

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

November 12, 2019, 1:00 PM

Eastern Shore Public Library, Accomac, Virginia

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes: October 8, 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. Old Business
 - a. Library of Virginia Standards for Virginia Public Library 2019
10. New Business
 - a. ESPL Endowment CD maturation
11. Additional Comments
12. Next Meeting: Tuesday, December 10, 2019 at ESPL in Accomac at 1:00 pm
13. Adjournment

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

October 8, 2019, 1:00 pm
Chincoteague Island Library, Chincoteague Island, Virginia

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

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

1. Meeting called to order by Chair Ryan at 1:00 pm.
2. **Public comments.** None.
3. **Minutes.** Custis motioned to approve September 17, 2019 minutes as distributed. Rutledge seconded. Motion approved.
4. **Financial Report.** Holland motioned to approve September 2019 financial reports. Custis seconded. Bloxom inquired about YTD program expenditures being about half of the annual total, and Burton explained that most of the costs incurred to date were for summer reading, and were paid for the most part with donations from the ESPL and NFL Friends groups. Bloxom also asked about expenditures for Account 66900, Professional Services, Other. Burton will investigate and report back. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - On October 7th, Rutledge presented a proposal to the CCML Friends for computers and furnishings at a cost of \$18,000. The proposal was approved, and Rutledge will begin ordering right away. All furnishings will be smaller in scale and moveable. As summer winds down and library traffic decreases, library staff are working on shifting the collection to allow for more space.
 - b. Chincoteague Island Library - Ryan distributed a CIL Board of Trustees October report as well as a copy of the CIL annual fundraising mailing, The Chincoteague Island Review, which results in a large percentage of operating funds. Ryan recognized the active group of volunteers who provide staffing during the hours that CIL is open in addition to the hours of staff time that are paid for by ESPL.
 - c. Northampton Free Library - Distributed with packet. Burton added that the community garden at the rear of the library is worth a visit, and that Felker is providing valuable programming based on the garden. NFL Friends would like to install automatic doors that would be handicapped accessible at the front of the library. The Friends would select the doors and acquire funding. Burton noted that the ESPL trustees will need to approve in New Business.
 - d. ESPL Friends Reports - Burton noted there will be no ESPL Friends Fall book sale this year. Santa is to visit in early December. At the September Friends meeting, Burton, Felker and Ricci presented posters and a brief summary of their experiences at the ALA 2019 Annual Conference, sponsored in part by the ESPL Friends.
6. **Library Director's Report** - Distributed by email. Burton handed out United Way Donation Cards to the trustees, and passed around thank you notes from Edward Jones (for school supplies) and PRAY USA (for parade staging space at Parksley facility parking lot). The plaque has been received for the donation of land at the NFL. Due to donor's inability to attend a ceremony recognizing the donation, Burton will send a card and

flowers to the donor. An ad featuring ESPL online resources for life skills was placed in the program book for the October 5th Disability Awareness Fair. Burton, with approval from Ryan, has dropped facilities and boiler insurance for the Accomack facility, now provided by Accomack County, but has retained liability and contents insurance. Library participated in National Voter Registration Day with a passive display. Burton also noted that Karen Hatch and George Latimer have worked to turn the royalties from the sale of Francis Latimer's books published by Heritage Books over to the ESPL. Central Accomack Little League Girls Senior Softball team members are in the process of signing "Practice Perfect Softball", a book commemorating their 2019 State Championship, and which will be held in the Heritage Center Collection. Ryan inquired as to item in Director's Report about migrating to new ILS. Burton explained that our current ILS, Evergreen, is steadily rising in cost, and for a similar price, other, more sophisticated systems are available. Burton noted the limitations with Evergreen's catalog search functionality for patrons, as well as inefficiencies in the cataloging and the reports modules. Ryan wondered about the training of volunteers, and Burton explained that the new system will be easier to use and learn. Burton would like to rebrand when we move to the new building, possibly including new library cards. Custis moved to accept the Director's report. Davenport seconded. Motion approved.

7. **ESPL Foundation (Davenport)**

- a. **Capital Campaign Update** - Davenport reported that there have been recent additions to a list of Foundations that might be appropriate for applications from the Foundation. The ESPL Foundation is exploring these new options. There are now 29 baskets included in the basket fundraiser, which are located throughout the Eastern Shore. Response has been favorable and ticket sales are ongoing until the drawing November 21. Davenport asked that the trustees help support the Foundation and sell tickets.

