

**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**March 10, 2020, 1:00 PM**

**Eastern Shore Public Library, Accomac, Virginia**

**Agenda**

1. Call to Order
2. Public Comments
3. Approval of Minutes: February 11, 2020
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. Approve to purchase a maximum amount of \$13,354.00 for Network cabling during the next E-rate funding year (07/01/2020 to 09/30/2021) for the new regional library and ESVA Heritage Center from Eastern Shore Communications with the understanding that ESPL will receive the Federal e-rate discount.
  - b. Naming opportunities in the new library
10. New Business
  - a. Approve issuing an RFP for auditing services.
  - b. ShoreCat demonstration.
  - c. ESPLF letter regarding planning
11. Additional Comments
12. Next Meeting: Tuesday, April 14, 2020 at Cape Charles Memorial Library at 1:00 pm
13. Adjournment



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

PO Box 360  
Accomac, VA 23301  
Phone: 757-787-3400  
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[www.espl.org](http://www.espl.org)

#### Board of Trustees

Gerry Ryan, Chairperson

Tim Valentine, Vice Chairman

Patricia Bloxom, Dennis Custis, Jay Davenport, Joyce Holland, Althea Pittman,

Carl Rose-Jensen, Ann Rutledge

Dana Bundick, Treasurer

*Cara Burton, Library Director and Secretary*

## EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES

Eastern Shore Public Library, Accomac, Virginia

February 11, 2020, 1:00 PM

**Present:** Patricia Bloxom, Jay Davenport, Joyce Holland, Ann Rutledge, Gerry Ryan (Chair), Althea Pittman and Carl Rose-Jensen. **Absent:** Dennis Custis, Tim Valentine (Vice-Chair) and James Lilliston (Treasurer).

In attendance: Cara Burton, Director. Staff: Summer Dahlmanns, Janice Felker and Barbrielle Rogers. Public: none.

1. Meeting called to order by Ryan at 1:11 pm.
2. **Public Comments.** None.
3. **Approval of Minutes:** Pittman motioned to approve the January 14, 2020 minutes. Holland seconded. Motion approved.
4. **Financial Report.** Davenport motioned to approved the financial report. Bloxom seconded. Motion approved.
5. **Branch and Friends Reports**
  - a. **Cape Charles Memorial Library** - Rutledge reported their fundraiser was canceled due to low ticket sales. CCML has three AWE computers and the iPad table is very popular. A new town manager has been hired.
  - b. **Chincoteague Island Library** - Linda Ryan presented for her annual review to the Chincoteague Town Council.
  - c. **Northampton Free Library** - Report submitted with Director's report.
  - d. **ESPL Friends** - Ricci demonstrated Freading at their meeting. Freading is an downloadable e-book reading service sponsored by the Friends. NFL Friends will be giving additional funds for additional titles.
6. **Library Director's Report** - Burton received a \$3,000 donation from the Delaware Community Foundation from a donor designated fund. The donation is to support children's materials at the Northampton Free Library. This will be used the next fiscal year to pay for children's books. Burton said that the capital project and library outreach has been beneficial in attracting donor interest in supporting the libraries. She will confirm details about the crape myrtle donation from Browder-Hite in August. Burton is trying to identify the farmer who farms the land behind the Northampton Free Library since some of the property was donated to ESPL. Received a pledge from the Northampton DAR to purchase a book called Thirty-four families of Old Somerset County Maryland. Burton presented to the board the new ShoreCat logo. The board was reminded about the closings for ShoreCat



training and informed them about activities planned for the launching of the new. Burton showed the Board of Trustees the ESVA Tourism guide, which contains historical tourism information, a map of Museum Network locations, and an article by Curtis Badger. Burton helped with the guide to promote historic tourism. The Eastern Shore Room is included on the map.

7. **ESPL Foundation** (Davenport) – See Trustee Liaison Report. The ESPLF Fundraising Committee is continuing to work on Raising the Green. Davenport encourages everyone to purchase tickets for the event. The First Lady and Governor will be attending the Raising the Green. ESPLF will be notified of another NEH grant application result in the summer.
8. **Capital Project Update** – Burton reported for Valentine. Burton said that the project is still on schedule. The front of the building and the front part of the side walls are off. Approximately fifteen feet of brickwork was removed from the front sides in order to tie in the new front better. Burton was asked to decide on the window framing color. The exterior window frame will be the dark color and the interior will be aluminum/silver.
9. **Old Business** - None.
10. **New Business**
  - a. **Naming the new library** – Davenport motioned that it is the considered opinion of the board of trustees that the naming of the new library should be authorized and approved by the library trustees. Holland seconded. Motion approved.
  - b. **Approval of Internet service contract** – Burton informed the board that three RFP's were submitted this year: (1) Internet service for ESPL, (2) cabling for the new library, and (3) Internet and cabling for Tangier. Burton said that last year the Board of Trustees approved a contract only for one year. Burton does not want to do more than one year contract, because the Internet services on ESVA are changing. Broadband Authority and Spectrum bids were for longer than one year. Burton recommends that ESPL stay with Eastern Shore Communications. Davenport asked for clarification with the bidding process. Burton reviewed the e-rate Federal discount bidding process. Cabling and Internet to Tangier's library was also bid out, but no one bid. The e-rate consultant informed Burton that a bill from their existing provider can be submitted, but has yet to receive one from the library volunteers. Burton said that the cabling for the new library was out for bid also. Burton needs to follow-up with that proposal. Burton reviewed that the cabling was not in the construction contract; that contract includes the conduit. Motion by Bloxom that ESPL continue to use Eastern Shore Communications for Internet service for one year. Rose-Jensen seconded. Motion approved.



