

**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

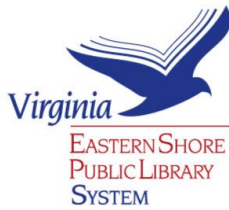
**April 13, 2021, 1:00 PM**

**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 March 9, 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
10. New Business
  - a. Strategic Planning
  - b. Grand Opening Planning
  - c. ESPL Budget Plan Revisions FY2021-2022
  - d. Personnel Manual – Revision to provide more specifics for meal breaks – *Second Reading*
11. Additional Comments
12. Next Meeting: Tuesday, May 11, 2021 at ESPL in Accomac at 1:00 pm
13. Adjournment



Main Library - Accomac

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

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

March 9, 2021 at 1:00 pm  
(Meeting held electronically)

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

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

1. Meeting was called to order by Chairperson Ryan at 1:04 pm.
2. **Public Comments.** None
3. **Approval of Minutes.** Poyer motioned to accept the minutes from the February 9, 2021 meeting. Pittman seconded. Motion approved.
4. **Financial Report.** Holland motioned for the Financial Reports as provided by Burton to be accepted. Pittman seconded. Motion approved.
5. **Branch and Friend's Reports**
  - a. Cape Charles Memorial Library - Included in system report. No new updates presented.
  - 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 submitted.Holland motioned to accept Branch reports. Poyer seconded. Motion approved.
6. **Library Director's Report** – Holland motioned to accept Director's Report. Pittman seconded. Motion approved.
7. **ESPL Foundation (Davenport)**
  - a. Capital Campaign Update – Davenport not in attendance.
8. **Capital Project Update – Steering Committee (Valentine)** – Progress is being made on the roof and the exterior brickwork is nearly finished. Valentine reports that the project is moving along as well as can be expected. The details of the drainage system in connection with the roof is still under review. The contractor has offered to complete the drainage system at no charge in exchange for an extension on project completion from the Board of Supervisors. McMath agreed with Valentine's summary but noted that a further time extension granted to the contractor will result in additional fees from the architects.
9. **Old Business**
  - a. Budget requests to Accomack and Northampton Counties – Burton recently distributed to the trustees Accomack County's budget recommendations in which they do not plan to increase the budget allocation for the ESPL in the coming fiscal year, despite the fact that the library will be moving into a larger facility. The ESPL had requested a \$56,000 increase from Accomack County. There is no news yet from Northampton County regarding the library's budget request. Burton is expecting that no increase in County funding will necessitate reducing the operating hours of the libraries, including being closed on Saturdays and having fewer open hours on weekdays. All possible cuts have been to the budget already, such as equipment contracts, and eliminating the library's print periodicals budget, now that the Library of Virginia is providing eMagazines. Burton requested direction from the trustees as to expectations and changes that will need to be made to the

budget. Ryan asked if Burton could provide a summary before the next meeting of the budget shortfall and the changes that are recommended. Poyer stated that the only way that the County Boards will realize the necessity of increasing support to the library is to hear from the public. Valentine and Ryan suggested that the trustees communicate with their supervisors and press upon them the need for a budget which will adequately serve the public.

#### 10. New Business

- a. Naming requests for new regional library
  - i. Holland motioned to submit to the Accomack County Board of Supervisors the request to name the new regional library "Eastern Shore of Virginia Regional Library and Heritage Center". Bloxom seconded. Poyer asked if there had been consideration of alternative names or any public input on the library's name. Burton explained that there had been a public survey of possible names completed in the past and that this name had been in use for several years at this point. Burton also noted that the trustees are hoping to submit all of the naming opportunities to the Board of Supervisors at once to avoid confusion. Poyer suggested that this is a major naming opportunity and wanted to be sure that no better option existed before voting. Burton and Ryan explained that the Supervisors are not willing to name the building after an individual. Motion approved.
  - ii. Valentine motioned to submit to the Accomack County Board of Supervisors the requests to name Rooms 124, 110, and 114 in honor of the following individuals who have contributed to the Eastern Shore Public Library Foundation:
    1. Room 124: "Bea" Johnson Small Study Room
    2. Room 110: Otho Wescott and Diana Ciuffreda Custis Entryway
    3. Room 114: Katharine H.S. Edmonds Eastern Shore RoomPittman seconded. Motion approved.
- b. Furnishing and technology budget priorities for funding this capital project shortfall – Ryan noted that this is a prioritized list of furnishings and technology compiled by Burton that includes items that are not provided for with the current level of capital project funding.
- c. Northampton County Comprehensive Plan – Valentine motioned to approve Burton's compiled list of suggested edits and additions to the Northampton County Comprehensive Plan, which is currently under public review, and to approve the submittal of the list to Northampton County Planning Department. Holland seconded. Motion approved.
- d. Personnel Manual – Revision to provide more specific guidance for meal breaks – *First Reading* – Poyer motioned to accept for first reading the "Meal and Rest Breaks" addition to the Personnel Manual. Holland seconded. Ryan asked for clarification on remote workers and also how the Meal and Rest Breaks policy affects employees who work alone, such as at Chincoteague Island Library. Burton explained that remote workers are telecommuters, and that for an employee to have an actual full break, they would need uninterrupted time, which can be difficult for employees working alone. For an employee who is taking a meal break, but who is interrupted for questions or is pulled to the public service areas for help, the break time would be paid time. Motion approved.
- e. Circulation Policy – Revision to adjust fine intake for high demand items – *First Reading* – No motion was made.
- f. E-rate Internet equipment technology bids approvals – Burton explained that once a year, the library is allowed to request bids for internet technology. Bids for the new Parksley facility and the NFL were requested, which, once granted, would be discounted by 80% using e-Rate funding. The bids collected for NFL were acceptable. However, after reviewing the bids with the library's e-Rate consultant, Burton found the submitted bids for the Heritage Center were not complete and were

unacceptable. Burton has requested a more detailed re-bid, which will allow the bids to be more comparable.

Poyer motioned that the ESPL Board of Trustees awards the e-rate bid for Fiscal Year 2021 - 2022 for the Northampton Free Library to purchase network equipment that includes a switch, wifi access points, UPS, and a rack to Eastern Shore Communications based on a weighted evaluation and the lowest price quoted of \$7,151, which is pre-E-rate discount pricing. Holland seconded. Ryan noted that accepting the bid does not bind the library to actually purchasing this equipment. Motion approved.

Poyer motioned that the ESPL Board of Trustees provisionally awards an amount not to exceed \$33,030 to the vendor with the best weighted scored E-rate quote of the re-bid network equipment project for the ESVA Heritage Center to be located at 24313 Bennett Street. The equipment includes switches, wifi access points, licensing, and UPS. Burton explained that the licensing is related to a cloud-based system utilized by the wifi access points. Bloxom seconded. Motion approved.

11. **Additional Comments** – Ryan and McMath have been working with Mike Mason, the project manager, and the Steering Committee in regards to the timeline for project completion, and also about the potential for the \$30,000 interest that will be earned on money that the library put forward towards the project, as well as any contingency funds remaining at project's end, being returned to the library for moving expenses. Ryan reiterated the importance of the trustees speaking to their County Supervisors about the library's operating budget.
12. **Next Meeting:** Tuesday, April 13, 2021 at ESPL in Accomac at 1:00 pm
13. **Adjournment** –Holland motioned to adjourn the meeting. Valentine seconded. Motion approved. Meeting adjourned at 1:48 by Chair.

