

**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**February 9, 2021, 1:00 PM**

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

***Agenda – Electronic Meeting***

This is an electronic meeting.

1. Call to Order
2. Public Comments
3. Approval of Minutes of January 12, 2021
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 System Report
7. ESPL Foundation (Davenport)
  - a. Capital Campaign Update
8. Capital Project Update – Steering Committee (Valentine)
9. Old Business
  - a. Budget requests to Accomack and Northampton Counties
10. New Business
  - a. Acceptance of USDA Rural Development Community Facilities Grant.
    - i. Motion: The ESPL Trustees accept the USDA Rural Development Community Facilities Grant of \$24,000 for the purpose of buying equipment for Northampton Free Library and agrees to match the USDA allocation with the amount of \$20,337 as defined in the **Letter of Conditions dated January 29, 2021**. The Trustees understand that USDA needs to be presented proof of existing library funds of \$20,337. The Trustees understand that the \$20,337 will be expended first and that invoices, packing slips, and proof of payment need to be submitted to release the USDA obligated funds.
11. Additional Comments
12. Next Meeting: Tuesday, February 9, 2021 at ESPL in Accomac at 1:00 pm
13. Adjournment

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

January 12, 2020 at 1:00 pm

(Meeting held electronically)

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

**In attendance:** Cara Burton, Director. **Staff:** Tiffany Flores, Charle Ricci, Barbii Rogers, Karen Sharp. **Capital Project:** Al McMath.

1. Meeting was called to order by Chairperson Ryan at 1:00 pm.
2. **Public Comments.** None
3. **Approval of Minutes.** Poyer motioned to accept the minutes from the December 8, 2020 meeting, Holland seconded. Motion approved.
4. **Financial Report.** Burton distributed financial reports earlier today via email and noted there are sufficient funds available to continue regular operations. Some CARES funding has been received from Accomack County with one more submission still pending. FEMA funding is still yet to arrive. Both CARES and FEMA funding is much needed and will free up other operational monies to be used for the upcoming moving expenses. Davenport motioned for the Financial Reports as provided by Burton to be accepted. Rose-Jensen seconded. Motion approved.
5. **Branch and Friend's Reports**
  - a. Cape Charles Memorial Library - Included in system report. Burton reported that CCML has joined the other three system libraries in offering curbside service only.
  - b. Chincoteague Island Library - Included in system report. No new updates presented.
  - c. Northampton Free Library - Included in system report. No new updates presented.
  - d. ESPL Friend's Reports – No report or updates presented.
6. **Library Director's Report** – Burton introduced the new youth services librarian, Tiffany Flores, who has hit the ground running with outreach and partnering community organizations. Burton shared a letter that was received recently from an Accomac patron. The patron expressed her appreciation to the library staff and board for continuing library services during the pandemic. Burton will need guidance from the trustees over the next couple of months with budget-related planning. John Custis is working on getting a response from Accomack County representatives about the lease, but with pandemic-related impacts to County work schedules, he has yet to receive an answer.
7. **ESPL Foundation (Davenport)**
  - a. Capital Campaign Update – Davenport reports that the creation of procedural mechanisms are underway to allow for improvements in fundraising. The upcoming virtual auction, to be held instead of the annual "Raising the Green" fundraiser, is in the planning phase. The Foundation received an email notification of approval for a \$100,000 grant.
8. **Capital Project Update – Steering Committee (Valentine)**
  - a. A written report on the progress over the past month was included in today's meeting packet. McMath reported he and Rakowski have been visiting the site twice weekly. The roof is still the biggest issue holding up construction. Roofing materials arrived this week, but were not those

specified by the architects. Instead, the materials were of higher quality, and no additional cost will be incurred for retaining and installing what was delivered. Once the architects grant approval to proceed with the upgraded materials, roof installation can begin, and should take about two weeks to complete. All interior work is on hold until the roof is finished. Project completion by mid-April, 2021 will be challenging.

9. **Old Business** – None.

10. **New Business**

- a. Northampton County budget request for capital expenses – Burton explained that the deadline to submit the budget to Northampton County for FY2021/22 was Friday, January 8<sup>th</sup>. In late 2020, Accomack County sent a letter to the Northampton Board of Supervisors asking for support for capital project costs. In discussions with Ryan, who requested an opinion from the ESPL Foundation, Burton was directed to include \$200,000 for capital project expenses in the Northampton budget request. Historically, Burton has done presentations for operating expense budget requests at Accomack and Northampton County Board of Supervisors meetings. For capital project requests, the presentations have been made by ESPL trustees or Foundation members. Burton asked for guidance from the trustees regarding how to approach and present capital project-related budget requests to the County Supervisors. Burton explained that operating costs in the budget request have increased significantly because the library will be occupying the new building for the entire forthcoming fiscal year. Also included in the library's Northampton County operating budget request is an amount for needed repair work at the NFL. Additionally, Burton recently received word that there will be a shortfall of over \$20,000 from the State Aid provided by the Library of Virginia that the budget plan will need to be adjusted to account for this loss.

11. **Additional Comments** – None.

12. **Next Meeting:** Tuesday, February 9, 2021 at ESPL in Accomack at 1:00 pm

13. **Adjournment** - Meeting adjourned at 1:29 by Chair.

