

**Eastern Shore Public Library**

**Board of Trustees**

**April 9, 2019 @ 3:30 PM**

**Cape Charles Memorial Library, Cape Charles**

**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 –
  - b. Ground Breaking Committee- Pat & Cara (Fundraising)
8. Capital Project Update (Board Committee)
  - a. Steering Committee Update – Tim
9. Budget Committee – Barbara
10. Nominating Committee – Dennis
11. Ground Breaking and Donor Reception Committee
12. Old Business – Policy changes – Unattended Child Policy and Volunteer Policy
13. New Business- Lease agreement w Accomack Co.
14. Additional Comments
15. Next Meeting; May 14, 2019 at Northampton Free Library in Nassawadox at 3:30 PM
16. Adjournment



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

PO Box 360  
Accomac, VA 23301  
Phone: 757-787-3400  
Fax: 757-787-2241  
www.espl.org

EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
March 12, 2019, 3:30 pm  
Main Library, Accomac, VA

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

In attendance: Colette Nelson (Foundation President), Cara Burton, Director  
Staff: Summer Dahlmanns, Janice Felker, Charle Ricci, Barbrielle Rogers

1. Meeting called to order at 3:31 pm by Jackie Davis.
2. **Public comments.** None.
3. **Minutes.** Coady moved to approve Minutes. Ryan seconded. Motion approved. Ryan moved that the New Business (item #11) of the March 12, 2019 agenda be amended to change the reading of CIL agreement from a first to a second reading. Coady seconded. Motion approved.
4. **Financial Reports** – No changes or comments.
5. **Branch and Friends' Reports**
  - a. **Cape Charles Memorial Library (Rutledge)** – Report submitted. CCML held a program for Black History Month that was presented by library employee Bobby Harmon and focused on Frances Bibbins Latimer. Also, Etta Kay Pruitt recently offered a presentation about the CCML in the past when it was operated by volunteers. Upcoming programs will include local author, Wendy Higgins, speaking about her books and a Reader's Sharing Event. Also, Yoga for Littles and a presentation about writing memoirs are going to be offered in the near future. A new sump pump has been installed, and plumbers will soon be onsite to try to identify the source of the smell. Repairing the back wall of the library is to be included in the Town of Cape Charles' capital improvement plan in the next fiscal year. Burton mentioned that a scheduling conflict has arisen between the ALA annual conference (which key ESPL staff will be attending), and the culminating 100<sup>th</sup> Anniversary event. CCML Friends had asked Burton to provide a pop-up library. Hall suggested that it also be communicated to the CCML Friends that several ESPL trustees are interested in attending the event in lieu of the pop-up library.
  - b. **Chincoteague Island Library (Ryan)** – Report submitted. Additionally, there will be a Chamber of Commerce Business After Hours event on April 10<sup>th</sup> at the CIL.



- c. **Northampton Free Library (Burton)** – Report distributed by e-mail. John Custis is beginning the paperwork for the transfer of the donated 1.5 acres to the NFL. The Friends of the NFL would like to recognize the donor of the land, and are considering an indoor plaque. The cost of the survey and plaque were discussed. Rogers will be offering “Library 101” at the NFL, instructing how the library works, and how patrons can make best use of the library, request items, and access electronic resources and eBooks. Rogers also created a new bookmark that features upcoming programs. Felker pointed out that the new iPad table, supported by the Friends of NFL, has arrived.
  - d. **Friends of ESPL (Burton)** – Recent activity is included in Director’s report. Burton noted that a smoke event occurred last week that required evacuation of the library. The motor of the air handler in the storage room was the cause of the smoke.
6. **Director’s Report.** Distributed by e-mail. Burton wanted to mention the three upcoming traveling exhibits: “Profiles of Honor,” related to 100<sup>th</sup> anniversary of WWI and 75<sup>th</sup> anniversary of WWII. It will be in Nassawadox on Friday, April 12<sup>th</sup>, and in Parksley on Saturday, April 13<sup>th</sup> and Sunday, April 14<sup>th</sup>. As part of the exhibit, the public will be invited to bring photos, letters, or other paper documents related to WWI/WWII to be scanned into a state database during a “Scan-a-Thon”. The Library of Virginia “New Virginians” traveling exhibit will be hosted at the library in April, and will include images with a digital audio component. Several individuals from the Eastern Shore are featured in this exhibit. The Virginia Museum of Fine Arts “On the Road” artmobile will be in Parksley May 5 and 6 at the library site. It will be open for the public during the “Celebrate Us” event. Immediately following the event, the Foundation will hold a donor event at the Art-Mobile. May 6 is for the group tours. Burton mentioned that Emmet Gowin, one of the artists whose work is included on the Art-Mobile, has ties to the Eastern Shore.
7. **ESPL Foundation/Capital Campaign Council**
- a. **Capital Campaign Update** – Nelson pointed out that the Capital Campaign Committee is still going strong, and is actively searching for new volunteers with ideas to help continue fundraising activities. Burton noted that there is a Groundbreaking Committee meeting on March 21<sup>st</sup>, and suggested that library trustees may want to be represented on the committee. Bloxom volunteered to join the committee.
8. **Capital Project Update (Board Committees)**
- a. **Construction Committee (Custis)** – 100% Plans are available and will be voted on under New Business.
  - b. **Steering Committee Update (Tim)** – No report.



9. **Budget Committee** – Coady explained that Burton has asked the Trustees to approve a mid-year modification to the budget that was approved in June 2018. Coady identified an error in the distributed document under Income where a \$1,600.00 grant was not included in the total. Burton has increased the amounts under Miscellaneous Income (Income account) and Miscellaneous Other (Account 68000) by \$1,600.00. The correct total for income is \$785,201.00. Coady moved that the budget modifications for Fiscal Year 2019 be accepted. Custis seconded. Motion approved. Burton will include the corrections in a revised budget plan to be provided to the Trustees.
10. **Nominating Committee** – Davis requested a volunteer to participate on the nominating committee. Custis volunteered. Davis will remain on the committee.
11. **Old Business** – On February 4, 2019, the administrative team of the library held a policy retreat. A first reading of the requested revisions to the Internet Policy and revisions to the Personnel Policy section 6.1, Sick Leave, and section 5.4, Bereavement, was given.

