

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

November 10, 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 October 13, 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
10. New Business
 - a. Approval of FY2019-2020 Audit
 - b. NFL 5 year Capital Plan
 - c. 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 nine members, in a duly called meeting held on the tenth day of November 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 Library System Director_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, December 8, 2020 at ESPL in Accomac at 1:00 pm

13. Adjournment

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

October 13, 2020 at 1:00 pm
(Meeting held electronically)

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

1. Meeting called to order by Chair Ryan at 1:02
2. **Public comments.** None
3. **Approval of Minutes.** Poyer motioned to accept the minutes from the Sept 8, 2020 meeting, seconded by Holland. Motion approved.
4. **Financial Reports.** Holland motioned to accept Financial Report for September 2020 submitted by Burton, seconded by Pittman. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - Report included in director's report. Burton clarified that the library is open to the public as of October 1, 2020.
 - b. Chincoteague Island Library – Report included in director's report. No new updates presented.
 - c. Northampton Free Library – Report included in director's report. Burton reported the proposed bike station has been installed beside the bus stop shelter. This includes air pump and some tools for servicing bikes. Burton stated this will be advantageous for Tour of The Shore biking to stop at the Library and also use the free public wi-fi. Davenport inquired if one of these bike stations would be installed at the Parksley branch. Burton explained the bike station at Nassawadox branch was funded by Northampton County as part of their Tourism Grant. Burton suggested that Accomack County or other organization might be interested in funding the bike station at Parksley branch.
 - d. ESPL Friends Reports – None submitted. Burton stated Friends are still meeting. They have been assisting in the removal of books from the Accomac inventory. In Sept 2020 they shipped 21 boxes of books to Better World Books to sell.
6. **Library Director's Report** – Burton did not have any new items to add to the emailed report. Poyer complimented Burton on the work she is doing for grant applications.
7. **ESPL Foundation** (Davenport)
 - a. Capital Campaign Update- Foundation's Corporate Solicitation Committee has submitted a second application to the Perdue Foundation for a \$50,000 Makerspace Naming Opportunity. Also exploring applying again to the Nora Roberts Foundation. They are also working on the 2021 application to the Eastern Shore Community Foundation for \$50,000. Committee Head Dr. Fournier and other Committee members brainstormed ways to reinvigorate Corporate Solicitation and following up on major Naming Opportunities. Burton added that the Foundation Fund Raising Committee is having two active fund-raising projects right now. One is the Beyond Books Bracelet, which is available from CD Marsh. The second event is a repeat of the "Count Me In" Basket Drawing.
8. **Capital Project Update** – Steering Committee (Valentine) – Chair Ryan asked Cara for an update on the completion date of the project. Burton reported that Accomack County still has not received a written request from the builders. It may take a couple of weeks for that to be completed, due to the builders having to contact all the sub-contractors. Chair Ryan asked if anything had been done about the roof, and Burton stated she had not received any update. Davenport stated because of the roof situation he believes there will

be a substantial delay in completion, possibly end of February or March 2021. Chair Ryan stated he thought it might be delayed until March or April 2021 due to the roof issue since no inside work could be done until the roof issue is resolved. Burton agreed. Davenport asked if the reason for the change order for the roof due to choosing a roof system that would be less expensive. Chair Ryan stated he believed it would be more expensive. Davenport expressed concern about installing and maintaining a flat roof.

9. Old Business

a. ESPL Donor Recognition Policy

Approve the second 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.

Poyer motioned to accept the second reading of the ESPL Donor Recognition Policy, Bloxom seconded. Motion approved.