Respectfully submitted,

Cara Burton, Secretary

Eastern Shore Public Library  
**Balance Sheet**  
As of January 31, 2021

	Jan 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Petty Cash	131.53
Sun Trust - Operating	
Liability Reserve	15,337.00
Reserve	19,163.00
Sun Trust - Operating - Other	293,346.04
Total Sun Trust - Operating	327,846.04
Suntrust - Restricted Fund	10,180.57
Total Checking/Savings	338,158.14
Total Current Assets	338,158.14
<b>TOTAL ASSETS</b>	<b>338,158.14</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	20,952.39
Total Accounts Payable	20,952.39
Credit Cards	
Cardmember Services Visa	220.75
Total Credit Cards	220.75
Other Current Liabilities	
2100 · Payroll Liabilities	862.40
2270 · Minnesota Life	0.03
2290 · Anthem, Medical	1,122.64
2300 · Anthem, Dental	118.94
2360 · AFLAC	165.30
Total Other Current Liabilities	2,269.31
Total Current Liabilities	23,442.45
Total Liabilities	23,442.45
Equity	
1110 · Retained Earnings	-10,429.04

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02/03/21  
Accrual Basis

Eastern Shore Public Library  
**Balance Sheet**  
As of January 31, 2021

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	Jan 31, 21
3000 · Opening Bal Equity	95,784.16
Net Income	229,360.57
Total Equity	314,715.69
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>338,158.14</b>

**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	333,633.00	444,844.00	-111,211.00	75.0%
41020 · Northampton County	132,389.25	176,519.00	-44,129.75	75.0%
41030 · State Aid	175,157.50	224,752.00	-49,594.50	77.9%
41040 · Grants	17,587.42	0.00	17,587.42	100.0%
Total 41000 · Government Income	658,767.17	846,115.00	-187,347.83	77.9%
42000 · Contributions				
42010 · ESPL Friends	644.85	7,000.00	-6,355.15	9.2%
42020 · NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 · Contributions Unrestricted	2,485.00	1,000.00	1,485.00	248.5%
42040 · Contributions Restricted	8,050.25	5,500.00	2,550.25	146.4%
42050 · Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 · Adopt-A-Book	841.53	0.00	841.53	100.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	12,021.63	16,000.00	-3,978.37	75.1%
43000 · Reimbursements				
43010 · NFL Book Endowment	4,570.00	5,000.00	-430.00	91.4%
43020 · Island	1,036.29	2,500.00	-1,463.71	41.5%
43030 · Cape Charles	6,534.82	16,000.00	-9,465.18	40.8%
43040 · Book Replacement	55.99	100.00	-44.01	56.0%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	1,717.62	500.00	1,217.62	343.5%
Total 43000 · Reimbursements	13,914.72	24,100.00	-10,185.28	57.7%
44000 · Fines & Fees				
44010 · Fines	560.00	0.00	560.00	100.0%
44020 · Photocopying	826.35	3,000.00	-2,173.65	27.5%
44030 · Fax	15.95	0.00	15.95	100.0%
44040 · Other	235.00	0.00	235.00	100.0%
44000 · Fines & Fees - Other	343.79	0.00	343.79	100.0%
Total 44000 · Fines & Fees	1,981.09	3,000.00	-1,018.91	66.0%
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	99.35	2,000.00	-1,900.65	5.0%
45000 · Endowments - Other	0.00	0.00	0.00	0.0%
Total 45000 · Endowments	99.35	2,000.00	-1,900.65	5.0%
46000 · Private Grants	2,447.11	5,000.00	-2,552.89	48.9%

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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
<b>49000 · Miscellaneous Income</b>				
49010 · NOW Interest	0.00	0.00	0.00	0.0%
49020 · Driver Education Test Proctorin	100.00	300.00	-200.00	33.3%
49000 · Miscellaneous Income - Other	2,016.15	200.00	1,816.15	1,008.1%
<b>Total 49000 · Miscellaneous Income</b>	<b>2,116.15</b>	<b>500.00</b>	<b>1,616.15</b>	<b>423.2%</b>
<b>Total 40000 · INCOME</b>	<b>691,347.22</b>	<b>896,715.00</b>	<b>-205,367.78</b>	<b>77.1%</b>
<b>4060 · Carry Over</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4250 · Grants, Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4650 · Dividends</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4670 · Liquidation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>691,347.22</b>	<b>896,715.00</b>	<b>-205,367.78</b>	<b>77.1%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	7,581.95	9,000.00	-1,418.05	84.2%
61102 · Building Maintenance, NFL	4,039.50	12,000.00	-7,960.50	33.7%
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%
<b>Total 61100 · Building</b>	<b>11,621.45</b>	<b>72,280.00</b>	<b>-60,658.55</b>	<b>16.1%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	1,049.30	1,500.00	-450.70	70.0%
61202 · Electricity	3,259.77	6,000.00	-2,740.23	54.3%
61202.1 · Electricity - NFL	1,852.41	4,200.00	-2,347.59	44.1%
61202.2 · Electricity - Parksley	0.00	17,500.00	-17,500.00	0.0%
61203 · Telephone	1,867.23	4,000.00	-2,132.77	46.7%
61203.1 · Telephone - NFL	857.46	1,550.00	-692.54	55.3%
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%
<b>Total 61200 · Utilities</b>	<b>8,886.17</b>	<b>35,950.00</b>	<b>-27,063.83</b>	<b>24.7%</b>
<b>61300 · Vehicle Operation</b>	<b>1,136.95</b>	<b>2,500.00</b>	<b>-1,363.05</b>	<b>45.5%</b>
<b>61400 · Insurance (VML)</b>				
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%