Respectfully submitted,

Cara Burton, Secretary

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

	<u>Mar 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Petty Cash	100.00
Sun Trust - Operating	
Liability Reserve	11,809.64
Reserve	20,000.00
Sun Trust - Operating - Other	<u>242,551.42</u>
<b>Total Sun Trust - Operating</b>	274,361.06
Suntrust - Restricted Fund	<u>10,180.57</u>
<b>Total Checking/Savings</b>	<u>284,641.63</u>
<b>Total Current Assets</b>	<u>284,641.63</u>
<b>TOTAL ASSETS</b>	<b><u><u>284,641.63</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	<u>20,790.87</u>
<b>Total Accounts Payable</b>	20,790.87
<b>Credit Cards</b>	
Cardmember Services Visa	<u>147.77</u>
<b>Total Credit Cards</b>	147.77
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	3,581.69
2220 · State Withholding Taxes	1,497.00
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	1,122.68
2300 · Anthem, Dental	118.94
2360 · AFLAC	<u>165.30</u>
<b>Total Other Current Liabilities</b>	<u>6,485.66</u>
<b>Total Current Liabilities</b>	<u>27,424.30</u>
<b>Total Liabilities</b>	27,424.30
<b>Equity</b>	
1110 · Retained Earnings	-10,429.04
3000 · Opening Bal Equity	95,784.16
Net Income	<u>171,862.21</u>
<b>Total Equity</b>	<u>257,217.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>284,641.63</u></u></b>

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · INCOME</b>				
<b>41000 · Government Income</b>				
41010 · Accomack County	333,633.00	444,844.00	-111,211.00	75.0%
41020 · Northampton County	176,519.00	176,519.00	0.00	100.0%
41030 · State Aid	175,157.50	224,752.00	-49,594.50	77.9%
41040 · Grants	27,587.42	0.00	27,587.42	100.0%
<b>Total 41000 · Government Income</b>	712,896.92	846,115.00	-133,218.08	84.3%
<b>42000 · Contributions</b>				
42010 · ESPL Friends	3,765.07	7,000.00	-3,234.93	53.8%
42020 · NFL Friends	5,000.00	2,000.00	3,000.00	250.0%
42030 · Contributions Unrestricted	2,713.00	1,000.00	1,713.00	271.3%
42040 · Contributions Restricted	9,150.25	5,500.00	3,650.25	166.4%
42050 · Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 · Adopt-A-Book	941.53	0.00	941.53	100.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
<b>Total 42000 · Contributions</b>	21,569.85	16,000.00	5,569.85	134.8%
<b>43000 · Reimbursements</b>				
43010 · NFL Book Endowment	4,570.00	5,000.00	-430.00	91.4%
43020 · Island	2,143.39	2,500.00	-356.61	85.7%
43030 · Cape Charles	8,740.31	16,000.00	-7,259.69	54.6%
43040 · Book Replacement	243.29	100.00	143.29	243.3%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	2,123.22	500.00	1,623.22	424.6%
<b>Total 43000 · Reimbursements</b>	17,820.21	24,100.00	-6,279.79	73.9%
<b>44000 · Fines &amp; Fees</b>				
44010 · Fines	141.20	0.00	141.20	100.0%
44020 · Photocopying	1,610.74	3,000.00	-1,389.26	53.7%
44030 · Fax	17.55	0.00	17.55	100.0%
44040 · Other	125.90	0.00	125.90	100.0%
44000 · Fines & Fees - Other	453.79	0.00	453.79	100.0%
<b>Total 44000 · Fines &amp; Fees</b>	2,349.18	3,000.00	-650.82	78.3%
<b>45000 · Endowments</b>				
45010 · Edmonds (UBS)	2,000.00	0.00	2,000.00	100.0%
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%
<b>Total 45000 · Endowments</b>	2,099.35	2,000.00	99.35	105.0%
<b>46000 · Private Grants</b>	4,447.11	5,000.00	-552.89	88.9%

**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	105.00	300.00	-195.00	35.0%
49000 · Miscellaneous Income - Other	41.15	200.00	-158.85	20.6%
<b>Total 49000 · Miscellaneous Income</b>	<b>146.15</b>	<b>500.00</b>	<b>-353.85</b>	<b>29.2%</b>
<b>Total 40000 · INCOME</b>	<b>761,328.77</b>	<b>896,715.00</b>	<b>-135,386.23</b>	<b>84.9%</b>
<b>4060 · Carry Over</b>	0.00	0.00	0.00	0.0%
<b>4250 · Grants, Other</b>	0.00	0.00	0.00	0.0%
<b>4650 · Dividends</b>	0.00	0.00	0.00	0.0%
<b>4670 · Liquidation</b>	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>761,328.77</b>	<b>896,715.00</b>	<b>-135,386.23</b>	<b>84.9%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	10,150.90	9,000.00	1,150.90	112.8%
61102 · Building Maintenance, NFL	4,631.18	12,000.00	-7,368.82	38.6%
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>14,782.08</b>	<b>72,280.00</b>	<b>-57,497.92</b>	<b>20.5%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	4,228.28	1,500.00	2,728.28	281.9%
61202 · Electricity	4,149.62	6,000.00	-1,850.38	69.2%
61202.1 · Electricity - NFL	2,738.63	4,200.00	-1,461.37	65.2%
61202.2 · Electricity - Parksley	0.00	17,500.00	-17,500.00	0.0%
61203 · Telephone	5,946.36	4,000.00	1,946.36	148.7%
61203.1 · Telephone - NFL	1,121.63	1,550.00	-428.37	72.4%
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>18,184.52</b>	<b>35,950.00</b>	<b>-17,765.48</b>	<b>50.6%</b>
<b>61300 · Vehicle Operation</b>	1,373.50	2,500.00	-1,126.50	54.9%
<b>61400 · Insurance (VML)</b>				
61401 · Insurance, Building	1,016.00	8,757.00	-7,741.00	11.6%
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>	1,016.00	12,864.00	-11,848.00	7.9%
<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	20,213.89	20,337.00	-123.11	99.4%
61514 · Internet Services, State	12,227.31	11,100.00	1,127.31	110.2%
61515 · Computer Software	1,007.00	500.00	507.00	201.4%
61516 · Computer Software, State	0.00	500.00	-500.00	0.0%
61517 · Computer Maintenance	4,060.00	5,500.00	-1,440.00	73.8%
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>	41,093.32	42,437.00	-1,343.68	96.8%
<b>61000 · Operations - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 61000 · Operations</b>	76,449.42	166,031.00	-89,581.58	46.0%
<b>62000 · Equipment</b>				
62100 · Equipment, General	1,530.01	0.00	1,530.01	100.0%
62200 · Equipment, State	0.00	1,000.00	-1,000.00	0.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	3,783.97	8,975.00	-5,191.03	42.2%
62300 · Equipment Maintenance - Other	249.00	0.00	249.00	100.0%
<b>Total 62300 · Equipment Maintenance</b>	4,032.97	8,975.00	-4,942.03	44.9%
<b>62000 · Equipment - Other</b>	6,330.90	0.00	6,330.90	100.0%
<b>Total 62000 · Equipment</b>	11,893.88	9,975.00	1,918.88	119.2%
<b>63000 · Programs</b>				
63100 · Adult	3,106.44	1,427.00	1,679.44	217.7%
63200 · Youth	935.60	8,000.00	-7,064.40	11.7%
63000 · Programs - Other	1,018.30	20,100.00	-19,081.70	5.1%
<b>Total 63000 · Programs</b>	5,060.34	29,527.00	-24,466.66	17.1%
<b>64000 · Personnel</b>				
64010 · Salaries - Director	49,640.94	67,513.00	-17,872.06	73.5%
64020 · Salaries - Other	153,882.28	204,235.00	-50,352.72	75.3%
64030 · Hourly Employees	98,975.61	143,400.00	-44,424.39	69.0%
64050 · Payroll Expenses	27,901.36	35,000.00	-7,098.64	79.7%
64070 · Retirement (VRS)	13,140.36	20,000.00	-6,859.64	65.7%
64080 · Insurance				
64081 · Insurance, VEC	0.00	0.00	0.00	0.0%
64082 · Insurance, Worker's Comp.	0.00	0.00	0.00	0.0%
64083 · Insurance, Life (VRS)	0.30	0.00	0.30	100.0%