8. **Capital Project Update - Steering Committee (Valentine)** - A pre-construction meeting was held on October 7th, and construction is to start within the next two weeks. Fencing should be in place around the construction site by the time that the groundbreaking is held. At a meeting held on October 7th, the Steering Committee decided to remove windows on the east facing wall to save \$15,000 to \$20,000 in project costs. Ryan pointed out that no public notice was issued regarding this meeting of a public body, and also that this change was enacted on plans that had been approved by the ESPL Board of Trustees and the Accomack Board of Supervisors. Ryan inquired as to whether Mike Mason was aware of this change, and also as to which Steering Committee member was responsible for communications between the Steering Committee and the ESPL Board of Trustees, as no information about this meeting had been provided. Valentine noted that he is the liaison between the Steering Committee and the ESPL trustees. Davenport expressed concern about this decision by the Steering Committee, due to the fact that fundraising efforts have been based on approved plans, and changes to the plans at this stage could have a negative impact on fundraising. Davenport was troubled also by the fact that changes could potentially be made at this point to plans that were finalized and approved without any consultation or collaboration with the Library Board of Trustees and the Foundation. Valentine stated that he would express the trustee's disapproval to the Steering Committee. Ryan pointed out that the windows were not merely aesthetic, but would provide light to the interior of the building and reduce operating costs. Custis noted that the windows in question were specifically requested by the library staff. Burton pointed out the benefits of reading with natural light, and that these windows would provide natural light not only in the staff area, but also the adult reading and collection areas. Bloxom inquired as to the role of the Steering Committee now that construction is to begin. Burton pointed out that Tom Rakowski has been appointed by the Steering Committee as a construction manager to monitor the construction process closely. Davenport emphasized that Rakowski's task is to ensure that the project is completed according to the bid documents. Custis motioned to express the disapproval of the trustees regarding the Steering

Committee's decision to remove the windows in the east wall, and to state that the library trustees do not accept the decision. Davenport seconded. Motion approved. Burton pointed out that there is one county contact for the project, Jeremy Shifflet and that all communications with the contractor and architects must go through him. Davenport urged Valentine to ask the Steering Committee to consider any future changes carefully especially since the plans have been approved and accepted by two public bodies. Valentine requested clarification regarding communication of any problems or changes that may arise during construction. Ryan suggested that he be contacted to determine whether the problem or change is significant enough to require ESPL trustee or Board of Supervisor approval, and that parameters be put in place so that Rakowski would know how to proceed with unexpected changes. Burton suggested that any issues that arise could be discussed and addressed in a public manner at biweekly construction meetings.

9. **Groundbreaking Committee (Burton)** - 11,000 Groundbreaking announcement postcards have been mailed by the ESPL Foundation to every library card holder and Foundation donor. Posters announcing the event are posted in Parksley, and a paid ad will be placed on Facebook. Burton noted that the Governor will be at the event, with Custis acting as the Master of Ceremonies, and a Coast Guard color guard conducting a flag ceremony. Colette Nelson, Richard Lewis, and Gerry Ryan will participate, as will a Library of Virginia representative, County Supervisors, and State Representatives. The contractor is to provide a truck load of sand, and the Foundation will provide snacks. Richard Lewis is providing a stage, Accomack County schools will supply 100 chairs, and WESR is loaning a PA system. John Edmonds requested an aerial shot of the spray painted outline of the Heritage Center addition, which has been completed. Also, a drone will be used to capture photographs of the groundbreaking ceremony. Equipment will be mounted on the Club Car Café to capture periodic images of the construction project in order to provide a time-lapse video of the progress over time.

10. Old Business

- a. Library of Virginia Standards for Virginia Public Library 2019 – Tabled until next meeting.
- b. Director's Library Plan 20/20 – Burton presented the plan during the August 2019 Board of Trustees meeting, and provided a copy of the PowerPoint presentation to all trustees in September. Custis motioned to accept the Director's 20/20 Plan. Holland seconded. Motion approved.

11. New Business

- a. NFL automatic doors – NFL Friends will obtain funding to pay for the doors. Ryan inquired as to whether an architect will be required and if zoning approval and building permits will be needed. Burton will pass along these questions to the Friends. Custis motioned to approve the NFL Friends proceeding with acquiring the necessary funds and the required regulatory approval to complete the door replacement project. Davenport seconded. Motion approved with Holland abstaining.

12. Additional Comments – None.

13. Next Meeting: Tuesday, November 12, 2019 at ESPL in Accomack at 1:00 PM

14. Adjournment: Custis motioned to adjourn, seconded by Holland. Motion approved. Meeting adjourned at 2:24 pm by the Chair.

