

**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**September 8, 2020, 1:00 PM**

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

**Agenda**

This is an electronic meeting.

1. Call to Order
2. Public Comments
3. Approval of Minutes of August 18, 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. Circulation Policy and library fines

Approve the second reading of the modified Circulation Policy (see attached).

- b. Holidays and Closings Policy

Approve the second reading of the modified Holidays and Closings Policy that Lee-Jackson Day will be deleted as a holiday closing and Election Day and Juneteenth will be added as holiday closings. (see attached)

- c. ESPL Donor Recognition Policy

Approve the first reading of the following addition to the Donor Recognition Policy policy after the paragraph "Responsibility":

Naming and commemorative options at the library in Parksley must also comply with the Accomack County Naming Policy as long as the County owns the property. Applicable options must be approved by the ESPL Board of Trustees before being submitted to the County for approval.

- d. 2010-2021 Budget Modifications

10. New Business

- a. Approve the donation of a cornerstone from Williams Funeral Home for the new library which will have “2021” on it.
- b. Approve the naming of three rooms in the Eastern Shore Public Library
  - i. Frances Bibbins Latimer Children’s Study Room
  - ii. Arthur W. Perdue Children’s Room
  - iii. Brooks Miles Barnes Archive Room

11. Additional Comments

12. Next Meeting: Tuesday, October 13, 2020 at ESPL in Accomac at 1:00 pm

13. Adjournment

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

August 18, 2020, 1:00 pm  
(Meeting held electronically)

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

**In attendance:** Cara Burton, Director. **Staff:** Janice Felker, Charle Ricci, Karen Sharp

1. Meeting called to order by Chair Ryan at 1:05 pm.
2. **Public comments.** None.
3. **Approval of Minutes.** Bloxom motioned to approve the July 14, 2020 minutes as distributed. Davenport seconded. Motion approved.
4. **Financial Reports.** Burton explained that the trustees had voted on the budget at the July meeting. When the Bookkeeper entered the approved budget in QuickBooks, she noticed a few errors. Burton will distribute corrections by email, which total approximately \$2,900.00. After trustee review, the budget including the changes will be approved at the September BOT meeting. Davenport motioned to approve. Poyer seconded. Motion approved. Poyer suggested financial spreadsheet software that would warn if budget was not in balance. Burton noted that QuickBooks had flagged the discrepancies.
5. **Branch and Friends Reports**
  - a. Cape Charles Memorial Library - Report distributed by email. No questions or comments on the report.
  - b. Chincoteague Island Library – Report distributed by email. No questions or comments on the report.
  - c. Northampton Free Library –Report included in director's report. Burton traveled to the NFL on August 17, 2020 to look at the site chosen for the bus shelter. A shrub and a large limb would need to be removed if the original site was utilized. Burton and Mayor of Nassawadox identified an alternative site that would not require the need of limb removal. The new position will not be blocked in the future by existing holly trees.
  - d. ESPL Friends Reports – None submitted. Some ESPL Friends have begun to volunteer in Accomac again to help with withdrawn books. The Friends have also donated \$500.00 towards the Freeding eBook service.
6. **Library Director's Report** - Report distributed by email. Ryan noted that the Director's Report is, as usual, very comprehensive. No questions or comments on this report.
7. **ESPL Foundation** (Davenport)
  - a. Capital Campaign Update -Capital Campaign committee members are continuing to work on various fund raising activities. Shortly, the Foundation will be equipped to accept the donations of cars and boats. The agency handling the donated items will be responsible for moving and selling them. Proceeds after their expenses will be sent to ESPLF. Another basket fundraiser is in the works, and a bracelet fundraiser through Marsh Jewelers is being planned. Looking ahead to next year, a Raising of the Green may be possible. The Foundation is working on a project to contact former large donors, but has delayed the implementation until the Trustees approve the donor policy revision.
8. **Capital Project Update** – Steering Committee (Valentine) – The last two meetings with the architect did not include Valentine. There has been a two week delay because delivered metal studs did not meet the project specifications. It appears that metal studs have been installed and they are now working on the front façade.
9. **Old Business**

- a. NFL bus shelter and bike station
  - i. Poyer motioned to approve the installation of a STAR Transit bus shelter at NFL, funded by the Town of Nassawadox (installation) and STAR (shelter), except for the tree removal. Valentine seconded. Burton explained that the removal of the middle holly tree shrub will be approximately \$250.00, which also includes some minor pruning of the adjacent shrubs. Waiting on another quote as well. Burton has determined that no additional easement will be required by VDOT, and the Town of Nassawadox will be responsible for maintaining the shelter. This will be specified in a written agreement between the ESPL and the Town of Nassawadox as confirmed by Burton. Motion approved.
  - ii. Valentine motioned to approve the installation of a bike station at NFL, funded by Northampton County Tourism Grant. Bloxom seconded. Burton explained that the station would include an air pump (no electricity required) and bike repair tools on a small concrete pad. No paperwork will be required by Northampton County. Motion approved.
- b. Circulation Policy and library fines – Poyer motioned to approve the first reading of the modified Circulation Policy (included in board packet). Valentine seconded. Davenport inquired about replacement costs in cases where books are destroyed or lost. Ricci explained that the charge for a lost or damaged book does include re-ordering, processing and cataloging the replacement item. Motion approved.
- c. Holidays and Closings Policy – Rose-Jensen motioned to approve the first reading of the modified Holidays and Closings Policy in which Lee-Jackson Day will be deleted as a holiday closing and Election Day and Juneteenth will be added as holiday closings (included in board packet). Bloxom seconded. Bloxom asked if the General Assembly will be approving the statewide holiday changes, in addition to the Governor's decree. Burton noted that Accomack County's recognition of Juneteenth as a holiday. Historically, the library has followed Accomack County's holiday schedule. Davenport and Valentine abstained. All others voted to approve.

