medical	-598.30
2300 · Anthem, Dental	8.18
2360 · AFLAC	<u>165.30</u>
Total Other Current Liabilities	<u>2,185.90</u>

6:55 PM  
02/05/19  
Accrual Basis

Eastern Shore Public Library  
Balance Sheet  
As of January 31, 2019

---

	<u>Jan 31, 19</u>
Total Current Liabilities	4,077.13
Total Liabilities	4,077.13
Equity	
1110 · Retained Earnings	250,416.67
3000 · Opening Bal Equity	95,784.16
Net Income	-141,912.76
Total Equity	204,288.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>208,365.20</u></b>

	Jan 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>41000 · Government Income</b>	
41010 · Accomack County	100,926.75
41020 · Northampton County	34,500.00
41030 · State Aid	44,111.00
	179,537.75
<b>Total 41000 · Government Income</b>	
<b>42000 · Contributions</b>	
42030 · Contributions Unrestricted	220.00
	220.00
<b>Total 42000 · Contributions</b>	
<b>44000 · Fines &amp; Fees</b>	
44010 · Fines	1,230.16
44020 · Photocopying	340.05
44030 · Fax	516.90
44040 · Other	3,804.15
44000 · Fines & Fees - Other	26.20
	5,917.46
<b>Total 44000 · Fines &amp; Fees</b>	
<b>45000 · Endowments</b>	
45020 · General (Merrill Lynch)	13.59
	13.59
<b>Total 45000 · Endowments</b>	
<b>46000 · Private Grants</b>	600.00
<b>49000 · Miscellaneous Income</b>	
49020 · Driver Education Test Proctorin	45.00
49000 · Miscellaneous Income - Other	1,939.61
	1,984.61
<b>Total 49000 · Miscellaneous Income</b>	
<b>Total 40000 · INCOME</b>	188,273.41
<b>Total Income</b>	188,273.41
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61101 · Building Maintenance	1,205.06
61102 · Building Maintenance, NFL	75.81
	1,280.87
<b>Total 61100 · Building</b>	
<b>61200 · Utilities</b>	
61201 · Fuel Oil	1,408.05
61202 · Electricity	798.53
61203 · Telephone	1,451.84
	3,658.42
<b>Total 61200 · Utilities</b>	
<b>61300 · Vehicle Operation</b>	598.89

Eastern Shore Public Library  
**Profit & Loss**  
 January 2019

	<u>Jan 19</u>
<b>61500 · Computer</b>	
61513 · Online Services	651.45
61514 · Internet Services, State	2,182.00
61517 · Computer Maintenance	445.00
	<u>3,278.45</u>
<b>Total 61000 · Operations</b>	8,816.63
<b>62000 · Equipment</b>	
62300 · Equipment Maintenance	
62310 · Contractual Services	702.50
	<u>702.50</u>
<b>Total 62000 · Equipment</b>	702.50
<b>63000 · Programs</b>	
63100 · Adult	150.00
63000 · Programs - Other	70.84
	<u>220.84</u>
<b>Total 63000 · Programs</b>	220.84
<b>64000 · Personnel</b>	
64010 · Salaries - Director	4,908.75
64020 · Salaries - Other	12,651.96
64030 · Hourly Employees	13,192.81
64050 · Payroll Expenses	4,424.35
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
	<u>3,458.78</u>
<b>Total 64080 · Insurance</b>	3,458.78
<b>Total 64000 · Personnel</b>	39,768.83
<b>65000 · Supplies</b>	
65100 · Custodial	106.31
65200 · Office	45.28
65300 · Library	651.36
	<u>802.95</u>
<b>Total 65000 · Supplies</b>	802.95
<b>66000 · Materials</b>	
66310 · System Materials	
66311 · Books, State Aid	2,912.73
66313 · Continuations, State Aid	88.86
66315 · Electronic Resources, State Aid	19.98
66317 · AV, State Aid	424.70
66320 · Cape Charles Contract #15	143.95
	<u>3,590.22</u>
<b>Total 66310 · System Materials</b>	3,590.22
<b>66350 · Affiliates</b>	

Eastern Shore Public Library  
**Profit & Loss**  
January 2019

	<u>Jan 19</u>
66351 · Books, Affiliates	1,537.88
<b>Total 66350 · Affiliates</b>	<u>1,537.88</u>
<b>Total 66000 · Materials</b>	5,128.10
67000 · Other	
67100 · Postage	200.00
67200 · Travel	93.31
67300 · Dues	50.00
67000 · Other - Other	100.00
<b>Total 67000 · Other</b>	<u>443.31</u>
68000 · Miscellaneous	
68100 · Bank Fees	64.96
68600 · Continuing Education	25.00
68000 · Miscellaneous - Other	532.40
<b>Total 68000 · Miscellaneous</b>	<u>622.36</u>
69000 · Professional Services	
69001 · Professional Services, Financial	1,020.00
69002 · Professional, Library Services	434.84
69000 · Professional Services - Other	2,117.50
<b>Total 69000 · Professional Services</b>	<u>3,572.34</u>
<b>Total 60000 · EXPENSES</b>	<u>60,077.86</u>
<b>Total Expense</b>	<u>60,077.86</u>
<b>Net Ordinary Income</b>	<u>128,195.55</u>
<b>Net Income</b>	<u>128,195.55</u>

**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>				
<b>41000 · Government Income</b>				
41010 · Accomack County	302,780.25	403,707.00	-100,926.75	75.0%
41020 · Northampton County	103,500.00	138,000.00	-34,500.00	75.0%
41030 · State Aid	132,333.00	165,002.00	-32,669.00	80.2%
<b>Total 41000 · Government Income</b>	<b>538,613.25</b>	<b>706,709.00</b>	<b>-168,095.75</b>	<b>76.2%</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	790.00	1,500.00	-710.00	52.7%
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%
<b>Total 42000 · Contributions</b>	<b>21,076.14</b>	<b>20,000.00</b>	<b>1,076.14</b>	<b>105.4%</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	6,377.08	7,500.00	-1,122.92	85.0%
44020 · Photocopying	4,302.80	6,000.00	-1,697.20	71.7%
44030 · Fax	2,878.93	5,500.00	-2,621.07	52.3%
44040 · Other	4,831.00	2,000.00	2,831.00	241.6%
44000 · Fines & Fees - Other	327.18	823.31	-496.13	39.7%
<b>Total 44000 · Fines &amp; Fees</b>	<b>18,716.99</b>	<b>21,823.31</b>	<b>-3,106.32</b>	<b>85.8%</b>
<b>45000 · Endowments</b>				
45010 · Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 · General (Merrill Lynch)	228.06	800.00	-571.94	28.5%
45090 · Miscellaneous Endowments	67.95	2,000.00	-1,932.05	3.4%
<b>Total 45000 · Endowments</b>	<b>296.01</b>	<b>2,800.00</b>	<b>-2,503.99</b>	<b>10.6%</b>
<b>46000 · Private Grants</b>				
46000 · Private Grants	1,600.00	1,000.00	600.00	160.0%
<b>49000 · Miscellaneous Income</b>				
49010 · NOW Interest	0.06	40.00	-39.94	0.2%
49020 · Driver Education Test Proctorin	175.00	400.00	-225.00	43.8%
49000 · Miscellaneous Income - Other	1,939.61	0.00	1,939.61	100.0%
<b>Total 49000 · Miscellaneous Income</b>	<b>2,114.67</b>	<b>440.00</b>	<b>1,674.67</b>	<b>480.6%</b>
<b>Total 40000 · INCOME</b>	<b>589,276.32</b>	<b>772,672.31</b>	<b>-183,395.99</b>	<b>76.3%</b>
<b>4250 · Grants, Other</b>				
4250 · Grants, Other	0.00	4,000.00	-4,000.00	0.0%
<b>4400 · Gifts</b>				
4400 · Gifts	0.00	0.00	0.00	0.0%
<b>4450 · Book Gifts</b>				
4450 · Book Gifts	0.00	0.00	0.00	0.0%
<b>4650 · Dividends</b>				
4650 · Dividends	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>589,276.32</b>	<b>776,672.31</b>	<b>-187,395.99</b>	<b>75.9%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	8,456.02	20,000.00	-11,543.98	42.3%
61102 · Building Maintenance, NFL	1,497.76	3,500.00	-2,002.24	42.8%
61100 · Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 · Building</b>	<b>9,953.78</b>	<b>23,500.00</b>	<b>-13,546.22</b>	<b>42.4%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	2,189.32	4,500.00	-2,310.68	48.7%
61202 · Electricity	8,252.76	11,000.00	-2,747.24	75.0%
61203 · Telephone	6,397.62	12,000.00	-5,602.38	53.3%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 61200 · Utilities</b>	<b>16,839.70</b>	<b>27,500.00</b>	<b>-10,660.30</b>	<b>61.2%</b>
<b>61300 · Vehicle Operation</b>				
61300 · Vehicle Operation	1,435.64	2,500.00	-1,064.36	57.4%