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. This was the second Board reading of the agreement. Ryan motioned that the agreement be approved. Coady seconded. Motion approved. Bloxom asked about the previous decision to charge the independent but cooperating libraries for quantities catalogued over an agreed upon threshold. Burton explained that while these charges have not been necessary for the affiliate libraries to date, large donations for materials at Accomac, such as the ESPL Friends donation for large print items, have had processing and cataloging costs factored into the total amount available for purchasing in order to cover the associated technical services costs and to expedite the cataloging process.

12. **New Business** – Approval of 100% plans. Custis stated that no changes of substance were made to the 90% plans, other than procedural items that were known in advance of the meeting, such as moving the water heater to a location closer to the restrooms and kitchen. Both the construction committee and the steering committee voted unanimously to approve the 100% plans. Custis moved that the Trustees approve the 100% plans. Ryan seconded. Motion approved.

Davis presented the following:

#### RESOLUTION OF APPRECIATION TO THE ESPL FOUNDATION



Whereas, the Eastern Shore Public Library Board of Trustees has identified public service and community leadership as a critical component in defining excellence and in improving the vision of the Eastern Shore Public Library regional library system; and

Whereas, the Eastern Shore Public Library Foundation; John W. Edmonds IV, Colette Nelson, Jay Davenport, Carol Callander, Frank Hall, Cara Burton, Kitty Hall, Dr. Arthur Fournier, Keith M. Miles, Brenda E Holden Ph.D., Thomas Rakowski, Mozella Francis, Ronald F. Matthews, Deborah Christie; and

Whereas, the Board of Trustees does recognize the 10th year anniversary of the Eastern Shore Public Library Foundation and its enormous contributions, dedicated service, and devotion to improving the regional library system which enhances the quality of community life and serves the citizens and visitors of Accomack and Northampton Counties; and

NOW, THEREFORE, BE IT RESOLVED, this 12th day of March, 2019 that we do commend and convey our heartfelt appreciation to the Eastern Shore Public Library Foundation for ensuring the long-term financial stability of the Eastern Shore Public Library by raising funds for a new Regional Library and securing private financial support and grants for capital needs and endowments.

BE IT FURTHER RESOLVED, that the ESPL Foundation be recognized with appreciation for a Job Well Done so that the future generations will recognize the outstanding abilities, leadership, love and devotion they gave to the Eastern Shore Public Library regional library system which they proudly served.

Adopted this 12th of March, 2019

Ryan moved that the resolution of appreciation to the ESPL Foundation be accepted. Custis seconded. Motion approved.

#### **RESOLUTION OF APPRECIATION TO THE BUILDING AND CONSTRUCTION COMMITTEES**

Whereas, the Eastern Shore Public Library Board of Trustees has identified public service and community leadership as a critical component in defining excellence and in improving the vision of the Eastern Shore Public Library regional library system; and

Whereas, the Building Committee; Dr. Brooks Miles Barnes, Paul Berge, Liz Bochicchio, Carol Callander, John Callander, Barbara Coady, Kitty Hall, Rachelle Luttig, Mike Mason, Janet Rochester; and



Whereas, the Eastern Shore Public Library Construction Committee; Pam Holley, Dennis Custis, Tim Valentine, Thomas Rakowski, Charle Ricci, Cara Burton, Stewart Hall, John Callander, Gerry Ryan, Paul Berge, Kitty Hall, Jeb Wilson, Jim Eichelberger; and

Whereas, the Board of Trustees do recognize the enormous contributions, dedicated service, and devotion to duty made by the ESPL Building Committee and the ESPL Construction Committee in improving the regional library system which enhances the quality of community life and serves the citizens and visitors of Accomack and Northampton Counties.

NOW, THEREFORE, BE IT RESOLVED, this 12th day of March, 2019 that we do commend and convey our heartfelt appreciation to the Eastern Shore Public Library Building Committee and Construction Committee for their contributions towards the planning of the Eastern Shore Public Regional Library to be located in Parksley, Virginia.

BE IT FURTHER RESOLVED, that the ESPL Building Committee and the ESPL Construction Committee be recognized with appreciation for a Job Well Done so that the future generations will recognize the outstanding abilities, leadership, love and devotion they gave to the Eastern Shore Public Library regional library system which they proudly served.

Adopted this 12th of March, 2019

Coady moved that the motion recognizing the Building and Construction Committees be approved. Custis seconded. Motion approved. Coady recommended that a copy of the resolution be mailed as a letter to each of the participating committee members. Burton suggested that a press release regarding the recognition of the Foundation members also be sent to the newspapers.

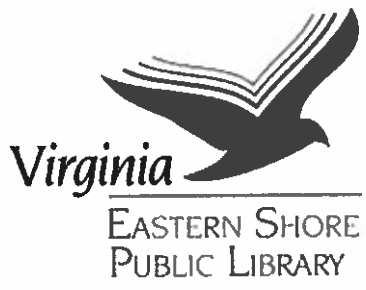
13. **Additional Comments** – Custis inquired of Nelson about the status of the Raising of the Green event. Nelson expressed optimism, noting that sponsorships are exceeding last year's number, over 100 tickets have been sold, and that everything is running smoothly and is well organized. Nelson also stated her appreciation for the recognition of the Foundation by the Trustees.

14. Next meeting April 9, 2019 at Cape Charles Memorial Library at 3:30 pm

Adjournment – Ryan moved to adjourn and Custis seconded. Motion accepted and meeting adjourned at 5:04 pm by Chairman Davis.