Respectfully submitted,

CAPE CHARLES MEMORIAL LIBRARY 2019													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$63.40	\$43.45	\$50.10	\$55.00	\$60.15	\$38.50	\$58.50	\$50.00	\$43.75	\$54.80			\$517.65
Faxes	\$17.50	\$22.50	\$36.00	\$28.50	\$24.10	\$12.50	\$12.50	\$16.00	\$11.00	\$21.50			\$202.10
TOTAL	\$80.90	\$65.95	\$86.10	\$83.50	\$84.25	\$51.00	\$71.00	\$66.00	\$54.75	\$76.30			\$719.75
Total 2018	\$54.80	\$102.05	\$97.35	\$130.00	\$102.60	\$117.05	\$78.70	\$96.60	\$75.65	\$78.50	\$62.25		\$995.55
BOOK CIRC-ADLT													
Fiction	549		461	466	513	495	604	561	470	540			
Non-fiction	268		171	139	91	98	134	130	114	124			
DVDs	333		265	211	178	177	290	286	143	272			
TOTAL 2019	1150		897	816	782	770	1028	977	727	936			6933
Books Circ. 2018	873	983	980	1013	857	1125	1140	1214	959	1111	430	872	11557
BOOKS CIRC-JUV													
Fiction	397		422	352	305	491	506	557	346	458			
Non-Fiction	23		102	64	79	87	56	86	76	99			
DVDs	74		93	89	45	82	128	136	55	94			
TOTAL 2019	494		617	505	429	660	690	779	477	651			5302
Books Circ 2018	420	475	637	623	597	1088	1070	768	593	694	840	552	6271
TOTAL 2019	1644	1438	1514	1321	1211	1430	1718	1756	1204	1587			14823
Total Circ. 2018	1293	1458	1617	1636	1454	2213	2210	1982	1552	1805	1270	1424	19914
ATTENDANCE 2019	1089	981	1181	1166	997	1370	2471	2265	1009	958			13487
Attendance 2018	709	816	1027	977	1154	1568	2133	1798	993	1298	1214	1107	14794
PROGRAMS 2019	12	18	11	10	19	13	17	11	7	11			129
Programs 2018	4	10	10	11	14	10	18	9	11	14	9	8	128
PROG. ATTEND 2019	136	286	286	219	200	307	530	199	54	475			2692
Prog. Attend 2018	27	132	102	177	203	220	433	196	160	395	257	236	2538
AWE Usage	53	86	83	72	31	83	125	191	10	53			787
Computer Assistance	1	6	3	5	6	20	12	5	10	11			79
Driver Improvement	1	1	2	3	2	2	0	0	0	0			11
Program Room	7	8	4	6	13	13	5	5	18	27			106
INTERNET USE 2019	235	234	272	263	279	298	317	440	286	308			2932
Internet use 2018	158	186	183	152	162	178	246	341	209	242	264	178	2499
LIBRARY CARDS 2019	18			10	11	13	26	23	15	14			
Library cards 2018	10	18	17	8	20	23	17	25	24	15	13	5	195
Volunteer Hours 2019	44.50			111.00	151.00	82.00	36.00	144.00	56.00	80.00			704.50
Volunteer hours 2018	148.5	143.5	166.5	92.5	124.5	163	150.5	168.5	22	259	153.25	147.50	1739.25

Cape Charles Memorial Library

Monthly Report for October 2019

Programs

	Total programs -	Total attendance-
• Youth		
• Toddler Storytime		14
• Preschool Storytime		24
• Trunk or Treat		300
• Adult		
• Owl Prowl -2		29
• Reader's Sharing Group-1		6
Total		373

Library Services

- Book order of 52 books.
- Meeting room was used 27 times this month.
- Presented the Library Improvement Plan to the Friends of the Library. They agreed to give \$18,000 for improvement including computers and furniture. Began ordering materials.
- Purchased family games with Friends Programming money.
- Attended Friends of the Library Meeting.
- Attended Library Board meeting.
- Library Manager attended ESPL Trustee meeting in Accomack.
- Completed shifting books in the adult nonfiction section.
- Began shifting of the adult fiction section.
- Planning new youth and adult programs.

Marketing & Communication

- Our 2 book displays this month celebrated Halloween and scary books.
- Created a survey for local educators about library use. Survey was sent to KES and CCCS.

Outreach

- Staff has planned our first Family Game Night for next month.
- A Storytime was held at KES with Kindergarten classes. This will be held every 3rd Friday.
- Created a survey for local educators on how they use the library. Sent to KES and CCCS.

