

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

October 8, 2019, 1:00 PM

Eastern Shore Public Library, Accomac, Virginia

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes: September 17, 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. Library of Virginia Standards for Virginia Public Library 2019
 - b. Director's Library Plan 20/20
11. New Business
 - a. NFL automatic doors
12. Additional Comments
13. Next Meeting: Tuesday, November 12, 2019 at ESPL in Accomac at 1:00 pm
14. Adjournment



Main Library - Accomac

Northampton Free Library

Chincoteague Island Library

Cape Charles Memorial Library

PO Box 360

Accomac, VA 23301

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www.espl.org

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

September 17, 2019, 1:00 pm

Eastern Shore Public Library, Accomac, Virginia

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

In attendance: Cara Burton, Director. **Staff:** Summer Dahlmanns, Janice Felker, Charle Ricci

1. Meeting called to order by Chair Ryan at 1:07 pm.
2. **Public comments.** None.
3. **Minutes.** Custis motioned to approve August 20, 2019 minutes as distributed. Davenport seconded. Motion approved.
4. **Financial Report.** Valentine motioned to approve August 20, 2019 financial reports. Custis seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - Distributed by email. The bathroom smell problem has finally been resolved. A blocked vent was repaired by the Cape Charles Facilities Crew. The Facilities crew is also repairing cracks in the building's brick and plaster work. The CCML Friends has offered to support the purchase of upgraded furnishings and fixtures. Rutledge is selecting flexible and reconfigurable furnishings that could be moved to a new or renovated library facility in the future.
 - b. Chincoteague Island Library - The Labor Day Yard Sale was a successful fundraiser for the library. The Tales for Tots fall season is to begin later this week.
 - c. Northampton Free Library - Distributed by email. Burton reported that circulation statistics demonstrate how busy the library is, even though the NFL is often staffed by only one individual. Burton and Ryan agreed that staffing levels are not ideal and present a safety issue. Immediately prior to this meeting, Ryan signed the deed for the donated property adjacent to the library.
 - d. ESPL Friends Reports - Burton reported that the Friends have donated a basket to the Foundation's upcoming fundraiser. The NFL Friends and the Island Library Board of Trustees have also donated baskets. The Friends fall book sale will not be held this year due to a lack of volunteers. The next event will be Santa's visit in December.
6. **Library Director's Report** - Distributed by email. In addition to submitted report, Burton stated that Felker is receiving state recognition for her "magical youth programming" in association with the No Kid Hungry summer food program. Burton, in conjunction with Northampton Board of Trustees members, is working on providing input for, and ensuring Northampton libraries are included in, the Northampton County Comprehensive Plan. Burton attended recent meetings at the Town of Exmore with the goal of including the NFL on the potentially expanded sewer system. Town managers are envisioning Exmore becoming a hub for young professionals, and Burton suggested that library trustees consider the possibility of offering library service within the Exmore town limits. Burton attended the Parksley town hearing regarding the VDOT grant on September 16, 2019, and determined that the grant would not impact the Parksley library facility until at least 2021. The grant may include connecting the sidewalk on Bennett Street to Metompkin School, allowing for easy and safer walking. Speed bumps in the alley and improved crosswalks for people experiencing

disabilities are part of the grant. Burton spoke with Star Transit representative and inquired about adding the Accomac library as a stop on the regular route. Currently the library in Accomac is a "Call In" stop location, requiring a customer's request for drop off and pick up. Star Transit is planning to add the Parksley library facility to the future schedule, but noted that Star Transit is unable to stop at the Chincoteague Island Library, and that customers would need to use the nearest regular stop and walk the rest of the way to reach the library. Burton also acquired about 10 Star Transit passes for patrons who may get stranded at the Accomac or NFL locations. Recently, Burton ordered Identity Theft Prevention packets for patrons and Dahlmanns has created a display near the public internet computers. Coin purses including local nonprofit and community information cards have arrived and will be given to patrons who renew or update their library cards. Burton displayed a tabletop coaster made by David Crane, an artist she has contacted about creating a ceramic ESVA map art installation for the donor wall. Burton has inquired of Stuart Hall of Accomack County regarding insurance coverage for the Accomac facility, and the need for the library to continue purchasing coverage if the county carries a policy as well. Discussion of this matter to be continued under Additional Comments.

7. ESPL Foundation (Davenport)

- a. **Capital Campaign Update - Davenport** noted that a significant grant application has been finalized and submitted. The new library construction is based on the acquisition of \$750,000 loan, and the Foundation has received pledges for \$400,000 over the next three years, but the remaining balance will need to be raised in order to repay the loan. The Foundation continues to reach out to individuals and organizations. A new Foundation fundraiser featuring gift baskets is quickly approaching. Twenty-eight baskets have been created to date with a value of over \$100 apiece. Tickets will be sold in packs of five for \$10.00, beginning October 1st through the end of November. Davenport asked for support from the trustees with selling tickets to friends and neighbors. Burton also pointed out that the basket with the most tickets purchased will earn a prize for the organization that created it.

8. Capital Project Update – Steering Committee (Valentine) – Valentine reported the Steering Committee has not gotten any information that the library trustees have not already seen. The contract between the county and the contractor has been signed, the contractor has been bonded, and the county has acquired its own bond. A Pre-construction meeting needs to be scheduled by the county, and the groundbreaking will need to occur before mid-October.

