

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

October 13, 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 September 8, 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. ESPL Donor Recognition Policy

Approve the second 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.

10. New Business
 - a. Approval of FY2019-2020 Audit
 - b. Approval of resolution to apply to USDA Rural Development for funds

RESOLUTION OF GOVERNING BODY OF
the Eastern Shore Public Library

The Board of Trustees of the Eastern Shore Public Library, consisting of _____ members, in a duly called meeting held on the _____ day of _____, 2020, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of library equipment, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the _____ of the Eastern Shore Public Library be authorized to execute on behalf of Board of Trustees, referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board of Trustees.

11. Additional Comments

12. Next Meeting: Tuesday, November 10, 2020 at ESPL in Accomac at 1:00 pm

13. Adjournment

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

September 8, 2020, 1:00 pm
(Meeting held electronically)

Present: Gerry Ryan (Chair), Patricia Bloxom, Jay Davenport, Joyce Holland, Althea Pittman, David Poyer, Tim Valentine (Vice Chair), James Lilliston (Treasurer). **Absent:** Dennis Custis, Carl Rose-Jensen.
In attendance: Cara Burton, Director. **Staff:** Summer Dahlmanns, Janice Felker, Charle Ricci.

1. Meeting called to order by Chair Ryan at 1:03 pm.
2. **Public comments.** None.
3. **Approval of Minutes.** Pittman motioned to approve the August 18, 2020 minutes as distributed. Bloxom seconded. Motion approved.
4. **Financial Reports.** Davenport motioned to accept the August 2020 financial reports. Holland seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - Report included in director's report. No questions or comments on the report.
 - b. Chincoteague Island Library – Report included in director's report. No questions or comments on the report.
 - c. Northampton Free Library –Report included in director's report. No questions or comments on the report.
 - d. ESPL Friends Reports – None submitted. Some of the Friends have begun volunteering in the Accomac library again, helping with sorting and sending discarded books to Better World Books and also with shelving returned materials. There will be no ESPL Friends Fall book sale this year. Holland motioned to accept all branch reports. Pittman seconded. Motion approved.
6. **Library Director's Report** - Report distributed by email. Burton added that the Virginia Freedom of Information Act booklets have been updated and she has a copy for each trustee. Burton had a productive day on Tangier Island on Friday, September 4th and delivered a SmartBus wifi device to the island, which can help the census enumerators as they collect household data. The library has another SmartBus wifi device that can be placed in the library van and Burton hopes to conduct a couple of census outreach events using the device. Davenport inquired whether the court order that is to extend the end date of the 2020 census would affect any plans that the library had made. Burton responded that the library will simply continue our efforts until data collection ceases. Burton also shared an image of the Parksley facility that shows the location of where the cornerstone will be placed. It will be on the Heritage Center side of the building and will include the date "2021".
7. **ESPL Foundation** (Davenport)
 - a. Capital Campaign Update -There was no Capital Campaign meeting in August.
8. **Capital Project Update** – Steering Committee (Valentine) – Burton reported that Elaine Luria visited the Parksley facility construction site on Thursday, September 3rd. Metal stud exterior walls have been sheathed in several barrier layers. Burton is unsure whether a decision has been made on the roof in regards to a value-engineered roofing system as Accomack County has expressed concern as to the quality of the materials. The engineers are examining the options and may perhaps need to use some contingency funds for this potential change order. Davenport pointed out that if a membrane roof system is chosen, it will need to be visually inspected each year. The construction committee will now be meeting monthly. Davenport

requested that Burton share with the trustees any questions or concerns that she presents to the construction committee. Burton also mentioned that the target date for construction completion is currently set at mid-December 2020, but that this may need to be adjusted to a later date.

9. Old Business

- a. Circulation Policy and library fines – Davenport motioned to approve the second reading of the modified Circulation Policy (included in board packet). Valentine seconded. Motion approved.
- b. Holidays and Closings Policy – Valentine motioned to approve the second 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). Pittman seconded. Motion approved.
- c. ESPL Donor Recognition Policy – Bloxom 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.
Davenport noted that the process of needing BOS approval for naming opportunities will make fundraising more difficult for the ESPL Foundation. Holland seconded. Davenport abstained. Motion approved.
- d. 2020-2021 Budget Modifications – Burton explained that there were some changes made to the proposed budget based on bookkeeper recommendations. For example, there were changes to the State Aid Balance, and Burton reduced the Moving Expenses to bring the budget into agreement. Burton requested that the trustees approve the budget with the included modifications. Davenport motioned to approve the budget modifications as published. Pittman seconded. Motion approved.