## 10. New Business

- a. Draft lease for 24313 Bennett Street, Parksley (included in board packet) - Ryan noted that this lease has been submitted to the library's attorney and comments were received from the attorney. Custis suggests that in paragraph 1A, the term "occupants" be changed to "tenant". Under paragraph 2, the term "should the term of the lease be defined as the earlier of 20 years, or the time that the bonds financed by the county be paid off. If paid off early, the lease should terminate and title transferred to ESPL"... In paragraph 4B, the term "regional ..." be included, and in paragraph 5B, he questioned whether the intent is to rebuild or not. Davenport noticed this as well, because in section 5, it is stated that there is no obligation to repair or restore in case of certain types of damages, but in section 7, it states that there will be full insurance against those same types of damages. Davenport noted that when you insure a property against a loss, there is a presumption that those funds will be used to repair the loss. Ryan will ask Custis to reword 5B in order to reflect the insurance coverage in section 7. Paragraph 6B, should be modified to reflect the naming process as discussed below in the donor recognition policy. For Paragraph 7B, Ryan is to ask Custis, is it possible that 80% replacement coverage is the maximum allowed? Is increased coverage possible, and what would be the related cost increase? Davenport noted that the coverage will include replacement of structure and contents. Burton explained that the county is currently responsible for the structure and the library is responsible for contents. The County holds the policy and Burton suggests that the BOT review the County's policy. Paragraph 9, there is general consensus that the paragraph should be removed, as it seems to apply to the Accomac facility, not the Parksley facility. Ryan recommends that the BOT request that Custis make these changes and then return the amended lease to the County Supervisors for approval and establish a final joint agreement. Davenport motioned to proceed with John Custis' review and incorporation of BOT suggested amendments in the lease, after which time the lease will be submitted to Accomack County for negotiation. Valentine seconded. Davenport also

requested that the entire BOT be included in the process with Custis so that any questions could be addressed before the next meeting. Motion approved.

- b. ESPL Donor Recognition Policy – Valentine motioned to approve the first reading of the following addition to the Donor Recognition Policy after the paragraph “Responsibility”: *Naming and commemorative options at the library in Parksley must also comply with the Accomack County Naming Policy as long as the County owns the property. Applicable options must be approved by the ESPL Board of Trustees before being submitted to the County for approval.* Bloxom seconded. Ryan noted that this basically formalizes a line of communication between the County and the trustees. Davenport noted that in attempting to reach former large donors, an offer had been made to combine former donations with new donations to attain the level suggested for a naming opportunity. Ryan understands that the only time the BOS needs to be informed if there is a new naming opportunity on the building’s interior. Davenport asked if previously named items would be grandfathered in the new facility. Burton explained that if something was already named in the Accomack facility, it will need approval if it is transferred to the new building. For things that have already been adopted by the Foundation, the names will need to be approved by the BOS. Nelson has authorized the Foundation office to draft the forms to approve the existing named items/spaces, once the BOT approves the Donor Recognition policy. Established donations for the new library are not being grandfathered in. Davenport pointed out that this new procedure could insult donors who had thought their naming donation had already been approved. Ryan called for vote on policy change. Davenport and Poyer abstained. All others approved.

**11. Additional Comments** – None.

**12. Next Meeting:** Tuesday, September 8, 2020 in Accomack at 1:00 PM

**13. Adjournment** - Davenport motioned to adjourn. Valentine seconded. Motion approved.

Meeting adjourned at 1:56 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary

10:34 AM  
09/02/20  
Accrual Basis

Eastern Shore Public Library  
**Balance Sheet**  
As of August 31, 2020

	<u>Aug 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Petty Cash	100.00
Sun Trust - Operating	
Liability Reserve	7,337.00
Reserve	9,163.00
Sun Trust - Operating - Other	<u>160,727.85</u>
Total Sun Trust - Operating	177,227.85
Suntrust - Restricted Fund	<u>10,180.57</u>
Total Checking/Savings	<u>187,508.42</u>
Total Current Assets	<u>187,508.42</u>
<b>TOTAL ASSETS</b>	<b><u><u>187,508.42</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>22,583.43</u>
Total Accounts Payable	22,583.43
Credit Cards	
Cardmember Services Visa	<u>159.83</u>
Total Credit Cards	159.83
Other Current Liabilities	
2100 · Payroll Liabilities	754.11
2270 · Minnesota Life	26.40
2290 · Anthem, Medical	1,122.62
2300 · Anthem, Dental	118.94
2360 · AFLAC	<u>165.30</u>
Total Other Current Liabilities	<u>2,187.37</u>
Total Current Liabilities	<u>24,930.63</u>
Total Liabilities	24,930.63