**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)	26,345.11	40,046.00	-13,700.89	65.8%
64086 · Insurance, Dental (Anthem)	744.60	954.00	-209.40	78.1%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 64080 · Insurance</b>	<b>27,089.94</b>	<b>41,000.00</b>	<b>-13,910.06</b>	<b>66.1%</b>
64090 · Liability Reserve	11,731.87	8,000.00	3,731.87	146.6%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 64000 · Personnel</b>	<b>382,362.36</b>	<b>519,148.00</b>	<b>-136,785.64</b>	<b>73.7%</b>
<b>65000 · Supplies</b>				
65100 · Custodial	1,720.62	8,000.00	-6,279.38	21.5%
65200 · Office	670.84	0.00	670.84	100.0%
65300 · Library	22,021.09	16,350.00	5,671.09	134.7%
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>24,631.86</b>	<b>29,350.00</b>	<b>-4,718.14</b>	<b>83.9%</b>
<b>66000 · Materials</b>				
66310 · System Materials				
66311 · Books, State Aid	24,067.81	39,000.00	-14,932.19	61.7%
66312 · Periodicals, State Aid	3,313.43	4,000.00	-686.57	82.8%
66313 · Continuations, State Aid	350.61	500.00	-149.39	70.1%
66314 · Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 · Electronic Resources, State Aid	1,245.02	3,500.00	-2,254.98	35.6%
66316 · Binding, State Aid	0.00	0.00	0.00	0.0%
66317 · AV, State Aid	2,463.47	6,500.00	-4,036.53	37.9%
66318 · Other Non-Book, State Aid	0.00	0.00	0.00	0.0%
66320 · Cape Charles Contract #15	1,702.06	2,000.00	-297.94	85.1%
66321 · Books - Non-State Aid	0.00	0.00	0.00	0.0%
66310 · System Materials - Other	46.35	0.00	46.35	100.0%
<b>Total 66310 · System Materials</b>	<b>33,188.75</b>	<b>55,500.00</b>	<b>-22,311.25</b>	<b>59.8%</b>
66350 · Affiliates				
66351 · Books, Affiliates	12,691.28	16,000.00	-3,308.72	79.3%
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>12,691.28</b>	<b>16,000.00</b>	<b>-3,308.72</b>	<b>79.3%</b>
66900 · Restricted	6,665.11	13,000.00	-6,334.89	51.3%
66000 · Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66000 · Materials</b>	<b>52,545.14</b>	<b>84,500.00</b>	<b>-31,954.86</b>	<b>62.2%</b>
<b>67000 · Other</b>				

**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	2,422.36	1,800.00	622.36	134.6%
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	1,989.00	2,000.00	-11.00	99.5%
67000 · Other - Other	0.00	102.00	-102.00	0.0%
<b>Total 67000 · Other</b>	<b>4,868.99</b>	<b>9,902.00</b>	<b>-5,033.01</b>	<b>49.2%</b>
<b>68000 · Miscellaneous</b>				
68100 · Bank Fees	597.22	1,000.00	-402.78	59.7%
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	30.00	3,500.00	-3,470.00	0.9%
68700 · Tangier	174.82	3,000.00	-2,825.18	5.8%
68000 · Miscellaneous - Other	3,900.25	23,466.00	-19,565.75	16.6%
<b>Total 68000 · Miscellaneous</b>	<b>4,952.85</b>	<b>31,266.00</b>	<b>-26,313.15</b>	<b>15.8%</b>
<b>69000 · Professional Services</b>				
69001 · Professional Services, Financial	10,825.00	13,500.00	-2,675.00	80.2%
69002 · Professional, Library Services	3,938.31	8,000.00	-4,061.69	49.2%
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>19,305.47</b>	<b>32,200.00</b>	<b>-12,894.53</b>	<b>60.0%</b>
<b>60000 · EXPENSES - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 60000 · EXPENSES</b>	<b>582,070.31</b>	<b>911,899.00</b>	<b>-329,828.69</b>	<b>63.8%</b>
<b>Total Expense</b>	<b>582,070.31</b>	<b>911,899.00</b>	<b>-329,828.69</b>	<b>63.8%</b>
<b>Net Ordinary Income</b>	<b>179,258.46</b>	<b>-15,184.00</b>	<b>194,442.46</b>	<b>-1,180.6%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
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>
<b>Other Expense</b>				
61103 · Capital	0.00	0.00	0.00	0.0%
8010 · Reserve	7,497.00	2,550.00	4,947.00	294.0%
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>7,497.00</b>	<b>23,200.00</b>	<b>-15,703.00</b>	<b>32.3%</b>

3:17 PM

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Accrual Basis

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

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	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Other Income	-7,497.00	-23,200.00	15,703.00	32.3%
Net Income	<u>171,761.46</u>	<u>-38,384.00</u>	<u>210,145.46</u>	<u>-447.5%</u>

	<u>Mar 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>41000 · Government Income</b>	
41020 · Northampton County	44,129.75
41040 · Grants	10,000.00
	<hr/>
<b>Total 41000 · Government Income</b>	54,129.75
<b>42000 · Contributions</b>	
42010 · ESPL Friends	3,000.00
42020 · NFL Friends	5,000.00
42040 · Contributions Restricted	100.00
42060 · Adopt-A-Book	50.00
	<hr/>
<b>Total 42000 · Contributions</b>	8,150.00
<b>43000 · Reimbursements</b>	
43020 · Island	129.72
43030 · Cape Charles	2,205.49
43000 · Reimbursements - Other	405.60
	<hr/>
<b>Total 43000 · Reimbursements</b>	2,740.81
<b>44000 · Fines &amp; Fees</b>	110.00
<b>45000 · Endowments</b>	
45010 · Edmonds (UBS)	2,000.00
	<hr/>
<b>Total 45000 · Endowments</b>	2,000.00
<b>49000 · Miscellaneous Income</b>	
49020 · Driver Education Test Proctorin	5.00
49000 · Miscellaneous Income - Other	25.00
	<hr/>
<b>Total 49000 · Miscellaneous Income</b>	30.00
	<hr/>
<b>Total 40000 · INCOME</b>	67,160.56
	<hr/>
<b>Total Income</b>	67,160.56
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61101 · Building Maintenance	1,216.58
61102 · Building Maintenance, NFL	591.68
	<hr/>
<b>Total 61100 · Building</b>	1,808.26
<b>61200 · Utilities</b>	
61201 · Fuel Oil	1,549.36
61202 · Electricity	443.15
61202.1 · Electricity - NFL	475.81
61203 · Telephone	3,959.10
61203.1 · Telephone - NFL	264.17
	<hr/>

	<u>Mar 21</u>
Total 61200 · Utilities	6,691.59
61300 · Vehicle Operation	75.51
61400 · Insurance (VML)	
61401 · Insurance, Building	16.00
Total 61400 · Insurance (VML)	16.00
61500 · Computer	
61513 · Online Services	4,010.99
61514 · Internet Services, State	917.60
61517 · Computer Maintenance	445.00
Total 61500 · Computer	5,373.59
Total 61000 · Operations	13,964.95
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	387.63
Total 62300 · Equipment Maintenance	387.63
Total 62000 · Equipment	387.63
63000 · Programs	
63100 · Adult	500.00
Total 63000 · Programs	500.00
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	16,592.68
64030 · Hourly Employees	10,052.92
64050 · Payroll Expenses	3,473.48
64070 · Retirement (VRS)	1,441.49
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.03
64085 · Insurance, Medical (Anthem)	2,991.62
64086 · Insurance, Dental (Anthem)	89.20
Total 64080 · Insurance	3,080.85
64090 · Liability Reserve	6,395.87
Total 64000 · Personnel	46,552.95
65000 · Supplies	
65100 · Custodial	456.66
65200 · Office	245.95
65300 · Library	1,226.60
Total 65000 · Supplies	1,929.21
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	4,614.00
66315 · Electronic Resources, State Aid	250.00