9. Groundbreaking Committee (Burton) – Burton had a meeting on September 16, 2019 about the groundbreaking agenda because of the short timeframe available before construction begins. Initially, the plan was geared more toward a family festival, but the committee has decided against including children's activities. Coordinating the governor's schedule and already scheduled community events will determine the date of the groundbreaking. The Foundation is hoping to send a postcard about the event to approximately 15,000 community members who hold library cards, so enough time to allow for mailing will be required. Burton will also create and distribute press releases, Facebook posts, radio spots, and e-newsletter blasts.

10. Old Business

- a. **Bylaws revision:** Update to reflect changes in electronic voting law and adoption of revision of electronic meeting policy. Burton noted that bylaws have been edited to require a majority of seated trustees are present physically to hold a meeting, rather than the previous requirement of five trustees. Also, a revision has been made to reflect changes to the Code of Virginia regarding participation and voting through electronic means. Davenport motioned that the phrase in the bylaws be changed from "majority of seated trustees" to "majority of appointed trustees". Bloxom seconded. Motion approved. Bloxom motioned to adopt the bylaws as revised. Davenport seconded. Motion approved.

- b. Electronic Meeting Policy Revision: 2nd reading. Ryan pointed out that it is up to the trustees if the board would like to have electronic voting, that it is not required. If the board so desires, the Code of Virginia cannot be adapted to fit the ESPL's situation and must be accepted as it is stated. The law specifically says that the absent trustee must give a reason of the absence, and that the reason needs to be included in the minutes. Burton noted that a trustee would have the choice between not attending, and having an excused absence, or attending electronically, with two electronic attendances allowed each year per trustee. Burton also provided examples of acceptable reasons for needing to attend electronically provided by the Virginia FOIA Advisory Council. Bloxom motioned to accept the electronic meeting policy. Pittman seconded. Motion approved.
- c. Eastern Shore Community College Partnership: MOU, 2nd reading. Burton consulted with the library attorney about the liability statement included in the MOU by ESCC, who saw no problem with the agreement as written. Valentine motioned to accept the memorandum of understanding between ESPL and ESCC. Pittman seconded. Motion approved.
- d. Services to Tangier – Burton visited Tangier in early August and discovered The Muddy Toes Library behind the museum on Tangier Island. After reaching out to the Tangier mayor and library volunteers, Burton has made contact with the key individuals involved with the library, and has offered to provide library services, computers, and shelving to Tangier. At an upcoming meeting with Tangier representatives, Burton will also discuss the possibility of the Profiles of Honor group visiting the island, as well as emergency preparedness for the museum. Davenport expressed concern about flooding, and asked about the height of the museum and library's foundations. Burton will examine at her next visit. Full consensus of the Board is to move forward with library services for Tangier.

11. New Business

- a. Library of Virginia Standards for Virginia Public Libraries 2019 – Burton recently compared the new 2019 standards to the existing 2016 standards, and began the process of identifying items that the ESPL met or exceeded, as well as items that are not being met. Burton has compiled a spreadsheet of items that need to be addressed, as well as questions to be clarified by the State Library, and will distribute a list of items to be evaluated by trustees before the October meeting, particularly those items that directly involve or impact the trustees.
- b. Macmillan eBook embargo – Burton drafted a resolution in opposition of MacMillan Publishers recently enacted eBook embargo:
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.
Davenport motioned to approve the resolution. Rutledge seconded. Motion approved.

- c. Director's 20/20 Library Plan – Burton presented the 20/20 Library plan at the September trustees meeting. Bloxom motioned to accept the plan, and Pittman seconded. Bloxom asked to have a copy of the presentation emailed to each trustee. The Motion was tabled until all trustees can review the presentation, particularly those not present for the original presentation.
 - d. Approve credit card for Youth Services Coordinator – Davenport motioned to approve the issuance of a credit card to the Youth Services Coordinator. Custis seconded. Pittman inquired about a credit limit, and Burton confirmed the limit is \$2,500.00. Motion approved.
 - e. **Additional Comments** - Jackie Davis has submitted her resignation from the Board of Trustees, but expressed her appreciation for the opportunity to serve. Davenport inquired if it was necessary for the board to meet during the day. He noted that if meeting times were changed, a wider pool of candidates would be available. In regards to the insurance coverage of the Accomack library facility, the lease agreement between the ESPL and Accomack County indicates that the library is responsible for repairs, but not for insurance. VRSA representative indicated that whoever holds the insurance on the building needs to have boiler insurance as well. Davenport inquired as to limits and definitions of repairs vs. insurable events. Ryan suggested that Mike Mason be consulted before further action is taken regarding the Accomack facility's insurance coverage.
12. Next Meeting: Tuesday, October 8, 2019 at Chincoteague Island Library at 1:00 PM
13. Adjournment – Valentine motioned to adjourn, seconded by Custis. Motion approved. Meeting adjourned at 3:12 by the Chair.