10:34 AM  
09/02/20  
Accrual Basis

Eastern Shore Public Library  
**Balance Sheet**  
As of August 31, 2020

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	<u>Aug 31, 20</u>
Equity	
1110 · Retained Earnings	-28,477.36
3000 · Opening Bal Equity	95,784.16
Net Income	<u>95,270.99</u>
Total Equity	<u>162,577.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>187,508.42</u></b>

10:35 AM  
09/02/20  
Accrual Basis

Eastern Shore Public Library  
**Profit & Loss**  
August 2020

	Aug 20
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	111,211.00
41010 · Accomack County	
Total 41000 · Government Income	111,211.00
42000 · Contributions	760.35
42040 · Contributions Restricted	
Total 42000 · Contributions	760.35
43000 · Reimbursements	61.85
43020 · Island	1,040.34
43030 · Cape Charles	25.99
43040 · Book Replacement	30.00
43000 · Reimbursements - Other	
Total 43000 · Reimbursements	1,158.18
44000 · Fines & Fees	95.00
44010 · Fines	
Total 44000 · Fines & Fees	95.00
46000 · Private Grants	1,197.11
49000 · Miscellaneous Income	25.00
49020 · Driver Education Test Proctorin	
Total 49000 · Miscellaneous Income	25.00
Total 40000 · INCOME	114,446.64
Total Income	114,446.64
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	1,309.29
61102 · Building Maintenance, NFL	601.26
Total 61100 · Building	1,910.55
61200 · Utilities	
61202 · Electricity	744.04
61202.1 · Electricity - NFL	343.13
61203 · Telephone	527.82
61203.1 · Telephone - NFL	148.53
Total 61200 · Utilities	1,763.52
61300 · Vehicle Operation	138.90
61400 · Insurance (VML)	
61401 · Insurance, Building	1,000.00



10:35 AM  
09/02/20  
Accrual Basis

Eastern Shore Public Library  
**Profit & Loss**  
August 2020

	Aug 20
Total 61400 · Insurance (VML)	1,000.00
61500 · Computer	
61510 · Computer Hardware	1,891.12
61513 · Online Services	4,055.28
61514 · Internet Services, State	2,114.71
61517 · Computer Maintenance	445.00
Total 61500 · Computer	8,506.11
Total 61000 · Operations	13,319.08
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	468.97
Total 62300 · Equipment Maintenance	468.97
Total 62000 · Equipment	468.97
63000 · Programs	
63100 · Adult	1,330.84
63000 · Programs - Other	100.00
Total 63000 · Programs	1,430.84
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	17,019.62
64030 · Hourly Employees	10,129.08
64050 · Payroll Expenses	2,925.71
64070 · Retirement (VRS)	1,469.33
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.08
64084 · Insurance, Gen, Liability (VRS)	-0.02
64085 · Insurance, Medical (Anthem)	2,997.12
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	3,076.68
Total 64000 · Personnel	40,136.08
65000 · Supplies	
65100 · Custodial	6.00
65300 · Library	1,411.48
65400 · Youth Program Supplies	31.55
Total 65000 · Supplies	1,449.03
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	2,749.47
66312 · Periodicals, State Aid	2,592.40
66315 · Electronic Resources, State Aid	500.00
66317 · AV, State Aid	218.94

10:35 AM  
09/02/20  
Accrual Basis

Eastern Shore Public Library  
**Profit & Loss**  
August 2020

	Aug 20
66320 · Cape Charles Contract #15	206.94
Total 66310 · System Materials	6,267.75
66350 · Affiliates	
66351 · Books, Affiliates	1,614.28
Total 66350 · Affiliates	1,614.28
66900 · Restricted	99.48
Total 66000 · Materials	7,981.51
67000 · Other	
67100 · Postage	687.80
67200 · Travel	124.85
67300 · Dues	352.00
Total 67000 · Other	1,164.65
68000 · Miscellaneous	112.05
69000 · Professional Services	
69001 · Professional Services, Financial	1,200.00
69002 · Professional, Library Services	2,069.29
69003 · Erate Consultant	4,515.06
Total 69000 · Professional Services	7,784.35
Total 60000 · EXPENSES	73,846.56
Total Expense	73,846.56
Net Ordinary Income	40,600.08
Net Income	40,600.08

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 • INCOME				
41000 • Government Income				
41010 • Accomack County	111,211.00	444,844.00	-333,633.00	25.0%
41020 • Northampton County	44,129.75	176,519.00	-132,389.25	25.0%
41030 • State Aid	56,188.00	224,752.00	-168,564.00	25.0%
41040 • Grants	0.00	0.00	0.00	0.0%
Total 41000 • Government Income	211,528.75	846,115.00	-634,586.25	25.0%
42000 • Contributions				
42010 • ESPL Friends	253.63	7,000.00	-6,746.37	3.6%
42020 • NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 • Contributions Unrestricted	0.00	1,000.00	-1,000.00	0.0%
42040 • Contributions Restricted	964.25	5,500.00	-4,535.75	17.5%
42050 • Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 • Adopt-A-Book	50.00	0.00	50.00	100.0%
42000 • Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 • Contributions	1,267.88	16,000.00	-14,732.12	7.9%
43000 • Reimbursements				
43010 • NFL Book Endowment	4,570.00	5,000.00	-430.00	91.4%
43020 • Island	288.95	2,500.00	-2,231.05	10.8%
43030 • Cape Charles	1,040.34	16,000.00	-14,959.66	6.5%
43040 • Book Replacement	25.99	100.00	-74.01	26.0%
43050 • NFL	0.00	0.00	0.00	0.0%
43000 • Reimbursements - Other	30.00	500.00	-470.00	6.0%
Total 43000 • Reimbursements	5,935.28	24,100.00	-18,164.72	24.6%
44000 • Fines & Fees				
44010 • Fines	95.00	0.00	95.00	100.0%
44020 • Photocopying	0.00	3,000.00	-3,000.00	0.0%
44030 • Fax	0.00	0.00	0.00	0.0%
44040 • Other	0.00	0.00	0.00	0.0%
44000 • Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 44000 • Fines & Fees	95.00	3,000.00	-2,905.00	3.2%
45000 • Endowments				
45010 • Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 • General (Merrill Lynch)	0.00	0.00	0.00	0.0%
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	0.00	2,000.00	-2,000.00	0.0%
46000 • Private Grants	1,197.11	5,000.00	-3,802.89	23.9%

