

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

January 14, 2020, 1:00 PM

Eastern Shore Public Library, Accomac, Virginia

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes: December 10, 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. Registration Policy modifications approval, 2nd reading
10. New Business
 - a. ESPL Closing for ILS Training, two days tbd
11. Additional Comments
12. Next Meeting: Tuesday, February 11, 2020 at ESPL in Accomac at 1:00 pm
13. Adjournment

12:52 PM
01/07/20
Accrual Basis

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

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	353.66
Sun Trust - Operating	
Liability Reserve	8,671.00
Reserve	10,829.00
Sun Trust - Operating - Other	<u>68,756.83</u>
Total Sun Trust - Operating	88,256.83
Suntrust - Restricted Fund	<u>10,205.57</u>
Total Checking/Savings	<u>98,816.06</u>
Total Current Assets	98,816.06
Other Assets	
Merrill Lynch Auxiliary Account	<u>16,268.03</u>
Total Other Assets	<u>16,268.03</u>
TOTAL ASSETS	<u><u>115,084.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	<u>4,029.06</u>
Total Accounts Payable	4,029.06
Credit Cards	
Cardmember Services Visa	<u>2,031.19</u>
Total Credit Cards	2,031.19
Other Current Liabilities	
2100 - Payroll Liabilities	757.12
2290 - Anthem, Medical	1,122.58

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Accrual Basis

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

	Dec 31, 19
2300 · Anthem, Dental	118.94
2360 · AFLAC	165.30
Total Other Current Liabilities	2,163.94
Total Current Liabilities	8,224.19
Total Liabilities	8,224.19
Equity	
1110 · Retained Earnings	-27,445.70
3000 · Opening Bal Equity	95,784.16
Net Income	38,521.44
Total Equity	106,859.90
TOTAL LIABILITIES & EQUITY	115,084.09

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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	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	91,859.08	183,670.00	-91,810.92	50.0%
41040 - Grants	0.00	0.00	0.00	0.0%
Total 41000 - Government Income	374,754.08	749,460.00	-374,705.92	50.0%
42000 - Contributions				
42010 - ESPL Friends	4,109.20	7,000.00	-2,890.80	58.7%
42020 - NFL Friends	335.74	5,000.00	-4,664.26	6.7%
42030 - Contributions Unrestricted	1,115.71	1,000.00	115.71	111.6%
42040 - Contributions Restricted	2,923.61	5,000.00	-2,076.39	58.5%
42050 - Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 - Adopt-A-Book	548.69	0.00	0.00	0.0%
42000 - Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 - Contributions	9,032.95	18,500.00	-9,467.05	48.8%
43000 - Reimbursements				
43010 - NFL Book Endowment	5,010.00	5,000.00	10.00	100.2%
43020 - Island	1,428.84	2,500.00	-1,071.16	57.2%
43030 - Cape Charles	6,154.93	16,500.00	-10,345.07	37.3%
43040 - Book Replacement	123.87	100.00	23.87	123.9%
43050 - NFL	0.00	0.00	0.00	0.0%
43000 - Reimbursements - Other	0.00	500.00	-500.00	0.0%
Total 43000 - Reimbursements	12,717.64	24,600.00	-11,882.36	51.7%
44000 - Fines & Fees				
44010 - Fines	4,095.74	10,000.00	-5,904.26	41.0%
44020 - Photocopying	3,340.80	5,000.00	-1,659.20	66.8%
44030 - Fax	2,427.40	4,000.00	-1,572.60	60.7%
44040 - Other	213.83	1,000.00	-786.17	21.4%
44000 - Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 44000 - Fines & Fees	10,077.77	20,000.00	-9,922.23	50.4%
45000 - Endowments				
45010 - Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 - General (Merrill Lynch)	16,323.98	400.00	15,923.98	4,081.0%
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	16,323.98	2,400.00	13,923.98	680.2%
46000 - Private Grants	6,000.00	2,000.00	4,000.00	300.0%