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

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>61400 - Insurance (VML)</b>				
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>
<b>61500 - Computer</b>				
61510 - Computer Hardware	0.00	0.00	0.00	0.0%
61511 - Computer Hardware, State	1,334.33	2,200.00	-865.67	60.7%
61513 - Online Services	11,029.27	14,500.00	-3,470.73	76.1%
61514 - Internet Services, State	14,432.00	20,500.00	-6,068.00	70.4%
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	3,560.00	5,500.00	-1,940.00	64.7%
<b>Total 61500 - Computer</b>	<b>30,933.10</b>	<b>43,200.00</b>	<b>-12,266.90</b>	<b>71.6%</b>
<b>Total 61000 - Operations</b>	<b>68,445.22</b>	<b>110,055.00</b>	<b>-41,609.78</b>	<b>62.2%</b>
<b>62000 - Equipment</b>				
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	3,603.53	8,000.00	-4,396.47	45.0%
62300 - Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 62300 - Equipment Maintenance</b>	<b>3,603.53</b>	<b>8,000.00</b>	<b>-4,396.47</b>	<b>45.0%</b>
62000 - Equipment - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 62000 - Equipment</b>	<b>4,559.84</b>	<b>9,000.00</b>	<b>-4,440.16</b>	<b>50.7%</b>
<b>63000 - Programs</b>				
63100 - Adult	232.80	0.00	232.80	100.0%
63200 - Youth	3,940.81	0.00	3,940.81	100.0%
63000 - Programs - Other	278.98	4,000.00	-3,721.02	7.0%
<b>Total 63000 - Programs</b>	<b>4,452.59</b>	<b>4,000.00</b>	<b>452.59</b>	<b>111.3%</b>
<b>64000 - Personnel</b>				
64010 - Salaries - Director	37,038.75	62,424.00	-25,385.25	59.3%
64020 - Salaries - Other	95,464.80	168,000.00	-72,535.20	56.8%
64030 - Hourly Employees	93,597.33	147,000.00	-53,402.67	63.7%
64050 - Payroll Expenses	22,090.53	40,000.00	-17,909.47	55.2%
64070 - Retirement (VRS)	7,925.39	13,616.00	-5,690.61	58.2%
64080 - Insurance				
64082 - Insurance, Worker's Comp.	416.25	553.00	-136.75	75.3%
64083 - Insurance, Life (VRS)	-0.01	0.00	-0.01	100.0%
64084 - Insurance, Gen. Liability (VRS)	-0.01	0.00	-0.01	100.0%
64085 - Insurance, Medical (Anthem)	23,654.82	47,700.00	-24,045.18	49.6%
64086 - Insurance, Dental (Anthem)	556.50	1,500.00	-943.50	37.1%
<b>Total 64080 - Insurance</b>	<b>24,627.55</b>	<b>49,753.00</b>	<b>-25,125.45</b>	<b>49.5%</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>280,853.35</b>	<b>488,793.00</b>	<b>-207,939.65</b>	<b>57.5%</b>
<b>65000 - Supplies</b>				
65100 - Custodial	251.76	1,000.00	-748.24	25.2%
65200 - Office	135.31	5,000.00	-4,864.69	2.7%
65300 - Library	9,177.38	9,876.00	-698.62	92.9%
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>9,927.91</b>	<b>16,576.00</b>	<b>-6,648.09</b>	<b>59.9%</b>
<b>66000 - Materials</b>				
66310 - System Materials				
66311 - Books, State Aid	18,462.78	47,376.00	-28,913.22	39.0%
66312 - Periodicals, State Aid	4,046.04	5,000.00	-953.96	80.9%
66313 - Continuations, State Aid	45.35	500.00	-454.65	9.1%
66314 - Microforms, State Aid	630.00	0.00	630.00	100.0%
66315 - Electronic Resources, State Aid	851.36	2,000.00	-1,148.64	42.6%
66316 - Binding, State Aid	0.00	933.06	-933.06	0.0%
66317 - AV, State Aid	2,161.61	6,000.00	-3,838.39	36.0%
66318 - Other Non-Book, State Aid	0.00	500.00	-500.00	0.0%



6:57 PM

02/05/19

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
66319 · VBCF Grant Expenses	0.00	0.00	0.00	0.0%
66320 · Cape Charles Contract #15	1,003.90	2,000.00	-996.10	50.2%
66310 · System Materials - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 66310 · System Materials</b>	<b>27,201.04</b>	<b>69,309.06</b>	<b>-42,108.02</b>	<b>39.2%</b>
66350 · Affiliates				
66351 · Books, Affiliates	9,329.15	24,000.00	-14,670.85	38.9%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
<b>Total 66350 · Affiliates</b>	<b>9,329.15</b>	<b>24,000.00</b>	<b>-14,670.85</b>	<b>38.9%</b>
66900 · Eastern Shore Room	0.00	0.00	0.00	0.0%
<b>Total 66000 · Materials</b>	<b>36,530.19</b>	<b>93,309.06</b>	<b>-56,778.87</b>	<b>39.1%</b>
67000 · Other				
67100 · Postage	955.94	4,000.00	-3,044.06	23.9%
67200 · Travel	3,225.52	4,500.00	-1,274.48	71.7%
67300 · Dues	1,783.00	1,500.00	283.00	118.9%
67000 · Other - Other	100.00	0.00	100.00	100.0%
<b>Total 67000 · Other</b>	<b>6,064.46</b>	<b>10,000.00</b>	<b>-3,935.54</b>	<b>60.6%</b>
68000 · Miscellaneous				
68100 · Bank Fees	590.03	400.00	190.03	147.5%
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	1,025.00	4,000.00	-2,975.00	25.6%
68000 · Miscellaneous - Other	2,298.40	3,000.00	-701.60	76.6%
<b>Total 68000 · Miscellaneous</b>	<b>3,924.43</b>	<b>8,430.00</b>	<b>-4,505.57</b>	<b>46.6%</b>
69000 · Professional Services				
69001 · Professional Services, Financial	9,352.50	16,500.00	-7,147.50	56.7%
69002 · Professional, Library Services	4,090.66	7,000.00	-2,909.34	58.4%
69000 · Professional Services - Other	8,166.98	6,500.00	1,666.98	125.6%
<b>Total 69000 · Professional Services</b>	<b>21,610.14</b>	<b>30,000.00</b>	<b>-8,389.86</b>	<b>72.0%</b>
<b>Total 60000 · EXPENSES</b>	<b>436,368.13</b>	<b>770,163.06</b>	<b>-333,794.93</b>	<b>56.7%</b>
<b>Total Expense</b>	<b>436,368.13</b>	<b>770,163.06</b>	<b>-333,794.93</b>	<b>56.7%</b>
<b>Net Ordinary Income</b>	<b>152,908.19</b>	<b>6,509.25</b>	<b>146,398.94</b>	<b>2,349.1%</b>
<b>Other Income/Expense</b>				
Other Income				
7010 · Interest Income	30.60	29.84	0.76	102.5%
7030 · Other Income	500,029.51	0.00	500,029.51	100.0%
<b>Total Other Income</b>	<b>500,060.11</b>	<b>29.84</b>	<b>500,030.27</b>	<b>1,675,804.7%</b>
Other Expense				
61103 · 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	14,000.00	0.00	14,000.00	100.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>794,881.06</b>	<b>10,000.00</b>	<b>784,881.06</b>	<b>7,948.8%</b>
<b>Net Other Income</b>	<b>-294,820.95</b>	<b>-9,970.16</b>	<b>-284,850.79</b>	<b>2,957.0%</b>
<b>Net Income</b>	<b>-141,912.76</b>	<b>-3,460.91</b>	<b>-138,451.85</b>	<b>4,100.4%</b>