10:42 AM

09/02/20

Accrual Basis

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
49000 • Miscellaneous Income				
49010 • NOW Interest	0.00	0.00	0.00	0.0%
49020 • Driver Education Test Proctorin	30.00	300.00	-270.00	10.0%
49000 • Miscellaneous Income - Other	0.00	200.00	-200.00	0.0%
Total 49000 • Miscellaneous Income	30.00	500.00	-470.00	6.0%
Total 40000 • INCOME	220,054.02	896,715.00	-676,660.98	24.5%
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	220,054.02	896,715.00	-676,660.98	24.5%
Expense				
60000 • EXPENSES				
61000 • Operations				
61100 • Building				
61101 • Building Maintenance	2,348.37	9,000.00	-6,651.63	26.1%
61102 • Building Maintenance, NFL	958.59	12,000.00	-11,041.41	8.0%
61104 • Building Maintenance - Parksley	0.00	51,280.00	-51,280.00	0.0%
61100 • Building - Other	0.00	0.00	0.00	0.0%
Total 61100 • Building	3,306.96	72,280.00	-68,973.04	4.6%
61200 • Utilities				
61201 • Fuel Oil	0.00	1,500.00	-1,500.00	0.0%
61202 • Electricity	1,371.52	6,000.00	-4,628.48	22.9%
61202.1 • Electricity - NFL	343.13	4,200.00	-3,856.87	8.2%
61202.2 • Electricity - Parksley	0.00	17,500.00	-17,500.00	0.0%
61203 • Telephone	1,055.66	4,000.00	-2,944.34	26.4%
61203.1 • Telephone - NFL	148.53	1,550.00	-1,401.47	9.6%
61204 • Water/Sewer - Parksley	0.00	1,200.00	-1,200.00	0.0%
61200 • Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 • Utilities	2,918.84	35,950.00	-33,031.16	8.1%
61300 • Vehicle Operation				
61400 • Insurance (VML)				
61401 • Insurance, Building	1,000.00	8,757.00	-7,757.00	11.4%
61402 • Insurance, Vehicles	0.00	404.00	-404.00	0.0%
61403 • Insurance - Boiler	0.00	238.00	-238.00	0.0%
61404 • Insurance - Liability	0.00	689.00	-689.00	0.0%
61407 • Insurance, Pro. Liability	0.00	697.00	-697.00	0.0%
61408 • Insurance - Other	0.00	2,079.00	-2,079.00	0.0%
61400 • Insurance (VML) - Other	0.00	0.00	0.00	0.0%

10:42 AM

09/02/20

Accrual Basis

# Eastern Shore Public Library

## Profit & Loss Budget vs. Actual

### July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total 61400 - Insurance (VML)	1,000.00	12,864.00	-11,864.00	7.8%
61500 - Computer				
61510 - Computer Hardware	1,891.12	2,000.00	-108.88	94.6%
61511 - Computer Hardware, State	0.00	2,500.00	-2,500.00	0.0%
61512 - Computer Hardware, Grants	0.00	0.00	0.00	0.0%
61513 - Online Services	4,204.22	20,337.00	-16,132.78	20.7%
61514 - Internet Services	3,032.31	11,100.00	-8,067.69	27.3%
61515 - Computer Software	0.00	500.00	-500.00	0.0%
61516 - Computer Software, State	0.00	500.00	-500.00	0.0%
61517 - Computer Maintenance	945.00	5,500.00	-4,555.00	17.2%
61518 - Technology	0.00	0.00	0.00	0.0%
61500 - Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 - Computer	10,072.65	42,437.00	-32,364.35	23.7%
61000 - Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 - Operations	17,473.40	166,031.00	-148,557.60	10.5%
62000 - Equipment				
62100 - Equipment, General	0.00	0.00	0.00	0.0%
62200 - Equipment, State	0.00	1,000.00	-1,000.00	0.0%
62300 - Equipment Maintenance				
62310 - Contractual Services	906.65	8,975.00	-8,068.35	10.1%
62300 - Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 - Equipment Maintenance	906.65	8,975.00	-8,068.35	10.1%
62000 - Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 - Equipment	906.65	9,975.00	-9,068.35	9.1%
63000 - Programs				
63100 - Adult	1,659.34	1,427.00	232.34	116.3%
63200 - Youth	0.00	8,000.00	-8,000.00	0.0%
63000 - Programs - Other	100.00	20,100.00	-20,000.00	0.5%
Total 63000 - Programs	1,759.34	29,527.00	-27,767.66	6.0%
64000 - Personnel				
64010 - Salaries - Director	11,031.32	67,513.00	-56,481.68	16.3%
64020 - Salaries - Other	34,039.24	204,235.00	-170,195.76	16.7%
64030 - Hourly Employees	20,705.86	143,400.00	-122,694.14	14.4%
64050 - Payroll Expenses	5,891.90	35,000.00	-29,108.10	16.8%
64070 - Retirement (VRS)	2,938.63	20,000.00	-17,061.37	14.7%
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)	0.08	0.00	0.08	100.0%