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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
49000 • Miscellaneous Income				
49010 • NOW Interest	0.00	0.00	0.00	0.0%
49020 • Driver Education Test Proctorin	170.00	300.00	-130.00	56.7%
49000 • Miscellaneous Income - Other	732.94	200.00	532.94	366.5%
Total 49000 • Miscellaneous Income	902.94	500.00	402.94	180.6%
Total 40000 • INCOME	429,809.36	817,460.00	-387,650.64	52.6%
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	429,809.36	817,460.00	-387,650.64	52.6%
Expense				
60000 • EXPENSES				
61000 • Operations				
61100 • Building				
61101 • Building Maintenance	5,947.50	12,000.00	-6,052.50	49.6%
61102 • Building Maintenance, NFL	3,092.49	7,500.00	-4,407.51	41.2%
61100 • Building - Other	0.00	0.00	0.00	0.0%
Total 61100 • Building	9,039.99	19,500.00	-10,460.01	46.4%
61200 • Utilities				
61201 • Fuel Oil	754.90	5,000.00	-4,245.10	15.1%
61202 • Electricity	7,140.96	13,000.00	-5,859.04	54.9%
61203 • Telephone	4,412.11	11,000.00	-6,587.89	40.1%
61200 • Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 • Utilities	12,307.97	29,000.00	-16,692.03	42.4%
61300 • Vehicle Operation				
61400 • Insurance (VML)				
61401 • Insurance, Building	808.90	3,000.00	-2,191.10	27.0%
61402 • Insurance, Vehicles	2,213.00	0.00	2,213.00	100.0%
61407 • Insurance, Pro. Liability	0.00	0.00	0.00	0.0%
61400 • Insurance (VML) - Other	0.00	0.00	0.00	0.0%
Total 61400 • Insurance (VML)	2,213.00	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	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	5,345.56	15,000.00	-9,654.44	35.6%
61514 • Internet Services, State	4,588.00	11,100.00	-6,512.00	41.3%
61515 • Computer Software	352.00	500.00	-148.00	70.4%

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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
61516 • Computer Software, State	0.00	0.00	0.00	0.0%
61517 • Computer Maintenance	2,225.00	5,500.00	-3,275.00	40.5%
61518 • Technology	0.00	0.00	0.00	0.0%
61500 • Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 • Computer	13,122.08	34,300.00	-21,177.92	38.3%
61000 • Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 • Operations	37,491.94	98,806.00	-61,314.06	37.9%
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	3,047.52	7,500.00	-4,452.48	40.6%
62300 • Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 • Equipment Maintenance	3,047.52	7,500.00	-4,452.48	40.6%
62000 • Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 • Equipment	3,833.35	7,500.00	-3,666.65	51.1%
63000 • Programs				
63100 • Adult	1,780.56	1,500.00	280.56	118.7%
63200 • Youth	3,183.68	5,000.00	-1,816.32	63.7%
63000 • Programs - Other	368.75	0.00	368.75	100.0%
Total 63000 • Programs	5,332.99	6,500.00	-1,167.01	82.0%
64000 • Personnel				
64010 • Salaries - Director	33,093.95	67,513.00	-34,419.05	49.0%
64020 • Salaries - Other	98,507.43	204,235.00	-105,727.57	48.2%
64030 • Hourly Employees	73,671.67	145,046.00	-71,374.33	50.8%
64050 • Payroll Expenses	18,244.04	45,000.00	-26,755.96	40.5%
64070 • Retirement (VRS)	7,851.06	16,500.00	-8,648.94	47.6%
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)	0.10	0.00	0.10	100.0%
64084 • Insurance, Gen, Liability (VRS)	0.00	0.00	0.00	0.0%
64085 • Insurance, Medical (Anthem)	17,367.00	42,000.00	-24,633.00	41.4%
64086 • Insurance, Dental (Anthem)	477.00	1,000.00	-523.00	47.7%
64080 • Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 • Insurance	17,844.10	43,000.00	-25,155.90	41.5%
64090 • Liability Reserve	3,335.00	8,000.00	-4,665.00	41.7%

