

Eastern Shore Public Library

Board of Trustees

March 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 –
10. Nominating Committee -
11. Old Business – 1st Reading Policy Changes & 1st Reading CIL Agreement
12. New Business-Approval of 100% plans, Resolution to recognize 10th Year Anniversary of Eastern Shore Public Library Foundation, Resolution to recognize Construction Committee
13. Additional Comments
14. Next Meeting; April 9, 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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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
February 12, 2019, 3:00 pm
Main Library, Accomac, VA**

Present: Jackie Davis (Chair), Kitty Hall, Patricia Bloxom, Dennis Custis, Althea Pittman, Ann Rutledge, Gerry Ryan. Absent: Barbara Coady, Tim Valentine

In attendance: Colette Nelson (Foundation President), Pam Holley (Co-chair, Construction Committee), Cara Burton, Director

Staff: Janice Felker, Charle Ricci

1. Meeting called to order at 3:04 pm. Althea Pittman was introduced as a new Trustee.
2. **Public comments.** None.
3. **Minutes.** Ryan moved to approve Minutes approved with “commended” changed to “commented” in Old Business. Hall seconded. Motion approved.
4. **Financial Reports** – Ryan noted that the new financial reports are easier to understand. Burton gave the budget presentation to Accomack County on February 5, 2019. The ESPL’s Northampton County budget presentation was carried out by Davis, Custis, and Coady earlier this month. Northampton County’s budget will not be finalized until April, but Mike Mason has entered a recommended amount in the Accomack County Budget Plan. Burton is utilizing this figure to fine-tune the FY2019-2020 budget and will return to ESPL trustees with a draft budget and a FY2018-2019 budget modification for approval. Bloxom inquired as to account 63000 in Budget vs. Actual report. Burton noted that both adult and youth programs are lumped together in the budget and broken down in the actuals. Budgeted income will be updated in the modification as gifts are received from groups such as the Friends throughout the year. Bloxom also asked about the Professional Services account, which Burton explained includes bookkeeping, the consultant work of Miles Barnes, auditors, etc. Bloxom asked about 61000, the Capital account and Burton noted that this was the money received from the State for the capital project, which has been transferred to the County.
5. **Branch and Friends’ Reports**
 - a. **Cape Charles Memorial Library (Rutledge)** – Report submitted by e-mail. Rutledge announced an upcoming program by Bobby Harmon on February 23 that focuses on Frances Bibbins Latimer. Also, Etta K. Pruitt will be talking in March about the history of the Cape Charles Memorial Library during the time that it was run solely by volunteers. The Magnificent



Ambersons film is showing this evening in Cape Charles, and there will be an 100th anniversary tea in March. Rutledge noted some building repair is being done, including the installation of a sump pump and repair to the plumbing vents which should address the odor issue. There is a leak along the back wall of the library and bids have gone out to repair it. The kitchen/office area is also being rearranged to provide more meeting space and room for a tutoring area.

- b. **Chincoteague Island Library (Ryan)** – Report submitted by e-mail. Ryan noted that a volunteer application was distributed at the board meeting. The door repair has gone out to bid and the project is moving through the permitting stage. Excitement is building for the upcoming cruise fundraiser.
 - c. **Northampton Free Library (Burton)** – Report distributed by e-mail. The Beauty of Arabic Calligraphy program will be held tomorrow at the NFL by staff member Jazmine Collins, who will hold a similar event at the Accomac library in the near future. Barbii Rogers is organizing some new program offerings at the library. Burton mentioned the ESPL's upcoming multicultural festival on May 5th and called for the trustees to reach out to any multicultural individuals who may be interested in attending or being a vendor. John Custis is reviewing the property transfer to the NFL.
 - d. **Friends of ESPL (Burton)** – Recent activity is included in Director's report. At the last Friends meeting, it was decided to contribute to the library's large print collection. The Friends also plan to donate \$5,000.00 to the Library Foundation. Burton would like to send the administrative staff to the ALA conference in Washington DC this June, and has developed a budget for travel, lodging, and conference fees. Burton requested financial support from both the Accomac and NFL Friends for the conference. To date, NFL Friends have contributed \$500.00. The Friends of the ESPL also voted to help with the Summer Reading Program. Accomac friends had a very successful book club on the first Saturday of February, and are planning to continue offering book clubs with the next session to be held in April.
6. **Director's Report.** Distributed by e-mail. Burton added that a report has been created by Stacia Childers of physical donations to the Eastern Shore Room collections, which will raise awareness of the library's holdings as well as encourage donations from others. The ESPL website also lists the Eastern Shore yearbooks that have now been digitized by the Library of Virginia. Burton shared a quote from an e-mail written to MK Miles regarding the value of the Miles Files, noting that the "contribution to the history and genealogy of the Shore is immeasurable". The State Aid requirements have been met for the year. Burton submitted a grant application to the United Way for a microfilm scanner.
 7. **ESPL Foundation/Capital Campaign Council** –



- a. **Capital Campaign Update** – The Foundation is seeking a part-time administrative assistant. The Heritage Center Capital Campaign has received another \$5,000.00 since last month’s trustee meeting. Hall also reported that sponsors are signing up for the Raising of the Green and ticket sales are going well. ESPL staff member Wendy Johnson has donated a watercolor painting of a blue heron for the auction.
- 8. Capital Project Update (Board Committees)**
- a. **Construction Committee (Custis and Holley)** – Pam Holley explained that in January of 2018 a security gate from the Heritage Center addition to the main portion of the library (the existing Fresh Pride building) was thought to be included in the plans for the new library in Parksley. In January 2019, the construction committee discovered that the 90% plans did not include a security gate. Burton noted that to place the security gate at that location would not meet fire code due to the length of the hallway. Nicole Davili from WTS Architects offered three suggestions: alarmed doors in place of the planned gate, three security grills near the circulation desk (which could cause delay), or to request a waiver to the fire code. A letter from Richard Lewis was addressed to Custis, Holley, Stewart Hall, and the other two members of the steering committee, Tim Valentine and Paul Muhly, stating that there is to be no security gate, and that instead the steering committee’s opinion is to install three grills in the large openings of the foyer. Burton suggested the benefits to the doors in the hallway are threefold: heating and cooling savings; noise reduction to the library from the lecture hall or maker space; and security during an after-hours event (lower risk of people getting into the main portion of the library when it is closed). Davili responded to Lewis’ letter and noted that both the doors and the three grills would meet code, but that the addition of the grills would add to the project cost as well as delay the completion of the final plans and bid process. Burton has requested that the trustees recommend the alarmed doors at the location of the original gate. Custis suggested instead that a fee be added to the use of the library after-hours to cover security and clean-up costs, in the interests of keeping the project on budget and on time. Custis motioned that no doors be on the plan and leave the plans as is to be in compliance with state code. Ryan seconded. Motion passed. Ryan motioned that the meeting room use policy to be reviewed to reflect the use of the new building; Hall seconded. Motion passed. Burton will contact Davili to notify her of the trustees’ decision.
 - b. **Steering Committee Update (Tim)** – No report.
- 9. Budget Committee** – No report.
- 10. Old Business** – A letter of recognition on behalf of the Board of Trustees was sent to Paul Berge along with a copy of the book Working the Water by Jay Fleming. Davis expressed appreciation to Colette