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Total 61400 · Insurance (VML)</b>	1,000.00	12,864.00	-11,864.00	7.8%
<b>61500 · Computer</b>				
61510 · Computer Hardware	3,585.12	2,000.00	1,585.12	179.3%
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	14,776.62	20,337.00	-5,560.38	72.7%
61514 · Internet Services, State	9,944.31	11,100.00	-1,155.69	89.6%
61515 · Computer Software	732.00	500.00	232.00	146.4%
61516 · Computer Software, State	0.00	500.00	-500.00	0.0%
61517 · Computer Maintenance	3,170.00	5,500.00	-2,330.00	57.6%
61518 · Technology	0.00	0.00	0.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
<b>Total 61500 · Computer</b>	32,208.05	42,437.00	-10,228.95	75.9%
<b>61000 · Operations - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 61000 · Operations</b>	54,852.62	166,031.00	-111,178.38	33.0%
<b>62000 · Equipment</b>				
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%
<b>62300 · Equipment Maintenance</b>				
62310 · Contractual Services	3,284.57	8,975.00	-5,690.43	36.6%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 62300 · Equipment Maintenance</b>	3,284.57	8,975.00	-5,690.43	36.6%
<b>62000 · Equipment - Other</b>	6,330.90	0.00	6,330.90	100.0%
<b>Total 62000 · Equipment</b>	11,115.47	9,975.00	1,140.47	111.4%
<b>63000 · Programs</b>				
63100 · Adult	2,552.44	1,427.00	1,125.44	178.9%
63200 · Youth	917.66	8,000.00	-7,082.34	11.5%
63000 · Programs - Other	446.30	20,100.00	-19,653.70	2.2%
<b>Total 63000 · Programs</b>	3,916.40	29,527.00	-25,610.60	13.3%
<b>64000 · Personnel</b>				
64010 · Salaries - Director	36,415.89	67,513.00	-31,097.11	53.9%
64020 · Salaries - Other	115,576.92	204,235.00	-88,658.08	56.6%
64030 · Hourly Employees	78,127.78	143,400.00	-65,272.22	54.5%
64050 · Payroll Expenses	28,630.90	35,000.00	-6,369.10	81.8%
64070 · Retirement (VRS)	10,257.41	20,000.00	-9,742.59	51.3%
<b>64080 · Insurance</b>				
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)	0.27	0.00	0.27	100.0%



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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
64084 · Insurance, Gen, Liability (VRS)	-0.07	0.00	-0.07	100.0%
64085 · Insurance, Medical (Anthem)	20,361.87	40,046.00	-19,684.13	50.8%
64086 · Insurance, Dental (Anthem)	566.20	954.00	-387.80	59.4%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 64080 · Insurance</b>	<b>20,928.27</b>	<b>41,000.00</b>	<b>-20,071.73</b>	<b>51.0%</b>
64090 · Liability Reserve	4,669.00	8,000.00	-3,331.00	58.4%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 64000 · Personnel</b>	<b>294,606.17</b>	<b>519,148.00</b>	<b>-224,541.83</b>	<b>56.7%</b>
65000 · Supplies				
65100 · Custodial	1,043.29	8,000.00	-6,956.71	13.0%
65200 · Office	428.39	0.00	428.39	100.0%
65300 · Library	19,452.48	16,350.00	3,102.48	119.0%
65400 · Youth Program Supplies	104.09	2,000.00	-1,895.91	5.2%
65000 · Supplies - Other	115.22	3,000.00	-2,884.78	3.8%
<b>Total 65000 · Supplies</b>	<b>21,143.47</b>	<b>29,350.00</b>	<b>-8,206.53</b>	<b>72.0%</b>
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	19,593.13	39,000.00	-19,406.87	50.2%
66312 · Periodicals, State Aid	3,313.43	4,000.00	-686.57	82.8%
66313 · Continuations, State Aid	328.45	500.00	-171.55	65.7%
66314 · Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 · Electronic Resources, State Aid	995.02	3,500.00	-2,504.98	28.4%
66316 · Binding, State Aid	0.00	0.00	0.00	0.0%
66317 · AV, State Aid	1,649.68	6,500.00	-4,850.32	25.4%
66318 · Other Non-Book, State Aid	0.00	0.00	0.00	0.0%
66320 · Cape Charles Contract #15	1,489.11	2,000.00	-510.89	74.5%
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%
<b>Total 66310 · System Materials</b>	<b>27,368.82</b>	<b>55,500.00</b>	<b>-28,131.18</b>	<b>49.3%</b>
66350 · Affiliates				
66351 · Books, Affiliates	9,316.65	16,000.00	-6,683.35	58.2%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
66350 · Affiliates - Other	0.00	0.00	0.00	0.0%
<b>Total 66350 · Affiliates</b>	<b>9,316.65</b>	<b>16,000.00</b>	<b>-6,683.35</b>	<b>58.2%</b>
66900 · Restricted	5,766.18	13,000.00	-7,233.82	44.4%
66000 · Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66000 · Materials</b>	<b>42,451.65</b>	<b>84,500.00</b>	<b>-42,048.35</b>	<b>50.2%</b>
67000 · Other				