10. New Business

- a. Bloxom motioned to approve the donation of a cornerstone from Williams Funeral Home for the new library which will have “2021” on it. Valentine seconded. Davenport asked why the cornerstone would need to be approved since it is a simple donation without a naming opportunity involved. Ryan explained that any donation will need to be approved if it modifies the building in any way. Burton noted that it would be a good practice for the trustees to approve a change to the conceptual plans. Motion approved.
- b. Davenport motioned to 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 RoomHolland seconded. Bloxom inquired if there was money involved, or if the naming was honorary. Ryan replied that the Perdue presented the Foundation with \$100,000. While the Barnes Archive Room name is honorary, the Bibbins Children’s Room was also named in connection to a monetary contribution. Burton noted that the Foundation may need to specify this information in the applications submitted to the county. Burton mentioned that moving forward, the Dennis Custis lecture hall name would also be honorary. Motion approved.

- ## **11. Additional Comments**
- Poyer inquired about repairs that were to be bid out for the Northampton Free Library. Burton explained that the contractor normally used by the library has been delayed, but because the Northampton County budget process will be beginning soon, she would like to go out to bid and have some solid numbers to submit during the budget process. Burton is concerned that there may be considerable damage at the NFL resulting from a leak where the porch roof meets the main roof. The project would also

require some replacing of siding, and the trim for the building in general will need to be repainted. Pittman asked if Burton has heard any more about the installation of an ADA compliant ramp at the Chincoteague Island Library. Ryan noted that there is a ramp, but that the CIL is determining whether to paint the existing ramp, or to replace the wood with a decking material. This issue will be decided at the CIL board meeting this Friday, September 11th. Ryan expressed his gratitude for the trustees being willing to continue to meet via Zoom, and for the effort made in setting up and attending the meetings.

12. **Next Meeting:** Tuesday, October 13, 2020 (to be held electronically) at 1:00 PM

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

Meeting adjourned at 1:46 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary



*Regional Headquarters
Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library*

PO Box 25
Parksley, VA 23421
Phone: 757-787-3400
Fax: 757-787-2241
www.espl.org

*From the Director's Desk
Cara Burton, Library System Director*

**FINANCIAL SUMMARY FOR ESPL BOARD
October 13, 2020**

The pandemic has posed challenges for our budget. Due to the uncertainty with our county allocations the rest of the FY, I have tried to have an austerity budget, while supporting staff needs for cleaning and ppe. We do have a staff shortage. It is partly to conserve on the budget, but also because I am having difficulty hiring qualified staff willing to work in a public setting on a flexible, part-time basis with low pay and no benefits.

Some adjustments need to be made as to how some funds are allocated in the budget. For example, fine money needs to be transferred to fees and some restricted funds need to be under grants. Overall, we are just into our second quarter and are on target with our budget.

Sincerely,

A handwritten signature in black ink that reads "Cara Burton". The signature is written in a cursive, flowing style.

Cara Burton

Eastern Shore Public Library
Balance Sheet
As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	100.00
Sun Trust - Operating	
Liability Reserve	15,337.00
Reserve	19,163.00
Sun Trust - Operating - Other	104,175.54
Total Sun Trust - Operating	138,675.54
Suntrust - Restricted Fund	10,180.57
Total Checking/Savings	148,956.11
Total Current Assets	148,956.11
TOTAL ASSETS	148,956.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	21,790.53
Total Accounts Payable	21,790.53
Credit Cards	
Cardmember Services Visa	197.32
Total Credit Cards	197.32
Other Current Liabilities	
2100 · Payroll Liabilities	3,380.42
2270 · Minnesota Life	21.81
2290 · Anthem, Medical	1,122.62
2300 · Anthem, Dental	118.94
2360 · AFLAC	165.30
Total Other Current Liabilities	4,809.09
Total Current Liabilities	26,796.94
Total Liabilities	26,796.94
Equity	
1110 · Retained Earnings	-10,429.04
3000 · Opening Bal Equity	95,784.16
Net Income	36,804.05
Total Equity	122,159.17
TOTAL LIABILITIES & EQUITY	148,956.11