Nelson for her assistance in compiling a list of Berge's contributions to the library and the Foundation.

11. **New Business** – On February 4, 2019, the administrative team of the library held a policy retreat. Much was accomplished, and recommendations have been compiled and distributed to the trustees. Davis suggested that the recommendations be handed out today, with the first reading to be held at the March trustee meeting, and the final reading to occur at the April trustee meeting. Burton asked the trustees to submit questions in the next two weeks to allow for time to respond prior to the next trustees meeting. Burton will distribute questions that have already been submitted by Coady, Davis, and Ryan to the remaining trustees.

Burton noted that the ALA Library Bill of Rights has been recently updated, allowing for further protection of patron privacy, which will impact the warrant procedures that the library staff are currently developing.

The Chincoteague Island Library agreement with the ESPL system has been drafted with updates and improvements and sent to Linda Ryan, CIL board chair. Ryan, Davis, and Burton met with Linda Ryan, and the agreement has been approved by both the CIL attorney and the CIL Board. Changes include increasing the number of ESPL paid staff with the goal of fully staffing CIL and allowing fines/fees paid at the CIL to remain there and not be submitted to the ESPL. In exchange, CIL would be responsible for providing library supplies such as copy paper. Trustees will review and have a first reading of the agreement in March. Ryan motioned that the agreement be approved for first reading, Custis seconded. Motion approved.

12. **Additional Comments** – None.

13. Next meeting March 12, 2019 at Accomac library at 3:00 pm

Adjournment – Ryan motioned to adjourn and Hall seconded. Motion accepted and meeting adjourned at 4:19 pm by Chairman Davis.

Respectfully submitted,

Cara Burton, Secretary

Eastern Shore Public Library
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	533.52
Sun Trust - Operating	
Liability Reserve	4,669.00
Reserve	5,831.00
Sun Trust - Operating - Other	<u>120,799.00</u>
Total Sun Trust - Operating	131,299.00
Suntrust - Restricted Fund	<u>10,190.00</u>
Total Checking/Savings	<u>142,022.52</u>
Total Current Assets	142,022.52
Other Assets	
Merrill Lynch Auxiliary Account	<u>15,955.42</u>
Total Other Assets	<u>15,955.42</u>
TOTAL ASSETS	<u><u>157,977.94</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>958.98</u>
Total Accounts Payable	958.98
Credit Cards	
Cardmember Services Visa	<u>711.67</u>
Total Credit Cards	711.67
Other Current Liabilities	
2100 · Payroll Liabilities	6,020.90
2290 · Anthem, Medical	-1,745.50
2300 · Anthem, Dental	-65.66
2360 · AFLAC	<u>165.30</u>
Total Other Current Liabilities	<u>4,375.04</u>
Total Current Liabilities	<u>6,045.69</u>

3:01 PM
03/04/19
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>
Total Liabilities	6,045.69
Equity	
1110 · Retained Earnings	250,416.67
3000 · Opening Bal Equity	95,784.16
Net Income	-194,268.58
Total Equity	<u>151,932.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>157,977.94</u></u>

Eastern Shore Public Library
Profit & Loss
 February 2019

	Feb 19
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42010 · ESPL Friends	3,000.00
42030 · Contributions Unrestricted	20.00
42040 · Contributions Restricted	600.00
	3,620.00
Total 42000 · Contributions	3,620.00
43000 · Reimbursements	
43020 · Island	184.88
	184.88
Total 43000 · Reimbursements	184.88
44000 · Fines & Fees	
44010 · Fines	697.61
44020 · Photocopying	724.15
44030 · Fax	359.25
44040 · Other	20.60
	1,801.61
Total 44000 · Fines & Fees	1,801.61
45000 · Endowments	
45020 · General (Merrill Lynch)	13.59
	13.59
Total 45000 · Endowments	13.59
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	5.00
	5.00
Total 49000 · Miscellaneous Income	5.00
Total 40000 · INCOME	5,625.08
Total Income	5,625.08
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	492.31
	492.31
Total 61100 · Building	492.31
61200 · Utilities	
61201 · Fuel Oil	550.34
61202 · Electricity	1,239.00
61203 · Telephone	924.98
	2,714.32
Total 61200 · Utilities	2,714.32
61300 · Vehicle Operation	96.51
61500 · Computer	
61513 · Online Services	877.09
61514 · Internet Services, State	1,182.00
61517 · Computer Maintenance	445.00
	2,504.09

Eastern Shore Public Library
Profit & Loss
February 2019

	<u>Feb 19</u>
Total 61500 · Computer	<u>2,504.09</u>
Total 61000 · Operations	5,807.23
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	<u>512.72</u>
Total 62300 · Equipment Maintenance	<u>512.72</u>
Total 62000 · Equipment	512.72
63000 · Programs	
63100 · Adult	23.17
63000 · Programs - Other	<u>40.00</u>
Total 63000 · Programs	63.17
64000 · Personnel	
64010 · Salaries - Director	5,355.00
64020 · Salaries - Other	13,802.14
64030 · Hourly Employees	13,339.81
64050 · Payroll Expenses	2,837.24
64070 · Retirement (VRS)	1,132.18
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	3,379.26
64086 · Insurance, Dental (Anthem)	<u>79.50</u>
Total 64080 · Insurance	<u>3,458.76</u>
Total 64000 · Personnel	39,925.13
65000 · Supplies	
65100 · Custodial	228.94
65300 · Library	1,025.10
65400 · Youth Program Supplies	<u>103.14</u>
Total 65000 · Supplies	1,357.18
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	4,072.21
66312 · Periodicals, State Aid	317.20
66313 · Continuations, State Aid	15.59
66317 · AV, State Aid	183.04
66320 · Cape Charles Contract #15	<u>57.73</u>
Total 66310 · System Materials	4,645.77
66350 · Affiliates	
66351 · Books, Affiliates	<u>669.54</u>
Total 66350 · Affiliates	<u>669.54</u>
Total 66000 · Materials	5,315.31
67000 · Other	
67100 · Postage	15.99