Facility

- Carolina Restoration & Waterproofing, Inc. completed the renovation of the library building.
- A new lock was put on the front door.

Technology

- Continued to work with IT to fix some issues with our computers.

Continuing Education

- Ann Rutledge and Sharon Silvey attended the Virginia Library Association Convention in Norfolk on October 24 and 25.

Friends of Cape Charles Memorial Library

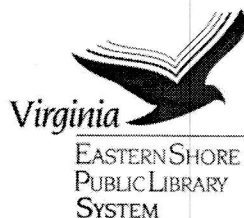
- Computer Tutor help is provided by the Friends of the Library. This help is free, and they will accommodate your schedule.

Volunteers

- Total of 80 volunteer hours

Upcoming Events

- Friends of the Library meeting, 11/4.
- Eastern Shore Public Library Trustee Meeting, 11/12, 1:00.
- Library Board Meeting, 11/13, 5:00.
- Owl Prowl 11/18, 6:00.
- Family game Night, 11/8.



November 12, 2019

Library System Director's Report

Cara Burton, Director

Mission: The Eastern Shore Public Library is a regional library system which enhances the quality of community life and serves the citizens and visitors of Accomack and Northampton Counties by providing access to information to meet their educational, personal, professional, and recreational needs.

Vision: The Eastern Shore Public Library system is an innovative, community-oriented resource providing an inviting environment for life-long learning.

Nonprofit Capacity

"Funding Information Network Partner," a.k.a. FIN. Burton forwarded invoice to ESVA Community Foundation for renewal.

Culture of Reading

Handed out books to Trick-or-Treaters at Tangier History Museum.

Online Catalog: Contract for new ILS under attorney review.

Heritage Hub

Hosted **Profiles of Honor** scanning project, October 31 and November 1, at Tangier History Museum. Tangier Combined School visited to see the traveling exhibit.

Civil War Trail: Still waiting for review of our text.

NFL Exhibit— installed **NAM Hospital** archival materials

System Capacity

Groundbreaking for New Regional Library and ESVA Heritage Center, October 23, 2019

Met with Tangier History Museum/ Library board president to review briefly e-rate and facility plans. Reviewed archives on location.

ES Community College: Waiting for staff to arrange meeting to plan implementation of MOU.

VOIP bids opened. ESVA Communications was the only successful bid. A budget review is required to move for-

Outreach:

10/5 Northampton Agricultural Fair — pop-up library. Gave away books.

10/5 Parksley Golden Spike Festival — ESPL did not table, but ESPLF sold basket drawing tickets

10/10 CPES view movie *The Public*, to evaluate for future public viewing

10/26 Franktown United Methodist Church bazaar — basket drawing tabling

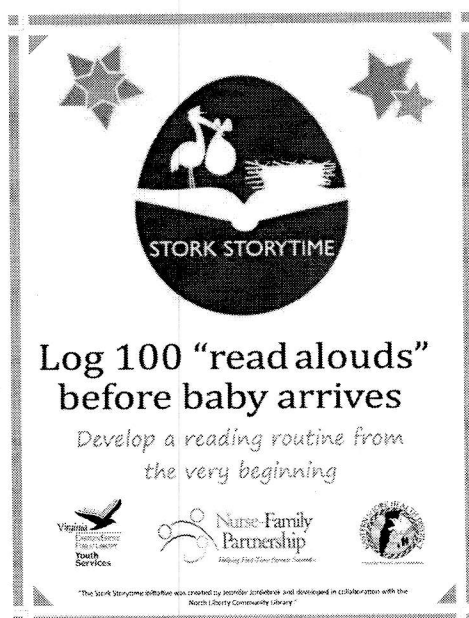
10/26 Bernie Herman book launch event at Chatham Vineyards

Youth Services

Janice Felker, Youth Services Coordinator

- ◆ Began and promoted 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.
- ◆ 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 Health Literacy Month.
- ◆ Finished compiling and posting Summer Reading and year-round Youth Services statistics for Library of Virginia Bibliostat report.
- ◆ Ordered and organized gift books for children who participate in the upcoming "Visit with Santa" event that is sponsored by the Friends of the Eastern Shore Public Library.
- ◆ Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:00 AM). (Oct. 1, 8, 15, 22, and 29)
- ◆ Attended and participated in "A Community Conversation with Smart Beginnings Eastern Shore" – a community input session designed to help Smart Beginnings "strengthen its impact on the lives of young children on the Eastern Shore." (Oct. 2)
- ◆ Conducted Outreach Story Times at Migrant Head Start in Parksley. (Oct. 3 and 17)
- ◆ Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (Oct. 4, 11, 18, and 24)
- ◆ Prepared materials for Northampton Ag Fair event that was attended by Eastern Shore Public Library. (Oct. 5)
- ◆ Attended ESPL Board of Trustees luncheon and meeting in Chincoteague. (Oct. 8)
- ◆ Met with representatives of Eastern Shore Community College to discuss opportunities for collaboration. (Oct. 16)
- ◆ Attended the webinar 5 Reasons Why Winter Is the Next Summer. (Oct. 17)

