

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

September 17, 2019, 1:00 PM

Eastern Shore Public Library, Accomac, Virginia

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes: August 20, 2019
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 (Davenport)
 - a. Capital Campaign Update
8. Capital Project Update – Steering Committee (Valentine)
9. Groundbreaking Committee (Burton)
10. Old Business
 - a. Bylaws revision approval: Update to reflect changes in electronic voting law
 - b. Electronic Meeting Policy Revision: 2nd reading and approval
 - c. Eastern Shore Community College partnership: MOU, 2nd reading and approval
 - d. Services to Tangier
11. New Business
 - a. Library of Virginia Standards for Virginia Public Library 2019
 - b. Macmillan eBook embargo
 - c. Director's Library Plan 20/20
 - d. Approve credit card for Youth Services Coordinator
12. Additional Comments
13. Next Meeting: Tuesday, October 8, 2019 at Chincoteague Island Library at 1:00 pm
14. Adjournment

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

August 20, 2019, 1:00 pm

Eastern Shore Public Library, Accomac, Virginia

Present: Gerry Ryan (Chair), Patricia Bloxom, Dennis Custis, Jay Davenport, Jackie Davis (via Skype), Joyce Holland, Althea Pittman, Ann Rutledge. **Absent:** Tim Valentine (Vice Chair), Dana Bundick (Treasurer)

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

1. Meeting called to order by Chair Ryan at 1:04 pm. Newly appointed trustees Davenport and Holland welcomed.
2. **Public comments.** None.
3. **Minutes.** Custis motioned to approve June 11, 2019 and July 9, 2019 minutes as distributed. Davenport seconded. Motion approved.
4. **Financial Reports.** Bloxom motioned to approve June and July 2019 financial reports as distributed. Custis seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library – Distributed by email. Rutledge reported on a summer busy with both summer reading participants and tourists. Owl Prowl and Kiptopeke State Park programs were extremely popular. The Library restroom has been made available to the public outside operating hours with monitoring provided by a paid college student during these times. The bathroom smell continues, but the town will begin working on a solution next week. The World War I plaque will be moved to vault area within the library, where the local history collection is stored, with an accompanying historic explanation.
 - b. Chincoteague Island Library – Distributed by email. Upcoming Labor Day yard sale. The CIL will be celebrating its 25th anniversary during July 2020. CIL Board of Directors will be creating a basket for the upcoming Foundation Fundraiser.
 - c. Northampton Free Library – Distributed by email.
 - d. ESPL Friends – Next event will be a visit from Santa Claus in December.
6. **Library Director's Report.** Distributed by email. Burton requests that Felker be issued a library credit card to allow for more streamlined purchasing for youth programs. After a recent visit to Tangier, Burton has been attempting to set up cooperative library services with the Tangier community library, which would include materials, electronic resources, and programming. Davenport suggested library personnel could join county maintenance staff that fly to Tangier regularly.
7. **ESPL Foundation (Custis)**
 - a. Capital Campaign Update - Nelson described an upcoming Foundation fundraising effort centering on a basket drawing. The Fundraising Committee hopes to collect 25 -30 baskets with a minimum value of \$100, which will be created by community businesses and organizations, and displayed at various locations across the Eastern Shore. Participants will purchase tickets for the baskets of their choice, with the final drawing to be held in November. Davenport added that the Foundation held a successful pledge campaign in June. Nelson stated that the Foundation has signed for the loan for the capital project, and the loan money has been deposited with Accomack County. Burton confirmed that Accomack County and the building contractor will be signing the construction contract at the

end of this week. After this is completed, the county will issue a notice to proceed with construction, and the groundbreaking date can be set. Ryan reminded trustees of the attendance limit at Foundation meetings which is capped at two trustees.

8. **Capital Project Update – Steering Committee (Valentine)** - Burton stated that the Accomack Public Works Department has moved the shelving and furniture, previously stored in the Fresh Pride building, into a storage container at the Fresh Pride site at no cost to the library. Stewart Hall noted that the Steering Committee would be attending Construction Meetings to provide monthly reports through the end of the project. Burton will clarify this with Mike Mason as these meetings would then be classified as public meetings.
9. **Budget Committee** - Burton distributed a list of highlights prior to the meeting. The proposed budget was distributed in the board packet and is based on the previous fiscal year's actuals. The final state aid allotment had not yet been approved by the State of Virginia until after July 1 and this budget includes that approved amount. The shaded items on the budget are eligible for payment through state aid funding. The income from Northampton County does not include the amount requested to repaint the trim at NFL. As the NFL building ages, maintenance will become more frequent. Burton is also paying close attention to the possible expansion of Exmore town sewer system, in the hopes that the library will be a candidate to connect to the sewer. NFL Friends Book Endowment and monies raised through book sales and memberships are now two separate line items. As existing ESPL cash endowments mature, the monies are to be transferred to the ESPL Foundation with \$10,000 to be used to create a book endowment, and the remaining balance to be applied to the capital project. A plaque will be installed at the new library facility listing the names of the original endowment donors. Telephone expense has been rising due to the decrease of government e-Rate subsidy. Burton is investigating VOIP as a more cost-effective alternative. Burton is anticipating more staff time needed to prepare for the move, and will be setting aside some monies for special related tasks. Also, staff are to receive a 3% raise in line with Accomack County employees. There will also be an \$8,000 reserve set aside for accumulated staff vacation and sick leave, and a \$10,000 reserve for physical plant repairs. Pam Holley has generously donated \$2,000.00 for replacement of mysteries as the collection is readied for the move.
10. **Groundbreaking Committee (Burton)** - Burton noted that the committee is still awaiting a date to begin planning for the event. Davenport inquired as to whether groundbreaking will be symbolic or the actual beginning of construction. Burton explained that it will be symbolic, due to safety issues of hosting a public event during construction.
11. **Old Business**
 - a. **Bylaws revision: Update to reflect changes in electronic voting law.** Burton explained that there were changes in 2018 to the Code of Virginia regarding meeting attendance through electronic means. Attendance and voting through electronic means are possible only if a quorum is present prior to including electronic attendees. Due to these changes, the ESPL bylaws and electronic meeting policy will both need to be updated. All related documentation was distributed prior to today's meeting. Burton passed along recommendations from Virginia Freedom of Information Advisory Council that the minutes shall reflect the trustee's remote location, the electronic medium used, and the nature of the personal matter with specificity to explain why attendance in person is not possible. Ryan objected to requiring information regarding the nature of the personal reason with specificity, because the details would then be part of minutes and the public record. Davenport pointed out that absenteeism due to a personal matter (Electronic Meeting Policy item B) would be limited to twice during a calendar year. Burton questioned whether being at work would qualify as a personal matter. General consensus is that work is not a personal matter, and thus Policy items A, B, and C would not apply to such a case. Ryan also suggested that C be stricken, since no location on the Eastern Shore

would be greater than 60 miles away from the location of the meeting. Bloxom suggested that there may be other individuals in the future who are also limited in attendance due to their work. Davenport suggested replacing "residence" with "out of the area". Burton clarified that the 60 miles was originally a part of the law. Custis asked Burton to reach out to FOIA Council to see if details of distance between residence and meeting location could be changed to better fit the Shore's geography. This was the first reading of the policy and the second reading of the bylaws. No action was taken.

12. New Business

- a. Budget approval – Custis motioned to approve the budget as proposed. Pittman seconded. Motion approved.
- b. Meeting dates and agenda – Burton distributed a list of future meeting dates and times. With board approval, the list will be publicly posted. Davenport motioned to approve the list. Holland seconded. Motion approved.
- c. Library 2020 plan – Burton presented "Library 2020", a look forward based on the 2016 Strategic Plan, the intervening years, and the future vision for the library with a theme of "Live locally, think globally". Based on the current mission, vision, and core values of the library, Burton has aligned the scope of the ESPL vision with the United Nations Sustainable Development Goals through four library initiatives: Non-profit Network and Capacity Building; Heritage Hub; Developing a Culture of Reading; and Library System Capacity.
- d. ESCC partnership – Burton distributed a handout regarding an MOU with ESCC. Burton has discussed ways that ESPL can collaborate with the community college and their library with ESCC staff and board members, and offered Tidewater Community College Joint Use Library as an example of shared effort. Burton has witnessed requests from Eastern Shore residents from Exmore to Parksley for more convenient access to library services. Melfa would be an ideal location for a satellite library location: holds could be dropped off, checked out, and checked in at the ESCC library. The current library assistant at ESCC also works part-time for the ESPL, and Evergreen is a web-based system, which is easily accessible online. Ryan and Custis inquired as to the cost of adding this service. Burton indicated that, at this basic level, no cost would be incurred. The only change to the draft MOU made by ESCC was regarding insurance and liability. Burton would like to have the library attorney review this section of the MOU before the agreement is finalized. Custis stated that he supports this partnership as long as there are no additional costs, increased liability, or additional insurance required. This was the first reading of the MOU.