- c. **Acceptance of National Endowment for the Humanities \$500,000 Challenge Grant** - Burton requested that the Board of Trustees accept the grant project, which is going to the ESPL Foundation. This will fund the Heritage Center equipment and technology that is not included in the construction contract. The Board of Trustees agreed to wait until next month to make this decision. Burton mentioned the Davis Bacon Laws are being questioned for the matching funds. Davenport motioned to table the discussion until more information is received about the grant criteria. Bloxom seconded. Motion approved.
  - d. **Accept 2019 Audit** - Davenport motioned to accept the 2019 audit. Pittman seconded. Motion approved. ESPL did submit a copy of the audit to the Library of Virginia, which is one of their requirements, and receipt of it was confirmed.
  - e. **Approve Friends of NFL plan for alterations to the Northampton Free Library** - Holland motioned to approve the Friends of NFL plans for alterations to the Northampton Free Library. Rutledge seconded. Discussion followed. Burton reviewed the 2003 architectural plans report for NFL that included conceptual future additions to the library. Burton explained the ESVA Community Foundation grant cycle and the consideration by the Friends of NFL to apply for the doors and the planning for the NFL addition. Holland confirmed that the ESVACF does not like to fund planning. Burton clarified that NFL cannot make modifications to the facility without the ESPL board approval. NFL questioned how soon ESPL plans to do the addition, so it can determine how best to fund the doors. Burton informed them that ESPL cannot define that now. Burton recommended that the Friends of NFL and ESPL Trustees meet to discuss the plans for the library addition. Ryan stated that it is ESPL's responsibility to develop the plans, but that the new regional library needs to get completed before this planning takes place. \$5,784 is the quotation from Clark and Sons for the automatic doors and installation, plus the electrical work by a separate contractor. Holland moved to withdraw her motion. Rutledge seconded. Motion approved. Ryan moved to approve the modification of the existing doors at the Northampton Free Library to be automatic so far as the Friends of NFL have the funds to support it. Holland seconded it. Motion approved.
11. **Additional comments** - The draft Accomack County budget includes maintenance of the Accomack building and the Parksley building plus \$3,000 for a Tangier library pilot project. The Accomack County draft budget includes a 2% employee raise instead of 3%. Burton said that ESPL will always be flat-funded due to the existing 75% Accomack County/25% Northampton County formula. Burton met with Mike Mason yesterday to review the budget. Accomack County will debit \$11,750 the cost of custodial services



and the cost that Northampton should cover, so the ESPL check from Accomack will be less as it will account for the debited amount. Burton will be giving a budget presentation tonight with Northampton County.

12. **Next Meeting:** Tuesday, March 10, 2020 at ESPL in Accomack at 1:00 pm
13. **Adjournment** -Motion to adjourn by Ryan. Davenport seconded. Motion approved. Meeting adjourned at 2:42 pm.

Respectfully submitted,

DRAFT

Eastern Shore Public Library  
**Balance Sheet**  
As of February 29, 2020

	<b>Feb 29, 20</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	353.66
Sun Trust - Operating	
Liability Reserve	8,004.00
Reserve	9,996.00
Sun Trust - Operating - Other	143,924.40
<b>Total Sun Trust - Operating</b>	161,924.40
<b>Suntrust - Restricted Fund</b>	10,205.57
<b>Total Checking/Savings</b>	172,483.63
<b>Total Current Assets</b>	172,483.63
<b>TOTAL ASSETS</b>	<b>172,483.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	792.89
<b>Total Accounts Payable</b>	792.89
<b>Credit Cards</b>	
Cardmember Services Visa	599.96
<b>Total Credit Cards</b>	599.96
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	810.02
2290 · Anthem, Medical	1,122.60
2300 · Anthem, Dental	118.94
2360 · AFLAC	165.30
<b>Total Other Current Liabilities</b>	2,216.86
<b>Total Current Liabilities</b>	3,609.71
<b>Total Liabilities</b>	3,609.71