1000 Things Before Kindergarten



- ◆ Promoted teen involvement in YALSA's Teens' Top 10 event. "The Teens' Top Ten" is a "teen choice" list, where teens nominate and choose their favorite books of the previous year! Nominators are members of teen book groups in fifteen school and public libraries around the country. Announced winners on Facebook and through a display in the library. (Oct. 21)
- ◆ Attended Eastern Shore Healthy Communities Better Birth Outcomes Work Group meeting. (Oct. 21)
- ◆ Helped make arrangements for Metompkin Elementary Fifth Graders to attend the Library's Groundbreaking Ceremony. Arranged for snacks and favors (shovels with newly purchased ESPL logo sticker labels). Also helped during the day of this event with setup before, breakdown after, and logistics during the event. (Oct. 23)
- ◆ Conducted a teen session, "Research Skills @ the Library" and library tour for a group of homeschoolers/parents at their request. (Oct. 25)
- ◆ Attended meeting of Nurse-Family Partnership Community Advisory Board and recorded minutes as a member of their Community Advisory Board. (Oct. 30)
- ◆ Attended and reported at Friends of the Eastern Shore Public Library meeting. (Oct. 30)
- ◆ Helped prepare baskets of treats (candies and crafts) for outreach to patrons at both

Technical Services

Charle Ricci, TS Manager

- ◆ Continuing weeding of nonfiction collection at Accomac: Economics, Law, Public Administration, Social Services
- ◆ Selected replacements and updated materials for nonfiction sections that have been weeded
- ◆ Drafted policy and procedures for a new patron group in Evergreen for local Educators that offers longer checkout periods and fewer fines
- ◆ Marketing of Novelist readers' advisory application through "On the Shelf" feature through Facebook post and flyers distributed to all four ESPL locations
- ◆ Compiled Upcoming Bestsellers list for September –December 2019; created updated printed flyers and Facebook post announcement
- ◆ Attended Board of Trustees Meeting, October 8th at the Chincoteague Island Library
- ◆ Bulk deletion of items set at missing and lost through August 2016
- ◆ Compiled reports and distributed search lists to all four ESPL locations for items with status of "In transit" and "In process"
- ◆ Revamped "Be First" Book Purchase program into "Adopt a Book" Program, launched November 1st. Created printed flyer/application, slide for circulation desk monitors, and accompanying list of bestselling authors
- ◆ Wrote newspaper article about the Adopt a Book Program
- ◆ Completed Collection Management and Acquisitions sections of Bibliostat

Local History Services

Stacia Childers, LH Specialist

- ◆ Childers packaged and shipped 45 yearbooks to Internet Archive for scanning via Library of Virginia yearbook program. Due to a change in policies and process and a backlog at LVA, we won't be able to send any more until at least next spring. Some were from ESPL collections as the new policy allows yearbooks on a rolling basis 20 years out. (So this year we can send yearbooks up to the 1998 – 99 school year.) Total now online: 165! <https://archive.org/details/easternshorepubliclibrary>
- ◆ Meeting with Lyrasis consultant Leigh Grinstead re: rights statements and copyright.
- ◆ Childers attendance at Bernie Herman's "South you never ate" book launch event 10/26.
- ◆ Childers accompanied Director and Profiles of Honor scanning project to Tangier (Oct. 31 to Nov. 1)
- ◆ Childers continued the process of cleaning mildew from Eastern Shore Room books stored in boxes in former bookkeeper's office, transferring to new boxes and moving to Foundation office.
- ◆ Facebook posts:
 - ◆ 4 posts to ES Room
 - ◆ 2 Lynn Steel book reviews edited and posted to ESPL
 - ◆ Response to relevant (ESVA history) group posts/posts on other group pages: 1
 - ◆ Patron assistance (Childers – full numbers in Google stats):
 - 24 in person visits
 - 19 email contacts
 - 5 phone calls

Northampton Free Library

Barbrielle Rogers, Branch Manager

Computer Usage: There were 607 adult computer users this month.