Respectfully submitted,

Cara Burton, Secretary



DRAFT

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

	<u>Mar 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	619.52
Sun Trust - Operating	
Liability Reserve	6,003.00
Reserve	7,497.00
Sun Trust - Operating - Other	<u>66,255.11</u>
<b>Total Sun Trust - Operating</b>	79,755.11
Suntrust - Restricted Fund	<u>10,190.00</u>
<b>Total Checking/Savings</b>	<u>90,564.63</u>
<b>Total Current Assets</b>	90,564.63
<b>Other Assets</b>	
Merrill Lynch Auxiliary Account	<u>16,023.12</u>
<b>Total Other Assets</b>	<u>16,023.12</u>
<b>TOTAL ASSETS</b>	<b><u><u>106,587.75</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	<u>958.98</u>
<b>Total Accounts Payable</b>	958.98
<b>Credit Cards</b>	
Cardmember Services Visa	<u>755.78</u>
<b>Total Credit Cards</b>	755.78
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	5,110.79
2290 · Anthem, Medical	-2,892.70
2300 · Anthem, Dental	-139.50
2360 · AFLAC	<u>165.30</u>
<b>Total Other Current Liabilities</b>	<u>2,243.89</u>
<b>Total Current Liabilities</b>	<u>3,958.65</u>



5:00 PM  
04/02/19  
Accrual Basis

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

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	<u>Mar 31, 19</u>
<b>Total Liabilities</b>	3,958.65
<b>Equity</b>	
1110 · Retained Earnings	250,541.67
3000 · Opening Bal Equity	95,784.16
Net Income	-243,696.73
<b>Total Equity</b>	<u>102,629.10</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>106,587.75</u></u>

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

	<u>Mar 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>42000 · Contributions</b>	
42020 · NFL Friends	500.00
42030 · Contributions Unrestricted	1,000.00
42040 · Contributions Restricted	375.00
	<hr/>
<b>Total 42000 · Contributions</b>	1,875.00
<b>43000 · Reimbursements</b>	
43020 · Island	341.46
43030 · Cape Charles	1,255.31
	<hr/>
<b>Total 43000 · Reimbursements</b>	1,596.77
<b>44000 · Fines &amp; Fees</b>	
44010 · Fines	918.38
44020 · Photocopying	910.85
44030 · Fax	463.83
44040 · Other	40.54
	<hr/>
<b>Total 44000 · Fines &amp; Fees</b>	2,333.60
<b>49000 · Miscellaneous Income</b>	
49020 · Driver Education Test Proctorin	50.00
49000 · Miscellaneous Income - Other	6,006.00
	<hr/>
<b>Total 49000 · Miscellaneous Income</b>	6,056.00
	<hr/>
<b>Total 40000 · INCOME</b>	11,861.37
	<hr/>
<b>Total Income</b>	11,861.37
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61101 · Building Maintenance	104.20
61102 · Building Maintenance, NFL	197.00
	<hr/>
<b>Total 61100 · Building</b>	301.20
<b>61200 · Utilities</b>	
61201 · Fuel Oil	1,306.03
61202 · Electricity	957.65
61203 · Telephone	924.29
	<hr/>
<b>Total 61200 · Utilities</b>	3,187.97
<b>61300 · Vehicle Operation</b>	66.73
<b>61500 · Computer</b>	
61513 · Online Services	2,284.25
61514 · Internet Services, State	1,182.00
61517 · Computer Maintenance	445.00
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Eastern Shore Public Library  
**Profit & Loss**  
March 2019

	<u>Mar 19</u>
Total 61500 · Computer	<u>3,911.25</u>
Total 61000 · Operations	7,467.15
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	<u>475.76</u>
Total 62300 · Equipment Maintenance	<u>475.76</u>
Total 62000 · Equipment	475.76
63000 · Programs	20.00
64000 · Personnel	
64010 · Salaries - Director	5,355.00
64020 · Salaries - Other	13,802.14
64030 · Hourly Employees	11,952.22
64050 · Payroll Expenses	2,727.91
64070 · Retirement (VRS)	1,132.18
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.04
64085 · Insurance, Medical (Anthem)	3,379.26
64086 · Insurance, Dental (Anthem)	<u>79.50</u>
Total 64080 · Insurance	<u>3,458.80</u>
Total 64000 · Personnel	38,428.25
65000 · Supplies	
65100 · Custodial	271.14
65300 · Library	873.44
65400 · Youth Program Supplies	<u>160.80</u>
Total 65000 · Supplies	1,305.38
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	5,025.97
66317 · AV, State Aid	1,109.72
66320 · Cape Charles Contract #15	<u>56.98</u>
Total 66310 · System Materials	6,192.67
66350 · Affiliates	
66351 · Books, Affiliates	<u>1,041.24</u>
Total 66350 · Affiliates	<u>1,041.24</u>
Total 66000 · Materials	7,233.91
67000 · Other	
67100 · Postage	15.99
67300 · Dues	540.00
67000 · Other - Other	<u>1,449.00</u>
Total 67000 · Other	2,004.99

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

	<u>Mar 19</u>
68000 · Miscellaneous	
68100 · Bank Fees	65.03
<b>Total 68000 · Miscellaneous</b>	<b>65.03</b>
69000 · Professional Services	
69001 · Professional Services, Financial	1,020.00
69002 · Professional, Library Services	515.36
69000 · Professional Services - Other	2,825.00
<b>Total 69000 · Professional Services</b>	<b>4,360.36</b>
<b>Total 60000 · EXPENSES</b>	<b>61,360.83</b>
<b>Total Expense</b>	<b>61,360.83</b>
<b>Net Ordinary Income</b>	<b>-49,499.46</b>
<b>Net Income</b>	<b>-49,499.46</b>