Respectfully submitted,

Cara Burton, Secretary

1:30 PM
10/01/19
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of September 30, 2019

	Sep 30, 19
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	40,105.27
Total Sun Trust - Operating	62,605.27
Suntrust - Restricted Fund	10,190.00
Total Checking/Savings	73,148.93
Total Current Assets	73,148.93
Other Assets	
Merrill Lynch Auxiliary Account	16,211.05
Total Other Assets	16,211.05
TOTAL ASSETS	89,359.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	5,000.00
Total Accounts Payable	5,000.00
Credit Cards	
Cardmember Services Visa	2,381.17
Total Credit Cards	2,381.17
Other Current Liabilities	
2100 - Payroll Liabilities	757.92
2290 - Anthem, Medical	1,122.55
2300 - Anthem, Dental	118.94
2360 - AFLAC	165.30
Total Other Current Liabilities	2,164.71
Total Current Liabilities	9,545.88

1:30 PM
10/01/19
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of September 30, 2019

	Sep 30, 19
Total Liabilities	9,545.88
Equity	
1110 · Retained Earnings	-27,626.19
3000 · Opening Bal Equity	95,784.16
Net Income	11,656.13
Total Equity	79,814.10
TOTAL LIABILITIES & EQUITY	89,359.98

1:31 PM
10/01/19
Accrual Basis

Eastern Shore Public Library
Profit & Loss
September 2019

	Sep 19
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42020 · NFL Friends	88.74
42040 · Contributions Restricted	50.00
Total 42000 · Contributions	138.74
43000 · Reimbursements	
43020 · Island	319.47
Total 43000 · Reimbursements	319.47
44000 · Fines & Fees	
44010 · Fines	561.02
44020 · Photocopying	764.75
44030 · Fax	409.55
44040 · Other	188.00
44000 · Fines & Fees - Other	150.04
Total 44000 · Fines & Fees	2,073.36
45000 · Endowments	
45020 · General (Merrill Lynch)	13.59
Total 45000 · Endowments	13.59
Total 40000 · INCOME	2,545.16
Total Income	2,545.16
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	909.75
61102 · Building Maintenance, NFL	94.95
Total 61100 · Building	1,004.70
61200 · Utilities	
61202 · Electricity	1,516.00
61203 · Telephone	355.36
Total 61200 · Utilities	1,871.36
61300 · Vehicle Operation	215.71
61400 · Insurance (VML)	
61401 · Insurance, Building	2,213.00
61402 · Insurance, Vehicles	0.00
61407 · Insurance, Pro. Liability	0.00
Total 61400 · Insurance (VML)	2,213.00
61500 · Computer	
61513 · Online Services	1,297.88

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10/01/19
Accrual Basis

Eastern Shore Public Library
Profit & Loss
September 2019

	Sep 19
61514 · Internet Services, State	917.60
61515 · Computer Software	352.00
61517 · Computer Maintenance	445.00
Total 61500 · Computer	3,012.48
Total 61000 · Operations	8,317.25
62000 · Equipment	
62100 · Equipment, General	785.83
62300 · Equipment Maintenance	
62310 · Contractual Services	483.15
Total 62300 · Equipment Maintenance	483.15
Total 62000 · Equipment	1,268.98
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	17,019.62
64030 · Hourly Employees	10,890.89
64050 · Payroll Expenses	2,964.12
64070 · Retirement (VRS)	1,331.89
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	2,894.50
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	2,974.00
Total 64000 · Personnel	40,696.18
65000 · Supplies	
65300 · Library	925.13
Total 65000 · Supplies	925.13
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	2,940.92
66313 · Continuations, State Aid	105.38
66317 · AV, State Aid	159.97
66320 · Cape Charles Contract #15	188.19
Total 66310 · System Materials	3,394.46
66350 · Affiliates	
66351 · Books, Affiliates	868.25
Total 66350 · Affiliates	868.25
66900 · Restricted	83.22
Total 66000 · Materials	4,345.93
67000 · Other	
67100 · Postage	560.34
67200 · Travel	962.03

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Eastern Shore Public Library

10/01/19

Profit & Loss

Accrual Basis

September 2019

	Sep 19
Total 67000 · Other	1,522.37
68000 · Miscellaneous	
68100 · Bank Fees	81.07
68600 · Continuing Education	207.00
68000 · Miscellaneous - Other	295.63
Total 68000 · Miscellaneous	583.70
69000 · Professional Services	
69001 · Professional Services, Financial	1,320.00
69002 · Professional, Library Services	563.67
69004 · Auditor	2,500.00
Total 69000 · Professional Services	4,383.67
Total 60000 · EXPENSES	62,043.21
Total Expense	62,043.21
Net Ordinary Income	-59,498.05
Net Income	-59,498.05

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10/01/19

Accrual Basis

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

Ordinary Income/Expense Income	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
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	88.74	5,000.00	-4,911.26	1.8%
42030 - Contributions Unrestricted	25.31	1,000.00	-974.69	2.5%
42040 - Contributions Restricted	2,159.91	5,000.00	-2,840.09	43.2%
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	2,273.96	18,500.00	-16,226.04	12.3%
43000 - Reimbursements				
43010 - NFL Book Endowment	5,010.00	5,000.00	10.00	100.2%
43020 - Island	1,002.74	2,500.00	-1,497.26	40.1%
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	8,486.40	24,600.00	-16,113.60	34.5%
44000 - Fines & Fees				
44010 - Fines	2,033.49	10,000.00	-7,966.51	20.3%
44020 - Photocopying	1,850.15	5,000.00	-3,149.85	37.0%
44030 - Fax	1,354.65	4,000.00	-2,645.35	33.9%
44040 - Other	327.07	1,000.00	-672.93	32.7%
44000 - Fines & Fees - Other	267.73	0.00	267.73	100.0%
Total 44000 - Fines & Fees	5,833.09	20,000.00	-14,166.91	29.2%
45000 - Endowments				
45010 - Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 - General (Merrill Lynch)	40.33	400.00	-359.67	10.1%
45090 - 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	40.33	2,400.00	-2,359.67	1.7%
46000 - Private Grants	0.00	2,000.00	-2,000.00	0.0%