10. New Business

- a. Approval of FY2019-2020 Audit – Chair Ryan suggested delaying voting on the Audit in order to give Trustees more time to review. Poyer agreed. Burton stated that ESPL is using a new Auditor this year and the Trustees are asked to review it very carefully. She pointed to page 4, under Position of Net Position and stated she asked the Auditor about Prepaid Expenses under Assets, which included insurance that was paid for in June 2019 but did not take effect until July 2019. It also included pre-paying for some of the reading programs before the end of the budget year. Burton pointed out an increase in the Unassigned and Fund Balances. Burton stated that the transfer of the Library properties to the County last year created a loss for that year. There was also an increase in funding from Northampton and Accomack counties. Burton pointed out that at the end of the fiscal year some expenses were reduced due to the pandemic. On page 12, Compensated Absences was increased due to the pandemic and full-time staff not taking vacations due to the lock-down. On page 15, Burton questioned the Auditor about Capitol Assets and if they include Nassawadox attaining new property. Auditor is researching this. Burton pointed to Note 6 on page 16 pertaining to Pension Plan and the new format giving more detailed information than before. Burton is to summarize these items in an email to the Trustees. Davenport questions the Pension Note based on Library's contribution based on 6.5% investment return. Burton is to ask Auditor for clarification. Davenport is concerned that the percentage is inflated. Davenport asked about the scope of the audit, particularly for internal processes. Burton stated that the auditors did come on site and spot-checked records and interviewed employees and reviewed processes.
- 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 nine members, in a duly called meeting held on the 13th day of October, 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 Director 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.

Bloxom moved to accept the resolution to apply to USDA Rural Development for funds, Poyer seconded. Davenport asked what the sum of the request was. Burton explained the application is going through Northampton because the 55 percentage is higher than if applied through Accomack. This is still in discussion with USDA. Burton explained it is a matching grant, so USDA would offer \$25,000 and the Library would match with \$20,000 for a total of \$45,000. Burton stated these funds are for a new security system for Nassawadox and the new system for Parksley. Motion approved.

11. New Agenda Item – Additional Library Closing Dates

- a. Burton requested the Library close for some additional dates, November 27th, December 4th and December 18th in order to provide staff with three one-time paid personal days. This would provide staff with a needed respite from pandemic operations and help maintain the physical and mental health of all staff. Burton feels this would be a good way to demonstrate appreciation for the staff for working with decreased employees, especially the front desk staff. Davenport motioned to accept this proposal, Holland seconded. Chair Ryan expressed concern that accepting these three Friday closing dates would also entail Saturday closing as well. Davenport inquired about the Saturday closings. Burton explained pre-pandemic the Library was open on Saturdays and some evenings. During the pandemic this is not possible. There are some telecommuting staff that come in on Saturday and some who telecommute. Motion approved.

12. Additional Comments - None.

13. Next Meeting: Tuesday, November 10, 2020 at ESPL in Accomack at 1:00 pm

14. Adjournment Davenport motioned to adjourn, seconded by Bloxom. Motion approved.

Meeting adjourned at 1:51 by the Chair.

Respectfully submitted,

Cara Burton, Secretary

November 10, 2020

Library System Report

Cara Burton, System Director

Director Update:

Capital Improvement Plans

Time flies when we are having fun. The community enjoys our four library buildings by visiting and attending our many programs. The building repairs sneak up on us and we realize that the buildings are getting older and need attention. We need to financially plan maintenance and ensure our facilities meet the future needs of our community. The ESPL system has **37,462 square feet of total library space** with Cape Charles, Chincoteague, Nassawadox, and Parksley.

Counties develop Five Year Capital Improvement Plans (CIP). It is important that we include each of our libraries in our municipalities' plans, particularly when the town or county support the library financially. These CIP plans are also important in grant writing and identifying local priorities for funding. Library boards and staff need to compile and maintain capital needs and communicate these in both annual budget requests and in communicating needs to these municipalities.

Additionally, library spaces need to update capital furnishings—likely shelving and circulation

Continued on page 4

eBook Use Soars During Pandemic

Demand for eBooks and eAudio from the Shore community was steadily increasing during 2018 and 2019, but when the COVID-19 pandemic began to impact the Shore in early 2020, library users flocked to these resources. When the Safer at Home and Stay at Home orders were issued by Governor Northam, the ESPL began offering an online library card registration option so that individuals who had never had a library card, or those whose card had expired, could easily create a library account and begin borrowing items from the library's digital collections, all without needing to visit the library in person.