	<u>Jan 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>41000 · Government Income</b>	
41010 · Accomack County	100,926.75
41020 · Northampton County	34,500.00
41030 · State Aid	44,111.00
	<hr/>
<b>Total 41000 · Government Income</b>	179,537.75
<b>42000 · Contributions</b>	
42030 · Contributions Unrestricted	220.00
	<hr/>
<b>Total 42000 · Contributions</b>	220.00
<b>44000 · Fines &amp; Fees</b>	
44010 · Fines	1,230.16
44020 · Photocopying	340.05
44030 · Fax	516.90
44040 · Other	3,804.15
44000 · Fines & Fees - Other	26.20
	<hr/>
<b>Total 44000 · Fines &amp; Fees</b>	5,917.46
<b>45000 · Endowments</b>	
45020 · General (Merrill Lynch)	13.59
	<hr/>
<b>Total 45000 · Endowments</b>	13.59
<b>46000 · Private Grants</b>	600.00
<b>49000 · Miscellaneous Income</b>	
49020 · Driver Education Test Proctorin	45.00
49000 · Miscellaneous Income - Other	1,939.61
	<hr/>
<b>Total 49000 · Miscellaneous Income</b>	1,984.61
	<hr/>
<b>Total 40000 · INCOME</b>	188,273.41
	<hr/>
<b>Total Income</b>	188,273.41
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61101 · Building Maintenance	1,205.06
61102 · Building Maintenance, NFL	75.81
	<hr/>
<b>Total 61100 · Building</b>	1,280.87
<b>61200 · Utilities</b>	
61201 · Fuel Oil	1,408.05
61202 · Electricity	798.53
61203 · Telephone	1,451.84
	<hr/>
<b>Total 61200 · Utilities</b>	3,658.42
<b>61300 · Vehicle Operation</b>	598.89

Eastern Shore Public Library  
**Profit & Loss**  
January 2019

	<u>Jan 19</u>
<b>61500 · Computer</b>	
61513 · Online Services	651.45
61514 · Internet Services, State	2,182.00
61517 · Computer Maintenance	445.00
	<u>3,278.45</u>
<b>Total 61500 · Computer</b>	3,278.45
<b>Total 61000 · Operations</b>	8,816.63
<b>62000 · Equipment</b>	
62300 · Equipment Maintenance	
62310 · Contractual Services	702.50
	<u>702.50</u>
<b>Total 62300 · Equipment Maintenance</b>	702.50
<b>Total 62000 · Equipment</b>	702.50
<b>63000 · Programs</b>	
63100 · Adult	150.00
63000 · Programs - Other	70.84
	<u>220.84</u>
<b>Total 63000 · Programs</b>	220.84
<b>64000 · Personnel</b>	
64010 · Salaries - Director	4,908.75
64020 · Salaries - Other	12,651.96
64030 · Hourly Employees	13,192.81
64050 · Payroll Expenses	4,424.35
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
	<u>3,458.78</u>
<b>Total 64080 · Insurance</b>	3,458.78
<b>Total 64000 · Personnel</b>	39,768.83
<b>65000 · Supplies</b>	
65100 · Custodial	106.31
65200 · Office	45.28
65300 · Library	651.36
	<u>802.95</u>
<b>Total 65000 · Supplies</b>	802.95
<b>66000 · Materials</b>	
66310 · System Materials	
66311 · Books, State Aid	2,912.73
66313 · Continuations, State Aid	88.86
66315 · Electronic Resources, State Aid	19.98
66317 · AV, State Aid	424.70
66320 · Cape Charles Contract #15	143.95
	<u>3,590.22</u>
<b>Total 66310 · System Materials</b>	3,590.22
<b>66350 · Affiliates</b>	

6:56 PM  
02/05/19  
Accrual Basis

Eastern Shore Public Library  
**Profit & Loss**  
January 2019

	<u>Jan 19</u>
66351 · Books, Affiliates	1,537.88
<b>Total 66350 · Affiliates</b>	<u>1,537.88</u>
<b>Total 66000 · Materials</b>	5,128.10
67000 · Other	
67100 · Postage	200.00
67200 · Travel	93.31
67300 · Dues	50.00
67000 · Other - Other	100.00
<b>Total 67000 · Other</b>	<u>443.31</u>
68000 · Miscellaneous	
68100 · Bank Fees	64.96
68600 · Continuing Education	25.00
68000 · Miscellaneous - Other	532.40
<b>Total 68000 · Miscellaneous</b>	<u>622.36</u>
69000 · Professional Services	
69001 · Professional Services, Financial	1,020.00
69002 · Professional, Library Services	434.84
69000 · Professional Services - Other	2,117.50
<b>Total 69000 · Professional Services</b>	<u>3,572.34</u>
<b>Total 60000 · EXPENSES</b>	<u>60,077.86</u>
<b>Total Expense</b>	<u>60,077.86</u>
<b>Net Ordinary Income</b>	<u>128,195.55</u>
<b>Net Income</b>	<u><u>128,195.55</u></u>