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10/01/19

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
49000 - Miscellaneous Income				
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	704,785.12	817,460.00	-112,674.88	86.2%
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	704,785.12	817,460.00	-112,674.88	86.2%
Expense				
60000 - EXPENSES				
61000 - Operations				
61100 - Building				
61101 - Building Maintenance	4,303.66	12,000.00	-7,696.34	35.9%
61102 - Building Maintenance, NFL	1,257.85	7,500.00	-6,242.15	16.8%
61100 - Building - Other	0.00	0.00	0.00	0.0%
Total 61100 - Building	5,561.51	19,500.00	-13,938.49	28.5%
61200 - Utilities				
61201 - Fuel Oil	0.00	5,000.00	-5,000.00	0.0%
61202 - Electricity	4,220.09	13,000.00	-8,779.91	32.5%
61203 - Telephone	2,192.11	11,000.00	-8,807.89	19.9%
61200 - Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 - Utilities	6,412.20	29,000.00	-22,587.80	22.1%
61300 - Vehicle Operation				
61400 - Insurance (VML)	466.24	3,000.00	-2,533.76	15.5%
61401 - Insurance, Building	2,213.00	0.00	2,213.00	100.0%
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)	2,213.00	13,006.00	-10,793.00	17.0%

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10/01/19

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
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	3,317.92	15,000.00	-11,682.08	22.1%
61514 • Internet Services, State	2,752.80	11,100.00	-8,347.20	24.8%
61515 • Computer Software	352.00	500.00	-148.00	70.4%
61516 • Computer Software, State	0.00	0.00	0.00	0.0%
61517 • Computer Maintenance	890.00	5,500.00	-4,610.00	16.2%
61518 • Technology	0.00	0.00	0.00	0.0%
61500 • Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 • Computer	7,924.24	34,300.00	-26,375.76	23.1%
61000 • Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 • Operations	22,577.19	98,806.00	-76,228.81	22.9%
62000 • Equipment				
62100 • Equipment, General	785.83	0.00	785.83	100.0%
62200 • Equipment, State	0.00	0.00	0.00	0.0%
62300 • Equipment Maintenance				
62310 • Contractual Services	1,530.35	7,500.00	-5,969.65	20.4%
62300 • Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 • Equipment Maintenance	1,530.35	7,500.00	-5,969.65	20.4%
62000 • Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 • Equipment	2,316.18	7,500.00	-5,183.82	30.9%
63000 • Programs				
63100 • Adult	25.00	1,500.00	-1,475.00	1.7%
63200 • Youth	2,712.50	5,000.00	-2,287.50	54.3%
63000 • Programs - Other	36.00	0.00	36.00	100.0%
Total 63000 • Programs	2,773.50	6,500.00	-3,726.50	42.7%
64000 • Personnel				
64010 • Salaries - Director	16,546.97	67,513.00	-50,966.03	24.5%
64020 • Salaries - Other	48,649.53	204,235.00	-155,585.47	23.8%
64030 • Hourly Employees	37,125.34	145,046.00	-107,920.66	25.6%
64050 • Payroll Expenses	9,144.52	45,000.00	-35,855.48	20.3%
64070 • Retirement (VRS)	3,853.31	16,500.00	-12,646.69	23.4%

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10/01/19

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
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)	8,683.50	42,000.00	-33,316.50	20.7%
64086 - Insurance, Dental (Anthem)	238.50	1,000.00	-761.50	23.9%
64080 - Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 - Insurance	8,922.00	43,000.00	-34,078.00	20.7%
64090 - Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 - Personnel - Other	0.00	0.00	0.00	0.0%
Total 64000 - Personnel	124,241.67	529,294.00	-405,052.33	23.5%
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	4,656.83	15,350.00	-10,693.17	30.3%
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	5,168.64	16,850.00	-11,681.36	30.7%
66000 - Materials				
66310 - System Materials				
66311 - Books, State Aid	8,707.35	47,376.00	-38,668.65	18.4%
66312 - Periodicals, State Aid	0.00	5,600.00	-5,600.00	0.0%
66313 - Continuations, State Aid	105.38	500.00	-394.62	21.1%
66314 - Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 - Electronic Resources, State Aid	78.93	2,000.00	-1,921.07	3.9%
66316 - Binding, State Aid	0.00	0.00	0.00	0.0%
66317 - AV, State Aid	802.18	6,500.00	-5,697.82	12.3%
66318 - Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 - Cape Charles Contract #15	570.61	2,000.00	-1,429.39	28.5%
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	10,264.45	65,476.00	-55,211.55	15.7%
66350 - Affiliates				
66351 - Books, Affiliates	3,592.45	24,000.00	-20,407.55	15.0%
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	3,592.45	24,000.00	-20,407.55	15.0%