13. Additional Comments – Burton read a draft text for a plaque for NFL, as well as proposed edits to wording. Custis motioned to accept the edited draft: "In deepest appreciation to Mary Ann Ballou for her generous donation of land for The Northampton Free Library. Her generosity will benefit generations of children and readers on our beloved Eastern Shore." Holland seconded. Motion approved. Nelson inquired as to the appointed position of liaison between ESPL Trustees and ESPL Foundation. Custis motioned that Davenport be appointed to this position. Bloxom seconded. Motion approved. Ryan expressed thanks to trustees for conducting the personnel review of library director, which has now been completed and posted into the record. Davenport inquired as to collecting names of people interested in participating in oral history recordings. Burton responded that she would not like to set that expectation at this time, as current levels of library staffing would not support such a project. Davenport also asked if any consideration had been given to how the meeting room in the new library will be used when the library is closed, as he would like to see the library become a community meeting place. While Burton agreed, she explained that because the library design does not include a gate between meeting room and the rest of the library, additional staff will be

required for any meeting room use outside of normal operating hours for safety and security reasons. This additional staff time would not be possible with the current budget. Ryan noted the meeting room policy was last revised three years ago, and that the Meeting Room Use Policy is currently being reviewed for updates to accommodate the changes in design.

14. Next Meeting; September 17, 2019 at Main Library in Accomac at 1:00 PM

15. Adjournment Custis motioned to adjourn, Pittman seconded. Meeting adjourned at 3:04 by the Chair.

Respectfully submitted,

Cara Burton, Secretary

2:53 PM
09/04/19
Accrual Basis

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

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	353.66
Sun Trust - Operating	
Liability Reserve	10,004.67
Reserve	12,495.33
Sun Trust - Operating - Other	<u>98,213.57</u>
Total Sun Trust - Operating	120,713.57
Suntrust - Restricted Fund	<u>10,190.00</u>
Total Checking/Savings	<u>131,257.23</u>
Total Current Assets	131,257.23
Other Assets	
Merrill Lynch Auxiliary Account	<u>16,211.05</u>
Total Other Assets	<u>16,211.05</u>
TOTAL ASSETS	<u><u>147,468.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	<u>5,000.00</u>
Total Accounts Payable	5,000.00
Credit Cards	
Cardmember Services Visa	<u>994.73</u>
Total Credit Cards	994.73
Other Current Liabilities	
2100 - Payroll Liabilities	754.62
2290 - Anthem, Medical	1,122.54

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09/04/19
Accrual Basis

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

	Aug 31, 19
2300 · Anthem, Dental	118.94
2360 · AFLAC	165.30
Total Other Current Liabilities	2,161.40
Total Current Liabilities	8,156.13
Total Liabilities	8,156.13
Equity	
1110 · Retained Earnings	-27,626.19
3000 · Opening Bal Equity	95,784.16
Net Income	71,154.18
Total Equity	139,312.15
TOTAL LIABILITIES & EQUITY	147,468.28

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09/04/19
Accrual Basis

Eastern Shore Public Library
Profit & Loss
August 2019

	Aug 19
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42040 · Contributions Restricted	2,050.00
Total 42000 · Contributions	2,050.00
43000 · Reimbursements	
43020 · Island	89.96
Total 43000 · Reimbursements	89.96
44000 · Fines & Fees	
44010 · Fines	780.49
44020 · Photocopying	491.00
44030 · Fax	425.40
44040 · Other	80.14
44000 · Fines & Fees - Other	71.30
Total 44000 · Fines & Fees	1,848.33
45000 · Endowments	
45020 · General (Merrill Lynch)	13.59
Total 45000 · Endowments	13.59
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	60.00
49000 · Miscellaneous Income - Other	682.94
Total 49000 · Miscellaneous Income	742.94
Total 40000 · INCOME	4,744.82
Total Income	4,744.82
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	2,959.13
61102 · Building Maintenance, NFL	631.04
Total 61100 · Building	3,590.17
61200 · Utilities	
61202 · Electricity	1,419.40
61203 · Telephone	910.13
Total 61200 · Utilities	2,329.53
61300 · Vehicle Operation	126.93

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Accrual Basis

Eastern Shore Public Library
Profit & Loss
August 2019

	Aug 19
61500 · Computer	
61513 · Online Services	1,296.60
61514 · Internet Services, State	917.60
61517 · Computer Maintenance	445.00
Total 61500 · Computer	2,659.20
Total 61000 · Operations	8,705.83
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	508.67
Total 62300 · Equipment Maintenance	508.67
Total 62000 · Equipment	508.67
63000 · Programs	
63200 · Youth	150.00
Total 63000 · Programs	150.00
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	17,019.62
64030 · Hourly Employees	12,981.00
64050 · Payroll Expenses	3,123.88
64070 · Retirement (VRS)	1,318.43
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	2,894.50
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	2,974.00
Total 64000 · Personnel	42,932.59
65000 · Supplies	
65300 · Library	992.61
65400 · Youth Program Supplies	325.00
Total 65000 · Supplies	1,317.61
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	3,130.65
66317 · AV, State Aid	290.67
66320 · Cape Charles Contract #15	227.95
Total 66310 · System Materials	3,649.27
66350 · Affiliates	
66351 · Books, Affiliates	1,892.53
Total 66350 · Affiliates	1,892.53

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Accrual Basis

Eastern Shore Public Library
Profit & Loss
August 2019

	Aug 19
66900 · Restricted	47.98
Total 66000 · Materials	5,589.78
67000 · Other	
67100 · Postage	-249.96
67200 · Travel	524.99
Total 67000 · Other	275.03
68000 · Miscellaneous	
68100 · Bank Fees	77.03
68600 · Continuing Education	120.00
68000 · Miscellaneous - Other	1,649.85
Total 68000 · Miscellaneous	1,846.88
69000 · Professional Services	
69001 · Professional Services, Financial	1,260.00
69002 · Professional, Library Services	499.25
69004 · Auditor	2,000.00
69000 · Professional Services - Other	4,584.04
Total 69000 · Professional Services	8,343.29
Total 60000 · EXPENSES	69,669.68
Total Expense	69,669.68
Net Ordinary Income	-64,924.86
Other Income/Expense	
Other Income	
7030 · Other Income	-500,000.00
Total Other Income	-500,000.00
Net Other Income	-500,000.00
Net Income	-564,924.86

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09/04/19

Accrual Basis

Eastern Shore Public Library

Profit & Loss Detail

August 2019

Type	Date	Num	Name	Class	Amount	Balance
Check	08/21/2019	1665	Ally Tarwater	Main	150.00	150.00
Total 63200 - Youth						
Total 63000 - Programs						
65000 - Supplies						
65300 - Library						
Check	08/07/2019	1646	Eastern Shore Coffe...	Main	17.26	17.26
Credit Card Charge	08/07/2019		Walmart	NFL	39.37	56.63
Credit Card Charge	08/08/2019		Walmart		39.37	96.00
Credit Card Charge	08/08/2019				50.00	146.00
Credit Card Charge	08/12/2019		Amazon	Main	179.00	325.00
Credit Card Charge	08/16/2019		Harbor Freight Tools	NFL	40.64	365.64
Credit Card Charge	08/19/2019		Walmart	Main	48.02	413.66
Credit Card Charge	08/19/2019		Walmart	NFL	22.08	435.74
Check	08/21/2019	1669	Demco	Main	49.91	485.65
Check	08/21/2019	1675	Quill Corporation	Main	92.97	578.62
Check	08/21/2019	1675	Quill Corporation	Main	214.07	792.69
Check	08/21/2019	1675	Quill Corporation	Main	71.95	864.64
Check	08/21/2019	1675	Quill Corporation	Main	100.95	965.59
Check	08/21/2019	1679	Eastern Shore Coffe...	Main	27.02	992.61
Total 65300 - Library						
Total 65000 - Supplies						
66000 - Materials						
66310 - System Materials						
66311 - Books, State Aid						
Check	08/07/2019	1659	Gale/Cengage Learn...	Main	21.75	21.75
Check	08/07/2019	1660	Ingram Library Servi...	Main	456.11	477.86
Check	08/07/2019	1660	Ingram Library Servi...	Main:Youth Services	10.83	488.69
Check	08/07/2019	1660	Ingram Library Servi...	Main	184.43	673.12
Check	08/07/2019	1660	Ingram Library Servi...	Main	49.46	722.58
Check	08/07/2019	1660	Ingram Library Servi...	Main:Youth Services	9.75	732.33
Check	08/07/2019	1660	Ingram Library Servi...	Main	316.95	1,049.28
Check	08/07/2019	1660	Ingram Library Servi...	Main	101.33	1,150.61
Check	08/07/2019	1660	Ingram Library Servi...	Main:Youth Services	16.16	1,166.77
Check	08/07/2019	1660	Ingram Library Servi...	Main	-17.74	1,149.03