10:42 AM

09/02/20

Accrual Basis

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
64084 · Insurance, Gen, Liability (VRS)	-0.02	0.00	-0.02	100.0%
64085 · Insurance, Medical (Anthem)	5,994.24	40,046.00	-34,051.76	15.0%
64086 · Insurance, Dental (Anthem)	159.00	954.00	-795.00	16.7%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 · Insurance	6,153.30	41,000.00	-34,846.70	15.0%
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	80,760.25	519,148.00	-438,387.75	15.6%
65000 · Supplies				
65100 · Custodial	26.98	8,000.00	-7,973.02	0.3%
65200 · Office	0.00	0.00	0.00	0.0%
65300 · Library	1,672.65	16,350.00	-14,677.35	10.2%
65400 · Youth Program Supplies	31.55	2,000.00	-1,968.45	1.6%
65000 · Supplies - Other	0.00	3,000.00	-3,000.00	0.0%
Total 65000 · Supplies	1,731.18	29,350.00	-27,618.82	5.9%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	4,498.95	39,000.00	-34,501.05	11.5%
66312 · Periodicals, State Aid	2,642.23	4,000.00	-1,357.77	66.1%
66313 · Continuations, State Aid	0.00	500.00	-500.00	0.0%
66314 · Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 · Electronic Resources, State Aid	500.00	3,500.00	-3,000.00	14.3%
66316 · Binding, State Aid	0.00	0.00	0.00	0.0%
66317 · AV, State Aid	337.44	6,500.00	-6,162.56	5.2%
66318 · Other Non-Book, State Aid	0.00	0.00	0.00	0.0%
66320 · Cape Charles Contract #15	252.69	2,000.00	-1,747.31	12.6%
66321 · Books - Non-State Aid	0.00	0.00	0.00	0.0%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
Total 66310 · System Materials	8,231.31	55,500.00	-47,268.69	14.8%
66350 · Affiliates				
66351 · Books, Affiliates	2,216.06	16,000.00	-13,783.94	13.9%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
66350 · Affiliates - Other	0.00	0.00	0.00	0.0%
Total 66350 · Affiliates	2,216.06	16,000.00	-13,783.94	13.9%
66900 · Restricted	348.93	13,000.00	-12,651.07	2.7%
66000 · Materials - Other	0.00	0.00	0.00	0.0%
Total 66000 · Materials	10,796.30	84,500.00	-73,703.70	12.8%
67000 · Other				
67100 · Postage	859.19	1,800.00	-940.81	47.7%

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
67200 • Travel	212.84	6,000.00	-5,787.16	3.5%
67210 • Travel - State Aid	0.00	0.00	0.00	0.0%
67300 • Dues	832.00	2,000.00	-1,168.00	41.6%
67000 • Other - Other	0.00	102.00	-102.00	0.0%
Total 67000 • Other	1,904.03	9,902.00	-7,997.97	19.2%
68000 • Miscellaneous				
68100 • Bank Fees	64.90	1,000.00	-935.10	6.5%
68200 • Returned Checks	0.00	0.00	0.00	0.0%
68300 • Refunds	0.00	300.00	-300.00	0.0%
68400 • MLS Fellowship - State Aid	0.00	0.00	0.00	0.0%
68600 • Continuing Education	0.00	3,500.00	-3,500.00	0.0%
68700 • Tangier	0.00	3,000.00	-3,000.00	0.0%
68000 • Miscellaneous - Other	190.38	23,466.00	-23,275.62	0.8%
Total 68000 • Miscellaneous	255.28	31,266.00	-31,010.72	0.8%
69000 • Professional Services				
69001 • Professional Services, Financial	2,370.00	13,500.00	-11,130.00	17.6%
69002 • Professional, Library Services	2,311.54	8,000.00	-5,688.46	28.9%
69003 • Erate Consultant	4,515.06	4,600.00	-84.94	98.2%
69004 • Auditor	0.00	5,100.00	-5,100.00	0.0%
69000 • Professional Services - Other	0.00	1,000.00	-1,000.00	0.0%
Total 69000 • Professional Services	9,196.60	32,200.00	-23,003.40	28.6%
60000 • EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 • EXPENSES	124,783.03	911,899.00	-787,115.97	13.7%
Total Expense	124,783.03	911,899.00	-787,115.97	13.7%
Net Ordinary Income	95,270.99	-15,184.00	110,454.99	-627.4%
Other Income/Expense				
Other Income				
7010 • Interest Income	0.00	0.00	0.00	0.0%
7030 • Other Income	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
61103 • Capital	0.00	0.00	0.00	0.0%
8010 • Reserve	0.00	2,550.00	-2,550.00	0.0%
8020 • Miscellaneous	0.00	20,650.00	-20,650.00	0.0%
8030 • Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	23,200.00	-23,200.00	0.0%