Profit & Loss
September 2020

	Sep 20
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42030 · Contributions Unrestricted	10.00
42040 · Contributions Restricted	1,101.00
42060 · Adopt-A-Book	50.00
Total 42000 · Contributions	1,161.00
43000 · Reimbursements	
43020 · Island	59.40
43030 · Cape Charles	489.20
Total 43000 · Reimbursements	548.60
44000 · Fines & Fees	
44010 · Fines	275.60
44020 · Photocopying	10.80
44030 · Fax	2.00
44040 · Other	45.90
44000 · Fines & Fees - Other	84.20
Total 44000 · Fines & Fees	418.50
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	30.00
49000 · Miscellaneous Income - Other	2,016.15
Total 49000 · Miscellaneous Income	2,046.15
Total 40000 · INCOME	4,174.25
Total Income	4,174.25
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	1,487.59
61102 · Building Maintenance, NFL	372.42
Total 61100 · Building	1,860.01
61200 · Utilities	
61202 · Electricity	458.48
61202.1 · Electricity - NFL	379.82
61203 · Telephone	80.02
Total 61200 · Utilities	918.32
61300 · Vehicle Operation	520.28
61500 · Computer	
61513 · Online Services	675.88
61514 · Internet Services, State	1,365.40
61517 · Computer Maintenance	445.00

Profit & Loss

September 2020

	Sep 20
Total 61500 · Computer	2,486.28
Total 61000 · Operations	5,784.89
62000 · Equipment	
62100 · Equipment, General	1,500.00
62300 · Equipment Maintenance	
62310 · Contractual Services	306.56
Total 62300 · Equipment Maintenance	306.56
Total 62000 · Equipment	1,806.56
63000 · Programs	
63100 · Adult	185.00
63200 · Youth	200.00
63000 · Programs - Other	146.30
Total 63000 · Programs	531.30
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	17,019.62
64030 · Hourly Employees	10,532.04
64050 · Payroll Expenses	2,954.50
64070 · Retirement (VRS)	1,469.30
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	2,997.12
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	3,076.62
64090 · Liability Reserve	667.00
Total 64000 · Personnel	41,234.74
65000 · Supplies	
65300 · Library	1,159.83
Total 65000 · Supplies	1,159.83
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	2,659.94
66312 · Periodicals, State Aid	317.20
66317 · AV, State Aid	78.98
66320 · Cape Charles Contract #15	200.18
Total 66310 · System Materials	3,256.30
66350 · Affiliates	
66351 · Books, Affiliates	1,185.03
Total 66350 · Affiliates	1,185.03
66900 · Restricted	76.03

Profit & Loss
September 2020

	Sep 20
Total 66000 · Materials	4,517.36
67000 · Other	
67100 · Postage	3.66
67200 · Travel	24.61
67300 · Dues	218.00
Total 67000 · Other	246.27
68000 · Miscellaneous	
68100 · Bank Fees	64.94
68000 · Miscellaneous - Other	150.00
Total 68000 · Miscellaneous	214.94
69000 · Professional Services	
69001 · Professional Services, Financial	1,170.00
69002 · Professional, Library Services	467.25
Total 69000 · Professional Services	1,637.25
Total 60000 · EXPENSES	57,133.14
Total Expense	57,133.14
Net Ordinary Income	-52,958.89
Other Income/Expense	
Other Expense	
8010 · Reserve	833.00
Total Other Expense	833.00
Net Other Income	-833.00
Net Income	-53,791.89

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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
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	10.00	1,000.00	-990.00	1.0%
42040 · Contributions Restricted	2,065.25	5,500.00	-3,434.75	37.6%
42050 · Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 · Adopt-A-Book	100.00	0.00	100.00	100.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	2,428.88	16,000.00	-13,571.12	15.2%
43000 · Reimbursements				
43010 · NFL Book Endowment	4,570.00	5,000.00	-430.00	91.4%
43020 · Island	328.35	2,500.00	-2,171.65	13.1%
43030 · Cape Charles	1,529.54	16,000.00	-14,470.46	9.6%
43040 · Book Replacement	55.99	100.00	-44.01	56.0%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	0.00	500.00	-500.00	0.0%
Total 43000 · Reimbursements	6,483.88	24,100.00	-17,616.12	26.9%
44000 · Fines & Fees				
44010 · Fines	370.60	0.00	370.60	100.0%
44020 · Photocopying	10.80	3,000.00	-2,989.20	0.4%
44030 · Fax	2.00	0.00	2.00	100.0%
44040 · Other	45.90	0.00	45.90	100.0%
44000 · Fines & Fees - Other	114.99	0.00	114.99	100.0%
Total 44000 · Fines & Fees	544.29	3,000.00	-2,455.71	18.1%
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%