The accompanying spreadsheet demonstrates the circulation activity for eBooks and eAudio from the library's RB Digital and Freeding collections. The skyrocketing usage tracks closely to the pandemic's local

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Technical Services

Charle Ricci, TS Manager

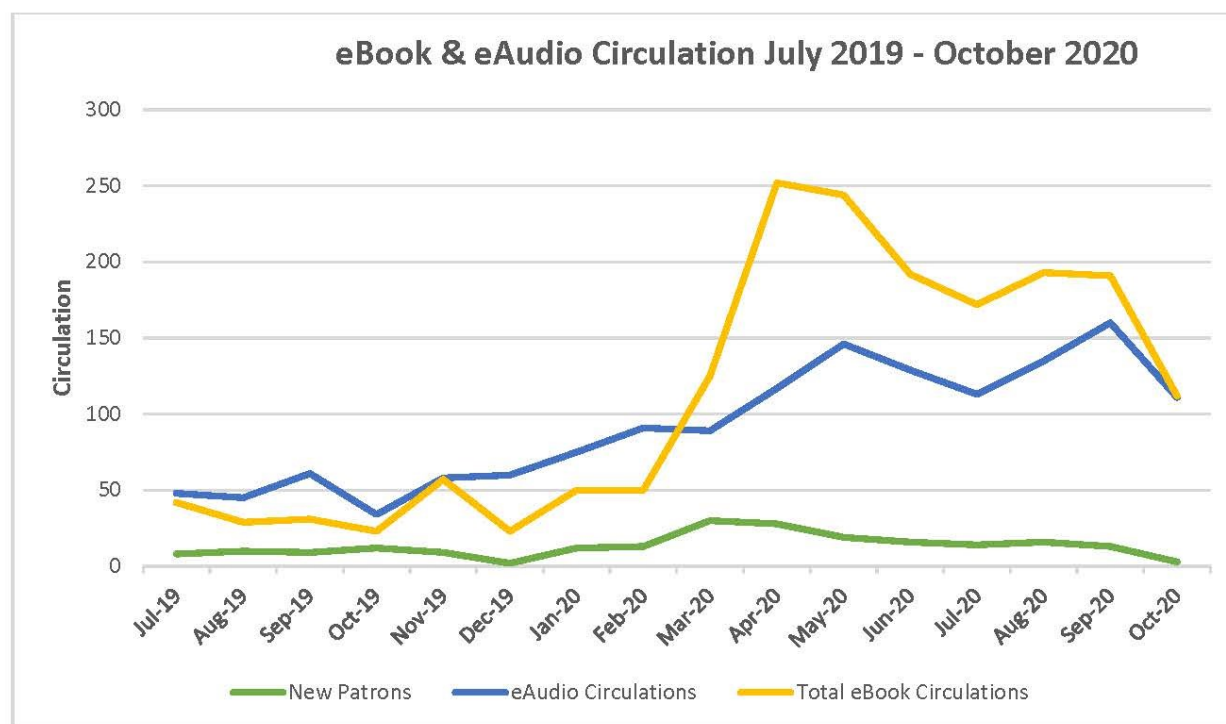
Continued from page 1

impact. An analysis of patron data revealed that as of June 30th, 240 ESPL patrons had circulation histories containing eBooks and eAudio only, with no checkouts of physical items. It is clear that the ESPL's digital collections have helped to fill a need for reading material during the era of COVID.

As we head into winter with continuing uncertainty as to how long the pandemic will impact our communities, both locally and nationally, it is evident that the need and demand for digital content will continue. A major obstacle to building strong digital collections is the high cost of each eBook and eAudio title for librar-

ies, often **3.5 times** the price that an individual would pay (on average \$45.75 for an eBook, \$69.76 for an eAudio).

Public libraries are working with eBook publishers to find a pricing model that will make digital collections more affordable for all libraries, and more accessible to all patrons, yet still beneficial to the publishers. The ESPL is following this issue closely, and will continue to utilize our materials budget in the most economical way possible to provide the best selection of eBooks and eAudios to the local community.