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Accrual Basis

Eastern Shore Public Library  
Profit & Loss Budget vs. Actual  
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Net Other Income	0.00	-23,200.00	23,200.00	0.0%
Net Income	95,270.99	-38,384.00	133,654.99	-248.2%



Page 1 of 5

Page 2 of 5

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Page 4 of 5

Page 5 of 5

**Cara Burton**

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**From:** Eastern Shore Public Library Foundation  
<colette@easternshorepubliclibraryfoundation.ccsend.com> on behalf of Eastern Shore Public Library Foundation <esplibraryfundraiser16@gmail.com>  
**Sent:** Monday, August 31, 2020 3:33 PM  
**To:** cburton@espl.org  
**Subject:** E.S. Public Library Foundation News - September 2020



EASTERN SHORE PUBLIC LIBRARY FOUNDATION



## Two New Ways to Support Your New Library

### **Beyond Books Chesapeake Bay Bracelet**

The Eastern Shore Public Library and C. D. Marsh Jewelers have joined forces to help fund a MakerSpace at the new Eastern Shore Regional Library currently under construction in Parksley. What is a MakerSpace?

MakerSpaces have been installed in public libraries to provide the technology, equipment and space to foster creativity and invention. Many think of makerspaces as a room with 3-D printers, but the concept covers a broader scope and is more flexible. ESPL's makerspace will focus on audio-visual technology needed for creating videos and recordings in a sound studio. This provides equity for students needing to create videos for class. Historians can record oral histories and podcasts. Businesses can record advertisements and training videos. The ESPL MakerSpace will enable ESVA residents to better respond to our changing world of communication.

To fund this project C. D. Marsh Jewelers will be creating a limited selection bracelet engraved with "Beyond Books." The bracelet is a sterling silver cuff bracelet with two shape choices: flat or the traditional curve.

To place your order, go to the following websites <http://www.shorelibrary.com/foundation> or <https://www.cdmarshjewelers.com/shop>. Each bracelet is \$125, which does not include taxes and shipping.

Eastern Shore Public Library Foundation is a 501(c)3 nonprofit and a portion of the purchase of the bracelet can be tax deductible as a contribution to the "Makerspace" at the Eastern Shore Regional Library.

What a perfect gift for birthday celebrations, employee gifts, holiday events or just to say you are special! If you need additional information, please contact the Eastern Shore Public Library Foundation office at 757-787-2500.

**ALSO...COMING SOON - the new basket drawing will begin shortly. This year there will be great baskets, each valued at \$150 or more. Tickets are \$5 each and will be available online at [www.shorelibrary.OurRaffle.org](http://www.shorelibrary.OurRaffle.org), and at the Book Bin, C.D. Marsh Jewelers, and all four libraries. In the coming weeks, check basket photos and their contents on Facebook, at the web address above, and in binders at each ticket sales location.**

With warmest regards,

*Colette H. Nelson*

President

**Donations accepted via text to 44321 then enter LIB2020 or simply click the button below**

Donate



The Eastern Shore Public Library Foundation is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code,. Gifts will be fully tax deductible to the extent allowed by law, as no goods or services will be provided in exchange for contributions.

# Library Basket Drawing

**TICKETS**  
**\$5.00**  
**each**

**10 Baskets**  
**to WIN!!**



To benefit the Children's Room at the new  
ESVA Regional Library & Heritage Center

Buy tickets online at  
[shorelibrary.OurRaffle.org](http://shorelibrary.OurRaffle.org)

**OR at these places:**

Eastern Shore Public Library locations – Chincoteague, Accomac,

Nassawadox & Cape Charles ✦ The Book Bin, Onley ✦

C. D. Marsh Jewelers, Onancock

**Drawing: Friday, Dec. 4, 2020**

You do NOT need to be present to WIN!



**Count Me In!**

The Eastern Shore Public Library Foundation is a 501©3 non-profit entity. For tickets or info call (757) 787-2500 or [eslibraryfundraiser16@gmail.com](mailto:eslibraryfundraiser16@gmail.com)



## **ADDENDUM A**

### **Application for Naming / Re-naming**

Please follow the instructions below when submitting an application for naming a County-owned property.

1. Complete the application by providing detailed information about the proposed name. Please include supplemental information such as articles, letters of support, and signature list with the application.
2. Applications shall be directed to the Office of the County Administrator in order for the application to be considered.

**Proposed Name:** Frances Bibbins Latimer Children's Study Room

**If proposing the name of an individual, please include a biographical description of nominee:**

Ms. Latimer was one of Virginia's leading community historians. She was native of Virginia's Eastern Shore, and the Shore was the primary focus of her research and writing. But her passion for African American history extended far beyond.

She was a founding member of the Eastern Shore Regional Humanities Council and the author and editor of more than a dozen books, two of which, Landmarks and Life for Me Ain't Been No Crystal Stair, were supported by Virginia Humanities prior to her death in 2010.

After a long career as an educator, and also as director of the local Project Head Start, Latimer took an interest in studying county records. This resulted in two published transcriptions through a Maryland firm. But after her third work was turned down, she decided to open her own publishing house. The business, called Hickory House, produced dozens of works, most recently a well-received book of poetry by the late decoy carver, Bobby Swain and a volume that cataloged African American historical sites on the Eastern Shore.