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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
64000 • Personnel - Other				
Total 64000 • Personnel	0.00	0.00	0.00	0.0%
	252,547.25	529,294.00	-276,746.75	47.7%
65000 • Supplies				
65100 • Custodial	251.54	1,000.00	-748.46	25.2%
65200 • Office	0.00	0.00	0.00	0.0%
65300 • Library	9,275.00	15,350.00	-6,075.00	60.4%
65400 • Youth Program Supplies	403.01	500.00	-96.99	80.6%
65000 • Supplies - Other	0.00	0.00	0.00	0.0%
Total 65000 • Supplies	9,929.55	16,850.00	-6,920.45	58.9%
66000 • Materials				
66310 • System Materials				
66311 • Books, State Aid	19,015.84	47,376.00	-28,360.16	40.1%
66312 • Periodicals, State Aid	665.20	5,600.00	-4,934.80	11.9%
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	1,825.24	6,500.00	-4,674.76	28.1%
66318 • Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 • Cape Charles Contract #15	1,138.20	2,000.00	-861.80	56.9%
66321 • Books - Non-State Aid	29.25	0.00	29.25	100.0%
66310 • System Materials - Other	24.96	0.00	24.96	100.0%
Total 66310 • System Materials	23,078.16	65,476.00	-42,397.84	35.2%
66350 • Affiliates				
66351 • Books, Affiliates	7,794.71	24,000.00	-16,205.29	32.5%
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	7,794.71	24,000.00	-16,205.29	32.5%
66900 • Restricted				
66000 • Materials - Other	1,738.29	5,000.00	-3,261.71	34.8%
	0.00	0.00	0.00	0.0%
Total 66000 • Materials	32,611.16	94,476.00	-61,864.84	34.5%
67000 • Other				
67100 • Postage	1,059.67	1,500.00	-440.33	70.6%
67200 • Travel	2,992.44	4,998.00	-2,005.56	59.9%
67210 • Travel - State Aid	0.00	1,002.00	-1,002.00	0.0%
67300 • Dues	727.00	2,500.00	-1,773.00	29.1%
67000 • Other - Other	50.00	102.00	-52.00	49.0%
Total 67000 • Other	4,829.11	10,102.00	-5,272.89	47.8%

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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
68000 • Miscellaneous				
68100 • Bank Fees	418.56	1,000.00	-581.44	41.9%
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	548.58	4,000.00	-3,451.42	13.7%
68000 • Miscellaneous - Other	18,076.58	4,002.00	14,074.58	451.7%
Total 68000 • Miscellaneous	20,307.71	10,032.00	10,275.71	202.4%
69000 • Professional Services				
69001 • Professional Services, Financial	6,555.00	14,400.00	-7,845.00	45.5%
69002 • Professional, Library Services	2,689.51	7,000.00	-4,310.49	38.4%
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	995.00	2,500.00	-1,505.00	39.8%
Total 69000 • Professional Services	20,323.55	33,900.00	-13,576.45	60.0%
60000 • EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 • EXPENSES	387,206.61	807,460.00	-420,253.39	48.0%
Total Expense	387,206.61	807,460.00	-420,253.39	48.0%
Net Ordinary Income	42,602.75	10,000.00	32,602.75	426.0%
Other Income/Expense				
Other Income	83.69	0.00	83.69	100.0%
7010 • Interest Income	500,000.00	0.00	500,000.00	100.0%
7030 • Other Income	500,083.69	0.00	500,083.69	100.0%
Total Other Income	500,083.69	0.00	500,083.69	100.0%
Other Expense				
61103 • Capital	500,000.00	0.00	500,000.00	100.0%
8010 • Reserve	4,165.00	10,000.00	-5,835.00	41.7%
8020 • Miscellaneous	0.00	0.00	0.00	0.0%
8030 • Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	504,165.00	10,000.00	494,165.00	5,041.7%
Net Other Income	-4,081.31	-10,000.00	5,918.69	40.8%
Net Income	38,521.44	0.00	38,521.44	100.0%