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Accrual Basis

Eastern Shore Public Library

Profit & Loss Detail

August 2019

Type	Date	Num	Name	Class	Amount	Balance
Check	08/07/2019	1660	Ingram Library Servi...	NFL	-18.58	1,130.45
Check	08/07/2019	1660	Ingram Library Servi...	Main	-15.18	1,115.27
Check	08/07/2019	1660	Ingram Library Servi...	Main	-32.76	1,082.51
Check	08/07/2019	1662	Miona Publications	Main:ES Room	81.00	1,163.51
Check	08/21/2019	1680	Gale/Cengage Learn...	Main	68.25	1,231.76
Check	08/21/2019	1680	Gale/Cengage Learn...	Main	116.21	1,347.97
Check	08/21/2019	1681	Ingram Library Servi...	Main	794.22	2,142.19
Check	08/21/2019	1681	Ingram Library Servi...	Main:Youth Services	7.04	2,149.23
Check	08/21/2019	1681	Ingram Library Servi...	Main	80.35	2,229.58
Check	08/21/2019	1681	Ingram Library Servi...	Main	504.72	2,734.30
Check	08/21/2019	1681	Ingram Library Servi...	Main:Youth Services	389.81	3,124.11
Check	08/21/2019	1681	Ingram Library Servi...	CC	13.52	3,137.63
Check	08/21/2019	1681	Ingram Library Servi...	Main:Youth Services	12.00	3,149.63
Credit Card Credit	08/27/2019	1682	Junior Library Guild		-18.98	3,130.65
Total 66311 · Books, State Aid						3,130.65
66317 · AV, State Aid						
Check	08/07/2019	1661	TEI Landmark Audio	Main	135.21	135.21
Check	08/21/2019	1683	Penguin Random Ho...	Main	26.25	161.46
Check	08/21/2019	1684	TEI Landmark Audio	Main	129.21	290.67
Total 66317 · AV, State Aid						290.67
66320 · Cape Charles Contract #15						
Check	08/07/2019	1659	Gale/Cengage Learn...	CC	21.75	21.75
Check	08/07/2019	1659	Gale/Cengage Learn...	Main	21.74	43.49
Check	08/21/2019	1680	Gale/Cengage Learn...	CC	68.25	111.74
Check	08/21/2019	1680	Gale/Cengage Learn...	CC	116.21	227.95
Total 66320 · Cape Charles Contract #15						227.95
Total 66310 · System Materials						3,649.27
66350 · Affiliates						
66351 · Books, Affiliates						
Check	08/07/2019	1660	Ingram Library Servi...	CC	530.71	530.71
Check	08/07/2019	1660	Ingram Library Servi...	NFL	253.42	784.13
Check	08/07/2019	1660	Ingram Library Servi...	Island	124.74	908.87
Check	08/07/2019	1660	Ingram Library Servi...	Island	26.57	935.44

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09/04/19

Accrual Basis

Eastern Shore Public Library

Profit & Loss Detail

August 2019

Type	Date	Num	Name	Class	Amount	Balance
Check	08/07/2019	1660	Ingram Library Servi...	NFL	44.44	979.88
Check	08/07/2019	1660	Ingram Library Servi...	NFL	11.15	991.03
Check	08/21/2019	1681	Ingram Library Servi...	Island	75.33	1,066.36
Check	08/21/2019	1681	Ingram Library Servi...	NFL	29.26	1,095.62
Check	08/21/2019	1681	Ingram Library Servi...	Island	14.63	1,110.25
Check	08/21/2019	1681	Ingram Library Servi...	CC	706.69	1,816.94
Check	08/21/2019	1681	Ingram Library Servi...	CC	34.20	1,851.14
Check	08/21/2019	1681	Ingram Library Servi...	CC	41.39	1,892.53
Total 66351 · Books, Affiliates					1,892.53	1,892.53
Total 66350 · Affiliates					1,892.53	1,892.53
66900 · Restricted						
Check	08/21/2019	1680	Gale/Cengage Learn...	Main	20.24	20.24
Check	08/21/2019	1680	Gale/Cengage Learn...	Main	27.74	47.98
Total 66900 · Restricted					47.98	47.98
Total 66000 · Materials					5,589.78	5,589.78
67000 · Other						
67200 · Travel						
Credit Card Charge	08/01/2019		Chesapeake Bay Bri...	Main	14.00	14.00
Credit Card Charge	08/01/2019		Drummer's Cafe	Main	33.56	47.56
Credit Card Charge	08/02/2019		Chesapeake Bay Bri...	Main	18.00	65.56
Credit Card Charge	08/02/2019		Aroma's Coffe House	Main	8.91	74.47
Check	08/07/2019	1656	Childers, Stacia	Main	51.04	125.51
Paycheck	08/30/2019	DD2174	Charle A. Ricci	Main	19.72	145.23
Paycheck	08/30/2019	DD2176	Stacia L. Childers	Main	9.86	155.09
Paycheck	08/30/2019	DD2179	Amy L Walch	Island	290.44	445.53
Paycheck	08/30/2019	DD2182	Jazmine J. Collins	Main	9.86	455.39
Paycheck	08/30/2019	DD2184	Joseph B. Simpkins	Main	9.86	465.25
Paycheck	08/30/2019	DD2186	Leroy C. Wescott	NFL	15.08	480.33
Paycheck	08/30/2019	DD2188	Stephanie A. Smith	Main	9.86	490.19
Paycheck	08/30/2019	DD2189	Theresa R. Van Des...	Main	9.86	500.05
Paycheck	08/30/2019	DD2187	Pamela R. Kelly	NFL	15.08	515.13
Paycheck	08/30/2019	DD2178	Wendy K. Johnson	Main	9.86	524.99
Total 67200 · Travel					524.99	524.99

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09/04/19

Accrual Basis

Eastern Shore Public Library

Profit & Loss Detail

August 2019

Type	Date	Num	Name	Class	Amount	Balance
Total 67000 · Other						
68000 · Miscellaneous						
68100 · Bank Fees						
Check	08/12/2019		Sun Trust Bank	Main	2.49	2.49
Check	08/12/2019		Sun Trust Bank	Main	20.39	22.88
Check	08/12/2019		Sun Trust Bank	Main	54.15	77.03
Total 68100 · Bank Fees					77.03	77.03
68000 · Miscellaneous - Other						
Credit Card Charge	08/05/2019		Rommel Ace Hardw...	Main	14.30	14.30
Credit Card Charge	08/05/2019		Amazon		28.94	43.24
Credit Card Charge	08/05/2019		Amazon		11.93	55.17
Credit Card Charge	08/06/2019		Virginia Library Asso...	Main	55.00	110.17
Credit Card Charge	08/06/2019		Amazon		42.82	152.99
Credit Card Charge	08/06/2019		Amazon		14.96	167.95
Credit Card Charge	08/06/2019		Amazon		9.56	177.51
Credit Card Charge	08/06/2019		Amazon		19.89	197.40
Credit Card Charge	08/06/2019		Amazon		30.00	227.40
Check	08/07/2019	1647	ESVA Chamber of C...	Main	500.00	727.40
Check	08/07/2019	1648	Ashaunti Baines	Main	500.00	1,227.40
Check	08/07/2019	1649	Hayes Holloway	Main	500.00	1,227.40
Check	08/07/2019	1654	Onancock Business ...	Main	30.00	1,257.40
Credit Card Charge	08/07/2019		Food Lion	Main	50.00	1,307.40
Credit Card Charge	08/08/2019		Virginia Library Asso...	Main	55.00	1,362.40
Credit Card Charge	08/13/2019		Amazon		19.99	1,382.39
Credit Card Charge	08/14/2019		Amazon		71.56	1,453.95
Credit Card Charge	08/16/2019		Amazon		64.90	1,518.85
Credit Card Charge	08/16/2019		Amazon		14.87	1,533.72
Credit Card Charge	08/16/2019		ProQuest Informatio...		78.93	1,612.65
Credit Card Charge	08/23/2019		Amazon		7.97	1,620.62
Credit Card Charge	08/26/2019		Amazon		8.76	1,629.38
Credit Card Charge	08/26/2019		Amazon		5.48	1,634.86
Credit Card Charge	08/27/2019		Amazon		14.99	1,649.85
Total 68000 · Miscellaneous - Other					1,649.85	1,649.85
Total 68000 · Miscellaneous					1,726.88	1,726.88