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03/03/20  
Accrual Basis

Eastern Shore Public Library  
**Balance Sheet**  
As of February 29, 2020

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	<u>Feb 29, 20</u>
<b>Equity</b>	
1110 · Retained Earnings	-27,445.70
3000 · Opening Bal Equity	95,784.16
Net Income	<u>100,535.46</u>
<b>Total Equity</b>	<u>168,873.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>172,483.63</b></u>

	Feb 20
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42020 · NFL Friends	3,000.00
42040 · Contributions Restricted	275.00
42050 · Legacies & Bequests	65.25
42060 · Adopt-A-Book	10.00
Total 42000 · Contributions	3,350.25
43000 · Reimbursements	
43020 · Island	200.23
43030 · Cape Charles	1,192.96
Total 43000 · Reimbursements	1,393.19
44000 · Fines & Fees	
44010 · Fines	673.08
44020 · Photocopying	601.60
44030 · Fax	330.91
44040 · Other	24.00
Total 44000 · Fines & Fees	1,629.59
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	57.00
Total 49000 · Miscellaneous Income	57.00
Total 40000 · INCOME	6,430.03
Total Income	6,430.03
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	3,639.76
61102 · Building Maintenance, NFL	519.95
Total 61100 · Building	4,159.71
61200 · Utilities	
61201 · Fuel Oil	819.43
61202 · Electricity	716.07
61203 · Telephone	395.78
Total 61200 · Utilities	1,931.28
61300 · Vehicle Operation	115.26



	Feb 20
61500 · Computer	
61514 · Internet Services, State	2,005.20
61517 · Computer Maintenance	445.00
Total 61500 · Computer	2,450.20
Total 61000 · Operations	8,656.45
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	483.15
Total 62300 · Equipment Maintenance	483.15
Total 62000 · Equipment	483.15
63000 · Programs	
63200 · Youth	69.00
Total 63000 · Programs	69.00
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	17,019.62
64030 · Hourly Employees	11,877.30
64050 · Payroll Expenses	3,071.79
64070 · Retirement (VRS)	1,331.88
64080 · Insurance	
64084 · Insurance, Gen, Liability (VRS)	0.01
64085 · Insurance, Medical (Anthem)	2,894.50
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	2,974.01
Total 64000 · Personnel	41,790.26
65000 · Supplies	
65300 · Library	951.04
65400 · Youth Program Supplies	286.00
Total 65000 · Supplies	1,237.04
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	4,422.12
66317 · AV, State Aid	147.63
66320 · Cape Charles Contract #15	122.96
66321 · Books - Non-State Aid	121.91
66310 · System Materials - Other	21.71
Total 66310 · System Materials	4,836.33
66350 · Affiliates	
66351 · Books, Affiliates	1,145.76
Total 66350 · Affiliates	1,145.76

## Profit & Loss

February 2020

	Feb 20
66900 · Restricted	556.98
Total 66000 · Materials	6,539.07
67000 · Other	
67100 · Postage	47.92
67200 · Travel	854.45
67300 · Dues	104.00
Total 67000 · Other	1,006.37
68000 · Miscellaneous	
68100 · Bank Fees	65.39
68600 · Continuing Education	40.00
68000 · Miscellaneous - Other	675.88
Total 68000 · Miscellaneous	781.27
69000 · Professional Services	
69001 · Professional Services, Financial	1,305.00
69004 · Auditor	1,500.00
Total 69000 · Professional Services	2,805.00
Total 60000 · EXPENSES	63,367.61
Total Expense	63,367.61
Net Ordinary Income	-56,937.58
Net Income	-56,937.58

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03/03/20

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
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	312,809.25	417,079.00	-104,269.75	75.0%
41020 · Northampton County	111,533.25	148,711.00	-37,177.75	75.0%
41030 · State Aid	137,776.58	183,670.00	-45,893.42	75.0%
41040 · Grants	0.00	0.00	0.00	0.0%
Total 41000 · Government Income	562,119.08	749,460.00	-187,340.92	75.0%
42000 · Contributions				
42010 · ESPL Friends	4,109.20	7,000.00	-2,890.80	58.7%
42020 · NFL Friends	3,335.74	5,000.00	-1,664.26	66.7%
42030 · Contributions Unrestricted	1,115.71	1,000.00	115.71	111.6%
42040 · Contributions Restricted	9,248.61	5,000.00	4,248.61	185.0%
42050 · Legacies & Bequests	65.25	500.00	-434.75	13.1%
42060 · Adopt-A-Book	853.69			
42000 · Contributions - Other	30.00	0.00	30.00	100.0%
Total 42000 · Contributions	18,758.20	18,500.00	258.20	101.4%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,010.00	5,000.00	10.00	100.2%
43020 · Island	1,629.07	2,500.00	-870.93	65.2%
43030 · Cape Charles	7,347.89	16,500.00	-9,152.11	44.5%
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	14,110.83	24,600.00	-10,489.17	57.4%
44000 · Fines & Fees				
44010 · Fines	5,495.37	10,000.00	-4,504.63	55.0%
44020 · Photocopying	4,285.15	5,000.00	-714.85	85.7%
44030 · Fax	2,992.91	4,000.00	-1,007.09	74.8%
44040 · Other	268.73	1,000.00	-731.27	26.9%
44000 · Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 44000 · Fines & Fees	13,042.16	20,000.00	-6,957.84	65.2%
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%
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	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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03/03/20