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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
67100 · Postage	1,445.38	1,800.00	-354.62	80.3%
67200 · Travel	457.63	6,000.00	-5,542.37	7.6%
67210 · Travel - State Aid	0.00	0.00	0.00	0.0%
67300 · Dues	1,112.00	2,000.00	-888.00	55.6%
67000 · Other - Other	0.00	102.00	-102.00	0.0%
<b>Total 67000 · Other</b>	<b>3,015.01</b>	<b>9,902.00</b>	<b>-6,886.99</b>	<b>30.4%</b>
68000 · Miscellaneous				
68100 · Bank Fees	451.39	1,000.00	-548.61	45.1%
68200 · Returned Checks	0.00	0.00	0.00	0.0%
68300 · Refunds	250.56	300.00	-49.44	83.5%
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	174.82	3,000.00	-2,825.18	5.8%
68000 · Miscellaneous - Other	3,788.71	23,466.00	-19,677.29	16.1%
<b>Total 68000 · Miscellaneous</b>	<b>4,665.48</b>	<b>31,266.00</b>	<b>-26,600.52</b>	<b>14.9%</b>
69000 · Professional Services				
69001 · Professional Services, Financial	8,160.00	13,500.00	-5,340.00	60.4%
69002 · Professional, Library Services	3,712.84	8,000.00	-4,287.16	46.4%
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	27.10	1,000.00	-972.90	2.7%
<b>Total 69000 · Professional Services</b>	<b>16,415.00</b>	<b>32,200.00</b>	<b>-15,785.00</b>	<b>51.0%</b>
60000 · EXPENSES - Other	0.00	0.00	0.00	0.0%
<b>Total 60000 · EXPENSES</b>	<b>452,181.27</b>	<b>911,899.00</b>	<b>-459,717.73</b>	<b>49.6%</b>
<b>Total Expense</b>	<b>452,181.27</b>	<b>911,899.00</b>	<b>-459,717.73</b>	<b>49.6%</b>
<b>Net Ordinary Income</b>	<b>239,165.95</b>	<b>-15,184.00</b>	<b>254,349.95</b>	<b>-1,575.1%</b>
<b>Other Income/Expense</b>				
Other Income				
7010 · Interest Income	0.00	0.00	0.00	0.0%
7030 · Other Income	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Other Expense				
61103 · Capital	0.00	0.00	0.00	0.0%
8010 · Reserve	5,831.00	2,550.00	3,281.00	228.7%
8020 · Miscellaneous	0.00	20,650.00	-20,650.00	0.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>5,831.00</b>	<b>23,200.00</b>	<b>-17,369.00</b>	<b>25.1%</b>

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	-5,831.00	-23,200.00	17,369.00	25.1%
Net Income	233,334.95	-38,384.00	271,718.95	-607.9%

**Profit & Loss**

January 2021

	Jan 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · INCOME	
41000 · Government Income	
41010 · Accomack County	111,211.00
41030 · State Aid	62,781.50
41040 · Grants	5,565.26
<b>Total 41000 · Government Income</b>	<b>179,557.76</b>
42000 · Contributions	
42040 · Contributions Restricted	20.00
42060 · Adopt-A-Book	211.00
<b>Total 42000 · Contributions</b>	<b>231.00</b>
43000 · Reimbursements	
43030 · Cape Charles	5,005.28
43000 · Reimbursements - Other	1,717.62
<b>Total 43000 · Reimbursements</b>	<b>6,722.90</b>
44000 · Fines & Fees	
44010 · Fines	30.60
44020 · Photocopying	101.60
44030 · Fax	0.40
44040 · Other	44.80
<b>Total 44000 · Fines &amp; Fees</b>	<b>177.40</b>
<b>Total 40000 · INCOME</b>	<b>186,689.06</b>
<b>Total Income</b>	<b>186,689.06</b>
<b>Expense</b>	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	612.99
61102 · Building Maintenance, NFL	751.84
<b>Total 61100 · Building</b>	<b>1,364.83</b>
61200 · Utilities	
61202 · Electricity	383.01
61202.1 · Electricity - NFL	313.92
61203 · Telephone	227.94
<b>Total 61200 · Utilities</b>	<b>924.87</b>
61300 · Vehicle Operation	0.00
61500 · Computer	
61510 · Computer Hardware	1,694.00
61513 · Online Services	675.88
61514 · Internet Services, State	1,365.40
61517 · Computer Maintenance	445.00

## Profit & Loss

January 2021

	Jan 21
Total 61500 · Computer	4,180.28
Total 61000 · Operations	6,469.98
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	799.90
Total 62300 · Equipment Maintenance	799.90
Total 62000 · Equipment	799.90
64000 · Personnel	
64010 · Salaries - Director	4,826.20
64020 · Salaries - Other	14,981.55
64030 · Hourly Employees	11,713.44
64050 · Payroll Expenses	6,465.69
64070 · Retirement (VRS)	1,441.49
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.03
64084 · Insurance, Gen, Liability (VRS)	-0.01
64085 · Insurance, Medical (Anthem)	2,991.62
64086 · Insurance, Dental (Anthem)	89.20
Total 64080 · Insurance	3,080.84
64090 · Liability Reserve	667.00
Total 64000 · Personnel	43,176.21
65000 · Supplies	
65100 · Custodial	177.87
65200 · Office	20.02
65300 · Library	2,702.36
Total 65000 · Supplies	2,900.25
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	2,078.52
66313 · Continuations, State Aid	328.45
66315 · Electronic Resources, State Aid	245.02
66317 · AV, State Aid	52.71
66320 · Cape Charles Contract #15	86.22
Total 66310 · System Materials	2,790.92
66350 · Affiliates	
66351 · Books, Affiliates	830.70
Total 66350 · Affiliates	830.70
66900 · Restricted	3,491.95
Total 66000 · Materials	7,113.57
67000 · Other	
67100 · Postage	17.99