**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	132,349.55	176,444.00	-44,094.45	75.0%
<b>Total 41000 · Government Income</b>	<b>538,629.80</b>	<b>718,151.00</b>	<b>-179,521.20</b>	<b>75.0%</b>
<b>42000 · Contributions</b>				
42010 · ESPL Friends	4,859.93	5,000.00	-140.07	97.2%
42020 · NFL Friends	9,506.60	10,500.00	-993.40	90.5%
42030 · Contributions Unrestricted	2,430.00	1,000.00	1,430.00	243.0%
42040 · Contributions Restricted	10,493.70	10,000.00	493.70	104.9%
42050 · Legacies & Bequests	81.14	100.00	-18.86	81.1%
<b>Total 42000 · Contributions</b>	<b>27,371.37</b>	<b>26,600.00</b>	<b>771.37</b>	<b>102.9%</b>
<b>43000 · Reimbursements</b>				
43010 · ESPL	354.00	400.00	-46.00	88.5%
43020 · Island	978.70	500.00	478.70	195.7%
43030 · Cape Charles	7,301.12	16,500.00	-9,198.88	44.2%
43040 · Book Replacement	91.94	100.00	-8.06	91.9%
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>10,499.77</b>	<b>17,500.00</b>	<b>-7,000.23</b>	<b>60.0%</b>
<b>44000 · Fines &amp; Fees</b>				
44010 · Fines	7,978.02	9,000.00	-1,021.98	88.6%
44020 · Photocopying	5,937.80	5,000.00	937.80	118.8%
44030 · Fax	3,702.01	3,500.00	202.01	105.8%
44040 · Other	1,005.76	1,000.00	5.76	100.6%
44000 · Fines & Fees - Other	327.18	0.00	327.18	100.0%
<b>Total 44000 · Fines &amp; Fees</b>	<b>18,950.77</b>	<b>18,500.00</b>	<b>450.77</b>	<b>102.4%</b>
<b>45000 · Endowments</b>				
45010 · Edmonds (UBS)	2,650.00	0.00	2,650.00	100.0%
45020 · General (Merrill Lynch)	254.80	400.00	-145.20	63.7%
45090 · Miscellaneous Endowments	67.95	2,000.00	-1,932.05	3.4%
<b>Total 45000 · Endowments</b>	<b>2,972.75</b>	<b>2,400.00</b>	<b>572.75</b>	<b>123.9%</b>
<b>46000 · Private Grants</b>				
46000 · Private Grants	2,100.00	1,600.00	500.00	131.3%
<b>49000 · Miscellaneous Income</b>				
49010 · NOW Interest	0.06	0.00	0.06	100.0%
49020 · Driver Education Test Proctorin	230.00	250.00	-20.00	92.0%
49000 · Miscellaneous Income - Other	6,024.75	200.00	5,824.75	3,012.4%
<b>Total 49000 · Miscellaneous Income</b>	<b>6,254.81</b>	<b>450.00</b>	<b>5,804.81</b>	<b>1,390.0%</b>
<b>Total 40000 · INCOME</b>	<b>606,779.27</b>	<b>785,201.00</b>	<b>-178,421.73</b>	<b>77.3%</b>
<b>4250 · Grants, Other</b>				
4250 · Grants, Other	0.00	0.00	0.00	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>606,779.27</b>	<b>785,201.00</b>	<b>-178,421.73</b>	<b>77.3%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	9,052.53	10,000.00	-947.47	90.5%
61102 · Building Maintenance, NFL	1,694.76	2,000.00	-305.24	84.7%
61100 · Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 · Building</b>	<b>10,747.29</b>	<b>12,000.00</b>	<b>-1,252.71</b>	<b>89.6%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	4,045.69	4,000.00	45.69	101.1%
61202 · Electricity	10,449.41	12,000.00	-1,550.59	87.1%
61203 · Telephone	8,246.89	10,839.00	-2,592.11	76.1%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 61200 · Utilities</b>	<b>22,741.99</b>	<b>26,839.00</b>	<b>-4,097.01</b>	<b>84.7%</b>
<b>61300 · Vehicle Operation</b>				
61300 · Vehicle Operation	1,598.88	2,750.00	-1,151.12	58.1%

**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	0.00	7,830.75	100.0%
61402 · Insurance, Vehicles	300.00	0.00	300.00	100.0%
61407 · Insurance, Pro. Liability	740.25	0.00	740.25	100.0%
61400 · Insurance (VML) - Other	412.00	12,975.00	-12,563.00	3.2%
<b>Total 61400 · Insurance (VML)</b>	<b>9,283.00</b>	<b>12,975.00</b>	<b>-3,692.00</b>	<b>71.5%</b>
<b>61500 · Computer</b>				
61510 · Computer Hardware	0.00	0.00	0.00	0.0%
61511 · Computer Hardware, State	1,334.33	1,400.00	-65.67	95.3%
61513 · Online Services	14,190.61	14,500.00	-309.39	97.9%
61514 · Internet Services, State	16,796.00	20,500.00	-3,704.00	81.9%
61515 · Computer Software	577.50	580.00	-2.50	99.6%
61516 · Computer Software, State	0.00	0.00	0.00	0.0%
61517 · Computer Maintenance	4,450.00	5,500.00	-1,050.00	80.9%
<b>Total 61500 · Computer</b>	<b>37,348.44</b>	<b>42,480.00</b>	<b>-5,131.56</b>	<b>87.9%</b>
<b>Total 61000 · Operations</b>	<b>81,719.60</b>	<b>97,044.00</b>	<b>-15,324.40</b>	<b>84.2%</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	5,837.01	5,420.00	417.01	107.7%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 62300 · Equipment Maintenance</b>	<b>5,837.01</b>	<b>5,420.00</b>	<b>417.01</b>	<b>107.7%</b>
62000 · Equipment - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 62000 · Equipment</b>	<b>6,793.32</b>	<b>6,420.00</b>	<b>373.32</b>	<b>105.8%</b>
<b>63000 · Programs</b>				
63100 · Adult	405.97	0.00	405.97	100.0%
63200 · Youth	3,940.81	0.00	3,940.81	100.0%
63000 · Programs - Other	338.98	4,800.00	-4,461.02	7.1%
<b>Total 63000 · Programs</b>	<b>4,685.76</b>	<b>4,800.00</b>	<b>-114.24</b>	<b>97.6%</b>
<b>64000 · Personnel</b>				
64010 · Salaries - Director	47,748.75	64,280.00	-16,511.25	74.3%
64020 · Salaries - Other	123,069.08	167,500.00	-44,430.92	73.5%
64030 · Hourly Employees	118,889.36	160,151.00	-41,261.64	74.2%
64050 · Payroll Expenses	27,655.68	40,000.00	-12,344.32	69.1%
64070 · Retirement (VRS)	10,188.75	13,720.00	-3,530.25	74.3%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	416.25	0.00	416.25	100.0%
64083 · Insurance, Life (VRS)	0.03	0.00	0.03	100.0%
64084 · Insurance, Gen. Liability (VRS)	-0.01	0.00	-0.01	100.0%
64085 · Insurance, Medical (Anthem)	30,413.34	47,700.00	-17,286.66	63.8%
64086 · Insurance, Dental (Anthem)	715.50	1,200.00	-484.50	59.6%
<b>Total 64080 · Insurance</b>	<b>31,545.11</b>	<b>48,900.00</b>	<b>-17,354.89</b>	<b>64.5%</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>359,208.73</b>	<b>502,531.00</b>	<b>-143,324.27</b>	<b>71.5%</b>
<b>65000 · Supplies</b>				
65100 · Custodial	500.08	943.00	-442.92	53.0%
65200 · Office	0.00	0.00	0.00	0.0%
65300 · Library	10,364.53	13,157.00	-2,792.47	78.8%
65400 · Youth Program Supplies	493.10	500.00	-6.90	98.6%
65000 · Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 65000 · Supplies</b>	<b>11,357.71</b>	<b>14,600.00</b>	<b>-3,242.29</b>	<b>77.8%</b>
<b>66000 · Materials</b>				
66310 · System Materials				
66311 · Books, State Aid	27,839.39	47,376.00	-19,536.61	58.8%
66312 · Periodicals, State Aid	4,363.24	5,600.00	-1,236.76	77.9%
66313 · Continuations, State Aid	60.84	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	0.00	0.00	0.0%
66317 · AV, State Aid	3,509.74	6,500.00	-2,990.26	54.0%
66318 · Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%