**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	302,780.25	403,707.00	-100,926.75	75.0%
41020 - Northampton County	103,500.00	138,000.00	-34,500.00	75.0%
41030 - State Aid	132,333.00	165,002.00	-32,669.00	80.2%
<b>Total 41000 - Government Income</b>	<b>538,613.25</b>	<b>706,709.00</b>	<b>-168,095.75</b>	<b>76.2%</b>
42000 - Contributions				
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	790.00	1,500.00	-710.00	52.7%
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%
<b>Total 42000 - Contributions</b>	<b>21,076.14</b>	<b>20,000.00</b>	<b>1,076.14</b>	<b>105.4%</b>
43000 - Reimbursements				
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>
44000 - Fines & Fees				
44010 - Fines	6,377.08	7,500.00	-1,122.92	85.0%
44020 - Photocopying	4,302.80	6,000.00	-1,697.20	71.7%
44030 - Fax	2,878.93	5,500.00	-2,621.07	52.3%
44040 - Other	4,831.00	2,000.00	2,831.00	241.6%
44000 - Fines & Fees - Other	327.18	823.31	-496.13	39.7%
<b>Total 44000 - Fines &amp; Fees</b>	<b>18,716.99</b>	<b>21,823.31</b>	<b>-3,106.32</b>	<b>85.8%</b>
45000 - Endowments				
45010 - Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 - General (Merrill Lynch)	228.06	800.00	-571.94	28.5%
45090 - Miscellaneous Endowments	67.95	2,000.00	-1,932.05	3.4%
<b>Total 45000 - Endowments</b>	<b>296.01</b>	<b>2,800.00</b>	<b>-2,503.99</b>	<b>10.6%</b>
46000 - Private Grants	1,600.00	1,000.00	600.00	160.0%
49000 - Miscellaneous Income				
49010 - NOW Interest	0.06	40.00	-39.94	0.2%
49020 - Driver Education Test Proctorin	175.00	400.00	-225.00	43.8%
49000 - Miscellaneous Income - Other	1,939.61	0.00	1,939.61	100.0%
<b>Total 49000 - Miscellaneous Income</b>	<b>2,114.67</b>	<b>440.00</b>	<b>1,674.67</b>	<b>480.6%</b>
<b>Total 40000 - INCOME</b>	<b>589,276.32</b>	<b>772,672.31</b>	<b>-183,395.99</b>	<b>76.3%</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>589,276.32</b>	<b>776,672.31</b>	<b>-187,395.99</b>	<b>75.9%</b>
<b>Expense</b>				
<b>60000 - EXPENSES</b>				
61000 - Operations				
61100 - Building				
61101 - Building Maintenance	8,456.02	20,000.00	-11,543.98	42.3%
61102 - Building Maintenance, NFL	1,497.76	3,500.00	-2,002.24	42.8%
61100 - Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 - Building</b>	<b>9,953.78</b>	<b>23,500.00</b>	<b>-13,546.22</b>	<b>42.4%</b>
61200 - Utilities				
61201 - Fuel Oil	2,189.32	4,500.00	-2,310.68	48.7%
61202 - Electricity	8,252.76	11,000.00	-2,747.24	75.0%
61203 - Telephone	6,397.62	12,000.00	-5,602.38	53.3%
61200 - Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 61200 - Utilities</b>	<b>16,839.70</b>	<b>27,500.00</b>	<b>-10,660.30</b>	<b>61.2%</b>
61300 - Vehicle Operation	1,435.64	2,500.00	-1,064.36	57.4%

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

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>61400 · Insurance (VML)</b>				
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>
<b>61500 · Computer</b>				
61510 · Computer Hardware	0.00	0.00	0.00	0.0%
61511 · Computer Hardware, State	1,334.33	2,200.00	-865.67	60.7%
61513 · Online Services	11,029.27	14,500.00	-3,470.73	76.1%
61514 · Internet Services, State	14,432.00	20,500.00	-6,068.00	70.4%
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	3,560.00	5,500.00	-1,940.00	64.7%
<b>Total 61500 · Computer</b>	<b>30,933.10</b>	<b>43,200.00</b>	<b>-12,266.90</b>	<b>71.6%</b>
<b>Total 61000 · Operations</b>	<b>68,445.22</b>	<b>110,055.00</b>	<b>-41,609.78</b>	<b>62.2%</b>
<b>62000 · Equipment</b>				
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	3,603.53	8,000.00	-4,396.47	45.0%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 62300 · Equipment Maintenance</b>	<b>3,603.53</b>	<b>8,000.00</b>	<b>-4,396.47</b>	<b>45.0%</b>
62000 · Equipment - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 62000 · Equipment</b>	<b>4,559.84</b>	<b>9,000.00</b>	<b>-4,440.16</b>	<b>50.7%</b>
<b>63000 · Programs</b>				
63100 · Adult	232.80	0.00	232.80	100.0%
63200 · Youth	3,940.81	0.00	3,940.81	100.0%
63000 · Programs - Other	278.98	4,000.00	-3,721.02	7.0%
<b>Total 63000 · Programs</b>	<b>4,452.59</b>	<b>4,000.00</b>	<b>452.59</b>	<b>111.3%</b>
<b>64000 · Personnel</b>				
64010 · Salaries - Director	37,038.75	62,424.00	-25,385.25	59.3%
64020 · Salaries - Other	95,464.80	168,000.00	-72,535.20	56.8%
64030 · Hourly Employees	93,597.33	147,000.00	-53,402.67	63.7%
64050 · Payroll Expenses	22,090.53	40,000.00	-17,909.47	55.2%
64070 · Retirement (VRS)	7,925.39	13,616.00	-5,690.61	58.2%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	416.25	553.00	-136.75	75.3%
64083 · Insurance, Life (VRS)	-0.01	0.00	-0.01	100.0%
64084 · Insurance, Gen. Liability (VRS)	-0.01	0.00	-0.01	100.0%
64085 · Insurance, Medical (Anthem)	23,654.82	47,700.00	-24,045.18	49.6%
64086 · Insurance, Dental (Anthem)	556.50	1,500.00	-943.50	37.1%
<b>Total 64080 · Insurance</b>	<b>24,627.55</b>	<b>49,753.00</b>	<b>-25,125.45</b>	<b>49.5%</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>280,853.35</b>	<b>488,793.00</b>	<b>-207,939.65</b>	<b>57.5%</b>
<b>65000 · Supplies</b>				
65100 · Custodial	251.76	1,000.00	-748.24	25.2%
65200 · Office	135.31	5,000.00	-4,864.69	2.7%
65300 · Library	9,177.38	9,876.00	-698.62	92.9%
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>9,927.91</b>	<b>16,576.00</b>	<b>-6,648.09</b>	<b>59.9%</b>
<b>66000 · Materials</b>				
66310 · System Materials				
66311 · Books, State Aid	18,462.78	47,376.00	-28,913.22	39.0%
66312 · Periodicals, State Aid	4,046.04	5,000.00	-953.96	80.9%
66313 · Continuations, State Aid	45.35	500.00	-454.65	9.1%
66314 · Microforms, State Aid	630.00	0.00	630.00	100.0%
66315 · Electronic Resources, State Aid	851.36	2,000.00	-1,148.64	42.6%
66316 · Binding, State Aid	0.00	933.06	-933.06	0.0%
66317 · AV, State Aid	2,161.61	6,000.00	-3,838.39	36.0%
66318 · Other Non-Book, State Aid	0.00	500.00	-500.00	0.0%