Youth Services

Janice Felker, Youth Services Coordinator

Virtual Animal Program Tops Off October



A second StoryTrail is installed in Indiantown Park



Virginia Living Museum provided a virtual program

In October, the Youth Services Librarian, Janice Felker provided *Take and Make* or *Grab and Go* bags at the Accomac and Nassawadox libraries on a continuing basis, including a kit provided by STAR Net with all supplies and instructions for creating a "Stained Glass Earth" craft, Belated Comic Book Days bag, and Halloween Treats and Crafts. Felker also collaborated with the Eastern Shore Land Trust to provide their printed activity sheets to our young patrons for fun at-home learning about nature on the Eastern Shore of Virginia.

Also in October, it was exciting to discover the StoryTrail at Indiantown Park in Northampton County was in place and ready for visitors. This project was a collaborative effort with Laura Jenrette from Northampton County Parks and Recreation and Chris Thomas from Northampton County Public Works & Operations. The Indiantown Park StoryTrail wraps around the children's playground area and features the book *Groovy Joe: Ice Cream & Dinosaurs* by Eric Litwin.

Rounding out the month on October 30, Eastern Shore Public Library sponsored a virtual program presented by The Virginia Living Museum. *Animals of Halloween: Lore and Legends* was a great program in spite of some technical difficulties that were beyond anyone's control. Participants were able to see a tarantula, a screech owl, an American bullfrog, and a blue-tongued skink. The audience was great and asked some wonderful questions. Much was learned about the facts and legends of these not so spooky animals.

desks—to meet best practices for public service, public safety, and local code changes. For example, the very tall ninety inch shelving is good for maximum storage, but not for patrons to reach the books. Lower shelving also facilitates the staff's ability to monitor the public space for safety and service needs. New technologies, like RFID self-checkout, requires additional space.



The cozy NFL backyard is home to a StoryTrail and community garden.

The pandemic has brought to light the need for more spacious reading and meeting spaces for social distancing. Outdoor spaces have gained importance as programs are moved outdoors.

It was determined five years ago, after an architectural consultant's assessment, that the Accomac location no longer suited the needs of the library system as the regional headquarters. The cost to remodel and build an addition was high as the mechanical, roof, and electrical systems had not been updated. To remodel meant closing the library for up to a year, a hardship for the public. In 2021, ESPL will move into a 20,837 square foot facility. The facility will be owned by Accomac County until their \$2 million bond payment is completed. The County will be responsible for certain maintenance based on a lease agreement with ESPL.

Northampton Free Library, the branch at 7745 Seaside Road in Nassawadox, is starting to show its age. The 3,450 sf building, built in 2005, sits on one acre with a recently donated .839 acre unimproved lot behind the library. Current maintenance needs include repairing

rotted siding and resolving the corresponding drainage issue as well as painting the trim. Herbert Senn confirmed the HVAC system did not yet need replacement. Soon, failed hanging pendant light will be replaced with two fixtures that match those over the circulation desk, but will be LED. The outdoor space needs cleaning up to facilitate outdoor programs, but also to deter homeless overnight camping. 2020 improvements included automatic front doors funded by the Friends of NFL, a STAR Transit bus shelter funded by STAR and the Town of Nassawadox, and a bike station funded by a Northampton County tourism grant. The building is owned and maintained by ESPL.

Cape Charles Memorial Library moved into a 10,200 sf,

three story remodeled 1920 bank in 2013 that sits on one acre. Recent improvements have been to repair the sanitary effluent



Attractive fixtures can turn out to be expensive to repair and not energy efficient.

system and COVID-19 upgrades to the entrance. The building's upper floors are not handicapped accessible and moisture seepage issues are compromising the interior walls. The space does not meet the library's active program needs and greatly limits its collection size. The building is owned and maintained by the Town of Cape Charles.

Chincoteague Island Library opened in 1995 in a remodeled historic 1908 building and added an addition in 2010. The 2,975 sf library sits on .08 acres. The building is owned and maintained by the board of the Chincoteague Island Library.