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10/01/19

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
66900 • Restricted	243.66	5,000.00	-4,756.34	4.9%
66000 • Materials - Other	0.00	0.00	0.00	0.0%
Total 66000 • Materials	14,100.56	94,476.00	-80,375.44	14.9%
67000 • Other				
67100 • Postage	979.37	1,500.00	-520.63	65.3%
67200 • Travel	2,161.43	4,998.00	-2,836.57	43.2%
67210 • Travel - State Aid	0.00	1,002.00	-1,002.00	0.0%
67300 • Dues	70.00	2,500.00	-2,430.00	2.8%
67000 • Other - Other	0.00	102.00	-102.00	0.0%
Total 67000 • Other	3,210.80	10,102.00	-6,891.20	31.8%
68000 • Miscellaneous				
68100 • Bank Fees	207.50	1,000.00	-792.50	20.8%
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	1,327.00	4,000.00	-2,673.00	33.2%
68000 • Miscellaneous - Other	1,007.33	4,002.00	-2,994.67	25.2%
Total 68000 • Miscellaneous	2,791.83	10,032.00	-7,240.17	27.8%
69000 • Professional Services				
69001 • Professional Services, Financial	3,720.00	14,400.00	-10,680.00	25.8%
69002 • Professional, Library Services	1,723.22	7,000.00	-5,276.78	24.6%
69003 • Erate Consultant	0.00	4,500.00	-4,500.00	0.0%
69004 • Auditor	5,500.00	5,500.00	0.00	100.0%
69000 • Professional Services - Other	5,016.54	2,500.00	2,516.54	200.7%
Total 69000 • Professional Services	15,959.76	33,900.00	-17,940.24	47.1%
60000 • EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 • EXPENSES	193,140.13	807,460.00	-614,319.87	23.9%
Total Expense	193,140.13	807,460.00	-614,319.87	23.9%
Net Ordinary Income	511,644.99	10,000.00	501,644.99	5,116.4%
Other Income/Expense				
Other Income	0.00	0.00	0.00	0.0%
7010 • Interest Income	-499,973.29	0.00	-499,973.29	100.0%
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%

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10/01/19

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
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	-489,973.29	-10,000.00	-489,973.29	4,999.7%
Net Income	11,671.70	0.00	11,671.70	100.0%

September 2019

Northampton Free Library (NFL)

Computer Usage

There were 496 adult computer users this month.

Children's AWE computer had 16 sessions with 286 minutes used, and there were 44 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 6 times this month, which includes small groups and individual use.

Programs

No new programs to report this month

NFL Friends News

Nothing new to report from our NFL Friends this month, next meeting will be November 4th.

Barbrielle Rogers, NFL Branch Manager



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

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

From the Director's Desk

Cara Burton, Director

Director's Report
Tuesday, October 8, 2019

Circulation:

	AC	NFL	CIL	CCML
September	4,728	1,845	1,027	1,219

Recommendations:

1. Approval of Burton's Library 2020 Plan as presented
2. A public viewing of The Public in collaboration with community service providers with ESPL acting as a co-sponsor.
3. Approve Friends of NFL applying for a grant fund and fundraising for automatic doors for the main entrance.

Library Services & Patron Relations

- ESPL and NFL will be closed until 1:00 p.m. on October 23, 2019 so that staff can attend the Groundbreaking.
- Nature Backpacks circulation increased due to better displays and Facebook ad: Jan - Dec, 2018 - 13. Jan - Sep, 2019 - 40. Staff want to have birding backpacks, but need funding.
- Staff are planning to migrate to a new ILS (online catalog) system due to the lack of functionality of Evergreen. Quotations are being obtained and new systems evaluated.
- **Passive Programs:** National Voter Registration Day, Sept. 24, displays.
- **Exhibits:**
 - Book displays: (1) Chillers (2) Health:
- **Tangier:** Met with 3 museum & library representatives on September 21. Planning to host Profiles of Honor scanning project at the end of October. Tested Verizon Jetpack (MiFi), but no reception.
- **ES Community College:** Spoke with key staff. Will likely implement after the first of the year, once they have moved into the new building, but will start planning in October and November, prior to their moving.
- **Adult Programs:**
 - **Civil War Trail:** Still waiting for review of our text.
 - 9/28 ESPL pop-up library at Soulfest in Exmore to demonstrate Latimer online collection. Included kids' activities on the van. About 80 in attendance.
 - 10/5 ESPL pop-up library at Northampton Ag Fair
- **"Funding Information Network Partner,"** a.k.a. FIN. Burton searched for grants for the ESPL Foundation.
- **Youth Services (Janice Felker):**
 - Worked throughout the month on promotion for and kick off of 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.
 - Performed follow up and sent reminders about final prizes and certificates being available for Summer Reading participants.
 - Continued to work on collection development (purchasing and discarding) for Children's and YA collections.
 - Created displays at libraries in both Accomac and Nassawadox to promote Library Card Sign Up Month.
 - Began to compile Summer Reading, as well as year-round, Youth Services statistics for Library of Virginia Bibliostat report.
 - Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:00 AM). (Sept. 3, 10, 17, 24)
 - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (Sept. 13, 20)
 - Conducted Outreach Story Times at Migrant Head Start in Parksley. (Sept. 13 & 19)