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Accrual Basis

Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2019 through June 2020

Ordinary Income/Expense	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	104,269.75	417,079.00	-312,809.25	25.0%
41020 · Northampton County	37,177.75	148,711.00	-111,533.25	25.0%
41030 · State Aid	545,917.50	183,670.00	362,247.50	297.2%
41040 · Grants	0.00	0.00	0.00	0.0%
Total 41000 · Government Income	687,365.00	749,460.00	-62,095.00	91.7%
42000 · Contributions				
42010 · ESPL Friends	0.00	7,000.00	-7,000.00	0.0%
42020 · NFL Friends	0.00	5,000.00	-5,000.00	0.0%
42030 · Contributions Unrestricted	25.31	1,000.00	-974.69	2.5%
42040 · Contributions Restricted	2,109.91	5,000.00	-2,890.09	42.2%
42050 · Legacies & Bequests	0.00	500.00	-500.00	0.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	2,135.22	18,500.00	-16,364.78	11.5%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,010.00	5,000.00	10.00	100.2%
43020 · Island	683.27	2,500.00	-1,816.73	27.3%
43030 · Cape Charles	2,473.66	16,500.00	-14,026.34	15.0%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	0.00	500.00	-500.00	0.0%
Total 43000 · Reimbursements	8,166.93	24,600.00	-16,433.07	33.2%
44000 · Fines & Fees				
44010 · Fines	1,401.17	10,000.00	-8,598.83	14.0%
44020 · Photocopying	1,085.40	5,000.00	-3,914.60	21.7%
44030 · Fax	945.10	4,000.00	-3,054.90	23.6%
44040 · Other	139.07	1,000.00	-860.93	13.9%
44000 · Fines & Fees - Other	188.99	0.00	188.99	100.0%
Total 44000 · Fines & Fees	3,759.73	20,000.00	-16,240.27	18.8%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 · General (Merrill Lynch)	26.74	400.00	-373.26	6.7%
45030 · Miscellaneous Endowments	0.00	2,000.00	-2,000.00	0.0%
45000 · Endowments - Other	0.00	0.00	0.00	0.0%
Total 45000 · Endowments	26.74	2,400.00	-2,373.26	1.1%
46000 · Private Grants	0.00	2,000.00	-2,000.00	0.0%
49000 · Miscellaneous Income				

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Accrual Basis

Eastern Shore Public Library

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
49010 · NOW Interest	0.00	0.00	0.00	0.0%
49020 · Driver Education Test Proctorin	75.00	300.00	-225.00	25.0%
49000 · Miscellaneous Income - Other	711.34	200.00	511.34	355.7%
Total 49000 · Miscellaneous Income	786.34	500.00	286.34	157.3%
Total 40000 · INCOME	702,239.96	817,460.00	-115,220.04	85.9%
4060 · Carry Over	0.00	0.00	0.00	0.0%
4250 · Grants, Other	0.00	0.00	0.00	0.0%
4650 · Dividends	0.00	0.00	0.00	0.0%
4670 · Liquidation	0.00	0.00	0.00	0.0%
Total Income	702,239.96	817,460.00	-115,220.04	85.9%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	3,892.96	12,000.00	-8,107.04	32.4%
61102 · Building Maintenance, NFL	663.85	7,500.00	-6,836.15	8.9%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	4,556.81	19,500.00	-14,943.19	23.4%
61200 · Utilities				
61201 · Fuel Oil	0.00	5,000.00	-5,000.00	0.0%
61202 · Electricity	2,704.09	13,000.00	-10,295.91	20.8%
61203 · Telephone	1,836.75	11,000.00	-9,163.25	16.7%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 · Utilities	4,540.84	29,000.00	-24,459.16	15.7%
61300 · Vehicle Operation				
61400 · Insurance (VML)	250.53	3,000.00	-2,749.47	8.4%
61401 · Insurance, Building	0.00	0.00	0.00	0.0%
61402 · Insurance, Vehicles	0.00	0.00	0.00	0.0%
61407 · Insurance, Pro. Liability	0.00	0.00	0.00	0.0%
61400 · Insurance (VML) - Other	0.00	13,006.00	-13,006.00	0.0%
Total 61400 · Insurance (VML)	0.00	13,006.00	-13,006.00	0.0%
61500 · Computer				
61510 · Computer Hardware	0.00	0.00	0.00	0.0%
61511 · Computer Hardware, State	611.52	2,200.00	-1,588.48	27.8%
61512 · Computer Hardware, Grants	0.00	0.00	0.00	0.0%
61513 · Online Services	2,020.04	15,000.00	-12,979.96	13.5%
61514 · Internet Services, State	1,835.20	11,100.00	-9,264.80	16.5%
61515 · Computer Software	0.00	500.00	-500.00	0.0%
61516 · Computer Software, State	0.00	0.00	0.00	0.0%

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09/04/19

Accrual Basis

Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
61517 • Computer Maintenance	445.00	5,500.00	-5,055.00	8.1%
61518 • Technology	0.00	0.00	0.00	0.0%
61500 • Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 • Computer	4,911.76	34,300.00	-29,388.24	14.3%
61000 • Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 • Operations	14,259.94	98,806.00	-84,546.06	14.4%
62000 • Equipment				
62100 • Equipment, General	0.00	0.00	0.00	0.0%
62200 • Equipment, State	0.00	0.00	0.00	0.0%
62300 • Equipment Maintenance				
62310 • Contractual Services	1,047.20	7,500.00	-6,452.80	14.0%
62300 • Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 • Equipment Maintenance	1,047.20	7,500.00	-6,452.80	14.0%
62000 • Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 • Equipment	1,047.20	7,500.00	-6,452.80	14.0%
63000 • Programs				
63100 • Adult	25.00	1,500.00	-1,475.00	1.7%
63200 • Youth	1,712.50	5,000.00	-3,287.50	34.3%
63000 • Programs - Other	36.00	0.00	36.00	100.0%
Total 63000 • Programs	1,773.50	6,500.00	-4,726.50	27.3%
64000 • Personnel				
64010 • Salaries - Director	11,031.31	67,513.00	-56,481.69	16.3%
64020 • Salaries - Other	31,629.91	204,235.00	-172,605.09	15.5%
64030 • Hourly Employees	26,234.45	145,046.00	-118,811.55	18.1%
64050 • Payroll Expenses	6,180.40	45,000.00	-38,819.60	13.7%
64070 • Retirement (VRS)	2,521.42	16,500.00	-13,978.58	15.3%
64080 • Insurance				
64081 • Insurance, VEC	0.00	0.00	0.00	0.0%
64082 • Insurance, Worker's Comp.	0.00	0.00	0.00	0.0%
64083 • Insurance, Life (VRS)	0.00	0.00	0.00	0.0%
64084 • Insurance, Gen. Liability (VRS)	0.00	0.00	0.00	0.0%
64085 • Insurance, Medical (Anthem)	5,789.00	42,000.00	-36,211.00	13.8%
64086 • Insurance, Dental (Anthem)	159.00	1,000.00	-841.00	15.9%
64080 • Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 • Insurance	5,948.00	43,000.00	-37,052.00	13.8%
64090 • Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 • Personnel - Other	0.00	0.00	0.00	0.0%