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Upcoming Events:

“The Public,” an outdoor viewing of the movie about public libraries and the homeless. Jointly sponsored by Community Partners of the Eastern Shore, CSB, the Town of Exmore, and ESPL. 6:30 pm at Exmore Town Park. Outdoor heaters and hot beverages provided. Free.

“From Invisibility to Political Activism: The Black Experience in American Art,” by Evie Terrono, PhD, Professor of Art History at Randolph-Macon College

A free Virtual Art History Lecture presented by the Virginia Museum of Fine Arts and hosted Eastern Shore Public Library. Tuesday, Nov 17, 2020, 7:00 pm.

Location: The Comfort of Your Home

“Lights on the Lawn” sponsored by the Onancock Business and Civic Association, November 21 to Friday, January 1, 2021. Come see ESPL’s decorated tree!

“A View From the Home” Traveling Art Exhibit. The Virginia Museum of Fine Arts Arts on the Road returns in April during National Library Week, April 8-11 in Nassawadox and at Historic Onancock School. Details to follow.

Public Services

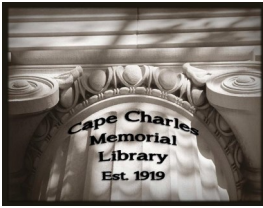
Summer Dahlmanns, Circulation Manager

ESPL circulation staff meet once a month to discuss front desk issues and training recommendations. This month they were asked to learn how to use our newest e-Resource Peterson’s Career Prep, which is provided by the Library of Virginia for library card holders. Peterson’s Career Prep provides the tools necessary for a patron to create a resume, cover letter and curriculum vitae. There are tutorials that explain the difference between these three items and professional examples are provided. A resume can be uploaded from a computer or flash drive and updated in this program. Patrons and staff can also create a resume, cover letter and curriculum vitae from start to finish within the software program. These items can be saved online and downloaded in Microsoft Word or PDF format. The end result is a very professional formatted document, which will assist anyone who is trying to find a job or start a new career.



Director’s Update from page 4

Library staff can make recommendations to the library board, but it is ultimately the responsibility of library boards to define the building plans and secure the funding for these needs. Boards should annually devote time to reviewing building needs and developing a plan for the facilities that meet their vision of how they want their libraries to serve the community.



Cape Charles Memorial Library

Ann Rutledge Library Manager

CCML reopened this month and it was great to see people in the library, even for a short time! Our current hours are 10:00 am until 2:00 pm and curbside service continues. Patrons are allowed 30 minutes in the Library to browse and they are encouraged to reserve a time.

This month we collaborated with Kiptopeke State Park to present several outdoor programs. The first program was a Full Moon Beach Hike. Participants learned a bit of Cape Charles history and walked the beach (and found a dead sand shark!) The second program was a Nature Classroom-Bird Migration program. This program was held in the backyard of CCML

under the pecan tree. stickers, and other fun goodies!

Participants played a game, learning of the dangers that birds encounter when migrating. We also offered a third program with Kiptopeke State Park called Nature Classroom - Campsite. This program was held at Kiptopeke State Park and presented by Ranger Stan. Participants learned basic campsite skills.

The Friends of the Library offered a Zoom and Learn program entitled Be Safe this Fall-Fall Prevention. It was presented by Julie Warmer, an RN from Riverside Shore Hospital.

Sharon Silvey attended a K-12 Project WILD Workshop at Kiptopeke State Park on terrestrial wildlife and introducing basic wildlife concepts to children. This program was sponsored by Association of Fishing & Wildlife Agencies and participants received a Project WILD K-12 Curriculum and Activity Guide.



Halloween
Takeaway
Bags



Heritage Hub

Local History Services

Stacia Childers, LH Specialist

Even in the midst of a pandemic, ESPL is able to connect with our patrons, and help them connect with their Eastern Shore roots.

On a recent road trip to the Shore, Paul Coppinger of Annapolis wanted to find a small burial plot at “Johnson’s Corner,” an area not recorded on any modern map. This is a frequent request of descendants who want to make a pilgrimage of sorts to the burial plots of their ancestors. On the Eastern Shore, the majority of these burial plots are small and located in fields or dense woods on private property. Many are not visible from the road. Though the comprehensive tombstone guides available have maps, the locations can still be difficult to find, especially for visitors not familiar with local terrain.