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
<b>49000 · Miscellaneous Income</b>				
49010 · NOW Interest	0.00	0.00	0.00	0.0%
49020 · Driver Education Test Proctorin	277.00	300.00	-23.00	92.3%
49000 · Miscellaneous Income - Other	732.94	200.00	532.94	366.5%
<b>Total 49000 · Miscellaneous Income</b>	<b>1,009.94</b>	<b>500.00</b>	<b>509.94</b>	<b>202.0%</b>
<b>Total 40000 · INCOME</b>	<b>631,364.19</b>	<b>817,460.00</b>	<b>-186,095.81</b>	<b>77.2%</b>
<b>4060 · Carry Over</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4250 · Grants, Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4650 · Dividends</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4670 · Liquidation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>631,364.19</b>	<b>817,460.00</b>	<b>-186,095.81</b>	<b>77.2%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	9,994.87	12,000.00	-2,005.13	83.3%
61102 · Building Maintenance, NFL	3,678.06	7,500.00	-3,821.94	49.0%
61100 · Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 · Building</b>	<b>13,672.93</b>	<b>19,500.00</b>	<b>-5,827.07</b>	<b>70.1%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	2,203.22	5,000.00	-2,796.78	44.1%
61202 · Electricity	8,569.45	13,000.00	-4,430.55	65.9%
61203 · Telephone	6,033.12	11,000.00	-4,966.88	54.8%
61200 · Utilities - Other	275.92	0.00	275.92	100.0%
<b>Total 61200 · Utilities</b>	<b>17,081.71</b>	<b>29,000.00</b>	<b>-11,918.29</b>	<b>58.9%</b>
<b>61300 · Vehicle Operation</b>	<b>1,042.15</b>	<b>3,000.00</b>	<b>-1,957.85</b>	<b>34.7%</b>
<b>61400 · Insurance (VML)</b>				
61401 · Insurance, Building	4,737.50	0.00	4,737.50	100.0%
61402 · Insurance, Vehicles	105.25	0.00	105.25	100.0%
61407 · Insurance, Pro. Liability	402.50	0.00	402.50	100.0%
61400 · Insurance (VML) - Other	0.00	13,006.00	-13,006.00	0.0%
<b>Total 61400 · Insurance (VML)</b>	<b>5,245.25</b>	<b>13,006.00</b>	<b>-7,760.75</b>	<b>40.3%</b>
<b>61500 · Computer</b>				
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	5,439.95	15,000.00	-9,560.05	36.3%
61514 · Internet Services, State	6,593.20	11,100.00	-4,506.80	59.4%
61515 · Computer Software	352.00	500.00	-148.00	70.4%

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03/03/20

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	3,115.00	5,500.00	-2,385.00	56.6%
61518 · Technology	0.00	0.00	0.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
<b>Total 61500 · Computer</b>	<b>16,111.67</b>	<b>34,300.00</b>	<b>-18,188.33</b>	<b>47.0%</b>
61000 · Operations - Other	0.00	0.00	0.00	0.0%
<b>Total 61000 · Operations</b>	<b>53,153.71</b>	<b>98,806.00</b>	<b>-45,652.29</b>	<b>53.8%</b>
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	4,032.06	7,500.00	-3,467.94	53.8%
62300 · Equipment Maintenance - Other	249.00	0.00	249.00	100.0%
<b>Total 62300 · Equipment Maintenance</b>	<b>4,281.06</b>	<b>7,500.00</b>	<b>-3,218.94</b>	<b>57.1%</b>
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
<b>Total 62000 · Equipment</b>	<b>5,066.89</b>	<b>7,500.00</b>	<b>-2,433.11</b>	<b>67.6%</b>
63000 · Programs				
63100 · Adult	1,877.37	1,500.00	377.37	125.2%
63200 · Youth	3,345.49	5,000.00	-1,654.51	66.9%
63000 · Programs - Other	368.75	0.00	368.75	100.0%
<b>Total 63000 · Programs</b>	<b>5,591.61</b>	<b>6,500.00</b>	<b>-908.39</b>	<b>86.0%</b>
64000 · Personnel				
64010 · Salaries - Director	44,125.27	67,513.00	-23,387.73	65.4%
64020 · Salaries - Other	132,546.67	204,235.00	-71,688.33	64.9%
64030 · Hourly Employees	97,169.12	145,046.00	-47,876.88	67.0%
64050 · Payroll Expenses	24,370.09	45,000.00	-20,629.91	54.2%
64070 · Retirement (VRS)	10,514.83	16,500.00	-5,985.17	63.7%
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)	0.13	0.00	0.13	100.0%
64084 · Insurance, Gen, Liability (VRS)	0.02	0.00	0.02	100.0%
64085 · Insurance, Medical (Anthem)	23,156.00	42,000.00	-18,844.00	55.1%
64086 · Insurance, Dental (Anthem)	636.00	1,000.00	-364.00	63.6%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 64080 · Insurance</b>	<b>23,792.15</b>	<b>43,000.00</b>	<b>-19,207.85</b>	<b>55.3%</b>
64090 · Liability Reserve	4,669.00	8,000.00	-3,331.00	58.4%