6:57 PM

02/05/19

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
66319 · VBCF Grant Expenses	0.00	0.00	0.00	0.0%
66320 · Cape Charles Contract #15	1,003.90	2,000.00	-996.10	50.2%
66310 · System Materials - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 66310 · System Materials</b>	<b>27,201.04</b>	<b>69,309.06</b>	<b>-42,108.02</b>	<b>39.2%</b>
66350 · Affiliates				
66351 · Books, Affiliates	9,329.15	24,000.00	-14,670.85	38.9%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
<b>Total 66350 · Affiliates</b>	<b>9,329.15</b>	<b>24,000.00</b>	<b>-14,670.85</b>	<b>38.9%</b>
66900 · Eastern Shore Room	0.00	0.00	0.00	0.0%
<b>Total 66000 · Materials</b>	<b>36,530.19</b>	<b>93,309.06</b>	<b>-56,778.87</b>	<b>39.1%</b>
67000 · Other				
67100 · Postage	955.94	4,000.00	-3,044.06	23.9%
67200 · Travel	3,225.52	4,500.00	-1,274.48	71.7%
67300 · Dues	1,783.00	1,500.00	283.00	118.9%
67000 · Other - Other	100.00	0.00	100.00	100.0%
<b>Total 67000 · Other</b>	<b>6,064.46</b>	<b>10,000.00</b>	<b>-3,935.54</b>	<b>60.6%</b>
68000 · Miscellaneous				
68100 · Bank Fees	590.03	400.00	190.03	147.5%
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	1,025.00	4,000.00	-2,975.00	25.6%
68000 · Miscellaneous - Other	2,298.40	3,000.00	-701.60	76.6%
<b>Total 68000 · Miscellaneous</b>	<b>3,924.43</b>	<b>8,430.00</b>	<b>-4,505.57</b>	<b>46.6%</b>
69000 · Professional Services				
69001 · Professional Services, Financial	9,352.50	16,500.00	-7,147.50	56.7%
69002 · Professional, Library Services	4,090.66	7,000.00	-2,909.34	58.4%
69000 · Professional Services - Other	8,166.98	6,500.00	1,666.98	125.6%
<b>Total 69000 · Professional Services</b>	<b>21,610.14</b>	<b>30,000.00</b>	<b>-8,389.86</b>	<b>72.0%</b>
<b>Total 60000 · EXPENSES</b>	<b>436,368.13</b>	<b>770,163.06</b>	<b>-333,794.93</b>	<b>56.7%</b>
<b>Total Expense</b>	<b>436,368.13</b>	<b>770,163.06</b>	<b>-333,794.93</b>	<b>56.7%</b>
<b>Net Ordinary Income</b>	<b>152,908.19</b>	<b>6,509.25</b>	<b>146,398.94</b>	<b>2,349.1%</b>
<b>Other Income/Expense</b>				
Other Income				
7010 · Interest Income	30.60	29.84	0.76	102.5%
7030 · Other Income	500,029.51	0.00	500,029.51	100.0%
<b>Total Other Income</b>	<b>500,060.11</b>	<b>29.84</b>	<b>500,030.27</b>	<b>1,675,804.7%</b>
Other Expense				
61103 · 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	14,000.00	0.00	14,000.00	100.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>794,881.06</b>	<b>10,000.00</b>	<b>784,881.06</b>	<b>7,948.8%</b>
<b>Net Other Income</b>	<b>-294,820.95</b>	<b>-9,970.16</b>	<b>-284,850.79</b>	<b>2,957.0%</b>
<b>Net Income</b>	<b>-141,912.76</b>	<b>-3,460.91</b>	<b>-138,451.85</b>	<b>4,100.4%</b>

## Cape Charles Memorial Library Monthly Report, January 2019

### **Youth Programs**

Toddler Storytime (5 programs)	47
Preschool Storytime (1 programs)	11
Lego Club (3 programs)	38
Adult Programs(1 program)	28
Garden Knitters (2 program)	12

**Total                    136**

- **Library Services**

- Book orders of 36 books and 43 books were ordered this month.

- **Meetings**

- Friends of the Library meeting on Monday, 1/7 at 5:00.
- Attended ESPL Trustee meeting, Tuesday, 1/8 at 3:00.
- Library Board Meeting on Wednesday, 1/9 at 5:00.
- Met with members of the 100<sup>th</sup> Anniversary Committee to discuss the 100 books to be donated to the library. Library patrons can purchase a book for the Library in honor of someone for \$20.00 and it will have a Centennial book plate.

- **Marketing & Communication**

- Our January displays featured fairy tale books for children and an adult display of books that have been made into movies.
- Updating of the CC website and the ESPL website.

- **Outreach**

- **Facility**

- There is still an odor in the Library. A plumber from Benjamin Franklin was at the Library this month and discovered that all 3 of our vents are blocked.

- **Technology**

- Our telephone is not working properly and our phone provider, Eastern Shore Communications could see no issue. Baycreek Communications, our internet provider was contacted and they are running diagnostic tests. They have upped the internet speed but it is still not working properly.

- **Continuing Education**

- **Youth Services**

- Toddler Storytime and Preschool Storytime were held at 10:30am on Thursday,
- LEGO Club, held every Thursday, 5:00 pm-6:00pm.
- Staff is beginning to plan the 2019 Summer Reading Program children.



- **Friends of Cape Charles Memorial Library & Cape Charles Memorial library Board**
  - Celebration Friday, part of the 100<sup>th</sup> Year Anniversary Activities with author Jeanette Treadwell Darnell, 1/11, 7:00.
  - Commemorative tote bags celebrating the 100<sup>th</sup> anniversary of the library the Library and raffle tickets for the 100<sup>th</sup> anniversary quilt continued to be sold this month.
  - Patrons can now purchase a book for the Library for \$20.00 and it will have a Centennial book plate.
  - Computer Tutor help provided by the Friends. This help is free and they will accommodate your schedule.
- **Volunteers**
  - We have had 45.5 volunteer hours this month.

### **Upcoming Events**

- Friends Meeting, Monday, February 4, 5:00.
- Eastern Shore Public Library Trustee meeting, February 12, 3:00.
- Library Board Meeting, February 13 at 5:00.
- Lego Club, Thursdays. 5:00-6:00 pm
- Knitting Club, Friday, 10:30.
- Cape Charles Town-wide Read, The Magnificent Ambersons, January – Mid-February
- Discussion of the Magnificent Ambersons on 2/12/2019 at 7:00 at the Civic Center.
- Presentation of the movie The Magnificent Ambersons on 2/17 at 3:00 at the Palace theater.
- Life and Vision of Frances Bibbins Latimer, 2/22/2019, 7:00 at the library.

CAPE CHARLES MEMORIAL LIBRARY 2019													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
<b>INCOME:</b>													
Copier/Prt	\$63.40												
Faxes	\$17.50												
TOTAL	\$80.90												
Total 2018	\$54.80	\$102.05	\$97.35	\$130.00	\$102.60	\$117.05	\$78.70	\$96.60	\$75.65	\$78.50	\$70.05	\$62.25	\$1,065.60
<b>BOOK CIRC-ADLT</b>													
Fiction	549												
Non-fiction	268												
DVDs	333												
<b>TOTAL 2019</b>	1150												
Books Circ. 2018	873	983	980	1013	857	1125	1140	1214	959	1111	430	872	11557
<b>BOOKS CIRC-JUV</b>													
Fiction	397												
Non-Fiction	23												
DVDs	74												
<b>TOTAL 2019</b>	494												
Books Circ 2018	420	475	637	623	597	1088	1070	768	593	694	840	552	6271
<b>TOTAL 2019</b>	1644												
Total Circ. 2018	1293	1458	1617	1636	1454	2213	2210	1982	1552	1805	1270	1424	19914
<b>ATTENDANCE 2019</b>	1089												
Attendance 2018	709	816	1027	977	1154	1568	2133	1798	993	1298	1214	1107	14794
<b>PROGRAMS 2019</b>	12												
Programs 2018	4	10	10	11	14	10	18	9	11	14	9	8	128
<b>PROG. ATTEND 2019</b>	136												
Prog. Attend 2018	27	132	102	177	203	220	433	196	160	395	257	236	2538
<b>AWE Usage</b>													
Computer Assistance	1												
Driver Improvement	1												
Program Room	7												
<b>INTERNET USE 2019</b>	235												
Internet use 2018	158	186	183	152	162	178	246	341	209	242	264	178	2499
<b>LIBRARY CARDS 2019</b>	18												
Library cards 2018	10	18	17	8	20	23	17	25	24	15	13	5	195
<b>Volunteer Hours 2019</b>	44.50												
Volunteer hours 2018	148.5	143.5	166.5	92.5	124.5	163	150.5	168.5	22	259	153.25	147.50	1739.25

**January 2019**

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

### **Computer Usage**

There were 667 adult computer users this month

Our children's AWE computer had 25 sessions with 632 minutes used; also there were 34 children's iPad users this month as well.

### **Staffing**

No Staff Changes this month.