2:59 PM
03/04/19
Accrual Basis

Eastern Shore Public Library
Profit & Loss
February 2019

	<u>Feb 19</u>
67200 · Travel	328.71
67300 · Dues	82.00
67000 · Other - Other	170.00
Total 67000 · Other	596.70
68000 · Miscellaneous	
68100 · Bank Fees	65.01
68600 · Continuing Education	1,000.00
68000 · Miscellaneous - Other	235.48
Total 68000 · Miscellaneous	1,300.49
69000 · Professional Services	
69001 · Professional Services, Financial	1,080.00
69000 · Professional Services - Other	1,305.00
Total 69000 · Professional Services	2,385.00
Total 60000 · EXPENSES	57,262.93
Total Expense	57,262.93
Net Ordinary Income	-51,637.85
Net Income	-51,637.85

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

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	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%
Total 41000 · Government Income	538,613.25	706,709.00	-168,095.75	76.2%
42000 · Contributions				
42010 · ESPL Friends	4,859.93	3,000.00	1,859.93	162.0%
42020 · NFL Friends	9,006.60	10,000.00	-993.40	90.1%
42030 · Contributions Unrestricted	1,430.00	1,500.00	-70.00	95.3%
42040 · Contributions Restricted	10,118.70	5,000.00	5,118.70	202.4%
42050 · Legacies & Bequests	81.14	500.00	-418.86	16.2%
Total 42000 · Contributions	25,496.37	20,000.00	5,496.37	127.5%
43000 · Reimbursements				
43010 · ESPL	354.00	500.00	-146.00	70.8%
43020 · Island	637.24	1,000.00	-362.76	63.7%
43030 · Cape Charles	6,045.81	18,000.00	-11,954.19	33.6%
43040 · Book Replacement	91.94	400.00	-308.06	23.0%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	1,774.01	0.00	1,774.01	100.0%
Total 43000 · Reimbursements	8,903.00	19,900.00	-10,997.00	44.7%
44000 · Fines & Fees				
44010 · Fines	7,059.64	7,500.00	-440.36	94.1%
44020 · Photocopying	5,026.95	6,000.00	-973.05	83.8%
44030 · Fax	3,238.18	5,500.00	-2,261.82	58.9%
44040 · Other	965.22	2,000.00	-1,034.78	48.3%
44000 · Fines & Fees - Other	327.18	823.31	-496.13	39.7%
Total 44000 · Fines & Fees	16,617.17	21,823.31	-5,206.14	76.1%
45000 · Endowments				
45010 · Edmonds (UBS)	2,650.00	0.00	2,650.00	100.0%
45020 · General (Merrill Lynch)	254.80	800.00	-545.20	31.9%
45090 · Miscellaneous Endowments	67.95	2,000.00	-1,932.05	3.4%
Total 45000 · Endowments	2,972.75	2,800.00	172.75	106.2%
46000 · Private Grants				
46000 · Private Grants	2,100.00	1,000.00	1,100.00	210.0%
49000 · Miscellaneous Income				
49010 · NOW Interest	0.06	40.00	-39.94	0.2%
49020 · Driver Education Test Proctorin	180.00	400.00	-220.00	45.0%
49000 · Miscellaneous Income - Other	18.75	0.00	18.75	100.0%
Total 49000 · Miscellaneous Income	198.81	440.00	-241.19	45.2%
Total 40000 · INCOME	594,901.35	772,672.31	-177,770.96	77.0%
4260 · Grants, Other	0.00	4,000.00	-4,000.00	0.0%
4400 · Gifts	0.00	0.00	0.00	0.0%
4460 · Book Gifts	0.00	0.00	0.00	0.0%
4660 · Dividends	0.00	0.00	0.00	0.0%
Total Income	594,901.35	776,672.31	-181,770.96	76.6%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	8,948.33	20,000.00	-11,051.67	44.7%
61102 · Building Maintenance, NFL	1,487.76	3,500.00	-2,002.24	42.8%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	10,446.09	23,500.00	-13,053.91	44.5%
61200 · Utilities				
61201 · Fuel Oil	2,739.66	4,500.00	-1,760.34	60.9%
61202 · Electricity	9,491.76	11,000.00	-1,508.24	86.3%
61203 · Telephone	7,322.60	12,000.00	-4,677.40	61.0%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 · Utilities	19,554.02	27,500.00	-7,945.98	71.1%
61300 · Vehicle Operation	1,532.15	2,500.00	-967.85	61.3%