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03/03/20

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	0.00	0.00	0.00	0.0%
<b>Total 64000 · Personnel</b>	<b>337,187.13</b>	<b>529,294.00</b>	<b>-192,106.87</b>	<b>63.7%</b>
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	10,912.68	15,350.00	-4,437.32	71.1%
65400 · Youth Program Supplies	783.77	500.00	283.77	156.8%
65000 · Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 65000 · Supplies</b>	<b>11,947.99</b>	<b>16,850.00</b>	<b>-4,902.01</b>	<b>70.9%</b>
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	25,149.76	47,376.00	-22,226.24	53.1%
66312 · Periodicals, State Aid	665.20	5,600.00	-4,934.80	11.9%
66313 · Continuations, State Aid	418.18	500.00	-81.82	83.6%
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	2,295.13	6,500.00	-4,204.87	35.3%
66318 · Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 · Cape Charles Contract #15	1,414.87	2,000.00	-585.13	70.7%
66321 · Books - Non-State Aid	426.16	0.00	426.16	100.0%
66310 · System Materials - Other	48.33	0.00	48.33	100.0%
<b>Total 66310 · System Materials</b>	<b>30,546.56</b>	<b>65,476.00</b>	<b>-34,929.44</b>	<b>46.7%</b>
66350 · Affiliates				
66351 · Books, Affiliates	10,002.19	24,000.00	-13,997.81	41.7%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
66350 · Affiliates - Other	0.00	0.00	0.00	0.0%
<b>Total 66350 · Affiliates</b>	<b>10,002.19</b>	<b>24,000.00</b>	<b>-13,997.81</b>	<b>41.7%</b>
66900 · Restricted	2,634.09	5,000.00	-2,365.91	52.7%
66000 · Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66000 · Materials</b>	<b>43,182.84</b>	<b>94,476.00</b>	<b>-51,293.16</b>	<b>45.7%</b>
67000 · Other				
67100 · Postage	1,387.57	1,500.00	-112.43	92.5%
67200 · Travel	4,035.87	4,998.00	-962.13	80.7%
67210 · Travel - State Aid	0.00	1,002.00	-1,002.00	0.0%
67300 · Dues	886.40	2,500.00	-1,613.60	35.5%
67000 · Other - Other	50.00	102.00	-52.00	49.0%
<b>Total 67000 · Other</b>	<b>6,359.84</b>	<b>10,102.00</b>	<b>-3,742.16</b>	<b>63.0%</b>