### **Building Maintenance**

No maintenance issues this month to report.

### **Meeting Room Usage**

The meeting room was used 14 times this month, which includes small groups and individual use.

### **Programs**

Janice had a scheduled Pop up Storytime and it was a big success. She had more parents and children show up than expected. Each parent & child enjoyed crafts, story time, and ended their visit with a bag full of library goodies.

Also, our Garden club members are still taking care of the community garden during the winter. As of right now they are taking turns on "babysitting" their container growing organic mushrooms. Each child gets a chance to take the mushroom kit home and take care of the growing mushrooms.

### **NFL Friends News**

This month, we have received our new computer purchased by the NFL Friends. Due to our high number of computer users throughout the day, this addition has been a great help!!

*NFL Friends next scheduled meeting is March 4<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, February 12, 2019**

Circulation for January 2019: ESPL - 5,710; NFL - 1,791; CIL - 1,203; CCML - 1,643

**Recommendation:** Policy changes, see attached.

**Library Services & Patron Relations**

- **Passive Programs:** Basket drawing will continue. Planning to tie to Lifestyle Challenge January to March.
- **Exhibits:**
  - LVA "New Virginians" traveling exhibit in April. Virginia Humanities is offering corresponding grant programs, which we plan to tie to the oral history contest.
  - Art Mobile coming 5/5. Planning a date in Nassawadox.
  - Working with Town of Parksley to get "Profiles of Honor" WWI & WWII traveling mobile exhibit with scanning project; want to coordinate with traveling Vietnam Vet memorial.
- **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.
  - Tech Hours being planned for CIL and NFL.
- **"Funding Information Network Partner,"** a.k.a. FIN. A planned giving webinar took place January 24 with 12 attending. John Fiege spoke afterwards with other giving tips related to tax benefits.
- **New FindItVa Databases:** Staff continue to tweak website to make them more visible. Being promoted in Lifestyle Challenge.
- **Fines for Federal Shutdown Employees:** ESPL offered to waive fines for families affected by the shutdown.
- **Youth Services (Janice Felker):**
  - Prepared calendar of events, programs, celebrations, and special occasions for calendar year 2019.
  - Continued to work on collection development (purchasing and discarding) for Children's and YA collections.
  - Removed holiday decorations and displays in the children's areas at Accomac and Nassawadox libraries.
  - Prepared and presented weekly story time programs with themes focusing on Healthy Foods, Healthy Moves, and Healthy Habits at Accomac (Tuesdays at 10:30 AM). (Jan. 8, 15, 22, 29)
  - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (Jan. 4, 17 & 25)
  - Assisted with planning and promotion of Lifestyle Challenge. Shared information with contacts at the Eastern Shore schools. Created and promoted Lifestyle Challenge Book Bingo for Kids.
  - Attended ESPL Board of Trustees meeting in Accomac. (Jan. 8)
  - Attended "Presenting the 2019 Morris Award Finalists," Booklist Webinar. (Jan. 15)
  - Wells Gregoire and I presented program on ESPL eResources at the ES Literacy Council's Family Literacy Night at Metompkin Elementary School. (Jan. 16)
  - Attended "Grants 101: Tricks and Tips for Writing a Successful Grant" AWE Webinar. (Jan. 17)
  - Held meeting for the library's Teen Advisory Board. (Jan. 17)
  - Updated mobile device management system for iPads with ManageEngine and the Apple Device Enrollment Program. (Jan. 18)
  - Attended and reported at Friends of the Eastern Shore Public Library meeting. (Jan. 23)
  - Began working with on preparations and plans for the Virginia Museum of Fine Arts Artmobile visit to Parksley in May 2019. Contacted Accomack County Public Schools about scheduling visits for art students. (Jan. 23)
  - Created ESPL Youth Services Instagram account and connected it to the Youth Services Facebook page. (Jan. 24)
  - Participated in Lifestyle Challenge, Inhale Exhale Yoga Program. (Jan. 24)

- Conducted pop-up story time about Hibernation for Moms group at Nassawadox library - attendance of 16. (Jan. 25)
- Held Kids Lifestyle Challenge "Food is Fun Bingo" Kids Program (Saturday morning) with participation of Teen Advisory Board members. (Jan. 26)
- Attended ES Healthy Communities Food Access and Equity Work Group meeting. (Jan. 28)
- Created display for winners of the ALA Youth Media Awards. (Jan. 29)
- Helped setup Xerox copier at Accomac to accept print jobs from staff and patron devices running Apple IOS through Air Print. (Jan. 31)
- **Technical Services (Charle Ricci):**
  - Attended meeting with volunteer representatives from each ESPL library and ESPL Foundation to plan a coordinated effort to create a Master Patron List for fundraising and informational mailings - January 3, 2019
  - Compiled current list of active ESPL patrons sorted by home library for Master Patron List and distributed to volunteer representatives
  - Working on identifying and adding home libraries to ESPL patrons currently categorized as "unspecified" in regards to ESPL library location. This will significantly increase accuracy in statistical record keeping.
  - Updated Technical Services staff job descriptions and conducted staff reviews with Stacia and Theresa
  - Coordinating effort (with Stacia) to gain new volunteer /intern to assist with book processing
  - Weeded (with assistance from Harriet Lonergan) the Oversize collection and moved remaining oversize books to correlating call number in regular nonfiction section in the hopes of increasing awareness and circulation of oversize items
  - Continued weeding (with assistance from Harriet Lonergan) in the NFL' s nonfiction and fiction collections
  - Continued weeding in nonfiction collection at Accomac : crafts and religion
  - Selecting replacements and updated materials for nonfiction sections that have been weeded at both Accomac and the NFL.
  - Attended Board of Trustees Meeting - January 8, 2019
  - Attended Administrative Team Meeting - January 10, 2019
  - Attended Joint Construction/Steering Committee Meeting - January 16, 2019
  - Attended Staff Meeting - January 31, 2019
  - December 11, 2018 ESPL Board of Trustees meeting
- **Eastern Shore Room**
  - Stacia Childers has begun working with MK Miles training on the MilesFiles maintenance. Discussions have started for a formal agreement in the future transfer.
  - 111 ESVA yearbooks are now scanned on the Library of Virginia website.
  - A list of ESR donations (materials, not money) is being created and will be on the website. It will be updated periodically.
  - Staff are compiling a grant application for a new microfilm scanner: \$9,000.
  - The ESR copier and a broken microfilm reader have been removed. This freed up tabletop space for researchers.
  - Frances Bibbins Latimer Oral History Contest is being planned. ESPL Foundation donated \$1,000 for awards. \$600 needs to be raised.
- **Meetings:**
  - 1/8, 1/15 Corporate & Foundation Solicitation Meeting
  - 1/9, 1/16 Capital Campaign meeting
  - 1/9 Artmobile call
  - 1/10 Administrative team meeting
  - 1/11 Foundation Volunteer Committee
  - 1/16 Construction Committee joint Steering Committee
  - 1/17 Foundation
  - 1/19 CIL President Linda Ryan with G. Ryan and J. Davis
  - 1/22 Accomack County Comprehensive Plan - Planning Commission
  - 1/23 B. Coady, re proposal
  - 1/31 Staff
  - 2/1 Foundation grant meeting
  - 2/4 Administrative Team Policy Retreat at Chamber
  - 2/5 F.B. Latimer Committee at Exmore
  - 2/5 Parksley Town Councilman Matthews re planning grant
  - 2/6 Accomack County Budget presentation

- Outreach:
  - See Youth Services.
- Facility:
  - NFL survey completed and attorney now drafting transfer documents.
- Marketing & Communications:
  - ES Post Off the Shelf monthly article: Juvenile Lifestyle Challenge. Still submitting Badger and Barnes history articles.
  - PR on ESPL Foundation 10<sup>th</sup> anniversary done. Monsanto grant press release.
- Technology
  - E-rate RFP for Internet service was published. E-rate Internet installation, equipment, and service needs and schedule for Parksley building were reviewed with e-rate consultant.
  - See Eastern Shore Room, above.
- Continuing Education
  - Burton has requested the Friends of ESPL and NFL to support the attendance of library staff to the ALA conference in DC in June.
  - Library is supporting Childers taking genealogy online course.
  - Burton signed up for Barrier Island History ALL class.
- Personnel
  - Annual reviews are completed.
- Library Associations & Library of Virginia
  - Burton did not attend TALDC directors meeting due to schedule.
  - Library Director's meeting will be in April in Staunton.
- Other
  - Lynn Badger is generously volunteering to decorate the Onancock storefront window for us in February and in April. Other volunteers to help with this in the future is appreciated.