**Profit & Loss**

March 2021

	<b>Mar 21</b>
66320 · Cape Charles Contract #15	150.73
66310 · System Materials - Other	26.35
<b>Total 66310 · System Materials</b>	<b>5,041.08</b>
66350 · Affiliates	
66351 · Books, Affiliates	2,294.76
<b>Total 66350 · Affiliates</b>	<b>2,294.76</b>
66900 · Restricted	960.37
<b>Total 66000 · Materials</b>	<b>8,296.21</b>
67000 · Other	
67300 · Dues	480.00
<b>Total 67000 · Other</b>	<b>480.00</b>
68000 · Miscellaneous	
68100 · Bank Fees	64.93
68000 · Miscellaneous - Other	53.34
<b>Total 68000 · Miscellaneous</b>	<b>118.27</b>
69000 · Professional Services	
69001 · Professional Services,Financial	2,665.00
<b>Total 69000 · Professional Services</b>	<b>2,665.00</b>
<b>Total 60000 · EXPENSES</b>	<b>74,894.22</b>
<b>Total Expense</b>	<b>74,894.22</b>
<b>Net Ordinary Income</b>	<b>-7,733.66</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
8010 · Reserve	833.00
<b>Total Other Expense</b>	<b>833.00</b>
<b>Net Other Income</b>	<b>-833.00</b>
<b>Net Income</b>	<b>-8,566.66</b>

April 13, 2021

# Library System Report

Cara Burton, System Director

## Director's Update:

### Virtual Programs: What's Next?

I recently held two successful virtual programs for ESPL. These have been scheduled at lunchtime to facilitate attendance by working folks. This also provides for staff to not have to be scheduled hours outside of our normal operations. Judging by individuals "signing off" at 1:00 pm, the lunchtime model seems to be working.

On March 17<sup>th</sup>, Roots Matter's author, Rev. Dr. Paula Owens Parker, gave a slideshow presentation entitled, "What Makes You So Strong?" Sixteen people attended. She introduced attendees to generational trauma and how we can use genealogical information in healing, reconciliation, and well-being. ESPL partnered with Eastern Shore Community Services Board (CSB) and the Community Partners of the ESVA (CPES) because this topic addresses ACEs: Adverse Childhood Experiences. CSB and CPES, as well as Healthy Communities, have been working to educate Shore residents and professionals about the health effects

*Continued on page 2*

## On The Homestretch!

### Planning Shelf-by-Shelf for the New Regional Library

On March 24<sup>th</sup>, librarians Ricci and Flores met with library director Burton to review and finalize the shelving layout plan for the new library in Parksley. By determining the quantity and location of shelving that will be present in the new building, Ricci and Flores can now begin the final analysis of the current materials collection at the Accomac library.

Knowing exactly how many linear

*Continued on page 3*



Staff met with furniture vendor to plan shelving layout in November 2020.

of ACEs. CSB regularly has ACEs training. I encourage you to learn more by reading Parker's book, taking the CSB ACEs training, and attending the Healthy Communities Trauma Informed Community Summit this month.

ESPL uses Zoom Webinar now, rather than the simpler Zoom Meetings module, which greatly assists in registration. The beauty of the virtual meetings is that we can record them to share with people who could not attend. The presenters almost always share their slideshow for distribution to attendees. It is common to have a flurry of follow-up emails with attendees, as well, that continues the library's engagement with them.

On April 2, I hosted a "What Every Retiree Should Know" webinar with Matthew Baxter, Public Affairs Specialist, of the Social Security Administration. Six attended. This was Matt's third virtual program with us. Judging by the attendance, these seem very beneficial for social service professionals as well as the general public. Matt's presentations tend to be fast-paced and chock full of information. The virtual platform allows individuals that may not have transportation, nor maybe the time to travel thirty miles, to attend. This greatly helps accessibility for many and opens new doors for library attendance.

The additional benefit of virtual programs is staff time is not needed for meeting room setup. The new Regional Library will pose some new challenges for staff as we will have the lecture hall and three smaller meeting rooms to manage. The library may need to invest in a reservation management system in the future, which is common for public libraries.

## Healthy Communities of the E.S. Trauma-Informed Summit

### Plan Now to Attend Trauma-Informed Summit

Save your space now for the three-day Trauma-Informed Summit by emailing [kigerpg@evms.edu](mailto:kigerpg@evms.edu).

Day One. Wednesday, April 28, 10-11:30. What Being Trauma-Informed Means.

Day Two. Thursday, May 13, 10 – 11:30 am. What Does It Mean to Become a Trauma-Informed Organization?

Day Three. Tuesday, May 25, 10-11:30 am. What does it Mean to Become a Trauma-Informed Community?

Virtual programs also enable individuals to attend with anonymity and from the safety of their own personal space. Some people do have anxiety in visiting public spaces, which the pandemic likely exacerbated. Some are uncomfortable being in groups. Just entering a library that has shelves and shelves of books can be overwhelming for some. Sitting still in a chair can be challenging physically and mentally for a variety of people.

The new Regional Library will have new technologies that will help us continue to provide engaging programs, both in-person, virtually, and in a hybrid manner. This is likely the way of the future for library programming. What is appreciated is when patrons provide the feedback as to what works best for them and what programs they want us to offer in the future.

*The Retiree virtual program supported the 2016 Strategic Plan Action Plan for Goal 5: Objective # 5a: Patron identity theft will be minimized.*



# Technical Services

Charle Ricci, TS Manager

*Homestretch, continued from page 1*

feet of shelving will be available for the library's books, DVDs, and audiobooks allows our librarians to finish the measuring of books and shelf space calculations that are part of this concluding stage of collection preparation. Each of the library's sub-collections will need to fit comfortably onto the new shelves and any fine-tuning of the materials or layout that is required can be completed before the move to Parksley.

One low-tech tool that Ricci has been utilizing is a 10-foot length of clothesline rope with marks at each 12-inch interval. While each shelf may be the same width, the actual space taken up by books on each shelf varies widely. Ricci measures the exact amount of linear feet of materials on each shelf throughout each sub-collection with the rope. Added together, the number of rope lengths (or portions thereof)

provides an accurate measurement of how many linear feet of shelving will be needed for that sub-collection at the new library.

Over the past several years, all portions of the materials collection have been examined. Items that are out of date, irrelevant, or in poor condition have been withdrawn and, in some cases, updated or replaced. The collection is nearly ready to move, and this final round of preparations will involve a great deal of measuring and calculating. Our librarians will be checking and double checking that everything is ready to go. Inch by inch, book by book, and shelf by shelf, the library is truly on the home stretch to Parksley now.

## Materials to Move:

- ⇒ 65,181 Books
- ⇒ 1,396 Archival Items\*
- ⇒ 1,839 Audiobooks
- ⇒ 2,923 Videorecordings

\* Archival items from Accomack only. This does not include the Mariner or Latimer Collections.

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## NonProfit Capacity Building Update

- ◆ Tangier's Muddy Toes Public Library now has a book truck and sneeze guard, supported with funding from Accomack County CARES. ESPL is also donating an iPad, received in 2016 with a LVA grant.
- ◆ Saxis Island Museum now has public outdoor wifi with the SmartBus device ESPL received with the ALA 2020 Census Equity Grant. An iPad was also loaned to assist the volunteers in showing visitors history websites.
- ◆ Three area nonprofits contacted ESPL to obtain the Foundation Directory Online login information. ESVA Community Foundation renewed the subscription for this great grant-finding resource.