4:24 PM

Eastern Shore Public Library

02/03/21

**Profit & Loss**

Accrual Basis

January 2021

	Jan 21
67200 · Travel	109.33
67300 · Dues	142.00
Total 67000 · Other	269.32
68000 · Miscellaneous	
68100 · Bank Fees	64.90
68000 · Miscellaneous - Other	664.30
Total 68000 · Miscellaneous	729.20
69000 · Professional Services	
69001 · Professional Services, Financial	1,200.00
69002 · Professional, Library Services	161.05
69000 · Professional Services - Other	27.10
Total 69000 · Professional Services	1,388.15
Total 60000 · EXPENSES	62,846.58
Total Expense	62,846.58
Net Ordinary Income	123,842.48
Other Income/Expense	
Other Expense	
8010 · Reserve	833.00
Total Other Expense	833.00
Net Other Income	-833.00
Net Income	123,009.48

February 9, 2021

# Library System Report

Cara Burton, System Director

## Director Update:

### Long Term Fallout of Pandemic: Libraries Can Help Heal

We can't wait for this coronavirus pandemic to be behind us! We know there will be after-effects for years to come. The economic fallout is obvious. The long-term health effects are unknown. Children are growing up not seeing faces and having inconsistent classroom experiences. As in past crises, public libraries are in a unique position to help the community recover from this disaster.

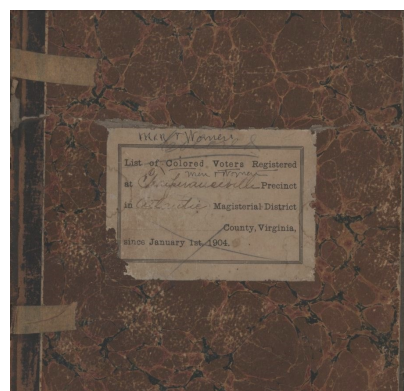
Post-pandemic Health: We are already hearing that COVID-19 survivors are having long-term health issues such as loss of taste, tiredness, and "foggy" thinking. What about the children, our most vulnerable population? "In 2009, Finch and Crimmins published a study examining epidemiological data on individuals born in 1919, who were new-borns or second- or third- trimester fetuses during the height of the pandemic. The data revealed that these individuals had approximately 25% more heart disease after age 60, as well as increased

## "Colored Voters" Register:

### A Valuable Resource Worth Saving

The Eastern Shore of Virginia regional public library and Heritage Center is now under construction in Parksley, to be completed this spring. The state-of-the-art Heritage Center aims to bring Eastern Shore stories to light through its extensive reading room collections, microfilm and especially valuable primary source documents in the archives. This is the story of one item in the collections, a voting register.

After a year of debate, Virginia



# Technical Services

Charle Ricci, TS Manager

## Book Donations Update

While the bulk of the materials added to each of the four Shore libraries are purchased using the monies allocated from the operating budgets, there is a valuable supplement to these materials that comes from the wider Shore community: Donations! These particular donations are not monetary in nature, but are instead physical items: books, sound recordings and video recordings.

Donations are dropped off at the library by a variety of individuals, some are frequent library customers and some have never used the library before, but all are interested in giving the items they no longer want or need another chance to be enjoyed. In some cases, the materials are in such poor condition that our only choice is to recycle them, but oftentimes, they are excellent candidates for adding to our collections.

At Accomac, we rely on the ESPL Friends group to process the donations. After a preliminary review, during which the Technical Services Manager, trained in Collection Development, selects items to be added to the collection, the Friends then sort the remaining donations into groups to either be offered for sale at their ongoing or annual book sales, or to be sent to Better World Books to be sold at a commission.

The items that are selected for the library also make their way through a sorting process. For newly released titles with a waiting list, the donated copy will be added

quickly to help shorten the wait times for patrons on hold for that title. For significant or popular titles that of which Accomac already owns a copy, staff will catalog the donated copy and share it with another ESPL location. In cases where enough copies of the title are already held in the ESPL system, Friends volunteers will be asked to compare the donated copy to the shelf copy. In many cases, the donated copy is in better condition than its match on the shelf, and the cataloged copy will be upgraded.

Donated items are just one way that the Shore community supports the ESPL system through generous giving. The value of these donated additions to our library collections is significant, and allows the book budget to go farther.

COVID-19 has prevented the libraries from accepting donations



for almost a full year. When we can once again safely receive donations, library staff, Friends, and volunteers will happily resume the sorting and cataloging processes to incorporate these valuable items into the library collections and get them into the hands of Shore readers.

***In the meantime, please keep your book donations at home for now!***

**57%** of ESPL collections are stored at the regional library headquarters!



# Youth Services

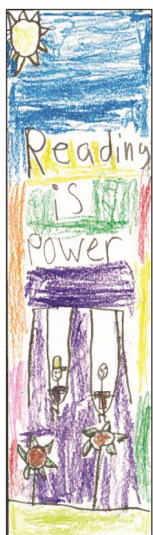
Tiffany Flores, Youth Services Librarian

At the End of January, Tiffany Flores and Cara Burton hosted Eastern Shore Public Library's first-ever Meet and Greet Webinar. The event was held during lunch on Friday, January 29th, and proved to be a success. Through this event, Tiffany Flores was able to answer various questions from Eastern Shore Library community members and discuss what her plans are for the next few months, especially about the Summer Reading Program.