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

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
61400 · Insurance (VML)				
61401 · Insurance, Building	7,830.75	10,441.00	-2,610.25	75.0%
61402 · Insurance, Vehicles	300.00	400.00	-100.00	75.0%
61407 · Insurance, Pro. Liability	740.25	987.00	-246.75	75.0%
61400 · Insurance (VML) - Other	412.00	1,527.00	-1,115.00	27.0%
Total 61400 · Insurance (VML)	9,283.00	13,355.00	-4,072.00	69.5%
61500 · Computer				
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	11,906.36	14,500.00	-2,593.64	82.1%
61514 · Internet Services, State	15,614.00	20,500.00	-4,886.00	76.2%
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	4,005.00	5,500.00	-1,495.00	72.8%
Total 61500 · Computer	33,437.19	43,200.00	-9,762.81	77.4%
Total 61000 · Operations	74,252.45	110,055.00	-35,802.55	67.5%
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	5,361.25	8,000.00	-2,638.75	67.0%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	5,361.25	8,000.00	-2,638.75	67.0%
62000 · Equipment - Other	0.00	1,000.00	-1,000.00	0.0%
Total 62000 · Equipment	6,317.56	9,000.00	-2,682.44	70.2%
63000 · Programs				
63100 · Adult	255.97	0.00	255.97	100.0%
63200 · Youth	3,940.81	0.00	3,940.81	100.0%
63000 · Programs - Other	338.98	4,000.00	-3,661.02	8.5%
Total 63000 · Programs	4,535.76	4,000.00	535.76	113.4%
64000 · Personnel				
64010 · Salaries - Director	42,393.75	62,424.00	-20,030.25	67.9%
64020 · Salaries - Other	109,266.94	167,461.68	-58,194.74	65.2%
64030 · Hourly Employees	106,937.14	147,538.32	-40,601.18	72.5%
64050 · Payroll Expenses	24,927.77	40,000.00	-15,072.23	62.3%
64070 · Retirement (VRS)	9,057.57	13,616.00	-4,558.43	66.5%
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%
64086 · Insurance, Medical (Anthem)	27,034.08	47,700.00	-20,665.92	56.7%
64086 · Insurance, Dental (Anthem)	636.00	1,500.00	-864.00	42.4%
Total 64080 · Insurance	28,066.31	49,753.00	-21,666.69	56.5%
64090 · Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 · Personnel - Other	109.00	0.00	109.00	100.0%
Total 64000 · Personnel	320,778.48	488,793.00	-168,014.52	65.6%
65000 · Supplies				
65100 · Custodial	228.94	1,000.00	-771.06	22.9%
65200 · Office	0.00	5,000.00	-5,000.00	0.0%
65300 · Library	9,479.15	10,657.00	-1,177.85	88.9%
65400 · Youth Program Supplies	332.30	500.00	-167.70	66.5%
65000 · Supplies - Other	0.00	200.00	-200.00	0.0%
Total 65000 · Supplies	10,040.39	17,357.00	-7,316.61	57.8%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	22,813.42	47,376.00	-24,562.58	48.2%
66312 · Periodicals, State Aid	4,363.24	5,000.00	-636.76	87.3%
66313 · Continuations, State Aid	60.94	500.00	-439.06	12.2%
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	2,400.02	6,000.00	-3,599.98	40.0%
66318 · Other Non-Book, State Aid	0.00	500.00	-500.00	0.0%

4:20 PM

03/04/19

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
66320 · Cape Charles Contract #15	1,061.63	2,000.00	-938.37	53.1%
66310 · System Materials - Other	0.00	5,000.00	-5,000.00	0.0%
Total 66310 · System Materials	32,180.61	69,309.06	-37,128.45	46.4%
66350 · Affiliates				
66351 · Books, Affiliates	9,998.69	24,000.00	-14,001.31	41.7%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
Total 66350 · Affiliates	9,998.69	24,000.00	-14,001.31	41.7%
66900 · Restricted	0.00	0.00	0.00	0.0%
Total 66000 · Materials	42,179.30	93,309.06	-51,129.76	45.2%
67000 · Other				
67100 · Postage	1,002.72	4,000.00	-2,997.28	25.1%
67200 · Travel	4,058.33	4,500.00	-441.67	90.2%
67300 · Dues	1,865.00	1,500.00	365.00	124.3%
67000 · Other - Other	270.00	0.00	270.00	100.0%
Total 67000 · Other	7,196.05	10,000.00	-2,803.95	72.0%
68000 · Miscellaneous				
68100 · Bank Fees	675.04	400.00	275.04	168.8%
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	2,025.00	4,000.00	-1,975.00	50.6%
68000 · Miscellaneous - Other	2,362.83	3,000.00	-637.17	78.8%
Total 68000 · Miscellaneous	5,073.87	8,430.00	-3,356.13	60.2%
69000 · Professional Services				
69001 · Professional Services, Financial	10,432.50	16,500.00	-6,067.50	63.2%
69002 · Professional, Library Services	4,090.66	7,000.00	-2,909.34	58.4%
69000 · Professional Services - Other	9,471.98	6,500.00	2,971.98	145.7%
Total 69000 · Professional Services	23,995.14	30,000.00	-6,004.86	80.0%
Total 60000 · EXPENSES	494,369.00	770,944.06	-276,575.06	64.1%
Total Expense	494,369.00	770,944.06	-276,575.06	64.1%
Net Ordinary Income	100,532.35	5,728.25	94,804.10	1,755.0%
Other Income/Expense				
Other Income				
7010 · Interest Income	30.62	29.84	0.78	102.6%
7030 · Other Income	500,029.51	0.00	500,029.51	100.0%
Total Other Income	500,060.13	29.84	500,030.29	1,675,804.7%
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%
Total Other Expense	794,881.06	10,000.00	784,881.06	7,948.8%
Net Other Income	-294,820.93	-9,970.16	-284,850.77	2,957.0%
Net Income	-194,288.58	-4,241.91	-190,046.67	4,580.2%

February 2019

Northampton Free Library (NFL)

Computer Usage

There were 612 adult computer users this month.

Our children's AWE computer had 22 sessions with 636 minutes used, and there were 34 children's iPad users this month as well.

Staffing

No Staff Changes this month.

Building Maintenance

Thornton was called due to an issue with our meeting room heating system. No major problems reported just a blown fuse. Technicians had fuse on hand and were able to fix the problem the same day!

Meeting Room Usage

The meeting room was used 11 times this month, which includes small groups and individual use.

Programs

This month, we had our first calligraphy program called "Tranquility in Technique: The beauty of Arabic Calligraphy". This program was an introduction into the styles of Arabic calligraphy, using a sample of words and phrases.

We had a small group of individuals that participated, and they absolutely loved it!

NFL Friends News

Nothing new to report from our NFL Friends this month

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, March 12, 2019

Circulation for January 2019: ESPL - 4,791; NFL - 1,785; CIL - 1,129; CCML - 1,438

Noticed sizable increase for CIL from January and February 2018. Upon review, some contributing factors are (1) better use of in-house use recording, (2) donations of very new DVD's, and (3) better weather than 2018. Remember last year in Dec. and Jan., the Accomac library was closed with boiler outage.

Recommendation:

- First reading of policy changes recommended last month.
- Approval of CIL agreement.
- Approval of 100% plans.