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Accrual Basis

Eastern Shore Public Library
Profit & Loss
December 2019

	Dec 19
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42010 · ESPL Friends	771.57
42020 · NFL Friends	247.00
42030 · Contributions Unrestricted	1,050.00
42040 · Contributions Restricted	538.70
42060 · Adopt-A-Book	355.00
Total 42000 · Contributions	2,962.27
43000 · Reimbursements	
43020 · Island	240.30
43030 · Cape Charles	3,681.27
43040 · Book Replacement	20.00
Total 43000 · Reimbursements	3,941.57
44000 · Fines & Fees	
44010 · Fines	367.88
44020 · Photocopying	360.30
44030 · Fax	240.10
44040 · Other	14.00
Total 44000 · Fines & Fees	982.28
45000 · Endowments	
45020 · General (Merrill Lynch)	5.13
Total 45000 · Endowments	5.13
46000 · Private Grants	500.00
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	35.00
Total 49000 · Miscellaneous Income	35.00
Total 40000 · INCOME	8,426.25
Total Income	8,426.25
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	598.63
61102 · Building Maintenance, NFL	1,239.79
Total 61100 · Building	1,838.42

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Eastern Shore Public Library
Profit & Loss
December 2019

	Dec 19
61200 · Utilities	
61201 · Fuel Oil	379.21
61202 · Electricity	679.57
61203 · Telephone	353.43
Total 61200 · Utilities	1,412.21
61300 · Vehicle Operation	87.88
61500 · Computer	
61513 · Online Services	675.88
61517 · Computer Maintenance	445.00
Total 61500 · Computer	1,120.88
Total 61000 · Operations	4,459.39
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	481.07
Total 62300 · Equipment Maintenance	481.07
Total 62000 · Equipment	481.07
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	17,019.62
64030 · Hourly Employees	10,989.25
64050 · Payroll Expenses	2,973.50
64070 · Retirement (VRS)	1,331.82
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.10
64085 · Insurance, Medical (Anthem)	2,894.50
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	2,974.10
Total 64000 · Personnel	40,803.95
65000 · Supplies	
65300 · Library	489.34
65400 · Youth Program Supplies	36.42
Total 65000 · Supplies	525.76
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	2,986.82
66312 · Periodicals, State Aid	665.20
66317 · AV, State Aid	365.78
66320 · Cape Charles Contract #15	109.47
66321 · Books - Non-State Aid	29.25
66310 · System Materials - Other	10.00
Total 66310 · System Materials	4,166.52

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Accrual Basis

Eastern Shore Public Library
Profit & Loss
December 2019

	Dec 19
66350 · Affiliates	
66351 · Books, Affiliates	1,254.68
Total 66350 · Affiliates	1,254.68
66900 · Restricted	70.86
Total 66000 · Materials	5,492.06
67000 · Other	
67100 · Postage	29.08
67200 · Travel	116.50
Total 67000 · Other	145.58
68000 · Miscellaneous	
68100 · Bank Fees	81.03
68000 · Miscellaneous - Other	16,801.79
Total 68000 · Miscellaneous	16,882.82
69000 · Professional Services	
69001 · Professional Services, Financial	960.00
69002 · Professional, Library Services	273.78
69000 · Professional Services - Other	305.00
Total 69000 · Professional Services	1,538.78
Total 60000 · EXPENSES	70,329.41
Total Expense	70,329.41
Net Ordinary Income	-61,903.16
Other Income/Expense	
Other Income	
7010 · Interest Income	19.31
Total Other Income	19.31
Net Other Income	19.31
Net Income	-61,883.85

Cape Charles Memorial Library Monthly Report, December 2019

- **Youth Programs**

Toddler Storytime - 4 programs 15

Festive Fridays -3 programs 276

Total 291

- **Library Services**

- Book order of 38 books.
- Two driving tests were taken at the Library.
- Our meeting room was used 18 times.

- **Meetings**

- Attended Friends of the Library meeting.
- Attended ESPL Trustee Meeting.
- Attended Library Board Meeting
-

- **Marketing & Communication**

- Flyers were made for upcoming programs.
- Book displays featured holiday books for children and adults.
- Staff decorated the library using the theme Candyland, complete with A gingerbread house and lollipop decorations.