Children's AWE computer had 23 sessions with 712 minutes used, and there were 82 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 21 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 was rescheduled for November 18th.

Meetings:

- 10/7 Preconstruction meeting (first)
- 10/8 Onancock home tours meeting
- 10/9 Groundbreaking Committee
- 10/9 Fundraising Committee
- 10/12 Cape Charles Rosenwald School annual meeting
- 10/16 Erate Central (by phone)
- 10/16 Northampton Chapter DAR at Ker Place
- 10/16 Tim Smith with ESPLF
- 10/17 DHCD Parksley grant
- 10/18 Trustee Orientation for Carl Rose-Jensen
- 10/21 ESPLF Fundraising Committee
- 10/24 ESPLF – gave presentation of Library 20/20 Plan
- 11/4 Census Complete County Committee
- 11/5 Healthy Communities ACES Working Group – presentation by Voices for Children of Virginia
- 11/5 OBCA

Upcoming:

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

Marketing & Communications:

Eastern Shore First

Groundbreaking held at new library; basket drawing is now

Eastern Shore News

9/28 Groundbreaking for regional library set for Oct. 23

10/2 Basket raffle with a twist to aid new library

10/23 Groundbreaking set for regional library

10/28 Ground broken for REGIONAL LIBRARY

Eastern Shore Post Articles

10/18 Parksley Library Groundbreaking Set for Oct. 23

10/25 Hundreds Attend Wednesday's Parksley Library Groundbreaking

WESR

9/30 Eastern Shore Public Library schedules Groundbreaking Ceremony

10/8 Profiles of Honor Scanning Project traveling to Tangier

10/16 Northampton Free Library receives contributions

10/24 Groundbreaking for new Eastern Shore Regional Public Library held Wednesday

Facility:

Herbert Senn completed Accomac hvac maintenance early this month. NFL to be done.

NFL Friends learned that major building modifications would be needed to install the automatic doors, so this project has been shelved.

Continuing Education

Burton taking Lilly School of Philanthropy at University of Indiana course on "Financial Analysis in Non-profits," funded by grant from Tyson Food.

Rogers and Dahlmanns attended VLA.

Personnel – no report.

Library Associations & Library of Virginia—No report.

Other

Auditor will be returning to continue work for annual audit.

Youth Services Continued:

Accomac and Nassawadox libraries as part of the holiday celebration.

- ◆ Prepared materials for the library's Trick or Treat outreach on Tangier Island attended by Cara Burton and Stacia Childers. (Oct. 31)
- ◆ Prepared materials for Tangier Island residents to be able to participate in the Stork Storytime and 1000 Things Before Kindergarten library programs. (Oct. 31)
- ◆ Met with Charmin Horton about making plans for Operation Warm, a collaborative coat distribution project with the Onancock Elks Lodge. (Oct. 31)
- ◆ Met with Charmin Horton and Patti Kiger about setting goals and strategic plan for Food Access and Equity Workgroup of Eastern Shore Healthy Communities. (Oct. 31)

2:34 PM
11/06/19
Cash Basis

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

	<u>Oct 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	353.66
Sun Trust - Operating	
Liability Reserve	10,671.67
Reserve	13,328.33
Sun Trust - Operating - Other	169,039.86
Total Sun Trust - Operating	193,039.86
Suntrust - Restricted Fund	10,190.00
Total Checking/Savings	203,583.52
Total Current Assets	203,583.52
Other Assets	
Merrill Lynch Auxiliary Account	16,248.72
Total Other Assets	16,248.72
TOTAL ASSETS	219,832.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Cardmember Services Visa	1,163.40
Total Credit Cards	1,163.40
Other Current Liabilities	
2100 - Payroll Liabilities	3,381.24
2250 - Treasurer of Virginia-V...	24.02
2290 - Anthem, Medical	1,122.56
2300 - Anthem, Dental	118.94
2360 - AFLAC	105.10
Total Other Current Liabilities	4,751.86
Total Current Liabilities	5,915.26
Total Liabilities	5,915.26

2:34 PM
11/06/19
Cash Basis

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

	<u>Oct 31, 19</u>
Equity	
1110 · Retained Earnings	-4,858.99
3000 · Opening Bal Equity	95,784.16
Net Income	<u>122,991.81</u>
Total Equity	<u>213,916.98</u>
TOTAL LIABILITIES & EQUITY	<u>219,832.24</u>