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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
49000 · Miscellaneous Income				
49010 · NOW Interest	0.00	0.00	0.00	0.0%
49020 · Driver Education Test Proctorin	60.00	300.00	-240.00	20.0%
49000 · Miscellaneous Income - Other	2,016.15	200.00	1,816.15	1,008.1%
Total 49000 · Miscellaneous Income	2,076.15	500.00	1,576.15	415.2%
Total 40000 · INCOME	224,259.06	896,715.00	-672,455.94	25.0%
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	224,259.06	896,715.00	-672,455.94	25.0%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	3,934.96	9,000.00	-5,065.04	43.7%
61102 · Building Maintenance, NFL	1,331.01	12,000.00	-10,668.99	11.1%
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	5,265.97	72,280.00	-67,014.03	7.3%
61200 · Utilities				
61201 · Fuel Oil	0.00	1,500.00	-1,500.00	0.0%
61202 · Electricity	1,830.00	6,000.00	-4,170.00	30.5%
61202.1 · Electricity - NFL	722.95	4,200.00	-3,477.05	17.2%
61202.2 · Electricity - Parksley	0.00	17,500.00	-17,500.00	0.0%
61203 · Telephone	1,399.19	4,000.00	-2,600.81	35.0%
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	4,100.67	35,950.00	-31,849.33	11.4%
61300 · Vehicle Operation	695.23	2,500.00	-1,804.77	27.8%
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%

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10/05/20

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	4,880.10	20,337.00	-15,456.90	24.0%
61514 · Internet Services, State	4,397.71	11,100.00	-6,702.29	39.6%
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	1,390.00	5,500.00	-4,110.00	25.3%
61518 · Technology	0.00	0.00	0.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 · Computer	12,558.93	42,437.00	-29,878.07	29.6%
61000 · Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 · Operations	23,620.80	166,031.00	-142,410.20	14.2%
62000 · Equipment				
62100 · Equipment, General	1,500.00	0.00	1,500.00	100.0%
62200 · Equipment, State	0.00	1,000.00	-1,000.00	0.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	1,213.21	8,975.00	-7,761.79	13.5%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	1,213.21	8,975.00	-7,761.79	13.5%
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 · Equipment	2,713.21	9,975.00	-7,261.79	27.2%
63000 · Programs				
63100 · Adult	1,844.34	1,427.00	417.34	129.2%
63200 · Youth	200.00	8,000.00	-7,800.00	2.5%
63000 · Programs - Other	246.30	20,100.00	-19,853.70	1.2%
Total 63000 · Programs	2,290.64	29,527.00	-27,236.36	7.8%
64000 · Personnel				
64010 · Salaries - Director	16,546.98	67,513.00	-50,966.02	24.5%
64020 · Salaries - Other	51,058.86	204,235.00	-153,176.14	25.0%
64030 · Hourly Employees	31,237.90	143,400.00	-112,162.10	21.8%
64050 · Payroll Expenses	8,848.15	35,000.00	-26,151.85	25.3%
64070 · Retirement (VRS)	4,407.96	20,000.00	-15,592.04	22.0%
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)	0.12	0.00	0.12	100.0%

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10/05/20

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)	-0.03	0.00	-0.03	100.0%
64085 · Insurance, Medical (Anthem)	8,991.36	40,046.00	-31,054.64	22.5%
64086 · Insurance, Dental (Anthem)	238.50	954.00	-715.50	25.0%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 · Insurance	9,229.95	41,000.00	-31,770.05	22.5%
64090 · Liability Reserve	2,001.00	8,000.00	-5,999.00	25.0%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
Total 64000 · Personnel	123,330.80	519,148.00	-395,817.20	23.8%
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	3,949.63	16,350.00	-12,400.37	24.2%
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	4,008.16	29,350.00	-25,341.84	13.7%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	7,399.93	39,000.00	-31,600.07	19.0%
66312 · Periodicals, State Aid	2,959.43	4,000.00	-1,040.57	74.0%
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	469.66	6,500.00	-6,030.34	7.2%
66318 · Other Non-Book, State Aid	0.00	0.00	0.00	0.0%
66320 · Cape Charles Contract #15	452.87	2,000.00	-1,547.13	22.6%
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	11,781.89	55,500.00	-43,718.11	21.2%
66350 · Affiliates				
66351 · Books, Affiliates	3,401.09	16,000.00	-12,598.91	21.3%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
66350 · Affiliates - Other	0.00	0.00	0.00	0.0%
Total 66350 · Affiliates	3,401.09	16,000.00	-12,598.91	21.3%
66900 · Restricted	424.96	13,000.00	-12,575.04	3.3%
66000 · Materials - Other	0.00	0.00	0.00	0.0%
Total 66000 · Materials	15,607.94	84,500.00	-68,892.06	18.5%
67000 · Other				