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09/04/19

Accrual Basis

Eastern Shore Public Library

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Total 64000 · Personnel	83,545.49	529,294.00	-445,748.51	15.8%
65000 · Supplies				
65100 · Custodial	117.97	1,000.00	-882.03	11.8%
65200 · Office	68.84	0.00	68.84	100.0%
65300 · Library	3,731.70	15,350.00	-11,618.30	24.3%
65400 · Youth Program Supplies	325.00	500.00	-175.00	65.0%
65000 · Supplies - Other	0.00	0.00	0.00	0.0%
Total 65000 · Supplies	4,243.51	16,850.00	-12,606.49	25.2%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	5,712.12	47,376.00	-41,663.88	12.1%
66312 · Periodicals, State Aid	0.00	5,600.00	-5,600.00	0.0%
66313 · Continuations, State Aid	0.00	500.00	-500.00	0.0%
66314 · Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 · Electronic Resources, State Aid	0.00	2,000.00	-2,000.00	0.0%
66316 · Binding, State Aid	0.00	0.00	0.00	0.0%
66317 · AV, State Aid	541.18	6,500.00	-5,958.82	8.3%
66318 · Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 · Cape Charles Contract #15	382.42	2,000.00	-1,617.58	19.1%
66321 · Books - Non-State Aid	0.00	0.00	0.00	0.0%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
Total 66310 · System Materials	6,635.72	65,476.00	-58,840.28	10.1%
66350 · Affiliates				
66351 · Books, Affiliates	2,724.20	24,000.00	-21,275.80	11.4%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
66350 · Affiliates - Other	0.00	0.00	0.00	0.0%
Total 66350 · Affiliates	2,724.20	24,000.00	-21,275.80	11.4%
66900 · Restricted				
66000 · Materials - Other	160.44	5,000.00	-4,839.56	3.2%
Total 66000 · Materials	9,520.36	94,476.00	-84,955.64	10.1%
67000 · Other				
67100 · Postage	419.03	1,500.00	-1,080.97	27.9%
67200 · Travel	1,199.40	4,998.00	-3,798.60	24.0%
67210 · Travel - State Aid	0.00	1,002.00	-1,002.00	0.0%
67300 · Dues	40.00	2,500.00	-2,460.00	1.6%
67000 · Other - Other	0.00	102.00	-102.00	0.0%
Total 67000 · Other	1,658.43	10,102.00	-8,443.57	16.4%
68000 · Miscellaneous				
68100 · Bank Fees	126.43	1,000.00	-873.57	12.6%

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09/04/19

Accrual Basis

Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
68200 • Returned Checks	0.00	0.00	0.00	0.0%
68300 • Refunds	250.00	30.00	220.00	833.3%
68400 • MLS Fellowship - State Aid	0.00	1,000.00	-1,000.00	0.0%
68600 • Continuing Education	1,120.00	4,000.00	-2,880.00	28.0%
68000 • Miscellaneous - Other	2,063.96	4,002.00	-1,938.04	51.6%
Total 68000 • Miscellaneous	3,560.39	10,032.00	-6,471.61	35.5%
69000 • Professional Services				
69001 • Professional Services, Financial	2,400.00	14,400.00	-12,000.00	16.7%
69002 • Professional, Library Services	1,159.55	7,000.00	-5,840.45	16.6%
69003 • Erate Consultant	0.00	4,500.00	-4,500.00	0.0%
69004 • Auditor	3,000.00	5,500.00	-2,500.00	54.5%
69000 • Professional Services - Other	5,016.54	2,500.00	2,516.54	200.7%
Total 69000 • Professional Services	11,576.09	33,900.00	-22,323.91	34.1%
60000 • EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 • EXPENSES	131,184.91	807,460.00	-676,275.09	16.2%
Total Expense	131,184.91	807,460.00	-676,275.09	16.2%
Net Ordinary Income	571,055.05	10,000.00	561,055.05	5,710.6%
Other Income/Expense				
Other Income				
7010 • Interest Income	0.00	0.00	0.00	0.0%
7030 • Other Income	-499,973.29	0.00	-499,973.29	100.0%
Total Other Income	-499,973.29	0.00	-499,973.29	100.0%
Other Expense				
61103 • Capital	0.00	0.00	0.00	0.0%
8010 • Reserve	0.00	10,000.00	-10,000.00	0.0%
8020 • Miscellaneous	0.00	0.00	0.00	0.0%
8030 • Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	10,000.00	-10,000.00	0.0%
Net Other Income	-499,973.29	-10,000.00	-489,973.29	4,999.7%
Net Income	71,081.76	0.00	71,081.76	100.0%

Cape Charles Memorial Library

Monthly Report, August 2019

Youth Programs

Toddler Storytime (2 programs)	37
Chess Club (2 programs)	10

Summer Programs

Kiptopeke State Park (2)	25
Preschool Craft (2)	25
Very Hungry Caterpillar 50th	32
Virginia Living Museum	55

Total 184

Library Services

- Book order of 68 books.
- Our meeting room was used 5 times this month.
- Staff is working on a library improvement plan to be funded by the friends of the library. The plan will include some new furniture and additional media materials.
- Attended Friends of the Library meeting on Monday, 8/ 1
- Attended Library Board Meeting on Wednesday, 8/ 14
- Library Manager attended ESPL Trustee meeting in Accomac. 8/20
- Staff used the time between summer programs and the beginning of school to take vacation days.

- **Marketing & Communication**
 - Publicity was sent out for all August programs.
 - Our 2 book displays featured books by Eric Carle to celebrate the 50th birthday of the Very Hungry Caterpillar (children's picture book).and books about the seashore.

- **Outreach**
 - Staff met with University of Virginia Coastal Reserve to evaluate summer collaboration and brainstorm for continuation of programs and outreach through fall and winter

- **Facility**
 - The odor issue was fixed by public works by removing a blockage in the exhaust line.
 - Lobby air conditioning unit was cleaned.

- **Technology**
- **Continuing Education**

Adult Programs

- Owl Prowl at Virginia Heritage Preserve, 8/9, 8/23 7:30

▪ **Page 2**

- **Youth Services**

- Toddler/ Preschool Storytime were held at 10:30 on Thursdays the first 3 weeks in August.
- Chess Club was held Tuesday at 4:00.
- **Summer Reading Program. A Universe of Stories**, The Summer Reading Program ended on August 17.
 - SRP Kiptopeke State Park, Prehistoric Archaeology
 - SRP Preschool Craft
 - SRP Owl Prowl
 - SRP Virginia Living Museum presented Remarkable Reptiles
 - SR, Kiptopeke State Park, Bird Migration
 -

- **Friends of Cape Charles Memorial Library**

- Friends Book Sale was 8/23-8/25.
- Computer Tutor help is provided by the Friends. This help is free, and they will accommodate your schedule.

- **Volunteers**

- A total of 144 hours.

Upcoming Events

- Eastern Shore Public Library Trustee Meeting, 9/17 ,1:00.
- Chess Club that was being held on Tuesday has been put on hold for a while.
- Combined Library Board and Friends Meeting/Dinner, 9/11.5:00.

August 2019

Northampton Free Library (NFL)

Computer Usage

There were 684 adult computer users this month.

Children's AWE computer had 34 sessions with 635 minutes used, and there were 156 children's iPad users this month as well.

Staffing

No new staff changes this month

Building Maintenance

No building maintenance to report this month.

Meeting Room Usage

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

Programs

The Youth Garden Club met four times during August. Participation included several new members and totaled 31 for the month. The group harvested and enjoyed eating tomatoes, green beans, and sweet peppers. The garden wall and container pond, which were donated to the group by Ye Accawmacke Garden Club, continue to flourish. Work will begin soon on the addition of gravel paths around the raised garden beds.

The Summer Reading Program wrapped up with a total of 42 signing up, 31 returning at least once, and 17 receiving certificates of completion. More Summer Program data is included in the Youth Services report.

NFL Friends News

Nothing new to report from our NFL Friends for this month, next meeting will be September 9th.

Barbrielle Rogers, NFL Branch Manager



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

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Accomac, VA 23301
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www.espl.org

From the Director's Desk

Cara Burton, Director

Director's Report
Tuesday, September 17, 2019

Circulation:

	AC	NFL	CIL	CCML
August	5,448	1,785	1,625	1,754

Recommendations:

1. Approval electronic voting changes to bylaws
2. 2nd reading and approval of Electronic Meeting Policy revisions
3. Approve ESCC MOU
4. Approval of Burton's Library 2020 Plan as presented
5. Provide Janice Felker a credit card to conduct ESPL purchases
6. A public viewing of The Public in collaboration with community service providers with ESPL acting as a co-sponsor.