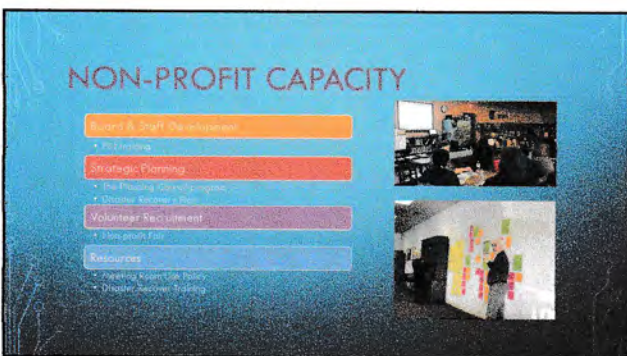
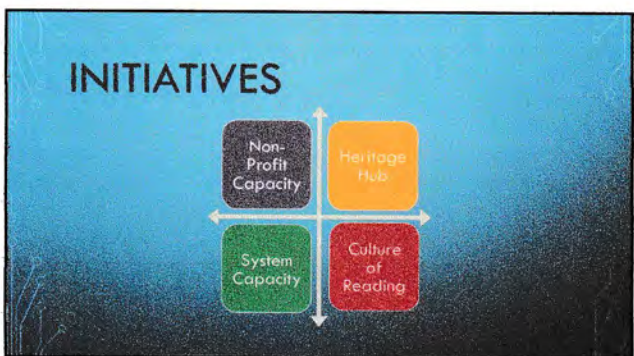
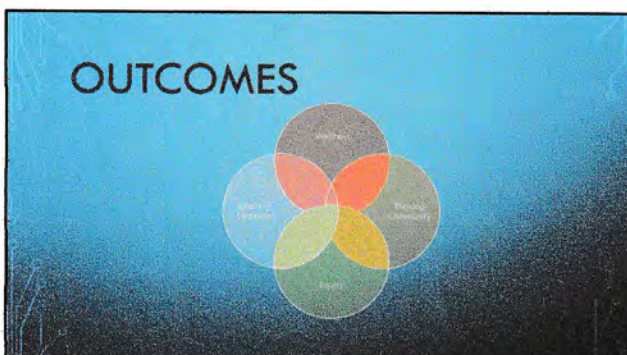
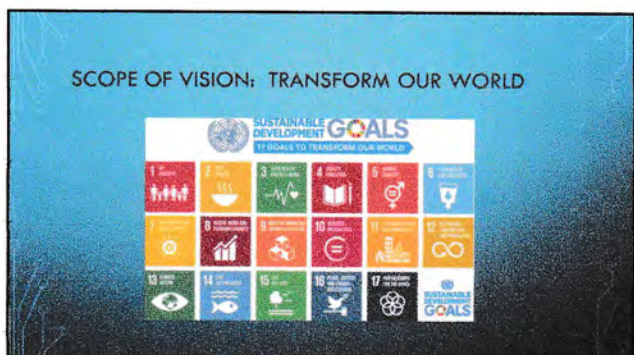
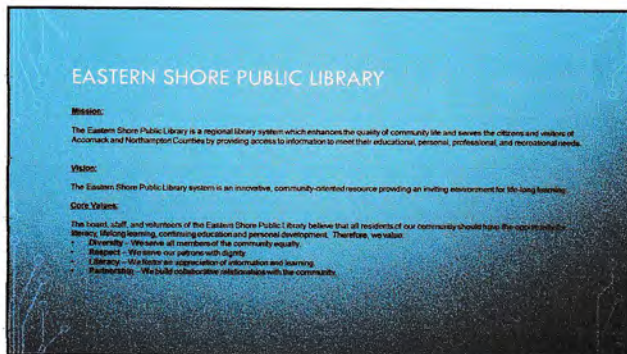
- Prepared materials for Touch a Truck event that was held at Nandua High School and attended by Eastern Shore Public Library. (Sept. 14)
- Attended ES Healthy Communities Food Access and Equity Work Group meeting. (Sept. 16)
- Attended meeting of Nurse-Family Partnership Community Advisory Board and recorded minutes for the Board. (Sept. 16)
- Attended ESPL Board of Trustees meeting in Accomac. (Sept. 17)
- Attended informational webinar on Library of Virginia's 1000 Things Before Kindergarten program. (Sept. 18)
- Made personal contact with the Principal and Media Specialist at Tangier Combined School as outreach for collaboration. (Sept. 19)
- Attended the webinar How to Become the Educator That Male Black and Latino Students Need. (Sept. 19)
- Set out passive program materials and giveaways for Batman Day at both Accomac and Nassawadox libraries. (Sept. 21)
- Prepared a written piece on Early Childhood Literacy programs being offered by the Library for submission to the Library's monthly "Off the Shelf" section in the Eastern Shore Post. (Sept. 24)
- Attended Family Literacy Night at Metompkin Elementary School and presented a program to the children there. Helped prepare materials for the adult portion of the program which was presented by Summer Dahlmanns and Wendy Johnson. (Sept. 24)
- Attended and reported at Friends of the Eastern Shore Public Library meeting. (Sept. 25)
- Attended and represented the library at the United Way of Virginia's Eastern Shore 2019 United Way Campaign Kick-Off. (Sept. 25)
- Attended, with Barbii Rogers, the Youth Services Day of Discovery all day workshop at the Library of Virginia. (Sept. 27)
- Attended Eastern Shore Healthy Communities Better Birth Outcomes Work Group meeting. (Sept. 30)
- **Technical Services (Charle Ricci):**
 - Composed newspaper article for Eastern Shore Post: Tips & Tricks with your library card
 - Completed weeding of mystery collection at Accomac with assistance from Pam Holley
 - Continuing weeding of nonfiction collection at Accomac: Science, Mathematics, Astronomy, Physics, Chemistry, Earth Sciences, Fossils, Life Sciences, Plants, and Animals. Weeding of the
 - nonfiction collection is now 40% complete
 - Selected replacements and updated materials for nonfiction sections that have been weeded
 - Drafting policy and procedures for a new patron group in Evergreen for local Educators that offers longer checkout periods
 - Successfully connected Evergreen catalog with Novelist readers' advisory application through "On the Shelf" feature. Patrons searching in Novelist will now be easily able to tell which books are available in the ESPL system
 - Coordinated demonstrations and acquired quotes for two library software systems: Atrium and Apollo
 - Acquired quote for database cleanup of catalog authorities during migration from consortial system to a standalone and independent catalog
 - Compiled report of circulation, collection size, and turnover for each sub-collection at the Accomac library to assist ESPL Friends with decision-making in regards to future collection development donations
 - Created poster of ALA Annual Conference 2019 highlights. Displayed at Board of Trustees meeting; Gave presentation to ESPL Friends in conjunction with poster session, September 25th
 - Attended Board of Trustees Meeting, September 17th at the Accomac Library
 - Attended Evergreen Cataloging Refresher Training session, September 26th
- **Eastern Shore Room**
 - Childers created September 2019 library newsletter (23% open rate).
 - Childers created library groundbreaking email blast (29% open rate).
 - Childers finalized work with Rose Schoof (retired) of Library of Virginia, M.K. Miles and software developer John Cardinal to develop a system for uploading MilesFiles updates to ESPL genealogy website. Documented process for staff.
 - Childers attended Kellee Blake's lecture for the Westside Historical Society (Maryland) "Unbroken Reeds: Eastern Shore Women and the American Revolution."
 - Childers attended meeting re: Latimer collection on Past Perfect Online.
 - Childers publicized yearbooks on Facebook prior to last shipment for 2019 (to be shipped in October).
 - Childers discovered mildew in Eastern Shore Room books being stored in boxes in former bookkeeper's office and began the process of cleaning, transferring to new boxes and moving to Foundation office which hopefully will have better climate control and air circulation.
 - Childers assisted in creation of Northampton-Accomack Memorial Hospital display at Nassawadox Free Library.