11:50 AM

03/03/20

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
<b>68000 · Miscellaneous</b>				
68100 · Bank Fees	549.29	1,000.00	-450.71	54.9%
68200 · Returned Checks	0.00	0.00	0.00	0.0%
68300 · Refunds	318.99	30.00	288.99	1,063.3%
68400 · MLS Fellowship - State Aid	1,000.00	1,000.00	0.00	100.0%
68600 · Continuing Education	588.58	4,000.00	-3,411.42	14.7%
68000 · Miscellaneous - Other	19,837.97	4,002.00	15,835.97	495.7%
<b>Total 68000 · Miscellaneous</b>	<b>22,294.83</b>	<b>10,032.00</b>	<b>12,262.83</b>	<b>222.2%</b>
<b>69000 · Professional Services</b>				
69001 · Professional Services, Financial	8,760.00	14,400.00	-5,640.00	60.8%
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	7,000.00	5,500.00	1,500.00	127.3%
69000 · Professional Services - Other	995.00	2,500.00	-1,505.00	39.8%
<b>Total 69000 · Professional Services</b>	<b>24,028.55</b>	<b>33,900.00</b>	<b>-9,871.45</b>	<b>70.9%</b>
<b>60000 · EXPENSES - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 60000 · EXPENSES</b>	<b>508,813.39</b>	<b>807,460.00</b>	<b>-298,646.61</b>	<b>63.0%</b>
<b>Total Expense</b>	<b>508,813.39</b>	<b>807,460.00</b>	<b>-298,646.61</b>	<b>63.0%</b>
<b>Net Ordinary Income</b>	<b>122,550.80</b>	<b>10,000.00</b>	<b>112,550.80</b>	<b>1,225.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7010 · Interest Income	83.69	0.00	83.69	100.0%
7030 · Other Income	500,000.00	0.00	500,000.00	100.0%
<b>Total Other Income</b>	<b>500,083.69</b>	<b>0.00</b>	<b>500,083.69</b>	<b>100.0%</b>
<b>Other Expense</b>				
61103 · Capital	500,000.00	0.00	500,000.00	100.0%
8010 · Reserve	5,831.00	10,000.00	-4,169.00	58.3%
8020 · Miscellaneous	16,268.03	0.00	16,268.03	100.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>522,099.03</b>	<b>10,000.00</b>	<b>512,099.03</b>	<b>5,221.0%</b>
<b>Net Other Income</b>	<b>-22,015.34</b>	<b>-10,000.00</b>	<b>-12,015.34</b>	<b>220.2%</b>
<b>Net Income</b>	<b>100,535.46</b>	<b>0.00</b>	<b>100,535.46</b>	<b>100.0%</b>

March 10, 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:** A launch event is planned at ESCC on Tuesday, March 24, 4:00 p.m. after the Building Bridges workshop. Numerous tabling activities and flyer postings have been planned. The library staff participates in the outreach activities as it normally would for ESPL promotion. Census was reviewed at the ShoreCat training with all staff and CIL volunteers, encouraging staff to encourage people to complete the Census and that staff will be expected to assist residents with the online completion of the survey.

*Continues on page 3*

## System Capacity

**Tangier Library:** Spoke with museum board chairman and asked for a copy of the Internet bill and a proposal for the new library cabling. Neither have been received yet, so this assistance may need to wait until next year's e-rate funding cycle. Also, am waiting for a call back from the Tangier Town Clerk regarding Internet access options and the Census.

## Culture of Reading

**ShoreCat training:** ESPL libraries were closed for staff and CIL volunteer training on February 19 and 20. Launch activities took place on Friday, February 21 that included staff t-shirts, Kit-Kat giveaways, demonstrations and more. Staff demonstrated the system at the Heritage Festival. Staff will hold public ShoreCat trainings at future dates.

**Exhibits:** Book displays: (1) Women's History Month and (2) National Nutrition Month

## Heritage Hub

**Civil War Trail:** K. Blake working on the second draft of the sign.

**ESVA Tourism:** The latest annual brochure included historic tourism and a map with Museum Network members and historical sites. The Tourism staff were responsive to recommendations by Burton.

## Outreach:

2/12 Census Youth program at Chamber with Felker

2/29 Heritage Festival with Collins

### Upcoming:

3/14 – Raising the Green

3/24 – Census Launch Event at ESCC, 4:00 pm

3/24 or 4/22 and 4/23 – Building Bridges

4/7 Schools Out! Game Day with Census taking

4/7 "The Public" movie at Elks, 5:30 pm

5/3 Celebrate Us!, 1-4 pm at Metompskin School

6/7 Summer Reading Kick-Off at NFL, 1-4





# 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. For 1000 Things Before Kindergarten, we currently have 31 children signed up in Accomac and 8 in Nassawadox. We have about 10 mothers participating in Stork Storytime.
- ◆ Continued to work on collection development (purchasing and discarding) for Children's and YA collections.
- ◆ Created displays at libraries in both Accomac and Nassawadox for Black History Month.
- ◆ Worked on promotion for Community Baby Shower workshops to be presented in the Accomac library in March by Kamesha Watson, Family Nutrition Program SNAP-Ed Program Assistant with Virginia Cooperative Extension.
- ◆ Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:00 AM). (Feb. 4, 11, and 18)
- ◆ Conducted the Youth Garden Club meetings and workdays at Northampton Free Library. (Feb. 7 and 14)
- ◆ Continued preliminary planning for Summer Reading Programs.
- ◆ Worked on early planning stages of preparations for ESPL annual multicultural festival "Celebrate Us" to be held on May 3.
- ◆ Attended Smart Beginnings Kids Count Planning Meeting. (Feb. 3)
- ◆ Created display for winners of the ALA Youth Media Awards. (Feb. 5)
- ◆ Attended Eastern Shore Healthy Communities Better Birth Outcomes Work Group meeting. (Feb. 10)
- ◆ Attended ESPL Board of Trustees meeting. (Feb. 11)
- ◆ Helped prepare for and attended Census Event for Youth Services Providers at ESVA Chamber of Commerce. Presentations were made by Lauren Snelling of Voices for Virginia's Children and Raquel Cepeda of the US Census Bureau. (Feb. 12)
- ◆ Participated in admin planning session for new Atrium library information system with ESPL library administrative team. (Feb. 13)
- ◆ Attended all day Atrium training for library staff. Helped with setup and take down. (Feb. 19, 20)



## Northampton Free Library

Barbrielle Rogers, Branch Manager



### Computer Usage

There were 448 adult computer users this month. Children's AWE computer had 19 sessions with 532 minutes used, and there were 72 children's iPad users this month as well.