Library Services & Patron Relations

- ESPL, all four libraries, closed Friday, September 6 due to threat of Hurricane Dorian
- September is Library Card Month. Zippered pouch for cards with READ: Respect, Explore, Aspire, Discover in English and Spanish purchased for distribution at the desk. Will be pre-stuffed with community nonprofit information.
- Staff expressed concern about patrons not leaving at closing. Procedures were discussed that focus on the safety of staff and patrons.
- **Passive Programs:** Puzzle
- **Exhibits:**
 - Book displays: (1) Eat Local (2) Health: National Recover Month
- **Tangier:** Made contact with the Library volunteer who is contacting the Museum President to set up a meeting. Working to establish regular library services to Tangier residents. The Museum oversees the Muddy Toes Public Library in Tangier.
- **Adult Programs:**
 - **Civil War Trail:** All the forms and draft text for the signs have been submitted to the CWT organization for review. Onancock Town Council is requiring a draft text to review, which will be delivered once the CWT approves a draft.
- **"Funding Information Network Partner,"** a.k.a. FIN. Foundation Center is now Candid. Burton has CE webinar on 9/13/2019. Burton searched for grants for an organization of which ESPL is a member.
- **Youth Services (Janice Felker):**
 - Supervised Teen Interns for Accomac and Nassawadox positions - one for each location and three teen volunteers at Nassawadox.
 - Continued to work on displays, decorations, and promotions for Summer Reading and Summer Food programs.
 - Continued to work on Stork Storytime project in collaboration with Nurse-Family Partnership.
 - Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:00 AM). (August 6, 13, 20, 27)
 - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (August 7, 14, 21, 28)
 - Served Lunch at the Library at Nassawadox (Mondays and Wednesdays from 12 Noon to 1 PM) and at Accomac (Tuesdays and Thursdays from 12 Noon to 1 PM) through August 15.
 - Held Summer Programs at Nassawadox (Mondays and Wednesdays at 1 PM) and at Accomac (Tuesdays and Thursdays at 1 PM) through August 15.

- Attended meetings of Nurse-Family Partnership Community Advisory Board and recorded minutes for the Board. (August 5, 19 & 30)
- Collaborated with Renee Beall to include her Smart Beginnings Everyday Fun with Reading Workshop during “Lunch at the Library” at Northampton Free Library. (August 5 & 15)
- Wrapped up Teen Intern paperwork and delivered stipend payment for both interns. (August 15)
- Prepared materials for staff members Charle Ricci and Barbii Rogers to set up our pop-up library and attend National Night Out in Exmore. (August 6)
- Attended Eastern Shore Healthy Communities quarterly meeting. (August 15)
- Attended and led (as part of duties of co-chair) ES Healthy Communities Food Access and Equity Work Group meeting. (August 19)
- Attended ESPL Board of Trustees meeting in Accomac. (August 20)
- Wrapped up Summer Reading with final prizes and certificates for all who participated. (August 21)
- Attended online Voter Registration Day Webinar presented by the Food Research & Action Center and shared information with Director, Cara Burton. (August 22)
- Completed “The Librarian’s Guide to Homelessness - Core Training” (webinar course provided by the Library of Virginia. (August 26)
- Attended and reported at Friends of the Eastern Shore Public Library meeting. (August 28)
- Attended and represented the library at the 10th Annual Edward Jones School Supply Drive Luncheon. (August 28)
- With Barbii Rogers, attended and set up library table at Northampton Middle and High School’s Back to School Open House. (August 29)
- Worked throughout the month on preparations for two new early literacy programs at the library. Stork Storytime is a program for families expecting a new baby. 1000 Things Before Kindergarten is a program to encourage the development of pre-reading and early reading skills in children from birth to age five. Both programs will include support materials, incentives, and rewards.
- **Technical Services (Charle Ricci):**
 - Compiled Upcoming Bestsellers list for September -December 2019; created updated paper flyers and Facebook post announcement
 - Composed Facebook posts featuring new magazines: Game Informer, Thrasher, and The Writer
 - Continuing weeding in mystery collection at Accomac with assistance from Pam Holley.
 - Continuing weeding in nonfiction collection at Accomac: Education, Railroads, Maritime History, Folklore, Linguistics and Languages
 - Selected replacements and updated materials for nonfiction sections that have been weeded.
 - Working with EBSCO representatives to link Evergreen catalog with Novelist readers’ advisory application through “On the Shelf” feature. Patrons searching in Novelist will be able to easily tell which books are available in the ESPL system.
 - Provided training overview and data sets for Tech. Services assistant to begin incorporating ESPL Foundation patron database corrections into Evergreen to ensure better consistency and accuracy in future Foundation and library mailings.
 - Represented ESPL at outreach event - Exmore’s National Night Out, August 6th
 - Provided brief presentation about recently attended seminar regarding cybersecurity and identity theft at August 30th Staff Meeting.
 - Attended Lunch & Learn at ES Chamber of Commerce, August 7th, Cybersecurity & Identity Theft
 - Attended Board of Trustees Meeting, July 16th at the Accomac Library.
 - Attended Board of Trustees Meeting, August 20th at the Accomac Library.
 - Attended webinar: VRSA Employee Orientation, August 21st
 - Attended Staff Meeting: Tour of the ESCC Library, August 30th
- **Eastern Shore Room**
 - 8/29 PastPerfect online installation
 - 8/10 Latimer project team met to review PastPerfect online setup (Burton, Collins, Hatch, Dean) Trained two additional staff on use of ScanPro2200.
 - Childers developed Archives Transfer Form.
 - Childers coordinated with Jazmine Collins for scanning of Accomack County “colored” voting registers.
 - Childers spoke with two volunteers for transcription of voting registers to post on espl.org
 - Worked with Rose Schoof (retired) of LVA and M.K. Miles to get MilesFiles v.19.2 uploaded to ESPL genealogy website (not completed as of August 31).

- Childers reviewed and made accommodations for changes to yearbook project policies and procedures made by LVA; emailed ESPL staff as to changes. There was an uptick of interactions with the public with yearbook donations and questions due to the article in Eastern Shore First.
- Introductory training in Drupal (an open source content management system or CMS) with Douglas Ross of IATH (Institute for Advanced Technology in the Humanities) at UVA. Countryside Transformed, hosted and supported by IATH, is run on the Drupal platform. Though ESPL does not have funding or staff to add additional material at this time, Childers is now able to fix simple mistakes, or make quick additions. It is also helpful to know how the site is structured in the event ESPL or a partner organization should choose to add additional data/images in the future.
- Childers met with scholar to provide access to two rare Upshur family recipe books (early 20th century) in our archival collections.
- Childers met with Laura Smith, collections manager at the Cape Charles Museum to provide her with an introduction to Eastern Shore Room resources.
- Childers assisted ESVHS intern with access to ESPL newspaper collection for her research for Ker Place's fall exhibit, "It All Started with a Spark: The Rise and Evolution of Eastern Shore Firefighting."
- Childers continued training with Dr. Miles Barnes including meeting with patrons.
- Childers explored online genealogy collections and questions of copyright with MK Miles, specifically about the possibility of posting his digital images of two James Mears books and "Ayres, Dawson & Allied Families" on ESPL website.
- Facebook: 7 posts to ES Room; 1 post to Frances Bibbins Latimer Collection
- Patron assistance (Childers personal contacts only – full usage stats in Google doc): 16 in person visits, 31 email contacts, 17 phone calls
- Yearbooks: 3 donated, 24 loaned for scanning
- **Meetings:**
 - 8/26, 9/9 Fundraising Committee
 - 8/28 Friends of ESPL. Santa will visit December 7. No Fall booksale.
 - 8/30 Staff meeting at ESCC. Presentation and tour of Learning Resource Center (aka library) to enable staff to know what resources ESCC students visiting ESPL sites have available and what resources the general public can use at the LRC.
 - 9/3 OBCA (Onancock)
 - 9/9 Exmore Town meeting, sewer options presentation; involves Nassawadox
 - 9/10 Latimer project
 - 9/11 CPES (Belle Haven)
 - 9/11 Online demo of new ILS system; potential purchase
 - 9/12 CPES Public Relations Committee (Belle Haven). Previewed "The Public" movie for possible public screening.
- **Outreach:**
 - 8/19 Brought large print books to ESAAA Area on Aging library at Hare Valley.
 - 8/21 Kiwanis (Onley)
 - 8/28 Chamber afterhours (Sunset Beach)
 - 8/29 Chamber ribbon cutting (Exmore)
- **Facility:**
 - The Deed for the property donation at Nassawadox from Mary Ann Ballou just needs to be signed. The attorney will have it recorded at Northampton County and we will receive the deed.
 - Ensuring that NFL has the option to be included in the Nassawadox sewer plans as NFL's septic is getting old.
 - Parksley is applying for a VDOT grant to extend and improve sidewalks on Bennett Street. This was reviewed with Stewart Hall in relationship to the library's contracted plans. The two projects do not coincide so the library's plans will not change.
- **Marketing & Communications:**
 - Eastern Shore Post Articles
 - 9/5 Off the Shelf: Library 20/20 Plan
 - 9/pending Off the Shelf: Making the Most of your Library Card
- **Technology:**
 - Two Verizon phone lines were disconnected for cost saving purposes. A third line at NFL and a non-working "toll" free line. Once disconnected the security back-up line triggered a communications error for NFL. After consulting Verizon, Johnson Control, and Poe (phone installer), it was determined that the NFL