# Northampton Free Library

Barbrielle Rogers, Branch Manager



The Northampton Free Library continues to assist patrons under COVID restrictions. NFL patrons appreciate the time inside the library, and have continued to use curbside pickup throughout the day.

In the month of March, the Northampton Free Library was gifted a beautiful quilt. The quilt was donated by an Eastern Shore sewing group called “Shore Can Sew”, along with a unique brass hanging rod. It is a welcome addition to the library’s collection of photos and lovely artwork. The quilt has not gone unnoticed and has received plenty of compliments from patrons!



Quilt donated by Shore Can Sew

Also, in the month of March, NFL received a new Xerox Machine. Upon installation, staff and patrons found this printer to be more “user friendly”. By switching to a more user friendly Xerox machine, this helps staff adhere to the 6-feet apart social distancing rule. So far, patrons are able to use the new Xerox machine with minimum assistance.

Over the past several months, NFL and Youth Services were training for a new program, the Walking Classroom. The Walking Classroom is a grant-funded program of the Eastern Shore of Virginia Community Services Board (CSB). The program consists of a WalkKit Audio player with over 150 kid-friendly podcasts, and a walking trail passport designed by the CSB staff. This program was created to promote a healthy lifestyle and exercise. The podcast topics are appropriate for students who are in 3rd to 8th grade. Podcast topics include English, language arts, social studies, science, and more.

NFL was assigned 20 WalkKit audio players, along with some walking trail passports. All WalkKit Kits are now cataloged and ready to circulate throughout our community. Each Walkkit kit is available for check out for three days to patrons with a library card. The NFL library staff is excited to see the children walk, listen, and learn with their WalkKit kits!!



The Xerox copier was purchased with a matching Community Facilities grant from the USDA Rural Development with support from the ESPL Foundation and Friends of NFL.

# Heritage Hub

## Local History Services

Stacia Childers, LH Specialist

This month staff spoke on the phone to a patron from elsewhere in Virginia whose roots on the Shore run very deep. At one point, her voice cracked as she audibly tried to refrain from crying while speaking of her white 3<sup>rd</sup> great-grandfather who, according to family stories, sold his three daughters by his free black wife into slavery shortly before the outbreak of the Civil War even though he had promised their mother that he never would. The couple's three boys remained free in Accomack County and continued to be raised in his household. The pain of that act of betrayal reverberates down to that man's descendants 160 years later.

This sort of interaction between patron and staff is not at all unusual.

One patron sought newspaper articles about the horrific poisoning of members of his family – a case that was never solved – in the hopes of bringing unity to his family. Another

patron, now a coach at a local high school, wanted to locate articles from his own high school years when he led the same school to a championship victory in the hope that it would motivate his players prior to their own game. And a woman who never knew her (now deceased) father, was overjoyed to find a photo of him in one of our digitized high school yearbooks.



Local history is not strictly an intellectual pursuit. Family history is not just a hobby. Often it is an emotional journey of discovery. As helpers on this journey, Eastern Shore Room staff often bear witness to stories and experiences both

painful and exciting. It is our responsibility to hear them with respect and hold them with discretion.

Launch your search to discover **your** family history beyond vital records! ESPL has many books and e-Resources that can help.

We look forward to the stories that will unfold with enhanced capabilities for new programs, equipment, and resources in our ESVA Heritage Center.

Staff spent 6 hours moving the Latimer Collection to the Mariner House due to imminent loss of its temporary storage place.



# Youth Services

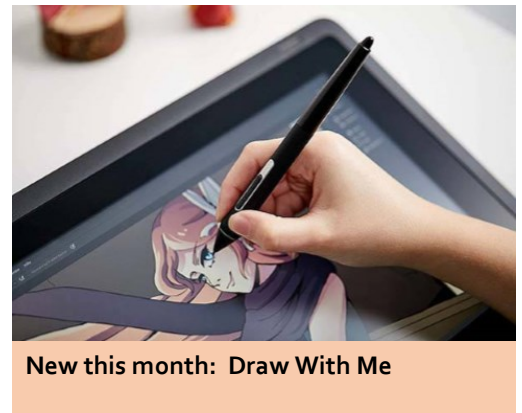
Tiffany Flores, Youth Services Librarian

Youth Services is excited for the next coming weeks! After months of research and planning, Tiffany Flores is ready to initiate some virtual art programming she has been working on.

Beginning April 16th, Tiffany will host virtual **‘Draw with Me’** sessions where patrons will be able to watch her draw, ask questions, and join her for an hour of creativity. The idea behind the program is to encourage creativity and educate Eastern Shore patrons on digital art. She looks forward to seeing who will join her!

May will bring child-friendly **virtual tours of local artists’ galleries** in lieu of Celebrate Us!

Sometimes things don’t work out. At the beginning of March Virginia Cooperative Extension and Eastern Shore Public Library launched ‘Pick a Better Snack’ after months of collaboration and promotion. Despite the program being advertised and promoted across multiple platforms, no one registered for the event. No matter how much work goes into a program, if the community is not interested and/or can’t attend the event then it simply doesn’t work. Tiffany Flores has taken this as a learning opportunity about her community and looks forward to more success in the future.



New this month: Draw With Me



Eggtravaganza was held at Sawmill Park.

On April 3rd, Tiffany Flores and Jessica Guzman assisted Accomac Parks and Recreation with their first ever **Easter Eggtravaganza: Drive-Thru Egg Hunt**. At the event goodie bags were given to both parents and children featuring books donated by Eastern Shore Public Library and various goodies provided by Accomac Parks and Recreation. By the end of the program, 120 Children’s bags had been given out. The highlight of this event was seeing children get ecstatic about the gifts in cars parents had decorated for Easter.





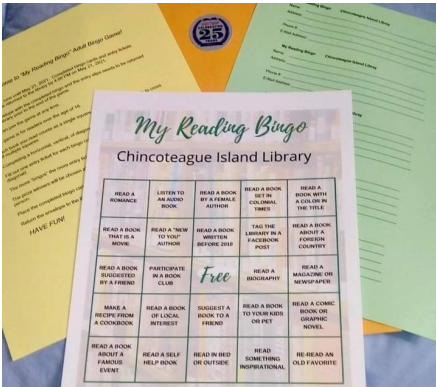
# Chincoteague Island Library

Karen Sharp, Library Manager



Chincoteague Island Library will be re-opening on Tuesday, April 13th! We will be open the same 24 hours per week as we have been since closing December 7 th, 2020 for curbside pickup. Patrons will be allowed in the library for 30 minutes, at a time, while wearing masks.

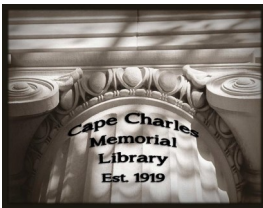
CIL has been busy with some events for our patrons and community. In addition to Easter Take-Away Bags, for the 3 and 4-8 year-olds, the CIL Board has finalized our Virtual “Tales 4 Tots” Episodes. A 6-episode series, one episode each week, features 2 children’s books and an interactive rhyming activity. Each episode features music by bensound.com. These episodes started on March 25 th and will continue each Thursday at 10AM. All episodes will be archived on the Chincoteague Island Library YouTube channel for all to view after the premier. The website address is: <https://youtu.be/hOw29xhl6ZQ>. CIL, also, has something for adults! For adult readers, we have “My Reading Bingo”. This is a bingo board game that includes a bingo card, directions and slips to fill out for each bingo achieved. This started March 16 th and will run until May 21, 2021. So there is still plenty of time to play. There will be three prizes at the end of the game!



Chincoteague Island Library Board has purchased a new printer/ FAX/copier/scanner to better serve our patrons and the community! This investment will be much appreciated.