In January, Youth Services Librarian Flores continued working with Virginia Cooperative Extension in order to plan and prepare for Pick a Better Snack Virtual storytimes. The program is set to launch on March 3rd and aims to provide children between the ages of 5-7 with an evening storytime session. Each session will educate participants on a new fruit or vegetable, teach food safety, and demonstrate an exercise that kids will be able to participate in.



Flores also helped Library Director Cara Burton with ESPL's Bookmark Contest by assisting with the selection process and working on the final steps of the contest such as creating certificates, collecting and organizing prizes, and contacting participants with contest updates. In total there were 81 total participants and 10 winners selected from those participants. At this time winners have been announced on Facebook. Some of the winners are pictured below.



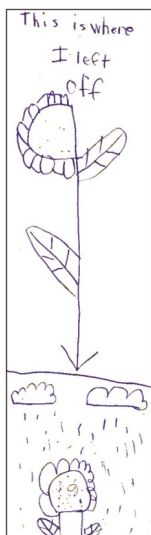
Connor Ashbridge  
Metomkin Elementary School



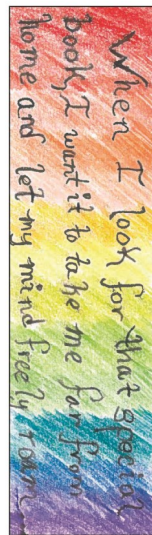
Jacob Seay  
Cape Charles Christian School



Brooks Johnson  
Cape Charles Christian School



Alexis Hill  
Shore Christian Academy



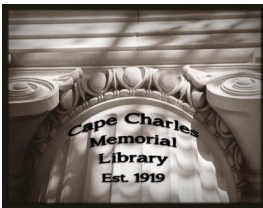
James Applegate  
Northampton High School



Kim Lin  
Melfa, Virginia



Natyia Beach  
Northampton High School



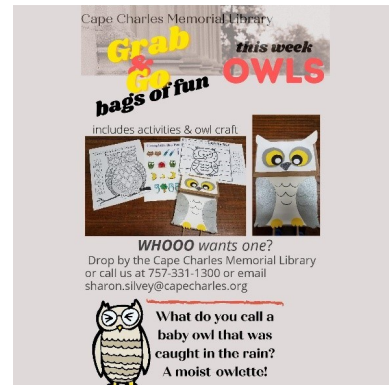
# Cape Charles Memorial Library

Ann Rutledge Library Manager

One of the special services we offer families is pulling a collection of books on a particular subject or a particular reading level. Families can also call the library and ask us to pull some books suitable for their children's age group. Another service we are providing for the community are our "Grab and Go" bags. The theme of the month was Owls; each bag included games, learning activities, color sheet, and a craft to make.

This month we were able to get our front door converted to an ADA approved door, allowing patrons to push a button to automatically open the door. Although our Computer Lab is closed to the public at this time we opened it on January 21 to allow people without computer access to view the Town Council Meeting.

The Town of Cape Charles received a Litter Prevention and Recycling Grant from DEQ, and staff has been working on gathering ideas and networking with other organizations.



Listen in to **Coffee with Kelley** on Shore Dailey News—WESR on Tuesday, February 23, at 9:30 am for the

***Book of Love Challenge.***

**ShoreDailyNews.com**

Serving the Shore Since 1958

Director Cara Burton will be Kelley's guest as we talk calls for songs that mention books! Fun trivia and talk about upcoming library events, too!



# Chincoteague Island Library

Karen Sharp, Library Manager

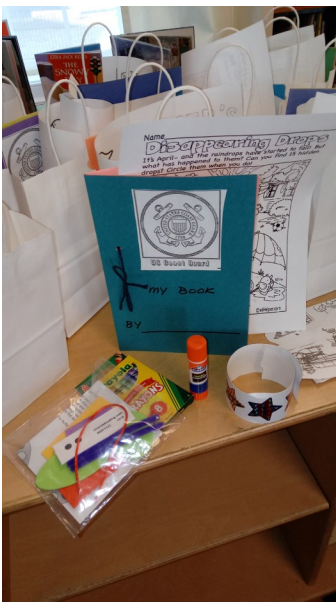
CIL is bobbing along with the waves; steadily increasing in inquiries, both support and tech support for our current patrons, as well as adding new patrons. CIL is seeing an increase in ShoreCat usage and the Holds amount by courier is growing. It is very encouraging to have past patrons returning and renewing their expired cards! Circulation and our patron counts have picked up since the Holidays have sailed away.

The CIL Board will be meeting on February 12th and on their agenda

some items to be addressed are:

- \*Discussion of Programs, Events and Activities in 2021

- \*"Virtual Story Program"



The "Virtual Story Program", originally scheduled for January 12th, has experienced a delay in the recording of the stories as the increase in rising COVID cases made this timeline untenable. The Board hopes to start recording sometime in February. As reported last month, the plan to "air" these readings on YouTube on Thursdays at 10AM. Please stay tuned for further information.

The CIL Board decided to undertake the project of "Takeaway Activity Bags", with the assistance of volunteers. There are bags for 3-year-olds and bags for the 4 to 8-year-olds. We have placed pictures and information on how these Takeaway Bags may be picked up, free, on the CIL webpage. We have had a great response to this!