Upcoming:

3/16 Raising the Green fundraiser

2019 - ODU Big Read: Claudia Rankine's Citizen

**MEMORANDUM**

**TO: Board of Trustees**

**FROM: Kitty Hall**

**DATE: February 12, 2019**

**SUBJECT: Foundation Liaison Report**

**RECENT MEETING: January 17, 2019**

**Summary of items discussed at Foundation Meeting:**

**2019 Foundation Officers:** Chairman John Edmonds; President Colette Nelson; Vice President Jay Davenport; Recording Secretary Carol Callander; Treasurer Frank Hall; Corresponding Secretary Kitty Hall.

**Loan:** The Foundation signed a commitment letter with BBT on January 10, 2019 for the remaining \$750,000.

**Directors:** Foundation has 2 new Directors; Deborah Christie and Ronald Matthews. We are still contacting several others.

**Committees:** **Raising The Green Committee** mailed 150 letters to businesses to solicit sponsors. Several sponsors have come forward. Tickets to the Fundraising event March 16<sup>th</sup> at the Island House are sold at the Book Bin, Rayfield's Pharmacies and other locations. Hope you will join us! **Heritage Center Committee** are making requests for donations for the Donor Wall, \$ 1000 or more. **Foundation and Corporate Solicitations Committee** is seeking Grants from The Cabell Foundation, The National Endowment for the Humanities, The Mary Morton Parson Foundation.

**Website** [www.shorelibrary.com](http://www.shorelibrary.com) It is now possible to sign up for recurring donations to the Library Foundation.

Next Foundation Meeting will be held February 28, 2019.



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*

February 7, 2019

TO: Jackie Davis

On February 4, 2019, the ESPL Administrative Team held a Policy Retreat to make recommendations to the Board of Trustees as follows:

To update the following policies as recommended:

- a) Bereavement Policy
- b) Sick Leave Policy
- c) Internet Policy

To adopt the following new policies:

- a) Unattended Child Policy
- b) Volunteer Policy

In addition, the following procedure was drafted, pending confirmation of Evergreen parameters: "Guidelines for Confidentiality and Patron Privacy While Cooperating With Law." These guidelines will not require board approve and I will submit them under separate cover with related documents.

Cara Burton  
Library Director



## **SICK LEAVE AND SEPARATION FROM EMPLOYMENT**

6.1 Upon separating from Library service, a terminated employee will receive payment for any accrued annual leave, up to allowable limits, and for 25% of the employee's sick leave balance or \$5,000.00, whichever is less. Payments will be processed within thirty days of separation.

5.2 Upon separation of employment, employees are not paid for accrued sick leave except in the case of retirement from the County.

Recommendation: Change 6.1 of Separation from Services to correspond to 5.2 so that 6.1 now reads:

### *Change 6.1 of Separation from Employment or Fulltime Status*

*Employees who plan to resign are expected to provide reasonable notice, preferably at least two weeks.*

*Upon separating from Library employment or fulltime status, payment will be made for any accrued annual leave, up to allowable limits, and no payment will be made for accrued sick leave (see Section 5.1 and 5.2). Payments will be processed within thirty days of separation.*

And,

### *5.1 Annual Leave*

*Employees shall be paid for accrued annual leave, up to the allowed maximum of accrual at the time of retirement, resignation, termination, change from fulltime employment status, or death. (See also Section 6.1)*

## **BEREAVEMENT**

**DEFINITION:** For purposes of this policy, the Library defines an immediate family member as an employee's spouse, domestic partner, parent, child, sibling, step-child, step-parent, mother-in-law, father-in-law, grandparent, or any ~~other~~ individual residing in the same household.

**BENEFIT:** For fulltime employees, the Library shall provide up to five days of consecutive paid leave following the death of an immediate family member. A part-time employee will receive one paid day if the funeral occurs on a scheduled work day.

\*Confusion that implies person HAS to be living with you.

Recommendation:

### ***5.4 Bereavement Leave***

***DEFINITION:*** For purposes of this policy, the Library defines an immediate family member as an employee's spouse, domestic partner, parent, child, sibling, step-child, step-parent, mother-in-law, father-in-law, grandparent, or any individual residing in the same household.

***BENEFIT:*** For fulltime employees, the Library shall provide up to five days of consecutive paid leave following the death of an immediate family member. Part-time employees who are scheduled to work following the death of an immediate family member will receive up to two days of consecutive paid leave.



## *Proposed new policy (February 4, 2019):*

### **Public Access Computer and Internet Use Policy**

**Purpose:** Under the American Library Association Bill of Rights, the Library extends access to information and media by offering public Internet access, public access computers and devices, online research databases, applications, and printing.

In order to ensure fair and proper use of the Library's computing resources, patrons are responsible for abiding by the following rules. Use of the Internet computers is a privilege, not a right. If patrons fail to comply with the rules, access to Library computing resources may be suspended. The Library reserves the right to terminate an internet session if the following terms of use and/or rules are violated.

#### **Terms of Use:**

1. The Library cannot guarantee the accuracy of information on or connectivity to the Internet.
2. The Library filters content on public access computers, including in the Children's Room and Teen Room. In compliance with **Section 42.1-36.1 of the Code of Virginia**, the Eastern Shore Public Library has installed blocking software on its public access computers. The purpose of this software is to protect minors from exposure to internet sites that are deemed to be obscene, pornographic, or harmful to children. Under Virginia state law, Library staff can unblock individual websites that have been erroneously blocked by the filter. In addition, Library staff may disable the filter at the request of a patron to enable access for bona fide research or other lawful purposes.
3. The Library cannot guarantee the privacy of data or computer usage.
4. Patrons assume responsibility for their personal devices.
5. The Library's Behavior Code applies to computer and Internet use.
6. Use of library computers for illegal activity, including copyright infringement, will result in loss of library computer access privileges. Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited.
7. Patrons accept financial responsibility for any damage they cause to library property.
8. Staff are generally available for assistance, but training and/or requested assistance cannot be guaranteed due to staff availability limitations.

#### **Requirements for Use:**

1. Please sign-in at the circulation desk. Anyone wishing to have access to the Internet must present his or her own valid library card or photo identification.
2. Sessions have thirty minute time limits, which may be extended if no one else is waiting.
3. Library computers or devices in the children's area are to be used only by children or adults who are accompanying a child.
4. Library computers or devices in the teen area are for ages 13-19 use only during posted hours.
5. It is the responsibility of parents and guardians to inform library staff if they do not want their child to have access to the Internet. A form indicating this restriction is available at the circulation desk and must be signed at each library location in which the child will be visiting. (See Unattended Child Policy)
6. Patrons should use their own disks or devices when saving information. Any data left on a computer's hard drive will be deleted.