So Eastern Shore Room staff directed Mr. Coppinger to the Accomack County Cemetery Finding Aid on www.espl.org to pinpoint the location of the small family graveyard that he remembered from his youth. The Cemetery Finding Aid covers Accomack County, expanding on the two guides in print: *Graven Stones* by Jean Mihalyka for lower Accomack and *Tombstone Inscriptions for Upper Accomack County* by Mary Frances Carey, Barry Miles and M.K. Miles. It is a downloadable Excel spreadsheet compiled and donated to Eastern Shore Public Library by Rob Lear, a Georgia resident with

deep Eastern Shore roots. Over the course of many trips to the Shore Lear personally visited all of the graveyards in the two books to record GIS data points for each one.

After his visit, he sent this email:

“These coordinates were correct, but unfortunately I could not find any gravestones.

	A	B	C	D	E	F	G	H	I	J	K
1	A GUIDE TO FINDING CEMETERIES IN ACCOMACK COUNTY, VIRGINIA										
2	GUIDE TO GRAVESTONES (shown herein as Lower or Lo) AND TOMBSTONE... OF UPPER ACCOMACK COUNTY... (shown herein as Upper or Up)										
3	IDENTIFICATION	NAME	TYPE OR	CEMETERY	NEAREST ROAD	GLOBAL POSITIO					
4	EO*EM*ABBRE-	SURNAME, PROPERTY, ETC.	CROSS	CLUSTER	ROAD	ROAD	NORTH	WEST			
5	IO*NO*VIATIO*	AS ANNOTATED	REFERENCE		NO.	NAME	ATTITUDE*NGITU	COMMENT			
6											
124		165	Club	Chance		Locustville	645	Nicawampus Road	37.630	-75.691	Chaucetown
125	F	141	ChCh	Chandler - Chincoteague		Chincoteague	2101	North Main Street	37.954	-75.344	Most easterly cemet
126		32	Chap	Chandler - Craddockville		Craddockville	178	Boston Road	37.587	-75.861	
127		271	Chan (Lo)	Chandler - east of Castville		Castville	638	Castville Road	37.708	-75.804	
128	H	225	Chan (Up)	Chandler - northeast of Patuxent		Patuxent	678	County Road	37.787	-75.627	
129		237	Club	Chandler - Prospect Neck		Castville	630	Crockett Road	37.678	-75.844	
130		357	Chas (Lo)	Chandler - southeast of Bayside		Chincoteague I	658	Bayside Road	37.732	-75.702	One stone
131	I	265	Chas (Up)	Chase		Meauville	688	Cattail Road	37.886	-75.633	
132	E	101	ChesA	Cheslet - near Assatomau		Temperanceville	692	Cheslet Road	37.879	-75.536	
133	D	78	ChesJ	Cheslet - near Johnsons Corner		Temperanceville	702	Nocks Landing Road	37.923	-75.542	
134		187	Ches	Chestnut Vale	PROPERTY	Locustville	605	Douglas Road	37.653	-75.690	Whiteley page 860
135	D	67	ChBp	Chincoteague Baptist Church	CHURCH	New Church	720	Kelly Road	37.993	-75.523	
136		336	Chu	Christian - Bayley Neck		Accomack	662	Bayley Neck Road	37.729	-75.616	Bayley Neck
137	F	149	ChCu	Christ's Union Baptist Church	CH OWNED	Chincoteague	NONE	Willow Street, west side	37.926	-75.383	AFRICAN-AMERI
138	I	323	Chu	Chum		Lee Mount	658	Bayside Road	37.777	-75.681	
139	F	147	ChCl	Clark		Chincoteague	NONE	Willow Street and Bart	37.931	-75.376	