- **Facility**

- The windows were washed this month.

- **Technology**

- Received another AWE computer purchased with the Friends money. The AWE computers have learning programs for children; this one is set for ages up to 14. We now have 3 AWE computers.

- **Family Programs**

- Presented 3 programs for Festive Fridays. Two programs were craft programs presented by the library and the final program was presented by the Coastal Reserve Board, with oysters and information about the coast.

- **Youth Services**

- Toddler Storytime and Preschool Storytime were held at 10:30am on Thursday.

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- **Friends of Cape Charles Memorial Library**
 - Computer Tutor help is provided by the Friends. This help is free and they will accommodate your schedule.
- **Volunteers**
 - We had 35 volunteer hours.

Upcoming Events

- Friends of Library Meeting, 1/6, 5:00.
- Eastern Shore Public Library Trustee Meeting, 1/14, 3:00.
- Library Board Meeting, 1/8 at 5:00.
- Friends Fundraising Dinner, 2/8.

2019 Attendance



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	\$33.50	\$33.40	\$584.55
Faxes	\$17.50	\$22.50	\$36.00	\$28.50	\$24.10	\$12.50	\$12.50	\$16.00	\$11.00	\$21.50	\$15.00	\$23.00	\$240.10
TOTAL	\$80.90	\$65.95	\$86.10	\$83.50	\$84.25	\$51.00	\$71.00	\$66.00	\$54.75	\$76.30	\$48.50	\$56.40	\$824.65
Total 2018	\$54.80	\$102.05	\$97.35	\$130.00	\$102.60	\$117.05	\$78.70	\$96.60	\$75.65	\$78.50	\$62.25	\$64.50	\$1,060.05
BOOK CIRC-ADLT													
Fiction	549	444	461	466	513	495	604	561	470	540	482	534	6119
Non-fiction	268	118	171	139	91	98	134	130	114	124	112	90	1589
DVDs	333	320	265	211	178	177	290	286	143	272	300	263	3038
TOTAL 2019	1150	882	897	816	782	770	1028	977	727	936	894	887	8714
Books Circ. 2018	873	983	980	1013	857	1125	1140	1214	959	1111	430	872	11557
BOOKS CIRC-JUV													
Fiction	397	367	422	352	305	491	506	557	346	458	319	245	4765
Non-Fiction	23	53	102	64	79	87	56	86	76	99	54	29	808
DVDs	74	87	93	89	45	82	128	136	55	94	60	70	1013
TOTAL 2019	494	507	617	505	429	660	690	779	477	651	433	344	6586
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	1327	1231	17381
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	820	777	15084
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	8	7	144
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	84	291	3067
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	47	15	849
Computer Assistance	1	6	3	5	6	20	12	5	10	11	10	6	95
Driver Improvement	1	1	2	3	2	2	0	0	0	0	0	2	13
Program Room	7	8	4	6	13	13	5	5	18	27	24	18	148
INTERNET USE 2019	235	234	272	263	279	298	317	440	286	308	251	286	3469
Internet use 2018	158	186	183	152	162	178	246	341	209	242	264	178	2499
LIBRARY CARDS 2019	18	13	10	10	11	13	26	23	15	14	10	3	166
Library cards 2018	10	18	17	8	20	23	17	25	24	15	13	5	195
Volunteer Hours 2019	44.50	55.00	61.00	111.00	151.00	82.00	36.00	144.00	56.00	80.00	17.00	35.00	872.50
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



January 14, 2020

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

Census: Outreach activities are being planned, such as at Tyson and Perdue.

Healthy Communities: Burton volunteered to be vice-chair of HC Executive Committee. Dr. Shaeffer to be Chair.

"Funding Information Network Partner," a.k.a. FIN. – Burton conducted some searching for the Foundation. Several nonprofit members have stated they use the FDO for grant searching. No training is scheduled at this time.