# Heritage Hub

## Local History Services

Stacia Childers, LH Specialist

*Continued from page 1*

passed a new state constitution that went into effect July 1, 1902. Its effect on the electorate as a whole was disastrous, but for African-Americans it was particularly devastating.

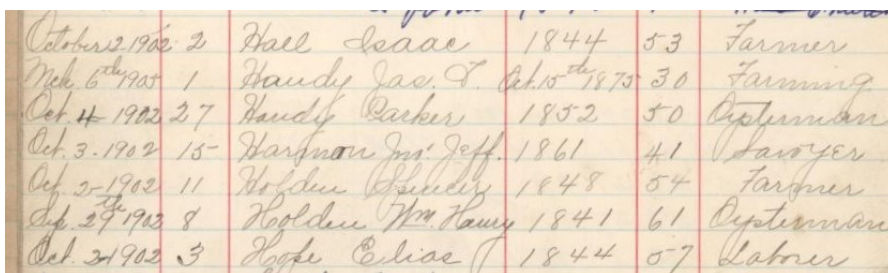
New voter qualifications such as payment of land taxes, a literacy test and a \$1.50 poll tax caused the numbers of all voters in Accomack County – White and Black – to drop significantly from what they had been just after the Civil War. African Americans living in Accomack County, for instance, saw their share of the electorate drop precipitously, from 40% before 1902 to only 12% after the new constitution was adopted.

Among that 12% was fifty-year-old oysterman and father Parker Handy, born in 1852. And the Rev. G.H.T. Byrd, who in 1902 was a deacon at Jerusalem Baptist Church but who later broke off from that congregation to help found and become Pastor of Shiloh Baptist Church in Temperanceville. Another was Alfred Justice, a 60-year-old laborer born in 1845 and a Civil War veteran who had served in the 2<sup>nd</sup> Infantry, Company A, United States Colored Troops. Younger men born after the war also registered to vote in 1902 like farmer George D. Justice, age 29, born in 1875.

Their names were recorded at that historic moment in the “*List of Colored Voters Registered at Temperanceville Precinct in Atlantic Magisterial District.*” The actual register is held in Eastern Shore Public Library’s archives, but a complete digital

image is now available to view on our website at <https://espl.org/genealogy/digital-history/>

The book also reveals those few Black women in northern Accomack County who registered in 1920 when passage of the 19<sup>th</sup> Amendment legalized women’s suffrage. Women like Mary F. Brown, 44, a housewife and mother who lived with her family in Withams. And 30-year-old Estella Tull, also of Withams, who was listed as a housewife



Date	Age	Name	Birth Year	Age	Occupation
October 2, 1902	2	Hall Isaac	1844	53	Farmer
Nov. 6 <sup>th</sup> 1902	1	Handy Jas. T.	1875	30	Farming
Oct. 14, 1902	27	Handy Parker	1852	50	Oysterman
Oct. 3, 1902	15	Harmon Jm. Jeff.	1861	41	Laborer
Oct. 3, 1902	11	Holcher George	1848	54	Farmer
Oct. 3 <sup>rd</sup> 1902	8	Holcher Wm. Harry	1841	61	Oysterman
Oct. 2, 1902	3	Hoppe, Eliza T.	1844	57	Laborer

when she registered to vote October 2, 1920, but who later became a schoolteacher.

Not only is the register a monument to local historical events, it is a monument to family. Everyday people – a laborer, a farmer, a mother – left their mark on history and are a part of the story of a place and its people. For their descendants, many of whom still live on the Shore today, individual lines in a register reveal an important piece of their family story. A seemingly distant and abstract historical fact – Virginia adopted a new state constitution in 1902 – can become very personal.

ESPL invites you to learn more about your own family’s story with it’s genealogical and local history resources by visiting the GENEALOGY tab at [espl.org](https://espl.org).

diabetes risk, compared to a similar cohort of individuals not born in 1919, including those who were older infants during the pandemic.” (Beth Newcomb, Dec. 2020, <https://gero.usc.edu/2020/12/08/century-covid-pandemic-risk/>).

Public libraries have many medical resources available to educate families about self-care and preventive medicine in both print and electronic formats. Libraries also have cookbooks that are important for people with diabetes and heart conditions to learn how to adjust to new diets. Libraries have programs that include health providers as well as healthy-living educators. Our Youth Services Librarian, Tiffany Flores, is working on such a program now with Pick a Better Snack.

Public libraries also help with mental health. During our capital campaign, we have highlighted that libraries act as a “third place” beyond home and work. Volunteers enjoy their service at libraries as they meet new people and productively contribute to their community. Library programs offer opportunities to mingle with others in a safe, diverse, and drug-free environment. Even sitting and reading in a library helps combat loneliness.

Additionally, we are expecting the trauma of the pandemic to exacerbate ACEs, Adverse Childhood Experiences, and PTSD, post-traumatic stress syndrome. ESPL already partners with Healthy Communities and Community Partners of the Eastern Shore to provide programming and education about these illnesses. The upcoming “What Makes You So Strong?” virtual program is an example. Public libraries are an outlet for health organizations to distribute their educational literature. The welcoming nature of public libraries lends to providing individuals a non-threatening respite

away from stressful domestic and workplace situations.