My vague memories of being led to the site by my Aunt nearly 50 years ago were of 10-20 small gravestones mostly flush with the ground blanketed with pine shatters in a clean copse of pine trees bumping into a soybean field. I could identify the copse, but it is now a thicket of thorny undergrowth amidst dense growth of mixed bushes and trees. The owner of the nearby farmhouse purchased just 10 years ago has no recollection of the plot. Even though I couldn't find the gravestones, locating the site

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Chincoteague Island Library

Karen Sharp, Library Manager



CIL's circulation is still continuing to grow. Our Patron counts are sailing along with an average of 25 per day. As the end of the Tourist season left port, CIL has seen a drop in visitors. However, there are more visiting than in past years. Many are visitors who return every year, some twice a year, and bring others with them. They express how much they enjoy CIL and tell others about us when they return home.



Computer usage has been steady at CIL, as well as copy/FAXing services. Despite the opening of Shore Post Parcel and Business Center located not too far from us on Main Street, we are happily coexisting.

CIL's new registrations and requests for materials are steadily increasing. The ShoreCat Card Catalog is fast becoming popular. Especially, as a very useful tool in helping Patrons find what they are looking for.



The CIL Board will be meeting on November 13th. Some of the Board News items are:

- *In response to Patron requests, the Board will be considering the opening of the CIL on Saturdays from 10am to 2pm.
- *The CIL Board is in the planning stages of a virtual story time in which volunteers will be reading stories taken from the public domain.
- *The Board will be convening the Nominating Committee to present a slate of officers for 2021.
- *And preparation of a 2021 Budget for approval at the CIL December Board Meeting.



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CIL's Homework Club is off to a good start! So far, we have one student. After his first session, he requested with the approval of his mother and grandmother, to come Thursdays' every week. As the "word" gets out about our program, we hope Homework Club will become a vital part of assistance to CIL's community.

Halloween was a success of goodwill to CIL's community and its Patrons. Trick or Treaters visited CIL's front porch for a Bootiful afternoon of fun during the Halloween On Main Street event. They arrived masked, social

helps my picture of my grandparents' early years around the village of Atlantic. They grew up on back-to-back farms both of which now have stunning views of the Wallops Island launch pads. The contrast with 350+ years of unchanged pastoral farm life is incredible.

"My first physical visit to the Accomack Library was a joy. Staff were most helpful with my quest for history and I was amazed at the extent of 17th century history documentation. I have a taste of the 17th century settlement of the Eastern Shore from the bios of my ancestors in the Miles Files and am hopeful of learning more by spending time at the Accomack Library when covid19 restraints are lifted. Thanks so much for your help and I look forward to meeting you in person someday."

Northampton Free Library

Barbrielle Rogers, Branch Manager



NFL is requesting quotes to complete a building maintenance project for replacement siding.

This month the Northampton Free Library successfully completed 2 projects with the town's Mayor Stith, and Northampton County.

The bus shelter and a bicycle station were installed this month. Due to our patrons who utilize the Star Transit and our many bicyclists in the area, both projects were much needed and greatly appreciated. In addition to offering protection, while waiting in the bus shelter patrons have access to our expanded outdoor WiFi!

Beside the Bus Shelter you will find the newly installed bike station and its many tools and air for minor bicycle repairs, which was installed by Northampton County and funded by the Northampton County Tourism Infrastructure Grant.

Yes! The Census Does Matter for Our Funding

Last month I reported that ESPL was applying to the USDA Rural Development Community Facilities grant for Parksley. However, our application direction has changed. This grant is a matching grant with the USDA grant funds comprising a percentage based on the localities' local need up to \$25,000. This need is based on Census data. The USDA is still using 2010 Census data which means that Parksley only gets a 15% match, Accomac a 35% match and Nassawadox a 55% match.

This surprises many as Parksley is not thought of as being as prosperous as Accomac and Nassawadox, however, it is likely due to the Census count in 2010. When I first met Mayor Eichelberger, who unfortunately passed away in 2017, he educated me about the poor response rate in Parksley. He was determined to improve it in 2020. The time I invested in the Census Complete Count Committee is dedi-

cated to Jimmy Eichelberger's determination to ensure the Shore's residents do not miss out on valuable federal funding and other grants.