11:58 AM

10/05/20

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
67100 · Postage	880.84	1,800.00	-919.16	48.9%
67200 · Travel	213.51	6,000.00	-5,786.49	3.6%
67210 · Travel - State Aid	0.00	0.00	0.00	0.0%
67300 · Dues	1,050.00	2,000.00	-950.00	52.5%
67000 · Other - Other	0.00	102.00	-102.00	0.0%
Total 67000 · Other	2,144.35	9,902.00	-7,757.65	21.7%
68000 · Miscellaneous				
68100 · Bank Fees	178.74	1,000.00	-821.26	17.9%
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	328.33	23,466.00	-23,137.67	1.4%
Total 68000 · Miscellaneous	507.07	31,266.00	-30,758.93	1.6%
69000 · Professional Services				
69001 · Professional Services, Financial	3,540.00	13,500.00	-9,960.00	26.2%
69002 · Professional, Library Services	2,778.79	8,000.00	-5,221.21	34.7%
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	10,833.85	32,200.00	-21,366.15	33.6%
60000 · EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	185,056.82	911,899.00	-726,842.18	20.3%
Total Expense	185,056.82	911,899.00	-726,842.18	20.3%
Net Ordinary Income	39,202.24	-15,184.00	54,386.24	-258.2%
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	2,499.00	2,550.00	-51.00	98.0%
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	2,499.00	23,200.00	-20,701.00	10.8%

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	-2,499.00	-23,200.00	20,701.00	10.8%
Net Income	36,703.24	-38,384.00	75,087.24	-95.6%

October 13, 2020

Library System Report

Cara Burton, Director

Director Update:

When COVID-19 cases were spiking on the Shore, ESPL closed our doors from March 19th to protect you and other library users, as well as our staff, from exposure to the coronavirus. Staff were available by phone and email and our e-resources were available to use. We never want to have to close our doors again, which is why we established procedures to protect you and our staff from getting COVID-19.

Staff attended training seminars and reviewed CDC guidelines as well as recommendations from professional library associations to develop a work plan for library service. We review these plans on a weekly basis and make changes that reflect local environmental conditions and our observations as to what is working and what is not.

One example of our response is new temporary student study enclosures at the Accomack library to meet the needs of students needing the Internet to complete their homework, while maximizing social distancing practices. When we are in our new library in Parksley, the temporary will

Continued on page 8



Garden to Gro kits were given to students in the Northampton Parks and Recreation After School Program.

Partnerships Grow

In September, Youth Services worked with Kamesha Watson, Family Nutrition Program SNAP-Ed Program Assistant with Virginia Cooperative Extension, to obtain materials and supplies for a joint outreach endeavor funded by a Family Nutrition Program SNAP-Ed **Garden to Go** mini-grant. As a result, Eastern Shore Public Library was able to provide the materials for 40 Garden to Go kits as an outreach to the families in the area. Ms. Watson distributed kits to eleven families in Accomack County who requested them. The rest were distributed at the Northampton County Parks and Recreation Back to School Kids Program, where Janice Felker and Cara Burton set up outreach tables and gave out the kits as well as books and other

Continued on page 3

Technical Services

Charle Ricci, TS Manager

If you've been near the New Book section at Accomac recently, you may have noticed the new "Adult New Readers" collection. The books in this collection offer stigma-free reading to promote literacy and learning. The goal is to provide the newly literate, English language learners, or those working to build their reading skills the same types of materials offered to established readers, but at a lower lexile level.



PNC Bank sponsored the ANR Collection and display shelf.

A grant through the PNC Bank Foundation has allowed us to build a collection that includes fiction and nonfiction, graphic novels, Spanish language titles, and biographies. We have begun with 90 books and plan to purchase more physical books and a starter collection of Adult New Reader eBooks in October. The PNC grant also funded the purchase of a new, double-sided mobile display unit with

reconfigurable shelves and an angled back to allow for easier browsing.

As part of the grant requirements, we are beginning to publicize the collection with ES Literacy Council and ES Community College students, tutors, and instructors, and will also promote these new materials in the local media.

Northampton Free Library

Barbrielle Rogers, Branch Manager

As we continue to safely welcome our patrons back inside the building, our patron use has increased this month tremendously. There were 231 computer users, as well as 28 children's iPad users this month. The NFL meeting room was used 17 times this month by students. We've created a safe and quiet space for students to study and complete their schoolwork, and this also extends their time in the building.

Minimum building maintenance done this month, just a few bulbs replaced. Automatic doors were having issues with closing appropriately, and Clark & Son's are awaiting parts to replace the interior unit completely.

Public Services

Summer Dahlmanns, Circulation Manager

ESPL experienced an increase in library visitors, public computer, volunteer hours and Wi-Fi usage in September. Volunteers are still needed to assist with shelving books. Staff continues to clean books and surfaces to protect everyone five days a week. Circulation staff conduct a monthly meeting to discuss important issues, so that library services are provided effectively and efficiently.