DSL line cancelled in 2016 was assigned as the secondary line and this line was shared with the newly disconnected line. Johnson Control came onsite and reassigned lines. The situation demonstrated that the testing system is working.

- A VOIP RFP has been published.

- **Continuing Education –**

- 8/22 “Insurance basics for history collections,” Texas Historical Society webinar. Burton. 1 hour.
- 8/22 LGBTQ+ 101 workshop. ESCADV. Dahlmanns, Walch, and Felker attended.
- CSB’s Mental Health First Aid has a 3 year certification, which is ending for some staff. They are being encouraged to take the MHFA for Youth and/or the ACES training.

- **Personnel – no report.**

- **Library Associations & Library of Virginia**

- Burton evaluated the revised LVA Library Standards of Excellence, comparing the new 2019 edition to the 2016. A punch list of items ESPL does not meet is being compiled for the Board of Trustees to consider as priorities.
- Requested LVA review Libguides online product. Implementation not possible due to unique ILS systems in state and costs.

- **Other**

- Received \$500 VRSA Risk Management Grant for book trucks. 2 purchased and in use. Report submitted to VRSA for release of funds.
- Plaque design selected for the Ballou donor recognition.
- 8/21 Spoke with Alan at the FOIA Council concerning the questions the BoT had about the electronic meeting law. The law is designed for emergency matters, not routine absences from board meetings as when board members take the responsibility to join, they accept the responsibility to attend meetings. Work is considered a “personal matter.” Personal matters must be specifically defined as arbitrary absences are not considered legitimate personal matters. “Car broke down” or “legal matter requiring court appearance” were examples given as to a specific description. Medical matters do not need to be more specific.

Upcoming:

- 9/13 ESPL van at Chamber Surf n Turf event in Wachepreague
- 9/14 ESPL pop-up library at Nandua Touch-A-Truck
- 9/28 ESPL pop-up library at Soulfest in Exmore to demonstrate Ancestry.com and Latimer online collection
- 10/5 ESPL pop-up library at Northampton Ag Fair
- 10/26 Bernie Herman new book launch at Chatham Vineyards, portion of proceeds benefit ESPL

Eastern Shore Community College

Learning Resources Center

About the Library

- Contact Information
 - Phone: 757-789-1721
 - Website: es.vccs.edu/library
 - Email: lrc@es.vccs.edu
- Hours
 - Monday – Thursday: 8:00 AM – 7:00 PM
 - Friday: 8:00 AM – 4:30 PM
- Physical Collections
 - Reference: 600
 - Circulating Collection: 12,800
 - Bestsellers: 320
 - Juvenile Collection: 228
 - DVDs (Popular and Course Related): 835
 - Audiobooks: 174
- Policies and Rules
 - 28-day Checkout Period for Books, 7 Days for DVDs
 - Maximum 30 Books at a Time, 8 DVDs
 - No Fines, Lost Item Fee (90 Days Overdue) of \$50/Item
 - Children under the age of 16 must have a parent supervising them. Children are not allowed to use LRC computers.
- Equipment
 - Scanner
 - Black and White Printers
 - 13 Computers

Services for Community

The community is welcome to use the Learning Resources Center. To obtain a library card, they must present photo ID to be entered into our system. We get 15-20 new bestsellers a month, which is our most popular item for non-students. Community members can check our catalog by navigating to our website (es.vccs.edu/library) and clicking on "Search Primo for Everything." Once searching, select "On Shelf" for current physical holdings.

They must sign in to use a computer. Computer use is limited to one hour. Non-students can print 10 free pages a day from computers. Above that, it is 10 cents per page. The copier charges 10 cents per page regardless of how many pages. They are welcome to use our scanner, but we have no fax machine. They cannot use our interlibrary loan services.

We also have data projectors, tripod screens, and a single laptop available for community members to check out. They have to fill out a form and can only keep those items out for one week.

Popular Databases (Student Access Only)

- **Academic Search Complete (EBSCOhost):** Offers nearly 9,000 full-text articles from the journals, magazines, and conference proceedings, since 1991, of the Association for Computing Machinery, the world's oldest and largest educational and scientific computing society.
- **BioOne:** Includes about 80 full-text, peer-reviewed journals and bulletins published by American Institute of Biological Sciences member societies and other closely related organizations. It covers volumes from 2000 forward.
- **Credo Reference:** Reference books on every major subject, topic pages, concept maps and more.
- **eBook Library Multidisciplinary Collection:** Access to this academic e-book collection is provided by the current VCCS demand-driven acquisitions (DDA) program. Ebook Library offers concurrent access (multiple people reading the same title at the same time), read aloud for all titles, browsing before borrowing, and a download option for offline access.
- **Films on Demand:** Access to 5,000+ streaming educational videos.
- **Gale Virtual Reference Library:** Database of encyclopedias and specialized reference sources for multidisciplinary research.
- **MEDLINE (ProQuest):** MEDLINE® is a bibliographic database produced by the U.S. National Library of Medicine. The database contains millions of citations, derived from thousands of biomedical and life science journals, and indexed with Medical Subject Headings (MeSH®) from the NLM controlled vocabulary. Extending back to 1946, annual input now exceeds 700,000 citations.
- **Project MUSE (Johns Hopkins University Press):** Started as a not-for-profit project by Johns Hopkins University Press, it provides online access to over 300 high quality humanities, arts, and social sciences journals from 60 scholarly publishers. Full text of most journals are covered from the past 10-15 years.
- **Safari Books Online (ProQuest):** A collection of over 9800 electronic books covering a wide variety of technology and business topics including: certification practice exams, databases, desktop applications, e-business, graphics, hardware, Internet, IT management, markup languages, multimedia, networking, operating systems, programming, security, software engineering, web development, Windows, and much more.
- **AND MANY MORE!**

Website: es.vccs.edu/library
My Email: msorensen@es.vccs.edu

MEMORANDUM OF UNDERSTANDING
BY AND AMONG
EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES AND
EASTERN SHORE COMMUNITY COLLEGE

This Memorandum of Understanding ("MOU") is made and entered into this ___ day of _____, 2019 by and among the EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES, ("ESPL"), and COMMONWEALTH OF VIRGINIA, EASTERN SHORE COMMUNITY COLLEGE ("ESCC").

STATEMENT OF PURPOSE

This MOU develops and memorializes the understanding and agreement among the parties for the purposes of expanding public library services of the Eastern Shore Public Library and the Eastern Shore Community College library.