A grant application for Nassawadox was submitted to USDA RD for a burglar and fire alarm, as we have to replace the current, outdated one. It would also cover public computers, portable charging tower, portable, adjustable tables, a copier with fax capabilities, vinyl, casters, adjustable chairs, and a portable public address system. We will need to identify a source for our matching funds if we are awarded the grant.

I am also applying for a grant for Accomac for some furnishing, likely children's shelving and technology equipment. Perhaps in a couple years we will have the new Parksley Census results that will increase the percentage match and we can apply again.

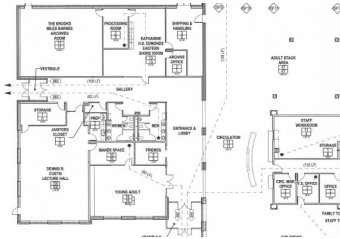


I'd like to recognize former Trustee Paul Berge in introducing me to the USDA RD staff and pushed to secure government funding for ESPL. ...Cara Burton



ESPL staff Cara Burton and Volunteer Kellee Blake handed out Census backpacks filled with books and goodies to over 100 children Halloween night in the Parksley Town Park. Next Halloween we will be in our new building!

System Capacity



Just as we need to plan for capital expenses, we also need a Technology Plan. In fact, this Plan is required by the Library of Virginia (LVA) and to participate in the federal FCC E-rate discount program (see inset). LVA contracts with E-rate

ESPL gets an
80%
E-rate discount.

Central to secure consulting services for Virginia public libraries, for which we can use State Aid. Without E-rate Central, staff would spend many hours trying to keep updated on changing rules, filing dates, and completing forms.

During a recent E-rate Central webinar, I learned they also provide consulting services in planning for Internet access.



After a

Zoom meeting with the E-rate consultants, I decided that we should evaluate the entire ESPL Internet network, not just plan for Parksley's system. ESPL staff compiled an inventory which

has been sent to the consultants as well as the floor plan for the Parksley facility. This information will be used to determine what equipment we should include in the 2021 E-rate bidding process for network equipment. Next month, we hope to be able to present the recommendations.

Cara Burton, Library System Director

The Schools and Libraries (E-rate) Program provides discounts to assist eligible schools and libraries to obtain affordable internet access and telecommunications services. E

-rate funds the following service types: Data Transmission Services and/or Internet Access, Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections. Discounts range from 20-90 percent of the costs of eligible services, depending on the level of poverty and the urban/rural status at the school district level. Eligible schools,

school districts, and libraries, may apply individually or as part of a consortium. Starting with Funding Year (FY) 2019, voice services are no longer eligible.

The E-rate Program supports connectivity, which is the conduit or pipeline for communications using telecommunications services or the internet. The school or library is responsible for providing resources such as the end-user equipment (computers, telephones, etc.), software, professional development, electrical capacity, and the other elements that are necessary to effectively use the requested eligible services and equipment.

Construction Committee

Report

October 15, 2020

RH has worked on installing parapet wall and roof fascia support sub-structure. Has installed plywood window surrounds to accept spray foam insulation installation. Has installed brick sill and window cap flashing. Has installed brick ties to connect brick to wall.

Still working C.O. on circulation desk.

Tieder continuing to work installing conduit. RFI concerning panic buttons resolved.

Nolan has run additional plumbing. Error discovered in running of roof drains thru Archive room. C.O. in works to reroute roof drains around Archive room.

Hilliard continuing to work fire suppression system.

Spray Foam insulation subcontractor has notified RH that his work force has COVID and has postponed his coming to site. This notification came just as RH notified the sub building was ready for him. Two-week delay. (or more)

Brick wall mock-up has been erected, reviewed by architect, portions were unacceptable, and mason told to rework for approval.

Roofing subcontractor has been tardy in his follow up submittals for final roof approval.

We are awaiting a letter from RH requesting an additional no-cost time extension due to COVID impacts on work forces. Present rate of progress does not look like Dec. substantial completion date will be met.

Respectfully submitted,
Tom Rakowski
Foundation Director and Steering Committee PM.