Library Services & Patron Relations

- **Passive Programs:** Basket drawing with survey.
- **Exhibits:**
 - LVA "New Virginians" traveling exhibit in April. Virginia Humanities is offering corresponding grant programs, but I decided not to apply due to the burden of time in the application for a program. Met with VH staff and suggested they have another organization apply and have a program corresponding with the exhibit.
 - "Profiles of Honor" WWI and WWII traveling exhibit and scan-a-thon will take place April 12 in Nassawadox and April 13 and 14 in Parksley. Coordinating with local municipalities. Dates selected based on exhibit availability.
 - Art Mobile coming 5/5. Planning a date in Nassawadox.
- **Adult Programs:**
 - Lifestyle Challenge taking place for January to March. See packet for details.
 - Multicultural Festival being planned for May 5, 2019. Have invited ESVA organizations to table at the event.
 - Tech Hours started for CIL and NFL by W. Gregoire.
 - See NFL report for planned programs.
- "Funding Information Network Partner," a.k.a. FIN. No programs scheduled.
- **New FindItVa Databases:** NoveList will be integrated into our online catalog. When NoveList recommends a book, a link will direct patron to our catalog if we own the item.
- **Youth Services (Janice Felker):**
 - Continued to work on collection development (purchasing and discarding) for Children's and YA collections.
 - Created displays and distributed bookmarks in Accomac and Nassawadox for African American History Month.
 - Worked on planning and promotion of The Frances Bibbins Latimer 2019 Oral History Contest.
 - Worked on early planning stages of Summer Reading.
 - Worked on early planning stages of preparations for ESPL annual multicultural festival "Celebrate Us" to be held on May 5.
 - Conducted library field trip and presentation about Wildlife Camouflage for class of Northampton High School students at Nassawadox library. (Feb. 1)
 - Participated in full-day planning session on library policy updates with ESPL library administrative team. (Feb. 4)
 - 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). (Feb. 5, 12, 19, 26)
 - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (Feb. 8 & 22)
 - Participated in Lifestyle Challenge, Benefits of Learning a Foreign Language program. (Feb. 7)

- Wells Gregoire and I presented a program on ESPL eResources at the ES Literacy Council' s Family Literacy Night at Pungoteague Elementary School. (Feb. 7)
- Met with Sharon Silvey at Cape Charles Memorial Library to create and coordinate Summer Reading plans. (Feb. 11 & 25)
- Attended ESPL Board of Trustees meeting in Accomac. (Feb. 12)
- Attended annual Eastern Shore Healthy Communities' 2019 Annual Meeting. (Feb. 14)
- Held meeting for the ESPL Teen Advisory Board. (Feb. 21)
- Participated in Lifestyle Challenge, Less Sugar Less Sodium program. (Feb. 21)
- Held Kids Lifestyle Challenge "Yoga for Kids" program (Saturday morning). (Feb. 23)
- Attended ES Healthy Communities Food Access and Equity Work Group meeting. (Feb. 25)
- Was asked to serve on the Steering Committee of the 2019 Kids Count Forum and attended the first meeting. (Feb 25)
- Attended and reported at Friends of the Eastern Shore Public Library meeting. (Feb. 27)
- Participated in the first session of Eat Smart, Move More program (a complement to our Lifestyle Challenge). (Feb. 28)
- **Technical Services (Charle Ricci):**
 - Continued weeding in nonfiction collection at Accomac : religion, gardening, and animal husbandry
 - Weeded Reference with assistance of Harriet Lonergan
 - Selecting replacements and updated materials for nonfiction and reference sections that have been weeded.
 - Created Upcoming Bestseller List for March - June 2019
 - Facebook post about new Upcoming Bestsellers List for March - June 2019
 - Completed project to identify and add home libraries to ESPL patrons currently categorized as "unspecified" in regards to ESPL library location. This will significantly increase accuracy in statistical record keeping.
 - Coordinating effort (with Theresa) to interview and train new volunteer to assist with book processing
 - Reviewed and renewed (with changes) annual list of magazine subscriptions for Accomac and NFL
 - Attended administrative team meeting to create/update policies, February 4, 2019
 - Attended Board of Trustees Meeting - February 12, 2019
 - Attended Administrative Team Meeting - February 26 2019
 - Attended Joint Construction/Steering Committee Meeting - February 25, 2019
 - Completed webinar, Believe the Data, February 5, 2019
- **Eastern Shore Room**
 - ESR staff were busy with yearbook and civil rights history questions.
 - A grant application for a new microfilm scanner: \$9,000, was submitted to United Way of ESVA.
 - Frances Bibbins Latimer Oral History Contest is underway. Thank you to Brenda Holden for securing donations for the prize money!!
- **Meetings:**
 - 2/7 - Althea Pittman orientation
 - 2/7 - Davis and Ryan
 - 2/8 - Holland, Davis, and Coady re: techmobile
 - 2/11 - Parksley Town meeting
 - 2/12 - Tom Loy, RFID vendor
 - 2/14 - Healthy Communities
 - 2/15 - VH Bearinger
 - 2/19 - Review of Accomack health benefits
 - 2/21 - Holley, plan review
 - 2/25 - Construction Committee (final)
 - 2/26, 3/4 - Corporate & Foundation Solicitation Committee
 - 2/26 - Administrative team
 - 2/27 - Friends of ESPL
 - 2/27 - Raising the Green Committee
 - 2/27 - Chamber re-branding meeting
 - 2/28 - Foundation
 - 3/5 - Artmobile
 - 3/5 - Latimer grant
 - 3/5 - Trauma informed community
- **Outreach:**
 - 2/23 - Heritage Festival at ESCC with Jazmine Collins; Karen Hatch volunteered