## 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	1,118.61	2,000.00	-881.39	55.9%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66310 · System Materials</b>	<b>38,373.28</b>	<b>65,476.00</b>	<b>-27,102.72</b>	<b>58.6%</b>
66350 · Affiliates				
66351 · Books, Affiliates	11,039.93	24,000.00	-12,960.07	46.0%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
<b>Total 66350 · Affiliates</b>	<b>11,039.93</b>	<b>24,000.00</b>	<b>-12,960.07</b>	<b>46.0%</b>
66900 · Restricted	0.00	5,000.00	-5,000.00	0.0%
<b>Total 66000 · Materials</b>	<b>49,413.21</b>	<b>94,476.00</b>	<b>-45,062.79</b>	<b>52.3%</b>
67000 · Other				
67100 · Postage	1,018.71	1,300.00	-281.29	78.4%
67200 · Travel	4,058.33	5,000.00	-941.67	81.2%
67300 · Dues	2,405.00	2,000.00	405.00	120.3%
67000 · Other - Other	1,719.00	100.00	1,619.00	1,719.0%
<b>Total 67000 · Other</b>	<b>9,201.04</b>	<b>8,400.00</b>	<b>801.04</b>	<b>109.5%</b>
68000 · Miscellaneous				
68100 · Bank Fees	740.07	900.00	-159.93	82.2%
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	2,050.00	4,000.00	-1,950.00	51.3%
68000 · Miscellaneous - Other	2,188.83	4,600.00	-2,411.17	47.6%
<b>Total 68000 · Miscellaneous</b>	<b>4,989.90</b>	<b>10,530.00</b>	<b>-5,540.10</b>	<b>47.4%</b>
69000 · Professional Services				
69001 · Professional Services, Financial	11,452.50	14,400.00	-2,947.50	79.5%
69002 · Professional, Library Services	4,606.02	7,000.00	-2,393.98	65.8%
69003 · Erate Consultant	0.00	4,500.00	-4,500.00	0.0%
69004 · Auditor	0.00	5,500.00	-5,500.00	0.0%
69000 · Professional Services - Other	12,296.98	5,000.00	7,296.98	245.9%
<b>Total 69000 · Professional Services</b>	<b>28,355.50</b>	<b>36,400.00</b>	<b>-8,044.50</b>	<b>77.9%</b>
<b>Total 60000 · EXPENSES</b>	<b>555,722.77</b>	<b>775,201.00</b>	<b>-219,478.23</b>	<b>71.7%</b>
<b>Total Expense</b>	<b>555,722.77</b>	<b>775,201.00</b>	<b>-219,478.23</b>	<b>71.7%</b>
<b>Net Ordinary Income</b>	<b>51,056.50</b>	<b>10,000.00</b>	<b>41,056.50</b>	<b>510.6%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7010 · Interest Income	30.62	0.00	30.62	100.0%
7030 · Other Income	500,097.21	0.00	500,097.21	100.0%
<b>Total Other Income</b>	<b>500,127.83</b>	<b>0.00</b>	<b>500,127.83</b>	<b>100.0%</b>
<b>Other Expense</b>				
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>-294,753.23</b>	<b>-10,000.00</b>	<b>-284,753.23</b>	<b>2,947.5%</b>
<b>Net Income</b>	<b>-243,696.73</b>	<b>0.00</b>	<b>-243,696.73</b>	<b>100.0%</b>

## Cape Charles Memorial Library Monthly Report, March 2019

### **Youth Programs**

Toddler Storytime (4 programs)	62
Preschool Storytime (3 programs)	28
Lego Club (1 programs)	9

### **Adult Programs**

Garden Knitters (1 program)	4
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### **Community Outreach**

Northampton High School Scholarship	
KES Poetry with 5 <sup>th</sup> graders (1 program)	65
CC Christian School History talk	15

### **100<sup>th</sup> Anniversary Programs**

Presentation by Etta Kaye Pruitt (1)	42
Anniversary Tea	70

**Total            295**

### • **Library Services**

- Book order of 51 books and 46 books were ordered this month.
- Eastern Shore Community Services Board presented the Library with two displays containing information about their services.

### • **Meetings**

- Attended ESPL Trustee meeting, Tuesday, 3/12 at 3:00.
- Library Board Meeting on Wednesday, 3/13 at 5:00.
- Staff met with Main Street program to discuss participating in the Summer of Love event.

### • **Marketing & Communication**

- Our March book displays featured books on Chess and famous people who play chess. Our other book displays featured books about women for Women's History Month.
- Staff updated the Cape Charles website and the ESPL website.

### • **Outreach**

- Staff visited the Christian School and talked about our local history room and the materials found there.
- Staff participated in Scholarship Day at Northampton High School. The Friends of the Library are giving a \$2,000 scholarship to a senior.



▪ Page 2

- Staff presented a Mini-Poetry Program at Kippered Elementary School.
- 
- **Facility**
  - There is still an odor in the Library.
- **Youth Services**
  - Toddler Storytime and Preschool Storytime were held at 10:30am on Thursday.
  - LEGO Club was held every Thursday, 5:00 pm-6:00p.
  - Staff is working on the 2019 Summer Reading program.
  - Staff is working on the 2019 summer reading program; planning events, hiring performers, and researching craft activities.
- **Friends of Cape Charles Memorial Library & Cape Charles Memorial Library Board**
  - Celebration Friday featured Etta Kaye Pruitt talking about the early years of the library, The Backpack Storyteller, African tales, and was held on March 8,2019 at 7:00.
  - Commemorative tote bags celebrating the 100th anniversary of 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 had 139 volunteer hours this month.