See the table on page 8 for wifi usage.



The new Star Transit bus shelter, funded jointly with the Town of Nassawadox, has public wifi access.



Youth Services

Janice Felker, Youth Services Coordinator

Reading Grows Over the Summer



Distributing Garden to Go kits.



To promote and celebrate September as Library Card Sign-Up Month, Janice Felker, Barbii Rogers, and Charle Ricci worked together to refine and improve the system for providing eResource-only library cards to students in both counties. Felker communicated the improved option to school systems through emails to media specialists and other educators. In the month of September, over 120 students were able to get these new student library cards without leaving home.

In early September, Youth Services also wrapped up the virtual online summer reading challenges for *Imagine Your Story – Summer Reading 2020* including the distribution of final prizes and participation certificates (see outcome data below).



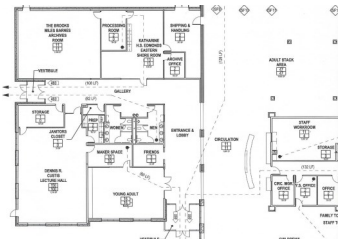
Plastic sheeting helps social distance at children's iPad stations.



Partnership, from Page 1.

information from both the library and the Northampton County Extension Agency. Representatives from the 2020 Census were also there to help families learn more about the census. The participating families were very appreciative.

System Capacity



ESPL Continues to See Additional Funding

ESPL continues to seek additional funding to equip the library with resources for planned initiatives and for the unplanned expenses due to the pandemic. Most grants have limited parameters as to how and when the funds can be expended, which is often the deciding factor on the grant project.

FEMA – Burton has had two recent phone meetings with the assigned FEMA representative. The ESPL request for reimbursement for emergency expenses related to COVID-19 is on track. It is estimated around \$5,300 will be approved. This will reimburse the library supply budgets, mainly for PPE, cleaners, and cleaning. Funds are sought for the Accomac, Chincoteague and Nassawadox locations.

IMLS CARES – The Institute of Museum and Library Services is distributing its CARES funding in two ways: to state libraries for distribution and as direct grants. ESPL applied for a \$200,000 grant to support an outreach librarian, student intern, and equipment, but was not awarded the grant. IMLS received 1,701 applications requesting \$409,251,399 and was able to award **68** projects totaling **\$13,800,000**. Please see the [IMLS news release](#) announcing the funded projects.

ESPL was, however, awarded a \$50,623 IMLS CARES grant from the Library of Virginia. The funds will be spent on an RFID inventory management system which will allow for self-checkout of materials. This will assist with social-distancing and reducing contact surfaces to clean in the future Parksley location. The project will be implemented in phases, with the first phase being tagging books with the Eastern Shore Room Collection as a priority.

Burton has also asked Accomack and Northampton Counties for CARES funds.

USDA Rural Development – Burton has begun the application process that would pay for 55% of the security system at Parksley.

NEH PAG – If time allows, Burton plans to re-apply for consulting support for the archives that will assist with the integration and move of collections.



Census & youth services outreach in Northampton.



Burton escorted Census Bureau staff to Tangier to install portable wifi device.

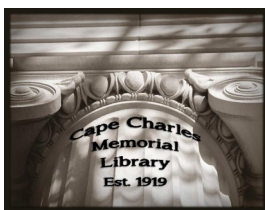


Outdoor wifi in the parking lots.



Testing signal range of portable wifi device outside Exmore.

Continued on Page 6



Cape Charles Memorial Library

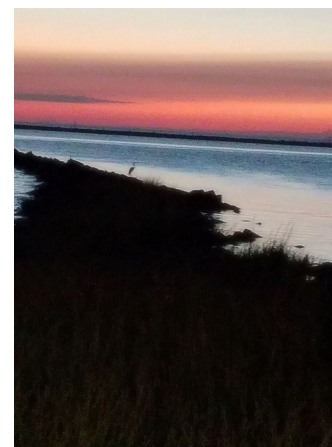
Ann Rutledge Library Manager

The CCML remained closed this month but we will reopen in October. Curbside service continues and our circulation has increased.

This month we collaborated with Kiptopeke State Park to present a Full Moon Hike on Cape Charles Beach. Participants met at the LOVE sign at 7:00 and Ranger Stan lead the group, using social distancing of course! Next month we will be offering two more outdoor programs with Ranger Stan.

The Friends of the Library will be offering three Zoom and Learn programs this Fall and the first one will be on October 10 at 12:00 noon and will be presented by Julie Warmer, an RN from Riverside Shore Hospital.