- Childers met with Miles Barnes and Ted Corbett re: his manuscript "A Respectable Past, Eastern Shore Watermen before the Civil War."
- Childers continuing education:
- Webinar: "Reasonably exhaustive research: The first criteria for Genealogical proof" hosted by the Board for Certification of Genealogists (on own time)
- Webinar: "Environmental Monitoring for Museums: The Basics" hosted by the Texas Historical Commission
- Facebook posts:
 - 5 posts to ES Room
 - 0 post to Frances Bibbins Latimer collection
 - 2 Lynn Steel book reviews edited and posted to ESPL, 1 other post to ESPL
- Response to relevant (ESVA history) group posts/posts on other group pages: 7
- Patron assistance (Childers - full numbers in Google stats):
 - 22 in person visits
 - 23 email contacts
 - 3 phone calls
- Yearbooks: 0 donated, 9 loaned for scanning
- **Meetings:**
 - 9/16, 9/30 Corporate & Grants Committee
 - 9/16 Basket Fundraiser Committee
 - 9/16 Groundbreaking Committee
 - 9/16 Parksley Town Hearing on VDOT grant for sidewalks
 - 9/18 Apollo ILS online demo: Burton, Ricci, Dahlmanns
 - 9/19-20 LVA Director's meeting
 - 9/21 Tangier library meeting: Ed Parks, Paulette Parks, Henrietta Dize
 - 9/25 United Way breakfast
 - 9/25 Friends of ESPL
 - 9/26 Amazon representative tour
 - 10/3 Gerald Boyd (Blacksmith Museum), Christy Betz and Susannah Morey (ESVA Tourism)
- **Outreach:**
 - 9/13 Chamber Surf & Turf tailgating event in Wachepreague. Set up tent and tables for seating.
 - 9/14 Touch a Truck fundraiser for Nandua MGA trip. Kids climb in van and get a book.
 - 9/27 NHS Homecoming parade in Eastville. Drove van.
- - 9/28 Soulfest in Exmore. Kids activities in van. Debuted Latimer collection online.
- **Facility:**
 - Insurance for the Front Street Accomac property has been dropped, per Chairman, as confirmed the County is covering the property. Reviewed insurance briefly with Kathy Carmody, the County administrative person handling insurance, as she had questions about the boiler and about the groundbreaking (Parksley property).
 - The Deed for the property donation at Nassawadox from Mary Ann Ballou was signed by Chairman Ryan. The attorney will have it recorded at Northampton County and we will receive the deed.
 - Herbert Senn is to do maintenance on NFL and Accomac hvac early this month.
 - NFL Friends plan to apply to ESVA Community Foundation for automatic doors at NFL.
- **Marketing & Communications:**
 - Eastern Shore Post Articles
 - 9/13 Off the Shelf: Making the Most of your Library Card
 - WESR
 - 9/28 Amazon Representative Tours the Eastern Shore
 - 9/30 Library groundbreaking
 - 10/1 Gift Basket fundraiser
 - Facebook
 - Event created & cover photo for groundbreaking; will do an Ad closer to 10/23
 - Event created for basket fundraiser under the Foundation's page
- **Technology:**
 - A VOIP RFP has been published and several intentions to bid were submitted. Deadline extended to Oct. 11, due to groundbreaking announcement delayed question responses.
 - DigitalLead grant - waiting to hear in Mid-October.
- **Continuing Education -**
 - See LVA Director's meeting