**Describe the individual's involvement and distinction in Accomack County:**

Upon her death, Ms. Latimer's research collections and writings were donated to the Eastern Shore Public Library and are being archived there. She documented the history of the Eastern Shore's counties and families for the edification of all citizens and students of history and genealogy.

**Describe the individual's connection to the property, facility, street, or structure, if any:**

Ms. Latimer's writings, historical research, and documents collection are one of several important collections to be housed in the new Eastern Shore Public Library. Her love of teaching children about the history of the Eastern Shore will serve as an inspiration in the Children's Study Room.

The Frances B. Latimer Oral History held by the Eastern Shore Public Library and sponsored by the Foundation has been presented for the past two years in the schools to honor her love of history and children.

If proposing a name that is not an individual, summarize the reason(s) for the name, including any and all connection with the geographical, cultural, historical or ecological features indigenous to the site or to the immediate vicinity of the site:

Date: August 26, 2020

Name of requester: Colette M. Nelson, President, Eastern Shore Public Library Foundation

Address: PO Box 554, Accomac, VA 23301

Phone Number: 757-787-2500

Please provide any additional information with the application, e.g., newspaper articles, letters of recommendation, etc.

Direct questions to:

Accomack County Administrator  
23296 Courthouse Rd. Accomac,  
VA 23301  
(757) 787-5700

*Signature List (Optional)*

**APPLICATION FOR THE NAMING OR RE-NAMING OF COUNTY-OWNED PROPERTIES, INCLUDING STREETS, STRUCTURES, FACILITIES, LANDSCAPING FEATURES, FURNITURE, BUILDINGS, AND INTERIOR SPACES THEREOF**

To: Accomack County Administrator  
23296 Courthouse Rd.  
Accomac, VA 23301

I/We, the undersigned, do hereby petition the County of Accomack, VA to approve the naming or re-naming of the County-owned property described as:

Legal Description: (Please print or type):

Eastern Shore Public Library

General Location or Street Address:

24313 Bennett Street, Parksley, VA 23421

Please Check Appropriate Application Category:

☐ Naming or Re-naming of a County-Owned Street

Existing Name: XXXXXXXXXXXXXXXX

Proposed Name: XXXXXXXXXXXXXXXXXXXX

Proposed Re-name, if applicable: XXXXXXXXXXXXXXXXXXXX

☒ County-Owned Property—Park or Library

Existing Name: Children's Study Room (new library)

Proposed Name: Frances Bibbins Latimer Children's Study Room

Proposed Re-name, if applicable: XXXXXXXXXXXXXXXXXXXX

☐ Other County-Owned Property (other than park, library, or street)

Existing Name: XXXXXXXXXXXXXXXXXXXX

Proposed Name: XXXXXXXXXXXXXXXXXXXX

Proposed Re-name, if applicable: XXXXXXXXXXXXXXXXXXXX

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This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

## **ADDENDUM A**

### **Application for Naming / Re-naming**

Please follow the instructions below when submitting an application for naming a County-owned property.

1. Complete the application by providing detailed information about the proposed name. Please include supplemental information such as articles, letters of support, and signature list with the application.
2. Applications shall be directed to the Office of the County Administrator in order for the application to be considered.

**Proposed Name:** **Brooks Miles Barnes Archive Room**

**If proposing the name of an individual, please include a biographical description of nominee:**

Brooks Miles Barnes served as librarian at the Eastern Shore Public Library in Accomac, Virginia from 1975 until his retirement in 2016. In addition, Dr. Barnes served as interim library director of the library system until Ms. Cara Burton was hired in January 2016.

Dr. Barnes started the Eastern Shore Room and was the architect of this valuable collection over the many years he served. A native of the Eastern Shore, Barnes studied at the University of Virginia (B.A., M.A., Ph.D. History) and at the University of North Carolina at Chapel Hill (M.S.L.S.). Dr. Barnes was tireless in promoting the importance of the Eastern Shore to Virginia's history and culture.

**Describe the individual's involvement and distinction in Accomack County:**

Dr. Barnes has written or edited two books and several scholarly articles. In cooperation with the Institute of Advanced Technology in the Humanities and with the Science, Humanities and Arts Network in Technological Initiatives at the University of Virginia, he developed the websites "The Countryside Transformed: The Railroad and the Eastern Shore of Virginia, 1870-1935" and "Genesis of a Railroad Town: Parksley, Virginia, 1884-1904." Barnes served as a member of the Virginia State Historical Records Advisory Board and on the board of the Virginia Foundation for the Humanities (now called Virginia Humanities).

**Describe the individual's connection to the property, facility, street, or structure, if any:**

Brooks Miles Barnes conceived of the Eastern Shore Room and was the architect of this valuable collection over his many years of service to the library. His knowledge of the collection and diligence building and maintaining it make it an honor to name it after him. In addition, Dr. Miles continues to offer his invaluable services one afternoon a week to help patrons in their research and for staff guidance regarding the collection.

If proposing a name that is not an individual, summarize the reason(s) for the name, including any and all connection with the geographical, cultural, historical or ecological features indigenous to the site or to the immediate vicinity of the site:

Date: August 26, 2020

Name of requester: Colette M. Nelson, President, Eastern Shore Public Library Foundation

Address: PO Box 554, Accomac, VA 23301

Phone Number: 757-787-2500

Please provide any additional information with the application, e.g., newspaper articles, letters of recommendation, etc.