### Staffing

No new staff changes this month

### Building Maintenance

A deep cleaning was done. See Director's Facility Report

### Meeting Room Usage

The meeting room was used 22 times, which includes small groups and individual use.

### Programs

No new programs to report at this time.

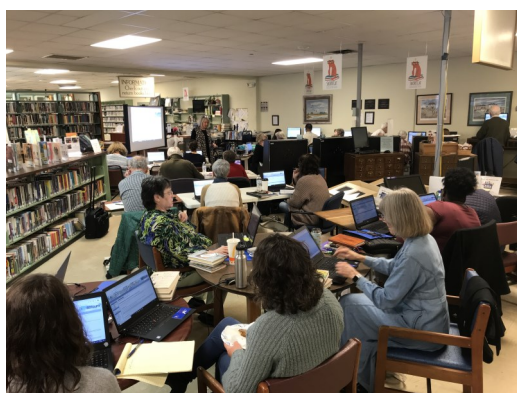
### NFL Friends News

Nothing new to report from our NFL Friends for this month, next meeting will be March 16th.

# Technical Services

Charle Ricci, TS Manager

- ◆ Completed Conversion Check Data Review for migration from Evergreen ILS to Atrium ILS. Coordinated final data extraction with Equinox (Evergreen) and Atrium representatives.
- ◆ Organized training schedule for Atrium and communicated details to ESPL staff.
- ◆ Coordinated the management of cataloging and collection procedures during this “in limbo” time period between ILS data extracts.
- ◆ Created ShoreCat promotional materials: Facebook banner, slide for circulation desk monitors, image for eNewsletter
- ◆ Worked closely with ESPL staff and Atrium project managers to troubleshoot migration hiccups and develop new workflows

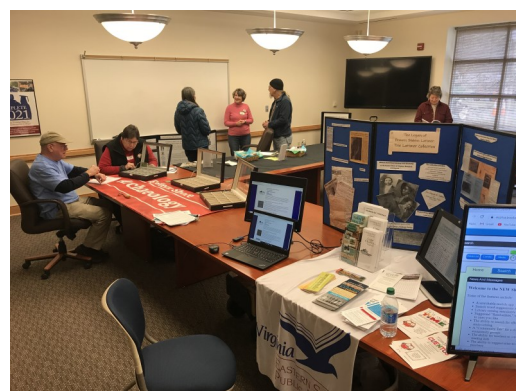


Staff and CIL volunteers being trained to use ShoreCat.

# Local History Services

Stacia Childers, LH Specialist

- Childers worked with Allison at PastPerfect and Johnson to update software and install PastPerfect on new laptop (formerly Roger's laptop).
- Childers worked with Johnson and Dahlmanns on printer issues in ES Room.
- Childers worked with Allison at PastPerfect to troubleshoot and upload Latimer Collection on PastPerfect Online.
- Once Latimer collection upload completed, Childers requested that site be submitted to Google Index for better reach (not done automatically, must be requested through PastPerfect).
- Childers completed slide presentation re: census for Heritage Festival at ESCL Feb. 29 ; Summer to post on ESPL website.
- Went with Miles Barnes to view Curtis Badger Collection for future donation to the Heritage Center.
- MilesFiles version 20.0 uploaded.



History of Census slideshow was shown at Heritage Fest at ESCL.

## Continuing Education –

2/19-20 – All staff and volunteers, over 35 people, attended ShoreCat training conducted by Atrium's staff.

2/26 Heard Dennis Custis talk at Bishop Sabatino's church on the history of African Americans on ESVA. Collins also in attendance.

**Personnel** – The personnel manual for holidays needs to be changed when Lee-Jackson Day terminated. Staff are instructed to recommend any other changes so that board requests are made at one time.

## Library Associations & Library of Virginia

LVA was contacted regarding Covid and assistance in attending LVA related meetings such as with teleconferencing.

Burton article published in LVA blog regarding the Census.

## Nonprofit Capacity, from page 1

**Healthy Communities:** Building Bridges Summit will be 3/24, 4/22, and 4/23, with the flyer being emailed to BoT and staff. Annual meeting was on 4/13. Burton elected Vice Chairperson.

**Community Partners:** A free public showing of “The Public” movie will be Tuesday, April 7, at 5:30 p.m. at the Elks Lodge. A viewing in Northampton will take place at a later date.