And let’s not forget the children. Storytimes, Summer Reading Programs, and other youth activities will be critically important in helping to get children’s education back on track. Public libraries, unfettered by state education requirements, will continue to be a fun learning place for children. No Kid Hungry free meal programs will continue to help children stay healthy and ready to learn. With reading, children will continue to escape the challenges of day-to-day drama, will learn to envision bright futures, and will develop curiosity.

Post-pandemic Economy: Public libraries historically have been a go-to place for individuals to find resources that help develop job skills and search for jobs. Library programs and reading materials educate job-seekers to better prepare them for the workplace and for applying for jobs. Public computers and Internet provide the equipment for online job applications. Virtual job interviews will be possible in our new regional library with its private meeting rooms as they are now at Northampton Free Library.

In the new economy that is developing post-pandemic, employers have realized that telecommuting is a viable option to retain skilled workers. Public libraries provide physical resources to facilitate that including copiers, printers, scanning devices, public WiFi, and notary services. Our new regional library will have sound equipment for recording podcasts, radio ads, and promotional videos.

Investing in our public libraries is more important now than ever. As we celebrate exiting the pandemic, let’s continue to build support for public libraries as part of our healing process.

# Public Services

Summer Dahlmanns, Circulation Manager

Dahlmanns attended the American Library Association (ALA) Virtual MidWinter Conference from January 22-26, 2021. There were many different sessions to attend at the conference. In “Rising to the 2020 Challenge,” the benefits of attending virtual meetings was discussed. Libraries have a decrease in mileage expenses and travel time. Staff became more efficient when they did not have to spend time traveling to meetings. Another library expanded mail services to send books to patrons who were unable to pick them up. Two-thirds of the employees at the San Francisco Public Library were reassigned to providing disaster assistance to the community in 2020. The Nashville Public Library (NPL) provided curbside services and expanded the electronic resource collection. Kent at NPL stated that “employers need to know their staff’s capabilities, trust them, recruit within the organization and that communication is important between everyone.”

Another session at the conference discussed **digital equity** and the role that libraries play in providing mobile hotspots to students at home. Cindy, a Professor in Practice, spoke about students at home who were unable to attend school, because they did not have internet access. She spoke about adults who were unable to apply for jobs, because they did not have internet access. She reviewed the Emergency Broadband Benefit Program that was passed in December 2020 by the Federal government to assist the community in applying for subsidized funding to be able to purchase internet access at home.



*Eastern Shore Public Library*

*Will be closed on Monday, February 15th in honor of*

*President's Day*

# Northampton Free Library

Barbrielle Rogers, Branch Manager



## What is Urban Fiction?

Urban Fiction, also known as street fiction, has become popular amongst a diverse group of readers. Urban fiction focuses on the underside of city living, and is basically a narrative of explicit and descriptive details. It's a popular and growing genre with many book titles available to readers, whether the choice is an e-book, audiobook, or a traditional page turner!!



Urban fiction shines a light on the harsh realities of life in the city, including rough topics like drugs, gangs, poverty, and violence.

Most writers focus on realistic stories with realistic

characters who overcome adversity, betrayal, and surviving the street life. The authors commit to writing books that readers can relate to.

Urban Fiction is needed in our Public Libraries, because we have readers who are interested in things that remind them of their own lives and can relate to such topics.

“Hip hop music is about storytelling, street lit is

just an extension of those stories. Readers, young and old, can identify with situations in the books they're reading because it either reflects their real life experiences or it sheds light on observed experiences that they now can more fully understand,” Dr. Vanessa Irvin Morris

Currently we have approximately 100 urban fiction titles in our library system, which are found in the fiction and mass market paperback collections. Also, you

Just type “Urban Fiction” in the ShoreCat search field to find it!

will find urban fiction in our teen collection, where you will read about diverse characters that are growing up in adult situations, and making tough decisions.

Due to the increase in interest in Urban Fiction, with the help of Tech Services we were able to order and add to the system's collection. We are currently working together to continue to add different genres to our library collection to meet the needs of all readers!!

# **Construction Committee**

## **Report**

**January 21, 2021**

For the past month (since mid Dec,) the greater part of the work progress has been made by the brick masons and that not very rapidly since most of the time it has been two masons and one helper working. For the past week however, bricklaying progress has been improved by the addition of one helper.

RH 's workforce of four men has been engaged in getting the perimeter of the roof prepared to accept roof installation. Roof materials were finally seen as being delivered on Jan. 8, however, what was delivered was not the materials that were specified. The contractor said that the materials were better than what was specified and sought quick Architectural approval. Approval was given two days later, but the process cost progress a week's delay. Actual installation of the roofing materials began this week.

Window frames from Charles Brown Glass were delivered to the site week of Jan 5, but not installed until after the masons laid up the brick sills. Window framing and glass are now installed on south facing Children's Room walls. Additional frames and glass are on site awaiting the masons progress installing the sills.

Roof top HVAC units are on site awaiting installation of the roof.

There are eight weeks until mid March substantial completion date. Allowing two weeks for the roof completion, and one week each for plumbing, electrical, HVAC, ceiling, drywall and paint, flooring, doors and hardware, it is doubtful that the schedule will be met, unless there is some overlap in the subcontractors timing.

Almost forgotten is all of the outside site work; grading, drainage structures, erosion control, curbs, sidewalks, paving, pavement markings, landscaping and seeding. Site work alone may take six to eight weeks. It will need to be done concurrently with the inside work.

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