System Capacity

Tangier: Mr. Ed Parks agreed to Burton's recommendation to include Tangier's library in ESPL's operation budget proposal and to issue an RFP through e-rate system for Internet services and cabling installation in the new Tangier library location.

ES Community College: Waiting for staff to arrange meeting to plan implementation of MOU. The move of the ESCC library to new building is delayed until February due to a delay in shelving delivery.

Culture of Reading

Migrating to Atrium, a new online catalog system.

Lifestyle Challenge: Staff discussed doing a light version of this program, which successfully ran last winter. Due to capital project activities, this was tabled and will be considered for January 2022, when program space in the new library.

Exhibits: Book displays: (1) 2019 Award Winners/Best Books and (2) National Financial Wellness Month

Heritage Hub

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

Heritage Trail: Met with Betz, ESVA Tourism, to review promotion of this trail, a program that has not seen activity in many years. Recommended Betz contact ESVA Historical Society to agree to migrate trail online presence to tourism's website and add the local history attractions. Burton had recommended these sites be added to the Tourism's ESVA guide to promote the Museum Network members.

Outreach:

12/7 Princess Ann house tour; discussed collaboration with Teackle mansion volunteers

12/8 Franktown Church alternative gift fair

12/14 Onancock holiday homes tour

Youth Services

Janice Felker, Youth Services Coordinator

- ◆ Continued to promote and facilitate Stork Storytime and 1000 Things Before Kindergarten programs to encourage the development of family literacy and pre-reading and early reading skills in children from birth to age five.
- ◆ Continued to work on collection development (purchasing and discarding) for Children's and YA collections.
- ◆ Prepared Youth Services budget items for the fiscal year ending June 30, 2021.
- ◆ Created displays at libraries in both Accomac and Nassawadox for the holiday season.
- ◆ Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:00 AM). (Dec. 3, 10, and 17)
- ◆ Conducted the Youth Garden Club meetings and workdays at Northampton Free Library. (Dec. 6, 13, and 20)
- ◆ Arranged for delivery of holiday books for the prisoner re-entry program at Eastern Shore Regional Jail. The books were paid for by the Friends of the Eastern Shore Public Library and presented to the children of prisoners in the program along with a video recording of the parent reading the book. (Dec. 3)
- ◆ Attended Friends of the Eastern Shore Public Library meeting. (Dec. 4)
- ◆ Participated in feedback survey for publisher, Rowman and Littlefield's new teen series publication. (Dec. 4)
- ◆ Attended meeting of Nurse-Family Partnership Community Advisory Board and recorded minutes as a member of their Community Advisory Board. (Dec. 5)
- ◆ Conducted library tour and story time for PK students from Accawmacke Elementary School at Accomac library. (Dec. 6)
- ◆ Prepared materials for outreach table staffed by Director, Cara Burton at the Riverside Shore Memorial Festival of Lights tree lighting ceremony. (Dec. 6)
- ◆ Attended and helped with Friends of the Eastern Shore Public Library sponsored "Visit with Santa" event. Also arranged for the Teen Advisory Board to provide activities (coloring pages and temporary tattoos) for the children that day. (Dec. 7)
- ◆ Attended ESPL Board of Trustees meeting. (Dec. 10)
- ◆ In collaboration with Onancock Elks Lodge, promoted and held Operation Warm event, a kid's free coat distribution project. Together the Elks and ESPL provided over 100 free coats and books to deserving children on the Eastern Shore. (Dec. 14)
- ◆ Held meeting for the library's Teen Advisory Board. (Dec. 19)
- ◆ Sent Holiday Greeting cards to colleagues who have collaborated with ESPL Youth Services and School Media Specialists in both counties. (Dec. 20)