- 2/27 - Chamber Chat on WESR
- **Facility:**
 - NFL survey: waiting for attorney to draft transfer documents. NFL Friends want to recognize donor.
- **Marketing & Communications:**
 - 2/25/19 - Release out on 100% plans finalized. Aired on WESR 2/26.
 - 2/27/19 - on Chamber Chat
 - Eastern Shore Post Articles
 - 2/22/19 Latimer Oral History Contest
 - 2/22/19 I Found 400 Years of My Family History at the Eastern Shore Public Library, and You Can Too!
 - 2/15/19 Hog Killings Were Bone-Weary Days With Tasty Payoffs
 - 2/15/19 Impressions from the Frances Bibbins Latimer Collection
 - 2/15/19 Off the Shelf: Book Club Debuts at Accomac Branch of ESPL
 - 1/25/19 Off the Shelf: Lifestyle Challenge for ES Families
 - Eastern Shore News
 - 2/13/19 Library Foundation Celebrates 10 Years
 - 2/6/19 New library gets Monsanto grant
 - 1/30/19 Library served 434 meals to kids in summer
 - 1/23/19 Historic crepe myrtle project will live on at new library
 - E-Newsletter: e-Mailed week of February 18. Included Raising the Green promo
- **Technology**
 - Recorders were purchased for oral histories, etc.
- **Continuing Education**
 - Trying to arrange "Reasonable Suspicion and Emotional Intelligence," two free seminars by our insurance company.
- **Personnel**
 - Recently revised schedules to meet budget. Summer Dahlmanns did well to adjust the already lean staffing.
- **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. Burton does not plan to attend due to Profiles of Honor exhibit conflict and planned travel to ALA.
- **Other**
 - Lynn Badger is generously volunteered 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:

3/11 Parksley Public Hearing on planning project
 3/16 Raising the Green fundraiser
 4/6 Friends book discussion group, 1 pm
 5/5 Celebrate Us Multicultural Fair
 5/22 KidsCount Forum
 BoS: 3/20, 4/17, 5/15

Eastern Shore Public Library
Budget Plan - FY2018-2019

	Proposed 2018-2019	Rev. Prop. 2019	Mar-19
Ordinary Income/Expense	1	2	3
Income			
40000 · INCOME			
41000 · Government Income			
41010 · Accomack County	403,707	403,707	403,707
41020 · Northampton County	138,000	138,000	138,000
41030 · State Aid	165,002	165,002	176,444
Total 41000 · Government Income	706,709	706,709	718,151
42000 · Contributions			
42010 · ESPL Friends	3,000	3,000	5,000
42020 · NFL Friends	10,000	10,000	10,500
42030 · Contributions Unrestricted	1,500	1,500	1,000
42040 · Contributions Restricted	2,000	2,000	10,000
42050 · Legacies & Bequests	500	500	100
Total 42000 · Contributions	17,000	17,000	26,600
43000 · Reimbursements			
43010 · ESPL	500	500	400
43020 · Island	1,000	1,000	500
43030 · Cape Charles	18,000	18,000	16,500
43040 · Book Replacement	400	400	100
Total 43000 · Reimbursements	19,900	19,900	17,500
44000 · Fines & Fees			
44010 · Fines	7,500	7,500	9,000
44020 · Photocopying	6,000	6,000	5,000
44030 · Fax	5,500	5,500	3,500
44040 · Other	2,000	2,000	1,000
Total 44000 · Fines & Fees	21,000	21,000	18,500
45000 · Endowments			
45020 · General (Merrill Lynch)	800	800	400
45090 · Miscellaneous Endowments	2,000	2,000	2,000
Total 45000 · Endowments	2,800	2,800	2,400

Eastern Shore Public Library
Budget Plan - FY2018-2019

	Proposed 2018-2019	Rev. Prop. 2019	Mar. 19
	1	2	3
	Column Reference Number		
46000 - Private Grants	1,000	1,000	1,600
49000 - Miscellaneous Income			
49010 - NOW Interest	40	40	-
49020 - Driver Education Test Proctorin	400	400	250
49000 - Miscellaneous Income - Other	-	-	200
Total 49000 - Miscellaneous Income	440	440	450
Total 40000 - INCOME	767,849	767,849	783,601
4250 - Grants, Other	4,000	4,000	-
Total Income	771,849	771,849	783,601
Expense			
60000 - EXPENSES			
61000 - Operations			
61100 - Building			
61101 - Building Maintenance	20,000	20,000	10,000
61102 - Building Maintenance, NFL	3,500	3,500	2,000
Total 61100 - Building	23,500	23,500	12,000
61200 - Utilities			
61201 - Fuel Oil	4,500	4,500	4,000
61202 - Electricity	11,000	11,000	12,000
61203 - Telephone	12,000	12,000	10,839
Total 61200 - Utilities	27,500	27,500	26,839
61300 - Vehicle Operation	2,500	2,500	2,750
61400 - Insurance	12,975	12,975	12,975
61500 - Computer			
61510 - Computer Hardware - State Aid	2,200	2,200	1,400
Computer Hardware	2,044	-	
61513 - Online Services,	14,500	14,500	14,500
61514 - Internet Services, State	20,500	20,500	20,500
61515 - Computer Software	500	500	580

Eastern Shore Public Library
Budget Plan - FY2018-2019

	Proposed 2018-2019	Rev. Prop. 2018- 2019	Mar-19
	1	2	3
	Column Reference Number		
61516 · Computer Software, State Aid			
61517 · Computer Maintenance	5,500	5,500	5,500
61500 · Computer - Other			
Total 61500 · Computer	45,244	43,200	42,480
Total 61000 · Operations	111,719	109,675	97,044
62000 · Equipment			
62300 · Equipment Maintenance			
62310 · Contractual Services			
Contractual Services - State Aid	8,000	8,000	5,420
62300 · Equipment Maintenance - Other	1,000	1,000	1,000
Total 62300 · Equipment Maintenance	9,000	9,000	6,420
Total 62000 · Equipment	9,000	9,000	6,420
63000 · Programs			
63100 · Adult			
63200 · Youth			
63000 · Programs - Other			
Total 63000 · Programs	4,000	4,000	4,800
64000 · Personnel			
64010 · Salaries - Director	21,174	21,174	20,149
Salaries - Director - State Aid 25%	41,250	41,250	44,111
64020 · Salaries - Other	168,000	168,000	167,500
64030 · Hourly Employees	147,000	147,000	160,151
64050 · Payroll Expenses	40,000	40,000	40,000
64070 · Retirement	9,000	13,616	13,720
64080 · Insurance			
64083 · Insurance, Life			
64084 · Insurance, Gen, Liability			
64085 · Insurance, Medical	47,700	47,700	47,700
64086 · Insurance, Dental	1,500	1,500	1,200
Total 64080 · Insurance	49,200	49,200	48,900
64090 · Liability Reserve	8,000	8,000	8,000