The CIL Board will meet on Friday, April 9 th.



# Cape Charles Memorial Library

Ann Rutledge Library Manager

Although we remained closed to the public this month, we presented two zoom programs. The first program was presented by the Friends of the Cape Charles Memorial Library and was intitled Spring into Health Zoom and Learn: Managing Stress. The second was a virtual discussion of the book, Growing Up Colored in Cape Charles Invisible History, Virginia a memoir by Tom Godwin written by Metty Pellicer. Both programs were well received.



During Covid-19 closures we have developed some new services to provide material to patrons. Grab and Go bags, Storytime Kits and Kid Lit Kits continue to be a big success. Sharon Silvey creates all these bags and she recently received this nice thank you from an appreciative patron:

“I can’t thank Cape Charles Library enough for providing wonderful Grab & Go Kits, Storytime Kits, and Kid Lit Kits for my visiting grandsons, ages 3-8. They enjoyed everything, especially the crafts and Legos. It kept everyone involved in books and it made a retired elementary school teacher’s heart happy that her grandsons loved and were engaged in reading. I know where to go when my grandchildren come back to visit me.”

We began opening the CCML to patrons on April 5 from 10:00am -2:00pm daily. We ask that patrons schedule appointments to enter the building. Curb-side service continues.

We began opening the CCML to patrons on April 5 from 10:00am -2:00pm daily. We ask that patrons schedule appointments to enter the building. Curb-side service continues.



Shipping via Tangier Mailboat

## ESPL NonProfit Capacity Building Update

- ◆ Tangier’s Muddy Toes Public Library now has a book truck and sneeze guard, supported with funding from Accomack County CARES. ESPL is also donating an iPad, received in 2016 with a LVA grant.
- ◆ Saxis Island Museum now has public outdoor wifi with the SmartBus device ESPL received with the ALA 2020 Census Equity Grant. An iPad was also loaned to assist the volunteers in showing visitors history websites.
- ◆ Three area nonprofits contacted ESPL to obtain the Foundation Directory Online login information. ESVA Community Foundation renewed the subscription for this great grant-finding resource.



# **Construction Committee**

## **Report**

**March 25, 2021**

Late Feb. and early March had mostly chilly and wet weather not conducive to making progress, but progress has been made when weather allowed.

-Masons: have completed laying brick for most of the building walls. Dollar General side remains to be completed. Brick column work was held up while RH and roofers were working overhead on canopies. Rear and west side walls need to be cleaned of mortar.

-RH has completed block wall coatings on Dollar General side and rear except for box out at temporary electric. Fascia framing has been installed at most locations with coating layers being applied. Presently, white showing is insulation layer, and cement layer is first sub coat.

-C.B. Glass has installed most of the window frames and glass.

-Peninsula Roofing has installed insulation and finish roofing over two high bays (Entrance and Meeting Room) of new building. Contractor is aiming to get the new building roof done first so that interior work can proceed in new building while roof over existing building is ongoing.

Hopefully with arrival of spring and better weather roofers can proceed expeditiously to get new building completed and interior work can proceed.

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

# ESPL BUDGET PLAN

FY 2021-2022

## DIRECTOR JUSTIFICATION

### EXPENSES

1. **Location:** The budget plan has the headquarters operation located in the new regional library for 12 months. Last year's budget had us in there for 7 months.
2. **Hours of Operation:** The budget plan has both NFL and ESRL opening at 10:00 a.m. rather than 9:00 a.m. and closing at 5:00, rather than 6:00 pm on Monday, Wednesdays and Fridays. This is a loss of two hours per day and ten hours per week.
  - a. The plan complies with the Library of Virginia State Aid requirements to be open past 5 for three hours and on Saturdays.
  - b. To return to prior hours involves hiring blocks of staff to provide coverage. If we open at 10:00 a.m., only two staff are needed at the desk that day. If we are open the additional two hours, then another "set" of staff for both locations, i.e. four part-time staff, are needed. I do not have staff working only 2 hour shifts routines.
  - c. Returning to Saturdays at both locations and nights at both locations is dependent on the ability to hire two (not just one) part time workers willing to work on nights and Saturdays.
3. **Wage Law Changes:** The plan complies with Virginia minimum wage change to \$11.00/hour effective January 1, 2022.
  - a. <https://lis.virginia.gov/cgi-bin/legp604.exe?201+sum+SB7>
  - b. Two staff were making below \$11.00/hour and the plan includes the increase effective July 1, 2021.
  - c. Some staff had wage adjustments to offset hourly rates that the minimum wage change created that made staff with substantially more responsibility earn only slightly more than custodial/page positions.
4. **On Par with County Personnel Increases:** Both Northampton and Accomack County have 5% pay increases for their staff. ESPL staff did not receive any increase in FY20-21 nor any bonuses (as of today). The plan includes a 5% pay increase for all staff as it has been the practice that ESPL follows the counties' increases. Most staff still make below the state pay band for their position and all staff make the lower quartile. ESPL has had difficulty in hiring qualified staff and it is important to retain the experienced staff we have.
5. **Maintenance & Utilities:** Maintenance and utilities for Parksley is based on estimates by Stewart Hall. Maintenance for NFL includes repairs to the building and some landscape upkeep.
6. **Books and Materials:** County funds do not support the purchasing of new books. State Aid, grants, and donations support this expenses. The amount of our State Aid used for books has not changed since XXXX.
7. **Library Consulting:** Dr. Barnes' consulting has been reduced as staff have been trained to a degree that requires less assistance.

### INCOME

1. **State Aid:** The plan includes the -\$10,079 latest State Aid estimate. Aid is not confirmed until July.
2. **Fines:** The plan includes no fine income as the Board did not vote to include the recommended fine change at the March 2021 meeting.



			FY 2020-2021	State Aid	Restricted	Carry-Over	Subtotal	FY 2021-2022	State Aid	Restricted	Carry-Over	Subtotal	
			Unrestricted					Unrestricted					
<i>Column Reference Number</i>			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Difference</b>
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>40000 · INCOME</b>													
41000 · Government Income													
		41010 · Accomack County	444,844				444,844	444,844				444,844	-
		41020 · Northampton County	176,519				176,125	263,618				263,618	87,493
		41030 · State Aid		237,939			237,939		227,695			227,860	(10,079)
<b>Total 41000 · Government Income</b>			<b>621,363</b>	<b>237,939</b>	-		<b>858,908</b>	<b>708,462</b>	<b>227,695</b>	-		<b>936,322</b>	77,414
42000 · Contributions													-
		42010 · ESPL Friends			7,000		7,000			5,000		5,000	(2,000)
		42020 · NFL Friends			2,000		2,000			1,000		1,000	(1,000)
		42030 · Contributions Unrestricted	1,000				1,000	1,000				1,000	-
		42040 · Contributions Restricted			5,500		5,500			5,500		5,500	-
		42050 · Legacies & Bequests			500		500			100		100	(400)
<b>Total 42000 · Contributions</b>			<b>1,000</b>		<b>15,000</b>		<b>16,000</b>	<b>1,000</b>		<b>11,600</b>		<b>12,600</b>	(3,400)
43000 · Reimbursements													
		43010 · NFL Book Endowment			5,000		5,000			4,500		4,500	(500)
		43020 · Island			2,500		2,500			2,500		2,500	-
		43030 · Cape Charles			16,000		16,000			14,000		14,000	(2,000)
		43040 · Book Replacement			100		100			100		100	-
		43000 - Other			500		500			500		500	-
<b>Total 43000 · Reimbursements</b>					<b>24,100</b>		<b>24,100</b>			<b>21,600</b>		<b>21,600</b>	(2,500)
44000 · Fines & Fees													-
		44010 · Fines	-				-	-				-	-
		44020 · Photocopying	3,000				3,000	3,000				3,000	-
		44030 · Fax	-				-	-				-	-
		44040 · Other	-				-	-				-	-
<b>Total 44000 · Fines &amp; Fees</b>			<b>3,000</b>				<b>3,000</b>	<b>3,000</b>				<b>3,000</b>	-
45000 · Endowments													
		45020 · General (Merrill Lynch)	-				-	-				-	-
		45090 · Miscellaneous Endowments			2,000		2,000			-		-	(2,000)
<b>Total 45000 · Endowments</b>					<b>2,000</b>		<b>2,000</b>			-		-	(2,000)
<b>46000 - Private Grants</b>					<b>5,000</b>		<b>5,000</b>			<b>2,000</b>		<b>2,000</b>	(3,000)
49000 · Miscellaneous Income													-
		49020 · Driver Education Test Proctorin	300				300	200				200	(100)
		49000 · Miscellaneous Income - Other	200				200	100				100	(100)
<b>Total 49000 · Miscellaneous Income</b>			<b>500</b>				<b>500</b>	<b>300</b>				<b>300</b>	(200)
<b>Total 40000 · INCOME</b>			<b>625,863</b>	<b>237,939</b>	<b>46,100</b>		<b>909,902</b>	<b>712,762</b>	<b>227,695</b>	<b>35,200</b>		<b>975,657</b>	65,755