- **Personnel** – no report.
- **Library Associations & Library of Virginia**
 - Library Directors meeting provided LVA update from State Librarian and staff; update on Governor's broadband plans by his Commonwealth Connect staff
- **Other**
 - Plaque received for the Ballou donor recognition. A letter and flowers will be sent to Ballou and plaque hung at NFL with no ceremony.
 - The future regional library site in Parksley was a visit stop during the Amazon representative's tour of ESVA. Burton gave a five minute overview of the library.

Upcoming:

- 10/23 Groundbreaking, 10:00 a.m.
- 10/26 Bernie Herman new book launch at Chatham Vineyards, portion of proceeds benefit ESPL
- 12/7 Santa visits Accomac library
- Volunteers for OBCA needed
 - 11/23 – Onancock Holiday Market
 - 12/13 – 4:00-6:00 pm
 - 12/14 – Onancock Homes Tour, all day: sell tickets or docent
 - 12/15 – Can sculpture event prior to parade



NON-PROFIT NETWORK



HERITAGE HUB

Preservation & Conservation

Historic Tourism

Programs

Resources



HERITAGE HUB

Preservation & Conservation

- Family archives care & handling training
- Materials supplies for families



HERITAGE HUB

Historic Tourism

- Civil War Trail
- Reprint MN Civil War booklet
- Self-guided tours
- Upcoming anniversaries
 - Suffrage - 2020
 - Prohibition - 2020
 - American Revolution 250
- NEH Interpretive Grant
- Museum Network



HERITAGE HUB

Programs

- Exhibits
- Preservation
- Suffrage
- Oral history
- Pop-up recording studio
- Latimer student exhibit
- Circulating kits
- Training
- Digital management & access
- Twin Founders Days
- Nasawadoc
- Conservation Training
- Writing programs - ALL/ESCC



Incorporate Humanities and

STREAM

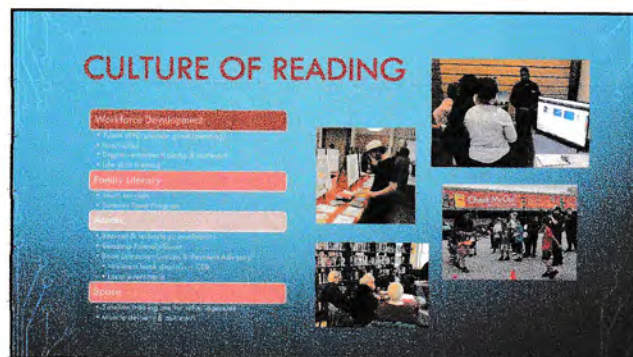
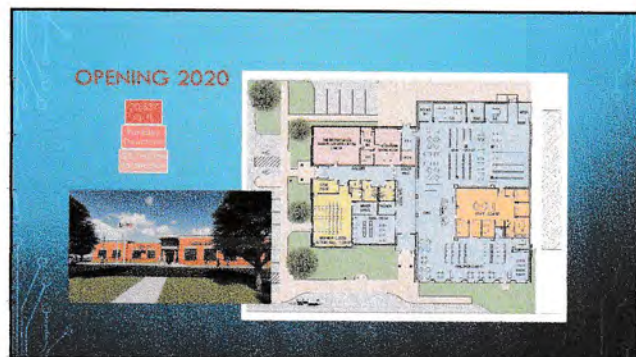


HERITAGE HUB

Resources

- Space: ESVA Heritage Center
- Archives, Research Room, Processing Room, Linear Hall, Market Square, Office & storage
- Collections - see TAB report
- Equipment
- Memory Lab - conserving equipment
- Digitization Lab
- Audio/Visual Lab
- Mobile capacity - Van
- Land histories on the road
- Traveling exhibits
- Digital Assets
- Miles First
- Oral histories
- Website for HC
- Staff capacity & expertise
- Interns, volunteers
- Networking Associations





UN SUSTAINABLE DEVELOPMENT GOALS

	Heritage Capacity	Heritage Hub	Culture of Reading	System Capacity
No poverty	✓	✓	✓	✓
Zero hunger	✓	✓	✓	✓
Good health & well-being	✓	✓	✓	✓
Quality education	✓	✓	✓	✓
Gender equality	✓	✓	✓	✓
Clean water & sanitation	✓	✓	✓	✓
Affordable & clean energy	✓	✓	✓	✓
Decent work & economic growth	✓	✓	✓	✓
Industrial innovation & infrastructure	✓	✓	✓	✓
Reduced inequalities	✓	✓	✓	✓
Sustainable cities & communities	✓	✓	✓	✓
Responsible consumption & production	✓	✓	✓	✓
Climate action	✓	✓	✓	✓
Life below water	✓	✓	✓	✓
Life on land	✓	✓	✓	✓
Peace, justice & strong institutions	✓	✓	✓	✓
Partnerships for the goals	✓	✓	✓	✓