Technical Services

Charle Ricci, TS Manager

- ◆ CoContinuing weeding of nonfiction collection at Accomac: Graphic Arts, Photography, Music, Sports, Games and Entertainment.
- ◆ Selected replacements and updated materials for nonfiction sections that have been weeded.
- ◆ Compiled reports and distributed search lists to all four ESPL locations for items with status of "Missing", "Lost", "On Holds Shelf", "In transit", and "In process".
- ◆ Catalogued Birding Backpack and prepared final backpack contents and local birding information literature. Created Facebook Post, slide for circulation desk monitors, and sign for birding section in corresponding nonfiction area.
- ◆ Launched "Food for Fines" program for 2019. Created flyer, donation slips, Facebook post, and communicated details to ESPL system staff and volunteers.
- ◆ Compiling Data Management Profile Documents for migration from Evergreen ILS to Atrium ILS. Coordinated details of data extraction with Equinox (Evergreen) representative.
- ◆ Completed patron purge database cleanup in preparation for migration to Atrium. Removed patron accounts that expired prior to 2/28/2016, and that had a balance of less than \$20.00 (approximately 5,000 patrons).
- ◆ Reclassified Story Collection items as Fiction in Evergreen to increase findability for patrons.
- ◆ Created bookmarks for "Adopt a Book" program. Ordering adopted books and issuing letters of acknowledgement.
- ◆ Creating administrative and technical profiles with Freeding eBook application to re-launch the service on espl.org thanks to donation from ESPL Friends.
- ◆ Attended Board of Trustees Meeting, December 10th at the Accomac Library.
- ◆ Attended teleconference with Lyrasis representatives (along with Burton and Childers) to explore best practices for moving the ESPL's local history collections.

Local History Services

Stacia Childers, LH Specialist

- ◆ Burton is applying for two NEH grants: PAG (for organizational system of archives) and Sustaining Humanities Collections (compact shelving and moving consulting), through and with assistance of ESPLF.
- ◆ Childers participated in meeting with Lyrasis re: moving archival collections
- ◆ Childers met with M.K. Miles to teach him how to update MilesFiles
- ◆ As weather and time permitted, 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. Completed. There are 8 boxes in the archive room that may need attention, but I will deal with them in the spring if need be.
- ◆ Childers participated in meeting with membership representative from Northampton Daughters of the American Revolution (DAR)
- ◆ Childers assisted with updates to Genealogy pages of website
- ◆ Childers worked with author Allen Hamilton to get transcriptions that he donated up on ESPL's website
- ◆ Childers signed ESPL on to an appeal from the Records Preservation and Access Committee and the National Genealogical Society to the U.S. Citizenship and Immigration Services regarding their proposed exorbitant rate hike for family files
- Patron assistance (Childers – full numbers in Google stats): 16 in person visits; 9 email contacts; 4 phone calls

Northampton Free Library

Barbrielle Rogers, Branch Manager



Programs

See Youth Services.

NFL Friends News

Our NFL Friends are in the process of gathering more information to replace our front and side doors, with accessible doors.

Meetings:

11/7, 11/21 Capital Campaign
12/3 Finance Committee
12/4 Campaign meeting
12/5 DPW Stewart Hall with Tom Rakowski, regional library facility budget
12/6 C. Nelson and D. Custis
12/9, 12/30 Census Complete Count Committee
12/16 Lyrasis (phone call)
12/16 ES Communications, re: VOIP install
12/18 Christy Betz, ESVA Tourism
12/18 Construction Committee
12/19 Foundation
1/6 Carmody
1/6 CPES PR Committee – planning of 1/22 viewing of The Public
1/6 Foundation nominating team
1/6 Raising Green planning

Upcoming:

1/17 – ESPL closed for Lee-Jackson Day
1/20 – ESPL closed for Dr. Martin Luther King Day
1/20 – Community Unity Breakfast at NHS, Eastville. Burton tabling.
1/22 – Public viewing of movie “The Public”, 11:00 at the Elks
2/29 – Heritage Festival, ESCL
3/14 – Raising the Green

Marketing & Communications:

- Childers published December ESPL newsletter
- Childers published “Visit with Santa” email blast for Friends of ESPL
- Facebook posts (Childers): 5 posts to ES Room; 2 posts to ESPL

Eastern Shore Post Articles

Off the Shelf: Purchasing books as gifts

Eastern Shore Post Articles

12/18/19 “Profiles of Honor” historians visit Tangier Island

WESR

12/9, 12/12: promoting library Onancock project with homes tour

Facility:

NFL Friends are obtaining another review of the main entrance for the possible installation of automatic doors. The meeting room door is an alternative being considered.