#### **Additional Information:**

As with all other library materials, children's access to and use of the Internet is the sole responsibility of the child's parent or legal guardian. The Internet may provide access to information, content and services some of which parents may feel is inappropriate or objectionable for their own children. The Library and its staff cannot censor access to materials or prevent users from encountering materials on the Internet that they may find offensive. Parents should let their children know about information, content and services on the Internet that they do not want them to access or use. Or, parents should supervise their own child's Internet sessions at the Library. For more information on children and the Internet, visit [Connect Safely](#).

See Parent's Guide to Filters & the Internet.

Parents and children should read NetSmartz.org from the National Center for Missing & Exploited Children.

ALA Bill of Rights

## **Unattended Child Policy**

Eastern Shore Public Library is dedicated to providing a welcoming and safe environment that encourages children and their families to visit the library and attend library programs. The library staff is available to assist children with their use of library resources; however, the library cannot provide child care or be responsible for children's safety. Parents, guardians and/or caregivers are responsible for the safety of children visiting the library.

An unattended child is a child of any age who is apparently unaccompanied by a parent, guardian, and/or responsible caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision while in the Library. The library staff does not provide supervision for unattended children.

### **Disruptive Behavior**

Parents, guardians and/or caregivers are advised that children, like all library users, are expected to comply with the Library's "Behavior Policy." Parents, guardians and/or caregivers accompanying children of any age who are being disruptive will be reminded that appropriate behavior of their children is a requirement of the library. Children may also be directly reminded by staff. If the disruptive behavior continues, accompanying adults and the children will be asked to leave the library. Parents are responsible for the behavior of their children in the library, whether or not the parents are present.

### **Children Under Age 8**

Children under the age of 8 must always be accompanied by a parent, older sibling, or responsible childcare provider while in the library. If a child under the age of 8 is attending a library program or activity, the parent or responsible childcare provider must remain in the library throughout the program. Children over the age of 8, who do not demonstrate an ability and a willingness to care for themselves, or do not behave in a responsible manner may not be left alone in the Library.

### **Closing Time**

Parents, guardians and/or caregivers must inform themselves as to scheduled library closing times and be aware that a library facility sometimes may have to close unexpectedly due to emergencies, safety issues, or weather conditions. It is the responsibility of parents, guardians, and/or caregivers to give children/minors their contact information and inform them about what they should do if the library has to close early. If a child is left unattended when the library closes, two library staff members will wait with the child for 15 minutes past closing, after which time they will call the police or sheriff's department. Under no circumstances will staff transport children in a vehicle or accompany them home.

*Approved and Adopted by the ESPL Board of Trustees on XXXXXXXXXXXX*

## VOLUNTEER POLICY

Volunteers provide important support to library staff and perform a wide variety of tasks that are critical to the mission of Eastern Shore Public Library (ESPL). Volunteers supplement, but do not replace the work done by employees. They may perform a wide variety of duties, a range limited largely by the talents and interests of the volunteers themselves and by where the library can make productive use of their assistance.

**Definitions:** A volunteer performs a service of his or her own free will, contributing time, energy and talents directly or on behalf of the library. Volunteers are not paid by library funds, and must be accepted and enrolled by ESPL prior to performance of assigned tasks. There are three basic categories of volunteer:

**Volunteer:** Any individual, sixteen years or older, who assists with work done at ESPL without remuneration.

**Student Intern:** Any middle school, high school, college student, or organization (like boy or girl scouts) working on advanced awards, who performs volunteer work, without remuneration, as part of an authorized school or organizational program to earn academic credit or merit awards.

**Community Service:** Persons who seek volunteer assignments at ESPL to meet a requirement set by an outside agency for the performance of community service shall be subject to the volunteer selection process and all other provisions of this policy.

### **Terms of Volunteer Service:**

- 1) Volunteers will not take the place of paid staff already employed by the library.
- 2) Volunteer duties will not replicate a major portion of a paid staff person's job description.
- 3) Volunteer tasks are not critically tied to a specific time or duration.
- 4) Volunteer tasks are typically those that are more flexible as to specific scheduled times and duties.
- 5) While it is important for ESPL to be able to rely on the dependability of volunteers, the non-arrival of a volunteer will not adversely impact the regular day-to-day operation of the ESPL.
- 6) The Fair Labor Standards Act (FLSA) does not permit an individual to perform hours of volunteer service for a public agency when such hours involve the same type of services which the individual is employed to perform for the same public agency.
- 7) Outside organized non-profit groups who volunteer to carry out a specific project at the library have the burden of complying with federal and state labor laws. For example if a Boy Scout troop asks to paint the library's fence as part of a badge project, the Boy Scout organization would be responsible for complying with child labor laws for that volunteer project.

**Application and Assignments:** Prior to engaging in any volunteer activity, each volunteer will be required to submit an ESPL volunteer application form and speak with a supervisory staff member. Upon approval of the Library Director or supervisory staff, the volunteer may be scheduled for training and work assignments. Each individual who participates in this volunteer program agrees and acknowledges that they are not employees of ESPL or the ESPL Foundation.

**Background Checks:** As part of the appointment process, ESPL may investigate an applicant's work and personal history, which may, depending upon a prospective volunteer's assignment, include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Information (SORI) check.

**Vacancies:** Volunteers are selected based on their qualifications in relation to the needs of the library at any given time and their reliability. Unsolicited volunteer applications are generally routed to each of the library's departments to determine if a vacancy exists that matches the skills of the applicant. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be contacted if a project is identified that matches their interests or qualifications.

**Supervision:** Volunteers work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member, generally a departmental supervisor, to guide them in their work, however other staff may offer guidance to any of the volunteers.

**Hours of Service:** All volunteer work must be completed within normal library hours unless exceptions have been made by the Library Director. Hours of volunteer service are at the mutual convenience of the volunteer and supervisory staff member. Because supervisory staff often take steps to prepare meaningful volunteer assignments, volunteers are asked give reasonable notice if they are unable to report to work for the agreed upon schedule.

**Student Interns:** Student interns will be sought by supervisors through educational contacts in area schools and colleges. A job description will be tailored for each internship that will stress the value of the project for both student and Library. A representative of the school or college will usually be involved in developing the job description and outline of the project. The supervisor who shapes an individual project will be responsible for the training and supervision of the student intern. While interns may be very valuable to ESPL, the Library must also offer a genuine educational opportunity. Because much staff time will be required, each project must be carefully planned and approved by the Library Director before an intern is accepted. Participation in student internship programs shall be considered a privilege which may be revoked at any time by ESPL or the student intern. All schedules will be worked out between the student intern and the supervising librarian and should not conflict with school schedules. A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college representative before the student intern is accepted. The supervising librarian will follow this schedule and report student progress to the representative.



**Insurance:** ESPL will not provide any medical, health, accident or worker's compensation benefits for any volunteer; and volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

**Public Service:** While ESPL volunteers typically have limited public service exposure, they are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

**Confidentiality:** Librarians' professional ethics require that personally identifiable information about library users be kept confidential. While ESPL volunteers typically have limited exposure to library records, they are expected to respect the confidentiality of library users. All volunteers must sign the ESPL Confidentiality Agreement.

**Termination:** Nothing in this policy shall be deemed to create a contract between the volunteer or intern and ESPL. Both the volunteer and ESPL have the right to terminate the volunteer's association with ESPL at any time, for any reason, with or without cause. There will be no formal evaluation process for volunteers.

*See also:*

- Volunteer Application Form
- Confidentiality Agreement Agreement

*Approved and Adopted by the ESPL Board of Trustees on xxxxxxxxxxxxxxxxxxxxxxxxx*