RECITALS

WHEREAS, ESPL and ESCC libraries provide services to Northampton and Accomack citizens; and

WHEREAS, ESPL and ESCC are building new library facilities that will serve the general public; and

WHEREAS, ESCC students visit ESPL libraries and the ESCC library is open to the public; and

WHEREAS, ESPL and ESCC are implementing measures that focus and invest in mission-centric functions that minimize administrative and personnel costs; and

WHEREAS, ESPL and ESCC actively engage in collaborative activities that offer mutual benefits and enhances opportunities to the Shore; and

WHEREAS, library services are recognized as key programs in supporting academic and workforce needs in the community;

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

CONTRIBUTIONS & RESPONSIBILITIES

1. ESPL will provide ESCC library staff training and access to the ESPL integrated library system (ILS), a.k.a. online registration system, to enable ESCC students and the general public to register ESPL library accounts at ESCC's Melfa campus. ESCC library staff will follow all ESPL policies relevant to ILS access, including patron confidentiality.
2. ESPL will include the Melfa campus on its delivery route on Monday and Wednesday mornings for the purpose of returning ESCC library materials returned at ESPL locations, delivering patron holds for ESPL materials for check-out at the Melfa campus, and for picking up ESPL materials returned at the Melfa campus. Materials may include books, kits, documents, and equipment.
3. ESPL and ESCC library staff will promote and recommend library resources to students and the public where applicable. ESPL and ESCC library staff will be trained as to what resources are available and what qualifications are in place to access them.
4. ESPL and ESCC will promote relevant information and news to library visitors. ESPL will host an ESCC information monitor in the main public library for the purposes of informing ESCC students visiting ESPL and the general public of campus activities and news. ESPL will display ESCC flyers and announcements in the four ESPL libraries. ESCC will provide bulletin board space for the posting of ESPL news and electronic notices as appropriate. ESPL will provide occasional informational presentations at ESCC Lunch and Learn programs, tabling at ESCC orientation, and other on-campus events as appropriate.
5. ESPL will provide internship or job shadowing opportunities for ESCC students. ESCC will encourage students to consider ESPL as an internship opportunity supporting areas of study in education, early literacy, technology, marketing, and nonprofit management.
6. ESPL and ESCC will provide meeting room space at no charge to the other party as necessary to support the educational needs of the Shore.
7. ESPL and ESCC will provide mutually agreed upon statements on their websites stating their collaboration. The parties agree that neither party shall use the name or logo of the other party without that party's written approval.

TERMS

Oversight. The implementation of this MOU will be managed by the ESPL Library System Director and the ESCC __ (Judith's title) __. Regular reports on MOU activities and future recommendations will be made to the ESCC President and the ESPL Board of Trustees.

Operational Funding not Affected. This MOU does not alter, change, or otherwise affect any future operational funding.

Insurance and Liability. Subject to any limitations and restrictions imposed by Virginia law, the parties agree to be held liable for any damages, losses, or claims arising out of the acts or omissions of its officers, employees, or authorized agents or resulting from a breach of this Agreement. ESPL agrees to 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 its respective authorized agents, employees, and contractors. ESCC agrees to maintain liability coverage at the monetary limits governed by the laws of the Commonwealth of Virginia.

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 ESCC President.

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

EASTERN SHORE COMMUNITY COLLEGE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

**BYLAWS RECOMMENDED CHANGE
TO ALLOW FOR ELECTRONIC VOTING, PER
CODE OF VIRGINIA, §2.2-3708.2**

To reflect changes made to the code in 2018.

Current wording (May 16, 2019):

Section 3.2 Quorum, Voting. Five trustees shall constitute a quorum for the transaction of business. The affirmative vote of a majority of trustees present at a meeting at which a quorum is present shall constitute action of the Board. Trustees may not vote by proxy. Policy additions and revisions shall follow the procedures outlined under Amendments (below).

Proposed wording (June 11, 2019):

Section 3.2 Quorum, Voting. **The majority of seated trustees** shall constitute a quorum for the transaction of business. The affirmative vote of a majority of trustees present at a meeting at which a quorum is present shall constitute action of the Board. Trustees may not vote by proxy. **Trustees are allowed, by Virginia Code §2.2-3708.2 (2018), participation by electronic communication means subject to limitations imposed by this Code. Approval to participate and vote electronically must be approved by the Chairman.** Policy additions and revisions shall follow the procedures outlined under Amendments (below).

EASTERN SHORE PUBLIC LIBRARY ELECTRONIC MEETINGS POLICY

It is the policy of the Eastern Shore Public Library (ESPL) that individual trustees may participate in board meetings of the ESPL by electronic means as permitted by Virginia Code § 2.2-3708.2 and as stated in the ESPL bylaws.

Trustees may request to participate electronically in a board meeting if circumstances prevent their attendance.

Whenever an individual trustee wishes to participate from a remote location, the law requires a quorum of the ESPL Board of Trustees to be physically assembled at the primary meeting location. Arrangements must be made for the voice of the remote participant to be heard by all persons at the primary meeting location.

On or before the day of a meeting, a trustee shall notify the chair that:

- a. He/she is unable to attend the meeting due to a temporary or permanent disability or other medical condition; or
- b. He/she is unable to attend the meeting due to a personal matter. Such participation is limited each calendar year to two meetings; or
- c. He/she is unable to attend the meeting because the trustee's principal residence is more than 60 miles from the meeting location.

The minutes shall reflect the remote location from which the trustee participated, the electronic medium, and the nature of the personal matter with specificity.

Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll call fashion and included in the minutes.

Automatic Approval

Individual participation from a remote location shall be approved by the Chairman unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

From: agernhardt@dls.virginia.gov [mailto:agernhardt@dls.virginia.gov] **On Behalf Of** FOIA Council
Sent: Thursday, August 8, 2019 5:34 PM
To: Cara Burton <cburton@espl.org>
Subject: Re: FW: Re: question about local electronic meetings

Dear Ms Burton:

I note that the Electronic Meetings Policy indicates that approval would be automatic at the bottom of the first page, whereas the Bylaws would appear require approval by the Chair. Other than making these provisions match, you might want to add a line in the Electronic Meetings Policy stating that if a member participates electronically due to a personal matter, the minutes must state the nature of the personal matter with specificity (just as they must identify the remote location).

- Alan

On Thu, Aug 8, 2019 at 4:57 PM Cara Burton <cburton@espl.org> wrote:

Right. Thank you.

But the bylaws change is adequate?---so that I know how to address the changes needed to the existing policy. Per attached are the drafts I plan to present to the board this month.

Or do I need to add the section below that is in quotes to the policy?

Cara Burton

Director, Eastern Shore Public Library

From: agernhardt@dls.virginia.gov [mailto:agernhardt@dls.virginia.gov] **On Behalf Of** FOIA Council
Sent: Thursday, August 8, 2019 1:10 PM
To: Cara Burton <cburton@espl.org>
Subject: Re: FW: Re: question about local electronic meetings

Dear Ms. Burton:

The policy provision set forth in § 2.2-3708.2 (C)(1) requires that a public body adopts a policy that includes "an approval process for such [electronic] participation," and goes on to state that "Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting." However, it does not set limits on what approval mechanism is chosen, so if your Board wishes to delegate authority for approval to the Chair, it may do so, so long as the Chair exercises that authority impartially. Please do not hesitate to call if you have any questions or need additional information.

1

- Alan

Alan Gernhardt, Esq., Executive Director
Ashley Binns, Esq., Attorney
Virginia Freedom of Information Advisory Council
900 East Main St., 10th Floor
Richmond, Virginia 23219
(804) 698-1810
1-866-448-4100 (toll free)
Website - <http://foiacouncil.dls.virginia.gov/>

The Virginia Freedom of Information Advisory Council is authorized to issue advisory

Existing Policy

ELECTRONIC MEETINGS

It is the policy of the Eastern Shore Public Library (ESPL) that individual trustees may participate in board meetings of the ESPL by electronic means as permitted by Virginia Code § 2.2-3708.1. This policy shall apply to the entire board and without regard to the identity of the trustee requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual trustee wishes to participate from a remote location, the law requires a quorum of the ESPL Board of Trustees to be physically assembled at the primary meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary meeting location.

When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

Automatic Approval

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Whereas, the American Library Association (ALA) President Wanda Brown asserted, "Macmillan Publishers' new model for library eBook lending will make it difficult for libraries to fulfill our central mission: ensuring access to information for all. Macmillan's new policy is unacceptable." and

Eastern Shore Public Library affirms the principles that:

- All published works must be available for libraries to purchase and lend to library users.
- Access to and use of eBooks must equitably balance the rights and privileges of readers, authors and publishers.
- Digital content must be accessible to all people, regardless of physical or reading disability.
- Library patrons must be able to access digital content on the device of their choosing.
- Reading records must remain private in the digital age.

We, the Eastern Shore Public Library Board of Trustees, headquartered in Accomac, Virginia, therefore encourage Macmillan Publishers to reverse course and create a more equitable eBook policy before libraries and the people they serve are harmed.