### Upcoming Events

- Eastern Shore Public Library Trustee Meeting, April 9, 3:00.
- Library Board and Friends joint Meeting, April 10 at 5:00.
- Poetry Night, Wednesday, April 10, 7:00
- A Chess Club will begin in May, replacing the Lego Club.
- Lego Club, Thursdays. 5:00-6:00 pm
- Knitting Club, Friday, 10:30.
- 100<sup>th</sup> Anniversary Celebration Friday with author Wendy Higgins, April 12, 7:00.
- Readers Sharing, Tuesday, April 16
- Yoga for Littles, April 24, 10:30

**March 2019**

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

### **Computer Usage**

There were 630 adult computer users this month.

Our children's AWE computer had 18 sessions with 388 minutes used, and there were 62 children's iPad users this month as well.

### **Staffing**

No Staff Changes this month.

### **Building Maintenance**

No building maintenance to report this month.

### **Meeting Room Usage**

The meeting room was used 17 times this month, which includes small groups and individual use.

### **Programs**

We had two new programs held this month, which were Tech hour and Library 101.

Our Tech hour offered Mouse & Keyboard Basics, Computer Basics, Internet Basics, and Introduction to Email. Also, additional help with individual questions was available. This program was offered every other Friday of the month.

Our "Welcome to our Library" Library 101 program will be offered once a month to all new, current, and future patrons!! This program gives an individual the opportunity to learn how to use all of our library services. Topics covered include book request, book searches, tips and tricks on library account use, available online resources, and also RB Digital Set up on personal devices. This program is free and open to the public, but with limited seating.

### **NFL Friends News**

We received our 2<sup>nd</sup> iPad table this month, thanks to the Friends of NFL!!! Our iPad user's count has more than tripled, due to the extra iPad stations. Our youth are very appreciative and enjoy the apps that our Youth Librarian offers on the iPads.

**Barbrielle Rogers, NFL Branch Manager**

## Youth Services Plan for 2019

Date	Events/Meetings	Notes
January	<ul style="list-style-type: none"> <li>○ ALA Youth Media Awards</li> <li>○ Lifestyle Challenge</li> </ul>	Plan for new year Prep for Winter Reading Incorporate Healthy Foods, Moves, and Habits into Story Times Plan Book BINGO program
January 26	<ul style="list-style-type: none"> <li>○ Healthy Food BINGO</li> </ul>	Saturday 10:30
February	<ul style="list-style-type: none"> <li>○ Winter Reading Program (skip this year)</li> <li>○ Black History Month – Displays and Promos</li> <li>○ Lifestyle Challenge</li> </ul>	LVA late providing promotional materials Continue Preparations for Summer Food and Reading Continue Lifestyle Challenge Plan Yoga Program
February 18	<ul style="list-style-type: none"> <li>○ President’s Day</li> </ul>	Display
February 21	<ul style="list-style-type: none"> <li>○ Family Literacy Night 5:30 – 7:30</li> </ul>	Northampton Middle School
February 23	<ul style="list-style-type: none"> <li>○ Yoga for Kids</li> </ul>	Claudette Lajoie 757-408-0023
February 23	<ul style="list-style-type: none"> <li>○ Heritage Festival 10 AM – 3PM</li> </ul>	ESCC
March	<ul style="list-style-type: none"> <li>○ Women’s History Month</li> <li>○ Lifestyle Challenge</li> <li>○ FBL Oral History Contest</li> </ul>	Continue and plan wrap-up of Lifestyle Challenge
March 2	<ul style="list-style-type: none"> <li>○ Dr. Seuss’s Birthday, Read Across America Day (NEA)</li> <li>○ End of Winter Reading (Skip this year)</li> </ul>	
March 2 <sup>nd</sup> week	<ul style="list-style-type: none"> <li>○ Teen Tech Week (YALSA)</li> </ul>	
March 11 & 25	<ul style="list-style-type: none"> <li>○ Kids Count Steering Committee meetings</li> </ul>	
March 15	<ul style="list-style-type: none"> <li>○ Pungoteague Grandparents Day</li> </ul>	
March 16	<ul style="list-style-type: none"> <li>○ Freedom of Information Day</li> </ul>	
March 16	<ul style="list-style-type: none"> <li>○ Raising the Green (ESPL Foundation) Fund raiser</li> </ul>	
March 30 – April 6	<ul style="list-style-type: none"> <li>○ Money Smart Week</li> </ul>	<a href="http://moneysmartweek.org">moneysmartweek.org</a>
April	<ul style="list-style-type: none"> <li>○ School Library Month (AASL)</li> <li>○ National Poetry Month (AAP)</li> <li>○ SYNC Audiobook for Teens begins at the end of the month</li> <li>○ Begin Teen Summer Intern process</li> </ul>	Get Summer Programs promotions ready for printers. Get registered for Summer Food programs training. Finalize plans and promote “Celebrate Us”
April 2 <sup>nd</sup> full week	<ul style="list-style-type: none"> <li>○ National Library Week (ALA)</li> </ul>	Teens Top 10 List is posted at the end of the week
April 8 and 22	<ul style="list-style-type: none"> <li>○ Kids Count Steering Committee meetings</li> </ul>	
April 12	<ul style="list-style-type: none"> <li>○ D. E. A. R. Beverly Cleary’s Birthday (NEA)</li> </ul>	
April 15-19	<ul style="list-style-type: none"> <li>○ Spring Break - NCPS</li> </ul>	
April 17-22	<ul style="list-style-type: none"> <li>○ Spring Break - ACPS</li> </ul>	
April 27	<ul style="list-style-type: none"> <li>○ YMCA Healthy Kids Day (10 AM – 1 PM)</li> </ul>	
April 29 – May 5	<ul style="list-style-type: none"> <li>○ Children’s Book Week (Children’s Book Council)</li> </ul>	100 <sup>th</sup> Anniversary!!!