Direct questions to:

Accomack County Administrator  
23296 Courthouse Rd. Accomac,  
VA 23301  
(757) 787-5700

*Signature List (Optional)*

**APPLICATION FOR THE NAMING OR RE-NAMING OF COUNTY-OWNED PROPERTIES, INCLUDING STREETS, STRUCTURES, FACILITIES, LANDSCAPING FEATURES, FURNITURE, BUILDINGS, AND INTERIOR SPACES THEREOF**

To: Accomack County Administrator  
23296 Courthouse Rd.  
Accomac, VA 23301

I/We, the undersigned, do hereby petition the County of Accomack, VA to approve the naming or re-naming of the County-owned property described as:

Legal Description: (Please print or type):

XX  
XX

General Location or Street Address:

XX  
XX

Please Check Appropriate Application Category:

☐ Naming or Re-naming of a County-Owned Street

Existing Name: XXXXXXXXXXXXXXX

Proposed Name: XXXXXXXXXXXXXXX

Proposed Re-name, if applicable: XXXXXXXXXXXXXXX

☒ County-Owned Property—Park or Library

Existing Name: Eastern Shore Room (name in old library)

Proposed Name: Brooks Miles Barnes Archive Room (new library)

Proposed Re-name, if applicable: XXXXXXXXXXXXXXX

☐ Other County-Owned Property (other than park, library, or street)

Existing Name: XXXXXXXXXXXXXXX

Proposed Name: XXXXXXXXXXXXXXX

Proposed Re-name, if applicable: XXXXXXXXXXXXXXX

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This image shows a full page of blank handwriting practice paper. It features multiple sets of horizontal lines, each consisting of three parallel lines: two outer lines and a central midline. These sets are repeated down the entire length of the page, providing a guide for letter height and placement. The paper is otherwise completely blank, with no margins, text, or other markings.

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## **ADDENDUM A**

### **Application for Naming / Re-naming**

Please follow the instructions below when submitting an application for naming a County-owned property.

1. Complete the application by providing detailed information about the proposed name. Please include supplemental information such as articles, letters of support, and signature list with the application.
2. Applications shall be directed to the Office of the County Administrator in order for the application to be considered.

Proposed Name: \_\_\_\_\_**Arthur W. Perdue Children's Room**\_\_\_\_\_

**If proposing the name of an individual, please include a biographical description of nominee:**

Arthur W. Perdue founded Perdue Farms in 1920. Even though it started in Maryland, Perdue Farms is now one of two of the largest employers in Accomack County. "Mr. Arthur," as he was called, was known for his concern for people, his frugality, his love of reading and poetry, and dedication to his faith and hard work.

**Describe the individual's involvement and distinction in Accomack County:**

Perdue Family Farms have contributed \$100,000 to the building fund for the new Eastern Shore Public Library and has expressed the desire that the Children's Room be named after their founder, Arthur W. Perdue. Perdue contributed to the building fund because it targets its support to communities in which its employees live, and it specifically supports programs and institutions that contribute to the education and well-being of employees and their families.

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**Describe the individual's connection to the property, facility, street, or structure, if any:**

Perdue contributed \$100,000 to the building of the new Eastern Shore Public Library. See the attached press release.

If proposing a name that is not an individual, summarize the reason(s) for the name, including any and all connection with the geographical, cultural, historical or ecological features indigenous to the site or to the immediate vicinity of the site:

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Date: August 26, 2020

Name of requester: Colette Nelson, President, Eastern Shore Public Library Foundation

Address: PO Box 554, Accomac, VA 23301

Phone Number: 757-787-2500

Please provide any additional information with the application, e.g., newspaper articles, letters of recommendation, etc.

Direct questions to:

Accomack County Administrator  
23296 Courthouse Rd.  
Accomac, VA 23301  
(757) 787-5700

*Signature List (Optional)*

**APPLICATION FOR THE NAMING OR RE-NAMING OF COUNTY-OWNED PROPERTIES, INCLUDING STREETS, STRUCTURES, FACILITIES, LANDSCAPING FEATURES, FURNITURE, BUILDINGS, AND INTERIOR SPACES THEREOF**

To: Accomack County Administrator  
23296 Courthouse Rd.  
Accomac, VA 23301

I/We, the undersigned, do hereby petition the County of Accomack, VA to approve the naming or re-naming of the County-owned property described as:

Legal Description: (Please print or type): Eastern Shore Public Library

General Location or Street Address: 24313 Bennett Street, Parksley, VA 23421

Please Check Appropriate Application Category:

☐ Naming or Re-naming of a County-Owned Street

Existing Name: XXXXXXXXXXXXXXXX  
Proposed Name: XXXXXXXXXXXXXXXXXXXX  
Proposed Re-name, if applicable: XXXXXXXXXXXXXXXXXXXX

☒ County-Owned Property—Park or Library

Existing Name: Children's Room  
Proposed Name: Arthur W. Perdue Children's Room  
Proposed Re-name, if applicable: XXXXXXXXXXXXXXXXXXXX

☐ Other County-Owned Property (other than park, library, or street)

Existing Name: XXXXXXXXXXXXXXXXXXXX  
Proposed Name: XXXXXXXXXXXXXXXXXXXX  
Proposed Re-name, if applicable: XXXXXXXXXXXXXXXXXXXX

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