2:35 PM

11/06/19

Cash Basis

Eastern Shore Public Library

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - INCOME				
41000 - Government Income				
41010 - Accomack County	208,539.50	417,079.00	-208,539.50	50.0%
41020 - Northampton County	74,355.50	148,711.00	-74,355.50	50.0%
41030 - State Aid	91,835.00	183,670.00	-91,835.00	50.0%
41040 - Grants	0.00	0.00	0.00	0.0%
Total 41000 - Government Income	374,730.00	749,460.00	-374,730.00	50.0%
42000 - Contributions				
42010 - ESPL Friends	3,337.63	7,000.00	-3,662.37	47.7%
42020 - NFL Friends	88.74	5,000.00	-4,911.26	1.8%
42030 - Contributions Unrestricted	65.71	1,000.00	-934.29	6.6%
42040 - Contributions Restricted	2,384.91	5,000.00	-2,615.09	47.7%
42050 - Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 - Adopt-A-Book	193.69			
42000 - Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 - Contributions	6,070.68	18,500.00	-12,429.32	32.8%
43000 - Reimbursements				
43010 - NFL Book Endowment	5,010.00	5,000.00	10.00	100.2%
43020 - Island	1,188.54	2,500.00	-1,311.46	47.5%
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	8,672.20	24,600.00	-15,927.80	35.3%
44000 - Fines & Fees				
44010 - Fines	2,887.49	10,000.00	-7,112.51	28.9%
44020 - Photocopying	2,628.85	5,000.00	-2,371.15	52.6%
44030 - Fax	1,939.55	4,000.00	-2,060.45	48.5%
44040 - Other	279.70	1,000.00	-720.30	28.0%
44000 - Fines & Fees - Other	267.73	0.00	267.73	100.0%
Total 44000 - Fines & Fees	8,003.32	20,000.00	-11,996.68	40.0%
45000 - Endowments				
45010 - Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 - General (Merrill Lynch)	53.48	400.00	-346.52	13.4%
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	53.48	2,400.00	-2,346.52	2.2%
46000 - Private Grants	5,500.00	2,000.00	3,500.00	275.0%
49000 - Miscellaneous Income				
49010 - NOW Interest	0.00	0.00	0.00	0.0%
49020 - Driver Education Test Proctorin	110.00	300.00	-190.00	36.7%
49000 - Miscellaneous Income - Other	682.94	200.00	482.94	341.5%
Total 49000 - Miscellaneous Income	792.94	500.00	292.94	158.6%
Total 40000 - INCOME	403,822.62	817,460.00	-413,637.38	49.4%
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	403,822.62	817,460.00	-413,637.38	49.4%
Expense				
60000 - EXPENSES				
61000 - Operations				
61100 - Building				
61101 - Building Maintenance	8,378.58	12,000.00	-3,621.42	69.8%
61102 - Building Maintenance, NFL	1,323.47	7,500.00	-6,176.53	17.6%
61100 - Building - Other	0.00	0.00	0.00	0.0%
Total 61100 - Building	9,702.05	19,500.00	-9,797.95	49.8%
61200 - Utilities				
61201 - Fuel Oil	298.53	5,000.00	-4,701.47	6.0%
61202 - Electricity	5,615.32	13,000.00	-7,384.68	43.2%
61203 - Telephone	3,608.72	11,000.00	-7,391.28	32.8%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 · Utilities	9,522.57	29,000.00	-19,477.43	32.8%
61300 · Vehicle Operation	597.29	3,000.00	-2,402.71	19.9%
61400 · Insurance (VML)				
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%
61500 · Computer				
61510 · Computer Hardware	10,151.00	0.00	10,151.00	100.0%
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	3,993.80	15,000.00	-11,006.20	26.6%
61514 · Internet Services, State	3,670.40	11,100.00	-7,429.60	33.1%
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	1,780.00	5,500.00	-3,720.00	32.4%
61518 · Technology	0.00	0.00	0.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 · Computer	20,558.72	34,300.00	-13,741.28	59.9%
61000 · Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 · Operations	42,593.63	98,806.00	-56,212.37	43.1%
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	2,016.42	7,500.00	-5,483.58	26.9%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	2,016.42	7,500.00	-5,483.58	26.9%
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 · Equipment	2,802.25	7,500.00	-4,697.75	37.4%
63000 · Programs				
63100 · Adult	734.77	1,500.00	-765.23	49.0%
63200 · Youth	2,852.17	5,000.00	-2,147.83	57.0%
63000 · Programs - Other	368.75	0.00	368.75	100.0%
Total 63000 · Programs	3,955.69	6,500.00	-2,544.31	60.9%
64000 · Personnel				
64010 · Salaries - Director	22,062.63	67,513.00	-45,450.37	32.7%
64020 · Salaries - Other	65,669.15	204,235.00	-138,565.85	32.2%
64030 · Hourly Employees	50,351.91	145,046.00	-94,694.09	34.7%
64050 · Payroll Expenses	12,294.90	45,000.00	-32,705.10	27.3%
64070 · Retirement (VRS)	5,256.11	16,500.00	-11,243.89	31.9%
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)	11,578.00	42,000.00	-30,422.00	27.6%
64086 · Insurance, Dental (Anthem)	318.00	1,000.00	-682.00	31.8%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 · Insurance	11,896.00	43,000.00	-31,104.00	27.7%
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	167,530.70	529,294.00	-361,763.30	31.7%
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	8,005.98	15,350.00	-7,344.02	52.2%
65400 · Youth Program Supplies	366.59	500.00	-133.41	73.3%
65000 · Supplies - Other	0.00	0.00	0.00	0.0%