On September 25, National Comic Book Day, we handed out give away bags for kids with free comic books and other goodies.



A perfect night for a Full Moon Hike at Kiptopeke



Congresswoman Elaine Luria toured the Parksley Construction site on September 3 to see how the National Endowment for the Humanities' Challenge Grant funded project is going. This provided a chance for Ricci and Felker to tour the site for the first time to help in planning shelving layout.



System Capacity, continued from page 5

Virginia Humanities – Two Letters of Intent have been submitted to VH. One is for the whole ESVA Museum Network to secure a consultant to begin planning for the US250, which the NEH is recognizing with a “More Perfect Union” initiative. The second is for a planning grant for a website for the Heritage Center.

ALA Census Equity Grant – The two portable wifi devices are in service: one on Tangier and one for outreach events. Opportunities are sought to use the portable device at Census outreach events. The device was tested at an outdoor funeral and it proved to carry the signal which would allow for Zoom viewing of the service from the car, which can help prevent the spread of COVID-19.

PLA/Microsoft Internet Capacity Grant – The outdoor wifi grant is implemented with equipment installed and operational at Accomac and Nassawadox libraries.

NEH Grant's Recommendations Improve Access

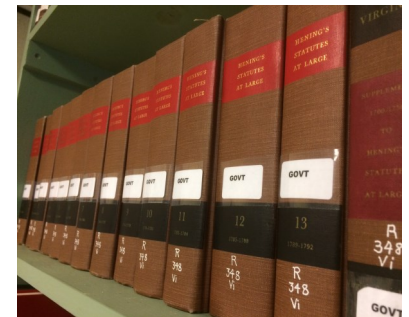
For years our collection has been arranged by Dewey Decimal system, which can be difficult to navigate for those new to our resources. The size of our collection can also be overwhelming to new researchers. Without staff assistance, sometimes extensive catalog searches are required to locate materials. Browsing is time-consuming and can be very frustrating.

In her final 2019 report for the **National Endowment for the Humanities' Preservation Assessment Grant** (PAG) grant, Lyrasis consultant Leigh Grinsted recommended that the items that are most often used and most valuable to researchers be reorganized by subject. Not only could they be easily browsed, but also quickly located by patrons and staff alike. I have been tackling this project while working from home in recent months, and all of the appropriate materials have been categorized by shelf location (Census, Vital, Probate, etc.) in our new online catalog, ShoreCat.

This became particularly useful and timely during the recent pandemic.

After being unable to offer in-person research opportunities to patrons for the first several months of the pandemic, the Eastern Shore Room opened for advance appointments in September. However, because the room does not allow for proper social distancing, staff is still not onsite to offer assistance. The items have not yet been physically rearranged as we are moving soon, and it was more practical to assign the designation in the catalog and with a spine label now, and then arrange appropriately in the new space.

Since staff will not be onsite to assist, when patrons make appointments I do a reference interview about their research goals for the visit so that I can prepare them to make good use of their time in the room. Our first patron was specifically trying to identify the English origins of an early settler to the area, and wanted to consult various resources dealing with immigration and records from the 1600's. By having the new shelf locations already in ShoreCat, I was able to quickly pull a report based on the "Immigration and Early Colonial Records" shelf designation, export it to a .pdf, and email it to the patron the night before. He could check that list for the sources he wanted to consult and then easily locate them during his visit.



Browsing Now Easier in the Eastern Shore Room.



Chincoteague Island Library

Karen Sharp, Library Manager

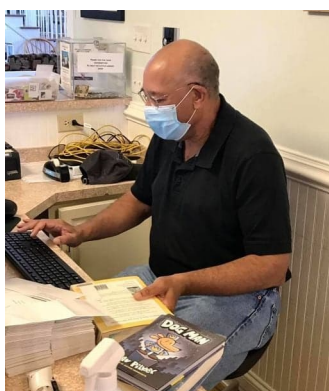
Circulation, patron counts, copy/FAX services and computer usage continue to be steady here at CIL! Also, we are experiencing patrons who are returning to update and/or renew their cards. They are expressing the need to reconnect to the library resources and are very thankful we are open. CIL is providing patrons with much needed information on all the ways to make use of our library.

During the month of September, which was National Library Card Sign-Up Month, we had a total of 20 new patrons added!

Requests for materials by patrons continues to be steady, as well as the use of the ShoreCat Card Catalog.

CIL continues to have an extended visitor season, as the fall weather is cooperating. Many are “repeat” visitors!

CIL welcomed Paul Miller to the CIL Board. Paul is a great asset to the library, both as a volunteer and Board member. The picture below is of Paul hard at work.