Burton met with movers on 1/9 to obtain a quote and gain information for planning the move to Parksley.

Applied for United Way grant to support accessible water fountains in new building.



Continuing Education

Staff will be trained on new VOIP systems and ILS. Burton completed taking Lilly School of Philanthropy at University of Indiana course on “Financial Analysis in Nonprofits,” funded by grant from Tyson Food.

Personnel

Staff annual reviews underway.

Other

Auditor returned 12/5-6 to obtain additional information.

12/11 Volunteer Appreciation Staff Party

Katherine “Kitty” Marks Smith passed away. Mrs. Smith installed the library in Accomac as a LVA demonstration project. John Edmonds and Burton interviewed her in Spring 2019 for an oral history of the library.

EASTERN SHORE PUBLIC LIBRARY (ESPL)

REGISTRATION POLICY

Eastern Shore Public Library strives to have free and open access to all. Library cards are issued to facilitate public service and to enable the library to keep a record of which materials are on loan to patrons.

Verification of identity and residence are required to obtain a library card. Applicants must present proof of identity and current address. A photo I.D. with current address is preferred. If photo identification with current address is not available, two proofs of identity are required, at least one with current address.

- Identification can be established through:
 - any current picture identification issued by a governmental agency
 - a current driver's license
 - a school identification card
 - a Military identification card
 - a passport
 - a birth certificate
 - a social security card
- Library cards are available at no charge to residents of Virginia
Residence is verified by:
 - a piece of mail with the patron's name received at current street address with a recent postmark, such as
 - a utility bill
 - a bank statement
 - a lease agreement
 - a personal check with name and current address imprinted on it
 - an address on any of the above-mentioned identification cards

Out-of-state residents may obtain a library card, but are limited to two checked-out items on their account. Out-of-state residents owning property in Accomack or Northampton Counties have full borrowing privileges. Proof of property ownership, such as a tax bill, is to be presented.

Accomack and Northampton County residents who wish to utilize only the electronic resources of the ESPL may obtain a "Guest" library card. This card is available at no cost and provides access to desktop computers, the Internet, all databases and digital materials offered by the library. It does not allow check-out of physical items such as books or audiovisual materials.

Educator Cards are available to Educators employed at ESVA preK-12 schools as well as staff employed at licensed daycares, camps, and afterschool programs. Educator Card qualifications and privileges are defined in the document "Educator Cards" guideline.

Exceptions to these requirements may be made by the library director.

For registration of a child under sixteen years of age, a parent or guardian must show identification and verification of residence, sign the child's application and assume responsibility for materials borrowed. If the parent or guardian has a library card, that card should be in good standing.

Library cards expire every three years and can be renewed by showing verification of current address.

Replacement cards will be issued to a patron in good standing who shows photo ID with current mailing address and pays a \$1.00 replacement fee. Youth are allowed one replacement card per year with no fee. Lost or stolen cards should be reported as soon as possible to prevent unauthorized use of the library card account.

Cards will not be replaced for patrons who have materials long overdue (over 30 days) or who owe over \$10.00 for fines or lost books.

Borrowing library materials without presenting a library card can be approved by library staff if they are able to verify the patron's identity, which may include presenting photo identification.

Any patron obtaining a library card is subject to all policies in effect at the Eastern Shore Public Library.

Borrowing privileges may be suspended, revoked, or denied to anyone whose current or previous record as a library borrower reveals willful or habitually careless disregard for the protection and return of borrowed material or for the evasion of payment for assessed damage to Library property.

The Administration of the Eastern Shore Public Library reserves the right to revoke library borrowing privileges based upon violation of library policies, including circulation, registration, and patron behavior policies.

Approved 5/04/2009

Updated and approved by the ESPL Board of Trustees on May 9, 2017.