**Eastern Shore Public Library
Budget Plan - FY2018-2019**

	Proposed 2018-2019	Rev. Prop. 2018- 2019	Mar-19
	1	2	3
	Column Reference Number		
Total 64000 · Personnel	483,624	488,240	502,531
65000 · Supplies			
65100 · Custodial	1,000	1,000	943
65200 · Office	5,000	5,000	-
65300 · Library - State Aid	9,876	9,876	13,157
Library - non-state aid	1,124	1,124	
65400 · Youth Program Supplies	500	500	500
65000 · Supplies - Other	200	200	
Total 65000 · Supplies	17,700	17,700	14,600
66000 · Materials			
66310 · System Materials			
66311 · Books, State Aid	47,376	47,376	47,376
66312 · Periodicals, State Aid	5,000	5,000	5,600
66313 · Continuations, State Aid	500	500	500
66315 · Electronic Resources, State Aid	2,000	2,000	2,000
66317 · AV, State Aid	6,000	6,000	6,500
66318 · Other non-Book, State Aid (e-book)	500	500	1,500
66320 · Cape Charles Contract #15	2,000	2,000	2,000
Total 66310 · System Materials	63,376	63,376	65,476
66350 · Affiliates			
66351 · Books, Affiliates	24,000	24,000	24,000
Total 66350 · Affiliates	24,000	24,000	24,000
66900 · Restricted			
Other	-	-	5,000
Total 66000 · Materials	87,376	87,376	94,476
67000 · Other			
67100 · Postage	4,000	4,000	1,300
67200 · Travel	4,500	4,500	5,000
67300 · Dues	1,500	1,500	2,000
67000 · Other - Other			100
Total 67000 · Other	10,000	10,000	8,400

Eastern Shore Public Library
Budget Plan - FY2018-2019

	Proposed 2018-2019	Rev. Prop. 2018- 2019	Mar-19
	1	2	3
	Column Reference Number		
68000 · Miscellaneous			
68100 · Bank Fees	400	400	900
68300 · Refunds	30	30	30
68600 · Continuing Education	3,800	3,800	4,000
MLS Fellowship - State Aid	1,000	1,000	1,000
68000 · Miscellaneous - Other	3,000	3,000	3,000
Total 68000 · Miscellaneous	8,230	8,230	8,930
69000 · Professional Services			
69001 · Professional Services, Financial	16,500	16,500	14,400
69002 · Professional, Library Services	7,000	7,000	7,000
Erate Consultant			4,500
Auditor			5,500
69000 · Professional Services - Other	6,500	6,500	5,000
Total 69000 · Professional Services	30,000	30,000	36,400
Total Expense	761,649	764,221	773,601
Net Ordinary Income	10,200	7,628	10,000
Other Expense			
8010 · Reserve	10,000	10,000	10,000
8020 · Miscellaneous			
Fixed Asset - Van			
Fixed Asset - Van State			
Total Other Expense	10,000	10,000	10,000
Net Other Income	200	(2,372)	-
State aid	165,002	165,002	176,444

Proposed new policy (March 12, 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. 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:

SICK LEAVE AND SEPARATION FROM EMPLOYMENT

Note: 6.1 Refers to employees who **plan to resign and terminated/fired staff**, not retirees. We may want to address whether staff that are laid off as 6.2 does not.

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)

Additional recommendation:

5.2 Sick Leave should reflect the change requested for 5.4 Bereavement by striking "other" in the third paragraph.

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.

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.*

BEREAVEMENT FOR PART-TIME STAFF

Suffolk

Part Time staff are not eligible for any benefits except for 4 hours of sick leave per month. So, that would be an option for anyone to use as we do not ask for proof of an illness or family member with an illness, etc.

Rockbridge

We allow all staff to use sick time for funerals, part-time included. This allows staff to travel if necessary. This policy has worked well for us. We do not define immediate family (e.g. some people are closer to friends or distant relatives than they are family).

Amherst

Our part time people do not receive any benefits or leave either, based on county policy. I work with them and allow them to make up time as much as possible.

Newport News

Newport News provides full time employees 3 days of bereavement leave for immediate family, with an additional 2 days approved by the Director. We'll also provide full time employees up to 4 hours to attend services for current or former city employees. We don't provide bereavement leave for part time employees.

York

Our County's policy is 3 days of paid "funeral leave" for the death of an immediate family member.

MF

We have some classified part-timers, who would be eligible for up to 3 days of leave. The majority of our part-timers are unclassified and do not receive leave or benefits. Supervisors would be encouraged to work with them to shift their scheduled hours during the pay period if they wanted to get in all their regular hours, and still attend to the tasks related to the bereavement. But those unclassified staff would not get paid leave.

Culpeper

in Culpeper since part-time people have no benefits and no leave. They may take off but they do not get paid

Anonymous

I find this deplorable...particularly since so many of our part time employees have 5 and 10 or even 15 years of service.

So I bend the rules. And I've told the board I'm doing it. They agree with me. So as long as no one audits our records, I'm okay. No one has audited our leave records in the almost 18 years I've been here.

Powhatan

Bereavement Leave: In the event of a death in the family, the County will grant up to three (3) working days off with pay to full-time employees. For purposes of Bereavement Leave, family is defined to include the spouse and mother, father, sister, brother, children, or grandparent of the employee or spouse. It may also include other relationships established by blood, marriage, intimate co-habitation or other legal actions. It is in the sole discretion of the Agency Head as to whether any such other relationship qualifies for Bereavement Leave.

Cumberland

When a death occurs in an employee's immediate family, all regular full time employees may take up to 3 days off with pay to attend the funeral and/or make funeral arrangements. The pay for time off will be prorated for a part time employee if the funeral occurs on a scheduled work day. The immediate family is defined as parents, spouse, children, grandchildren, siblings and the employee's spouse's parents. One day bereavement leave may be granted by the Library Director for other relatives not specified above to attend funeral services. Employees may also use accumulated vacation leave if additional time off is needed, with the Director's approval.

I am the only full time employee so the board supports my decision to apply 3 days bereavement to the part-time staff at this time.

Augusta

As a department of the county, we need to follow HR policy which states that part-timers receive no benefits. However, since we are open so many hours a week, we can generally make accommodations.

Pulaski

Our County policy is 3 days off for immediate family.

Hamner

If all goes as planned, soon most of our PT will be classified and therefore get some sort of paid leave. Currently, they get pro-rated annual leave and I would do anything I could so they could take bereavement leave without a hit to their paychecks.