			FY 2020-2021	State Aid	Restricted	Carry-Over	Subtotal	FY 2021-2022	State Aid	Restricted	Carry-Over	Subtotal	
			Unrestricted					Unrestricted					
<i>Column Reference Number</i>			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Difference</b>
<b>Total Income</b>			<b>625,863</b>	<b>237,939</b>	<b>46,100</b>		<b>909,902</b>	<b>712,762</b>	<b>227,695</b>	<b>35,200</b>		<b>975,657</b>	65,755
<b>Expense</b>													-
<b>60000 · EXPENSES</b>													-
61000 · Operations													-
61100 · Building													-
61101 · Building Maintenance - ESPL			9,000				9,000	-				-	(9,000)
61102 · Building Maintenance, NFL			12,000				12,000	40,075				40,075	28,075
61102 · Building Maintenance, Parksley			51,280				51,280	60,000				60,000	8,720
<b>Total 61100 · Building</b>			<b>72,280</b>				<b>72,280</b>	<b>100,075</b>				<b>100,075</b>	27,795
61200 · Utilities													-
61201 · Fuel Oil			1,500				1,500	-				-	(1,500)
61202 · Electricity - Accomac			6,000				6,000	-				-	(6,000)
Electricity - NFL			4,200				4,200	4,200				4,200	-
Electricity - Parksley			20,416				17,500	36,000				36,000	18,500
61203 · Telephone			4,000				4,000	4,000				4,000	-
Telephone - NFL			1,550				1,550	1,550				1,550	-
61204 · Water/Sewer (Parksley)			1,200				1,200	2,400				2,400	1,200
<b>Total 61200 · Utilities</b>			<b>38,866</b>	-	-		<b>35,950</b>	<b>48,150</b>	-	-		<b>48,150</b>	12,200
<b>61300 · Vehicle Operation</b>			<b>2,500</b>				<b>2,500</b>	<b>2,750</b>				<b>2,750</b>	250
61400 · Insurance													-
61401 · Insurance, Building			8,757				8,757	-				-	(8,757)
61402 · Insurance, Vehicles			404				404	-				-	(404)
61403 · Insurance, Boiler			238				238	-				-	(238)
61404 · Insurance, Liability			689				689	-				-	(689)
61407 · Insurance, Workers Comp			697				697	-				-	(697)
61408 · Insurance, Public Officials			568				568	-				-	(568)
61408 · Insurance, Crime			182				182	-				-	(182)
61408 · Insurance, Excess & Misc			329				329	-				-	(329)
61408 · Insurance, Cybersecurity			1,000				1,000	-				-	(1,000)
<b>Total 61400 · Insurance</b>			<b>12,864</b>				<b>12,864</b>	<b>13,300</b>				<b>13,300</b>	436
61500 · Computer													-
61510 · Computer Hardware - State Aid				2,500			2,500		2,500			2,500	-
Computer Hardware			2,000				2,000	2,000				2,000	-
61513 · Online Services,			-	20,337			20,337	-	21,400			21,400	1,063
61514 · Internet Services, State				11,100			11,100		11,100			11,100	-
61515 · Computer Software			500				500	500				500	-
61516 · Computer Software, State Aid			500				500	500				500	-
61517 · Computer Maintenance				5,500			5,500		5,500			5,500	-

			FY 2020-2021 Unrestricted	State Aid	Restricted	Carry-Over	Subtotal	FY 2021-2022 Unrestricted	State Aid	Restricted	Carry-Over	Subtotal	
		<i>Column Reference Number</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Difference</b>
		61500 · Computer - Other											-
		<b>Total 61500 · Computer</b>	<b>3,000</b>	<b>39,437</b>			<b>42,437</b>	<b>3,000</b>	<b>40,500</b>			<b>43,500</b>	1,063
	Total 61000 · Operations		<b>129,510</b>	<b>39,437</b>	-		<b>168,947</b>	<b>167,275</b>	<b>40,500</b>	-		<b>207,775</b>	38,828
		62000 · Equipment											-
		62200 · Equipment			1,000		1,000		4,000	1,000		5,000	4,000
		62300 · Equipment Maintenance											-
		62310 · Contractual Services					-					-	-
		Contractual Services - ESPL/Parksley	1,000	5,975			6,975	-	8,975			8,975	2,000
		Contractual Services - NFL		2,000			2,000		2,000			2,000	-
		62300 · Equipment Maintenance - Other					-					-	-
		<b>Total 62000 · Equipment</b>	<b>1,000</b>	<b>7,975</b>	<b>1,000</b>		<b>9,975</b>	<b>-</b>	<b>14,975</b>	<b>1,000</b>		<b>15,975</b>	6,000
		63000 · Programs											-
		63100 · Adult		1,427			1,427		1,427	2,000		3,427	2,000
		63200 · Youth	4,000		4,000		8,000	4,000		4,000		8,000	-
		63300 · Outreach	-				-	-	4,652			-	-
		63000 · Programs - Other			20,100		20,100			1,000		1,000	(19,100)
		<b>Total 63000 · Programs</b>	<b>4,000</b>	<b>1,427</b>	<b>24,100</b>		<b>29,527</b>	<b>4,000</b>	<b>6,079</b>	<b>7,000</b>		<b>17,079</b>	(12,448)
		64000 · Personnel											-
		64010 · Salaries - Director					-					-	-
		Salaries - Director - State Aid		67,513			67,513		70,888			70,888	3,375
		64020 · Salaries - Other	181,847	22,388			204,235	205,524				205,524	1,289
		64030 · Hourly Employees	132,400				132,400	158,300				158,300	25,900
		Hourly move preparation	11,000				11,000	11,330				11,330	330
		64050 · Payroll Expenses (8.9%)	35,000				35,000	38,100				38,100	3,100
		64070 · Retirement	20,000				20,000	20,000				20,000	-
		64080 · Insurance											-
		64083 · Insurance, Life					-					-	-
		64084 · Insurance, Gen, Liability					-					-	-
		64085 · Insurance, Medical					-					-	-
		64086 · Insurance, Dental					-					-	-
		Total 64080 · Insurance	41,000				41,000	43,000				43,000	2,000
		64090 · Liability Reserve	8,000				8,000	8,000				8,000	-
		<b>Total 64000 · Personnel</b>	<b>429,247</b>	<b>89,901</b>			<b>519,148</b>	<b>484,254</b>	<b>70,888</b>			<b>555,142</b>	35,994
		65000 · Supplies											-
		65100 · Custodial	8,000				8,000	10,000				10,000	2,000
		65300 · Library Supplies	1,000	15,350			16,350	-	20,350			20,350	4,000