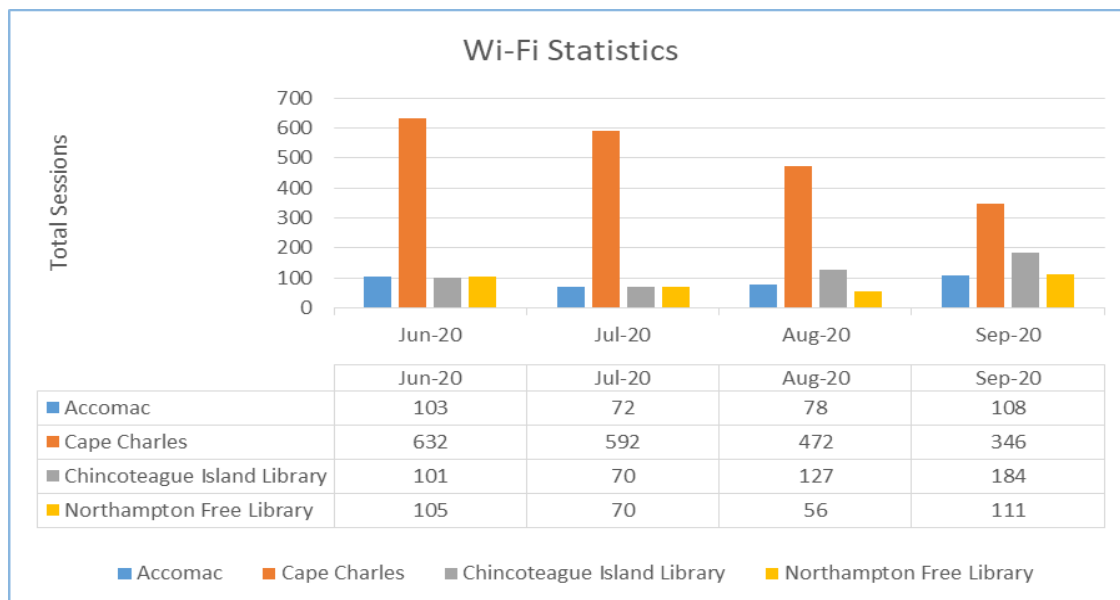
**New CIL Board member
Paul Miller.**

One of the owners of Pico Taqueria, Kate Moot, contacted CIL’s Board President, Linda Ryan, with the great news that they have chosen to donate the proceeds of this weekend’s receipts to CIL! This will take place starting October 9th. They will be open for business until their inventory is gone, which is usually around noon this Sunday, October 11th. They choose an organization to donate to each year at the end of the season. CIL is so thankful to Pico Taqueria!

The Board formed a committee that has created a Homework Club which is for students in Grades 3-5. The intent is to offer a structured setting and volunteers who will be available to assist with assignments. There will be 2 sessions per week and each session will have two groups. Students will be accompanied by a parent or an adult over the age of 18. Please see the brochure below for more specific information.

The CIL Board has been busy with preparing for our annual fundraising drive. Donations are beginning to arrive. A special thanks goes out to Iuliia Nahirna for helping with the set up and design of our newsletter. A huge thank you to all our board members and volunteers who helped to label, stamp and mail over 3,000 newsletters.





The table above illustrates the public Wi-Fi statistics for the last four months. *Table by Summer Dahlmanns*

Director's Update, continued from page 1



Make-shift Student Study Cubicles made from shower curtain liners.

become permanent, as that facility will have several enclosed study rooms.

I am very proud of you, our valued patrons, and my staff in the hard work you have all devoted to helping us maintain our COVID-19 safety plan. I know it is not easy. It is frustrating. We are all tired of this pandemic. I am, however, confident that our procedures are working.

To date, none of my staff have been ill. If any of my staff do become ill with COVID-19, I will have to close the library while their co-workers quarantine. To avoid this, we ask that

you continue to wear your mask covering your nose and mouth when you visit and that you limit your time in the library. We ask for your understanding when we cannot come to the computer and help you. We want you to know that we care about your health as well, and this is why staff spend an hour each morning cleaning all surfaces and continue to clean throughout each day.

Thank you for your patience and understanding with our staff and these procedures. I ask for your continued support and diligence.

I hope this finds you and your family well. As COVID-19 continues to play a large part in our everyday lives, I know we are all looking forward to better, more normal times.

Sincerely,

Cara Burton, Library System Director

This was distributed to all ESPL patrons using the email on their library account on October 7, 2020. If you did not receive it, I ask that you inform staff so that they can update your account to ensure you receive important patron messages.