May	<ul style="list-style-type: none"> <li>○ Promote Summer Reading at schools.</li> <li>○ Interview Teen Summer Intern applicants</li> </ul>	Wrap up last minute prep and promo for Summer Reading and Food
May 4	<ul style="list-style-type: none"> <li>○ Free Comic Book Day</li> </ul>	
May 5	<ul style="list-style-type: none"> <li>○ Celebrate Us (Día) (ALSC)</li> </ul>	
May 22	<ul style="list-style-type: none"> <li>○ Kids Count Forum (8 AM to 4 PM)</li> </ul>	
May 27	<ul style="list-style-type: none"> <li>○ Memorial Day</li> </ul>	
June	<ul style="list-style-type: none"> <li>○ Hire &amp; Train Teen Summer Interns</li> </ul>	
June (begins on 24)	<ul style="list-style-type: none"> <li>○ Summer Reading</li> </ul>	
June (Cancelled)	<ul style="list-style-type: none"> <li>○ Shore Made Music Festival Outreach</li> </ul>	No plans for 2019. Unsure of future years.
July	<ul style="list-style-type: none"> <li>○ Summer Reading</li> </ul>	
August	<ul style="list-style-type: none"> <li>○ Close Teen Summer Intern Program</li> </ul>	
August (ends on 18)	<ul style="list-style-type: none"> <li>○ Summer Reading</li> </ul>	Plan Back to School info and events
August 1 <sup>st</sup> Tuesday	<ul style="list-style-type: none"> <li>○ National Night Out</li> </ul>	
August ???	<ul style="list-style-type: none"> <li>○ Metompinkin Family Fun Night Outreach</li> </ul>	
August ???	<ul style="list-style-type: none"> <li>○ Northampton Middle/High Open House</li> </ul>	
September	<ul style="list-style-type: none"> <li>○ Library Card Sign-up Month (ALA)</li> </ul>	
September last week	<ul style="list-style-type: none"> <li>○ Banned Books Week (ALA)</li> </ul>	
October	<ul style="list-style-type: none"> <li>○ LVA Bibliostat report</li> </ul>	Order for Winter Reading materials
October 3 <sup>rd</sup> full week	<ul style="list-style-type: none"> <li>○ Teen Read Week (YALSA)</li> </ul>	
October 5	<ul style="list-style-type: none"> <li>○ Northampton Ag County Fair Outreach (10 AM to 2 PM)</li> </ul>	
October 20 - 26	<ul style="list-style-type: none"> <li>○ National Friends of Libraries Week (United for Libraries ALA)</li> </ul>	
November 3 - 9	<ul style="list-style-type: none"> <li>○ International Games Week (ALA)</li> </ul>	Watch for registration info in August
November	<ul style="list-style-type: none"> <li>○ Picture Book Month (AASL)</li> <li>○ Seasonal holiday displays</li> </ul>	Order for Summer Reading materials Grants
December	<ul style="list-style-type: none"> <li>○ Sensitive Santa Visit</li> <li>○ ESPL Friends Visit with Santa</li> <li>○ Seasonal holiday displays</li> </ul>	Begin working on Winter Reading plans Grants
December ???	<ul style="list-style-type: none"> <li>○ Riverside Tree Lighting Outreach</li> </ul>	
Monthly	<ul style="list-style-type: none"> <li>○ Attend FAE Workgroup and full meeting of Healthy Communities (3<sup>rd</sup> Mon.)</li> <li>○ Hold Teen Advisory Board Meeting</li> <li>○ Garden Club (Nassawadox) and Storytime (Accomac) weekly meetings.</li> <li>○ Attend ESPL Friends Meeting (4<sup>th</sup> Wed.)</li> <li>○ Attend ESPL BOT Meeting (2<sup>nd</sup> Tues.)</li> </ul>	



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, April 9, 2019**

Circulation for March 2019: ESPL - 4,775; NFL - 1,825; CIL - 1,096; CCML - 1,550

**Recommendation:**

- Second reading and approval of policy changes to: Internet Policy and Personnel Policy sections 6.1 and 5.4
- First reading of Unaccompanied Children Policy and Volunteer Policy
- Revise bylaws to include procedure to have first and second readings of policy changes and bylaws changes:

Add to Section 3.2 : Policy additions and revisions shall follow the procedures outlined under Amendments (below).

And edit:

**Amendments**

Amendments to the Bylaws may be proposed by any trustee at any regular meeting. A copy of the proposed amendment shall be delivered to each trustee prior to the meeting *at which the amendment will have its first reading*, and the proposed amendment shall be voted on at the next regular meeting *when it will have a second reading*. If the proposed amendment is approved by six of the trustees, it shall become part of these Bylaws.

**Library Services & Patron Relations**

- **Passive Programs:** Coloring sheet at Accomac. See National Library Week items.
  - Starting "Random Acts of Kindness": a collection jar at circulation desks to provide \$1 to children to pay on their fines as part of National Library Week
  - Will have a drawing for a donor brick as April "drawing" and National Library Week
- **Exhibits:**
  - LVA "New Virginians" traveling exhibit in April 8 to May 18th.
    - Barrier Island Center is hosting LVA's "True Sons of Freedom" exhibit about African Americans in WWI from Tue, March 12 to Fri, May 31, 2019.
  - "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.
  - "VMFA On the Road," Art Mobile coming 5/5. Planning a date in Nassawadox.
- **Adult Programs:**
  - Lifestyle Challenge last program will be April 4. See packet for details.
  - Multicultural Festival being planned for May 5, 2019. Have invited ESVA organizations to table at the event. ArtMobile will be present.
  - Tech Hours started for CIL and NFL by W. Gregoire; will be suspended due to staff changes. They will continue at Accomac.
  - See NFL report for planned programs.
  - Friends of ESPL book club, 4/6
- "Funding Information Network Partner," a.k.a. FIN. No programs scheduled. Reviewed activity at CCML with United Way. Planning to launch a Facebook Page focusing on supporting ESVA nonprofits and volunteers with information about management, fundraising, etc. as provided by our FIN status.
- **Youth Services (Janice Felker):**
  - Continued to update display for winners of the ALA Youth Media Awards.
  - 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 Women's History Month.