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Eastern Shore Public Library

Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Total 65000 · Supplies	8,559.38	16,850.00	-8,290.62	50.8%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	14,431.99	47,376.00	-32,944.01	30.5%
66312 · Periodicals, State Aid	0.00	5,600.00	-5,600.00	0.0%
66313 · Continuations, State Aid	250.54	500.00	-249.46	50.1%
66314 · Microforms, State Aid	50.00	0.00	50.00	100.0%
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	1,292.27	6,500.00	-5,207.73	19.9%
66318 · Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 · Cape Charles Contract #15	857.04	2,000.00	-1,142.96	42.9%
66321 · Books - Non-State Aid	0.00	0.00	0.00	0.0%
66310 · System Materials - Other	965.96	0.00	965.96	100.0%
Total 66310 · System Materials	17,926.73	65,476.00	-47,549.27	27.4%
66350 · Affiliates				
66351 · Books, Affiliates	5,907.12	24,000.00	-18,092.88	24.6%
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	5,907.12	24,000.00	-18,092.88	24.6%
66900 · Restricted	1,587.62	5,000.00	-3,412.38	31.8%
66000 · Materials - Other	3,928.99	0.00	3,928.99	100.0%
Total 66000 · Materials	29,350.46	94,476.00	-65,125.54	31.1%
67000 · Other				
67100 · Postage	994.01	1,500.00	-505.99	66.3%
67200 · Travel	3,408.34	4,998.00	-1,589.66	68.2%
67210 · Travel - State Aid	0.00	1,002.00	-1,002.00	0.0%
67300 · Dues	120.00	2,500.00	-2,380.00	4.8%
67000 · Other - Other	0.00	102.00	-102.00	0.0%
Total 67000 · Other	4,522.35	10,102.00	-5,579.65	44.8%
68000 · Miscellaneous				
68100 · Bank Fees	272.53	1,000.00	-727.47	27.3%
68200 · Returned Checks	0.00	0.00	0.00	0.0%
68300 · Refunds	263.99	30.00	233.99	880.0%
68400 · MLS Fellowship - State Aid	1,000.00	1,000.00	0.00	100.0%
68600 · Continuing Education	466.13	4,000.00	-3,533.87	11.7%
68000 · Miscellaneous - Other	934.93	4,002.00	-3,067.07	23.4%
Total 68000 · Miscellaneous	2,937.58	10,032.00	-7,094.42	29.3%
69000 · Professional Services				
69001 · Professional Services, Financial	5,595.00	14,400.00	-8,805.00	38.9%
69002 · Professional, Library Services	2,415.73	7,000.00	-4,584.27	34.5%
69003 · Erate Consultant	4,584.04	4,500.00	84.04	101.9%
69004 · Auditor	5,500.00	5,500.00	0.00	100.0%
69000 · Professional Services - Other	690.00	2,500.00	-1,810.00	27.6%
Total 69000 · Professional Services	18,784.77	33,900.00	-15,115.23	55.4%
60000 · EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	281,036.81	807,460.00	-526,423.19	34.8%
Total Expense	281,036.81	807,460.00	-526,423.19	34.8%
Net Ordinary Income	122,785.81	10,000.00	112,785.81	1,227.9%
Other Income/Expense				
Other Income				
7010 · Interest Income	0.00	0.00	0.00	0.0%
7030 · Other Income	64.38	0.00	64.38	100.0%
Total Other Income	64.38	0.00	64.38	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%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Net Other Income	64.38	-10,000.00	10,064.38	-0.6%
Net Income	122,850.19	0.00	122,850.19	100.0%