On a similar topic, if you're able to define your own policy, it would be a kindness to give bereavement/funeral leave without specifying for whom it may be taken. If you're worried about people abusing the leave, then find a way to put up boundaries that don't dismiss the deep relationships that have nothing to do with to whom you were born. Please.

**LIBRARY SERVICES AGREEMENT
BETWEEN
EASTERN SHORE PUBLIC LIBRARY SYSTEM
AND
CHINCOTEAGUE ISLAND LIBRARY**

This Library Services Agreement (this "Agreement") is made as of July 1, 2019 between the Eastern Shore Public Library System ("ESPL") and Chincoteague Island Library ("CIL").

RECITALS

ESPL is the regional library system serving Accomack County, Virginia and Northampton County, Virginia. ESPL is a political subdivision of the Library of Virginia and complies with Commonwealth of Virginia regulations regarding library services. ESPL was formed under Virginia law 42.1-33 and is authorized under Virginia law 42.1-34 to enter into contractual agreement for library service. ESPL provides certain library services to CIL in the interest of serving the citizens of Chincoteague and northern Accomack County. ESPL and CIL wish to set forth their agreement with respect to those services, acknowledging the needs of ESPL and CIL may change from time to time, and that this Agreement may be modified accordingly.

AGREEMENT

1. Services Provided by ESPL. So long as funding remains available from public and/or private sources, ESPL agrees that it will continue to:

(a) Lend books and other library materials to patrons of CIL on the same terms as to its own patrons;

(b) Provide cataloging and book processing services for CIL books, and add such books to the system-wide online catalog which includes materials of ESPL, CIL, and the Cape Charles Memorial Library in Cape Charles, Virginia;

(c) Support the costs of the integrated online catalog computer system (ILS) subscription and access to the Internet, excluding equipment;

(d) Support access to Library of Virginia electronic resources and include CIL in other electronic resources that may include language learning databases, e-books, literacy programs, etc.;

(e) Provide a permanent copy to CIL of each best-selling and local book of which ESPL purchases multiple copies as budget allows.

(f) Provide a minimum of 24 hours per week of ESPL library staff assigned to CIL, at the same rate of pay and provided benefits as compensated to other ESPL employees in comparable positions. The goal is to provide paid staff during all hours of operation. These employees will be provided the opportunity to work additional hours at other library locations or events.

Revised draft February 12, 2019.

(g) Provide courier service at least twice a week to deliver and pick-up materials shared among the Eastern Shore libraries and interlibrary loans;

(h) May from time-to-time purchase equipment for CIL and may maintain it and provide supplies;

(i) Furnish specialized libraries supplies such as library cards;

(j) Provide CIL management Library of Virginia and professional information and some administrative services by acting as the liaison to the state library and provider of system services.

2. Library Facilities. The Board of Directors of the Chincoteague Island Library will continue to own the building housing CIL. The CIL Board will pay for the costs of operating CIL, including, without limitation, utilities, mechanicals, security system, and phone service, maintenance and insurance. If this Agreement is terminated, ESPL and CIL will negotiate in good faith to divide the personal property used in the operation of CIL so that library patrons in the Chincoteague Island area will continue to be served.

3. Furnishings. All furnishings, including shelving, tables, and chairs, are the property of CIL. CIL will be responsible for insuring and maintaining these furnishings.

4. CIL Volunteers. CIL may provide volunteers to provide library services to patrons to supplement the hours per week ESPL staff are assigned to work at CIL. These volunteers must meet minimum training requirements to operate the ILS and must sign an ESPL confidentiality agreement.

5. Library Materials. CIL will lend books and other library materials on the same terms to all patrons holding ESPL patron registration. CIL will follow the ESPL fee schedule for overdue and damaged/lost materials.

6. Library Registrations. CIL will register patrons in the ESPL ILS following ESPL registration policies. CIL patrons will have the same library privileges as ESPL patrons and equal access to library resources;

7. Reporting and Handling of Funds. CIL agrees to provide statistics as requested by ESPL and any such reports as are needed for the Library of Virginia's annual reports and for planning of system services. CIL will keep all fines and material or registration related fees, as well as equipment use fees, its collects.

8. Library Contractual Agreements. Neither party shall commit to contractual agreements that affect library system services without consulting the other party to review impacts of the agreement on the other party;

9. Insurance and Liability. Subject to any limitations and restrictions imposed by Virginia law, ESPL shall indemnify, defend, and hold harmless the CIL Board for, from, and against all claims, actions, liabilities, losses, fines, penalties, and expenses (including without limitation attorney's fees and expenses) asserted by one or more third parties and arising out of

or resulting ESPL's breach of this Agreement or the negligence or intentional misconduct of ESPL or its authorized agents, employees, and/or contractors. Subject to any limitations and restrictions imposed by Virginia law, CIL shall indemnify, defend, and hold harmless ESPL and its governing officials, officers, and employees for, from, and against all claims, actions, liabilities, losses, fines, penalties, and expenses (including without limitation attorney's fees and expenses) asserted by one or more third parties and arising out of or resulting CIL's breach of this Agreement or the negligence or intentional misconduct of CIL or its authorized agents, employees, and/or contractors.

Each of the parties hereto shall maintain liability insurance with limits of at least \$1,000,000.00 per occurrence and \$1,000,000.00 in the aggregate for personal injury, wrongful death, and property damage claims arising out of the negligent acts or omissions of the parties' respective authorized agents, employees, and contractors.

10. Term; Amendments. This Agreement shall be in effect for one year after the Effective Date. Thereafter, this Agreement shall automatically renew for additional terms of one year each, unless and until either party shall give the other party written notice, at least sixty (60) days before the anniversary date of the Effective Date, that it does not wish to renew this Agreement. This Agreement may be amended from time to time, but only by written amendment approved by the ESPL Board of Trustees and the CIL Board of Directors. Upon dissolution of this Agreement, both ESPL and CIL will negotiate in good faith to make the library materials and furnishings appropriated so that library patrons in the Chincoteague area will continue to be served.

11. Entire Agreement; Governing Law. This Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof, and there are no oral agreements between the parties with respect hereto. This Agreement shall be governed by the Law of the Commonwealth of Virginia.

Witness the following signatures as authorized by each entity's governing body,

EASTERN SHORE PUBLIC LIBRARY

CHINCOTEAGUE ISLAND LIBRARY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

DRAFT