- Worked on promotion and wrap-up of The Frances Bibbins Latimer 2019 Oral History Contest.
- Worked on Summer Reading plans and promotions.
- Worked on preparations for ESPL annual multicultural festival “Celebrate Us” to be held in Parksley on May 5.
- Conducted pop-up story time at Nassawadox library. (Mar. 1)
- 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). (Mar. 5, 12, 19, 26)
- Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (Mar. 8 & 22)
- Set up new iPad table at Northampton Free Library. (Mar. 8)
- Attended ESPL Board of Trustees meeting in Accomac. (Mar. 12)
- Held meeting for the ESPL Teen Advisory Board. (Mar. 14)
- Participated in sessions of Eat Smart, Move More program (a complement to our Lifestyle Challenge). (Mar. 14)
- Prepared materials for and attended Grandparents Day event at Pungoteague Elementary School. Provided outreach to over 600 participants. (March 15)
- Visited and made a presentation to a "Library Science Explorations" class of seventh graders at Northampton Middle School. Spoke about aspects of our public library and conducted a mini STEM session. (Mar. 20)
- Held Kids Lifestyle Challenge “Kids Can Take Care to Stay Well” program (Saturday morning). (Mar. 23)
- Attended meetings of the Steering Committee for the 2019 Kids Count Forum. (Mar. 11 & 25)
- Attended “NGSS Deep Dive - Elementary Grades Part 1,” a STEAM Universe webinar. (Jan. 15)
- Attended and reported at Friends of the Eastern Shore Public Library meeting. (Mar. 27)
- Attended "It's Showtime (and Lunchtime!) @ Your Library" a No Kid Hungry webinar. (Mar. 29)
- **Technical Services (Charle Ricci):**
  - Updated shelving plan to incorporate changes to final plans and to add additional seating; submitted to Paula Altman of Melos
  - Continued weeding in nonfiction collection at Accomac : pets, home economics, cookbooks, home maintenance, automobile repair, farming
  - Selected replacements and updated materials for nonfiction sections that have been weeded
  - Selected and ordered large print titles using a portion of ESPL Friends donation
  - Selected and ordered sound recordings from Books on Tape 75% off sale
  - Weeded Christmas and DVD collections with assistance from Harriet Lonergan
  - Continued to oversee training of new volunteer and staff member for book processing
  - Communicated with ESPL staff regarding browser settings and workstation creation after update to Evergreen ILS
  - Oversaw final system wide search for missing and lost items for the time period of 10/1/2014-2/29/2016. Conducted bulk delete of items not located (978 items).
  - Reviewed items set at “In transit” prior to December 31, 2018, set status to missing, and reordered needed titles.
  - Reviewed “Unfilled Holds” list, conducted searches for missing items and reordered requested items as required.
  - Attended Staff Meeting, March 28th
- **Eastern Shore Room**
  - Virginia Library Association starting a forum (email) related to genealogy and local history resources.
  - Lyrasis consultant coming April 24 and 25; funded by NEH PAG grant. To review archives and prepare a report of recommendations. Will provide ½ day training for staff and Museum Network volunteers.
  - The NEH HCRR grant for the archivist was not awarded.
- **Meetings:**
  - 3/6 J.T. Holland and Ron Matthews, re: Capital Campaign
  - 3/7 Colette Nelson
  - 3/8 Civil War Trails seminar, Easton, MD
  - 3/11 Museum Network – reviewed Civil War Trails
  - 3/11 Town of Parksley public hearing on planning grant w/ ANPDC
  - 3/14 Hilary Hartnett Wilson and ESVAHS staff re: historic tourism and CWT
  - 3/14 telephone conference related to Va. Humanities proposal by local history patrons
  - 3/14 Johnson Control – vendor for security system
  - 3/18, 4/1 Grants and Corporate Solicitation Committee
  - 3/19 Davis, Coady, and Jeff Holland, re: grant proposal
  - 3/25 United Way grant site tour
  - 3/25 Capital Campaign Committee
  - 3/26 Met with Profiles of Honor crew at site

- 3/28 Stewart Hall and Andy Nunally, re: specialities/technology
- 3/28 Staff meeting
- 3/29 DOVE teleconference. (Desegregation of Virginia Education).
- 4/1 Stewart Hall and Ben Fox, re: technology
- 4/3 Pre-bid meeting
- 4/3 Johnson Controls with Stewart Hall and Andy Nunally
- 4/4 United Way interview
- 
- **Outreach:**
  - 3/10 Onancock Parade
  - 3/14 Exmore Rotary - received donations, \$500 for ESPL and \$500 for NFL
- **Facility:**
  - Smoke event in March: air handler motor burned out. Was covered under warranty; labor not.
- **Marketing & Communications:**
  - 4/3 - Release out on pre-bid meeting
  - 4/2 - Release out on National Library Week and Random Acts of Kindness
  - 4/2 - Recorded ad on WESR for Profiles of Honor exhibit to run week of 4/8
  - Eastern Shore Post Articles
    - 3/29 ESPL To Host Profiles of Honor Traveling Exhibit
    - 3/1 Plans for New \$5 Million Regional Library Finalized
    - April Of the Shelf article will be on National Library Week and multicultural festival
  - Eastern Shore News
    - 4/3 Library plans multicultural festival
    - 3/2 Regional library design plans move forward
    - 2/27 Take a lifestyle challenge at library
    - 2/27 New Latimer fund to support African American history
    - 2/27 Oral history contest set for Shore students
  - E-Newsletter: to email out National Library Day of Giving article
- **Technology**
  - Erate contracts awarded to ES Communications for Internet for one year and to Net360 for access points and switch in new library.
- **Continuing Education**
  - Arranged "Reasonable Suspicion and Emotional Intelligence," two free seminars by our insurance company for our July Staff Development Day.
  - 3/6 Chamber After-Hours seminar on tax laws; by John Custis.
  - A-team met with Doris Gebel to plan ALA conference attendance.
- **Personnel**
  - W. Gregoire to reduce hours.
- **Library Associations & Library of Virginia**
  - 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 in April, related to Historic Garden Week. Other volunteers to help with this in the future is appreciated.
  - Raising the Green fundraiser, 3/16 at the Island House
  - Toured ESCC construction

Upcoming:

4/7-4/13 - National Library Week  
 4/10 - CIL Open House, 5 pm  
 4/12,13,14 - Profiles of Honor Exhibit  
 4/8 - 5/18 - New Virginians Exhibit  
 4/23 Chamber Eggs & Issues  
 5/5, 5/6 - Artmobile  
 5/5 Celebrate Us Multicultural Fair  
 5/22 KidsCount Forum  
 BoS: 3/20, 4/17, 5/15



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

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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*