**“Funding Information Network Partner,” a.k.a. FIN.** – The ESVA Community Foundation renewed the membership that includes access to the Foundation Directory online in Accomac and Cape Charles libraries.

## Meetings:

1/27, 2/10, 2/24 Census

2/3 Raising the Green meeting

2/4 OBCA

2/5, 2/10 BoS Accomack Budget

2/7 Betz and Blake, re: Civil War Trails and Historic Tourism

2/11 Northampton Co. BoS Budget Presentation

2/12 Construction Committee

2/13 Atrium/ShoreCat Administration Teleconference

2/13 Healthy Communities annual meeting

2/18 Campaign Committee

2/19 Accomack BoS – Naming Library

2/20 Foundation

2/21 Ryan at CIL

2/24 Shockley at ESCC re: GED collaboration

2/25 DOVE teleconference (Desegregation of Virginia Education)

2/26 Friends of ESPL: demonstrated ShoreCat, asked what name will be for their room

3/2 CPES PR Committee

3/3 Administrative Team Meeting

## Marketing & Communications:

- Facebook posts (Childers): 5 posts to ES Room, 5 posts to ESPL, including Lynn Steel book reviews, 1 to Latimer

### Eastern Shore Post Articles

- Off the Shelf: The Frances Bibbins Latimer Collection Available Online
- 2/21/20 Get Counted in 2020 Census

### Eastern Shore News Articles

### WESR

- On Chamber Chat 2/26 to promote Raising the Green, the Census, and ShoreCat

## Facility:

Clark & Sons received downpayment for the automatic door installation at NFL. They will call Rogers to schedule.

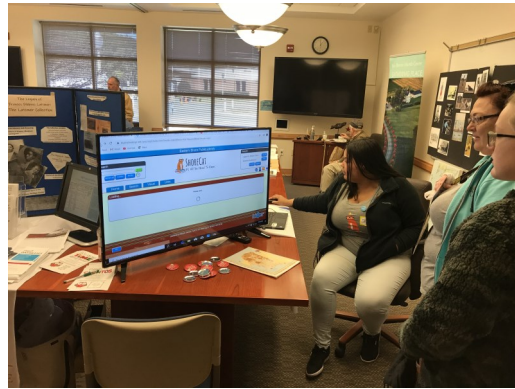
NFL received a “deep clean” by contracted cleaner. Patrons commented on improvement. Plan is to do quarterly.

Rogers directed to get carpets cleaned at NFL as last cleaned in 2018.

Numerous lamps (bulbs) replaced at ESPL.

## Technology

DigitalLeads computers were used in outreach at Heritage Festival and with Friends demonstration of ShoreCat.





**Eastern Shore  
Public Library  
Foundation**

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

P.O. Box 554  
Accomac, VA 23301-0554  
Phone: 757-787-2500  
Fax: 757-787-2241  
[www.shorelibrary.com](http://www.shorelibrary.com)  
[www.espl.org](http://www.espl.org)  
[Facebook.com/easternshorelibrary](https://www.facebook.com/easternshorelibrary)

**Foundation**

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John W. Edmonds, IV

**President**

Colette M. Nelson

**Vice President**

Jay Davenport

**Recording Secretary**

Carol Callander

**Treasurer**

Frank Hall

**Corresponding Secretary**

Kitty Hall

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Harriet Lonergan

Ronald F. Matthews, Jr.

Al McMath

Keith M. Miles

Thomas Rakowski

**Ex-officio**

Cara Burton

Library Director

**Ex-officio**

Gerry Ryan, Chair

Board of Library Trustees

March 2, 2020

Mr. Gerry Ryan, Chairman  
Eastern Shore Public Library Board of Trustees  
P.O. Box 360  
Accomac, VA 23301

Re: ESPL Foundation's need to develop a five-year strategic plan

Dear Gerry:

While the ESPL Foundation Board of Directors continues its work on raising funds for the construction and interior buildout of the 'new' regional library and our commitment to repay the bank loan, it is time for us to look ahead and develop a five-year strategic plan to give us some direction for the future.

We are writing today to ask the ESPL Board of Trustees to develop a list of requests/needs for each affiliated and branch library as well as the entire library system in order of priority with an approximate cost for the need (a range of cost would suffice). While some needs may be large, such as, an endowment for an archivist while others are more modest, all need to be considered.

At the Trustee's direction, the Foundation is willing to collect and pass on the needs from the affiliated libraries.

We remain committed to our mission of providing financial assistance for the entire Eastern Shore Public Library System.

The ESPL Foundation also wishes to thank you for your hard work; we look forward to walking with you arm-in-arm through the welcoming doors of the 'new' regional library.

With warmest regards,

John Willis Edmonds, IV  
Chairman

Colette M. Nelson  
President