			FY 2020-2021 Unrestricted	State Aid	Restricted	Carry-Over	Subtotal		FY 2021-2022 Unrestricted	State Aid	Restricted	Carry-Over	Subtotal	
		<i>Column Reference Number</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Difference</b>
	69001 · Professional Services,Financial		13,500				13,500		14,000				14,000	500
	69002 · Professional, Library Services			8,000			8,000		572	4,428			5,000	(3,000)
	69003 - Erate Consultant		4,600				4,600		4,600				4,600	-
	69004 - Auditor		5,100				5,100		5,100				5,100	-
		MOVING EXPENSES							13,034				13,034	
	69000 · Professional Services - Other		1,000				1,000		1,000		3,700		4,700	3,700
	<b>Total 69000 · Professional Services</b>		<b>24,200</b>	<b>8,000</b>			<b>32,200</b>		<b>38,306</b>	<b>4,428</b>	<b>3,700</b>		<b>46,434</b>	14,234
	<b>Total Expense</b>		<b>628,363</b>	<b>232,352</b>	<b>46,100</b>	<b>8,000</b>	<b>914,815</b>		<b>725,237</b>	<b>212,720</b>	<b>37,700</b>	<b>-</b>	<b>975,657</b>	60,842
	<b>Net Ordinary Income</b>		(2,500)	5,587	-	(8,000)	(4,913)		(12,475)	14,975	(2,500)	-	-	4,913
	<b>Other Expense</b>													-
	<b>8010 · Reserve</b>		2,550				2,550		-				-	(2,550)
	<b>8020 · Miscellaneous</b>													-
		Carryover (reserve)	-		0	(20,650)	(20,650)		-		0		-	20,650
		State Aid carry over (estimate)		(7,600)			(7,600)			-			-	7,600
	<b>Total Other Funds</b>		<b>2,550</b>	<b>(7,600)</b>	<b>-</b>	<b>(20,650)</b>	<b>(25,700)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	25,700
	<b>Balance</b>													-
		<b>State aid (see 41030)</b>		237,939										
		<b>How State Aid Allocated:</b>		FY2020-2021						FY2021-2022				
		<b>Books &amp; Materials</b>		55,500						55,500				
		<b>Salaries</b>		89,901						70,888				
		<b>Internet Access</b>		11,100						11,100				
		<b>Equipment</b>		2,500						4,000				
		<b>Furniture</b>												
		<b>Supplies</b>		15,350						20,350				
		<b>Other</b>		37,426						35,479				
		<b>Contractual Services</b>		12,975		Equip & Cmptr Main;Barnes				15,403				
		<b>Fellowship</b>		-						-				
				224,752						212,720				

## Requirements for State Aid

In order to qualify for grants-in-aid, all libraries serving more than 5,000 persons must meet the following requirements by July 1, 1992:

1. Be organized under the appropriate section of the Code of Virginia. Not more than one library in a county or regional library system or a municipal government unit may receive a grant.
2. Submit to the State Library Board:
  - Charter, resolution, or other legal papers under which they are organized.
  - A copy of the by-laws of the board of trustees, a list of trustees, revised as changes occur.
  - A five-year plan, adopted by the governing body of the library service in the area (areas) served. In order to receive continuing grants, this plan must be updated annually. *[See Appendix A]*
  - A written statement of policy covering such items as: service, personnel, and maintenance of book collections and other materials.
  - A copy of the budget for the expenditure of local funds, not including anticipated state and federal funds. This must be submitted annually.
3. Have local operating expenditures of at least 50% of the median statewide local operating expenditures per capita, two – thirds of which must be from taxation or endowment. The median shall be recalculated each biennium. Libraries obtaining aid for the first time or those falling below the 50% median must meet the requirement within five years. Libraries which fall below 50% of the median in local expenditures per capita must submit a plan to the State Library Board for reaching the minimum requirement. The plan must include a schedule of annual increases in local expenditures of not less than 20% of the amount needed to attain local per capita expenditures of 50% of the median within five years. Local operating expenditures from taxation or endowment for any library, or library system, shall not fall below that of the previous year. In cases where the budgets of all the departments of the local government are reduced below those of the previous year, the library's state grant-in-aid would be reduced. The State Library may require that the amount of such reduction in the library's total expenditure be subtracted from the library's eligibility and that the state grant be reduced accordingly. If the library's budget is reduced and other agencies' budgets are not, then the library would receive no state grant-in- aid and would be ineligible for one until local expenditures shall have again reached or exceeded the local effort at the time of the last previous grant. The library would be ineligible for any federal funds if local funds are reduced below that of the previous year. Grants – in – aid shall be used as supplements to local funds. The amount of any undesignated balance in the local operating budget at the end of the fiscal year which exceeds 10% will be subtracted from the grant which is based on that years expenditures.

4. Have certified librarians in positions as required by state law. Libraries failing to employ a certified librarian in the position of director will have their state aid grant reduced by 25%.
5. Keep open a headquarters library or centrally located branch at least 40 hours a week for a full range of library services. This schedule must include at least three consecutive evening hours and appropriate weekend hours. Evening hours are defined as the hours after 5 p.m.
6. Maintain an up-to-date reference collection and set up procedures for securing materials from other libraries through interlibrary loan.
7. Organize materials for convenient use through shelf arrangement, classification and cataloging, and provide a catalog of its resources.
8. Stimulate use of materials through publicity, displays, reading lists, story hours, book talks, book and film discussions and other appropriate means.
9. Lend guidance in all outlets to individuals in the use of informational, educational, and recreational materials.
10. Maintain a collection of currently useful materials by annual additions and systematic removal of items no longer useful to maintain the purposes of quality of its resources. Have a telephone and the number of the telephone listed in the local telephone directory.
11. Provide the basic services listed in this section free of charge to the public as required by law.
12. Every regional, county, and city library serving an area of more than 400 square miles, or more than 25,000 persons, must provide some form of extension service acceptable to the board.
13. If the library system has two or more service units, either branches or stations, it must maintain a scheduled, frequent delivery system.
14. The Library Board may, at its discretion, make exceptions for a specified period of time to any single requirement listed above. The exception will be made only if the library can show that a real effort has been made to meet the requirement and that significant progress has been made toward meeting this requirement.

*Approved by the State Library Board, March 13, 1991*

## APPENDIX A

### **Basic Elements for a 5 Year Plan**

The following list contains elements that should be included in your library's Five Year Plan (or Strategic Plan):

- Vision (defines where you want to be in the future)
- Core Values (a frank self-assessment of how you want your organization to behave as it goes about delivering against its vision and mission/focus areas)
- Clearly Defined Outcomes (articulate what steps you are going to take to get there, and what success looks like for each of those steps)
- Accountability (state one person/position who will have primary accountability for each outcome)
- Key Performance Indicators (a measurable value that demonstrates how effectively a company is achieving key objectives)
- Name of library system
- Dates/Years the plan covers
- When the plan was approved OR when the plan was updated
- Contact information for questions about the plan
- Language indicating that the plan will be updated annually or bi-annually
- Specific plans for branches (if applicable) if the plan is not the same for the entire library system
- Page numbers
- Headers and/or footers



## **Meal and Rest Break Periods**

**OVERVIEW:** This policy defines the meal and rest break periods provided to employees.

**SCOPE:** This policy applies to all employees working both on-site and remotely who meet the criteria listed in provisions.

### **PROVISIONS:**

#### **Rest breaks**

Rest breaks are to be no longer than 15 minutes. Employees are not required to take a break, but the library encourages it for health and well-being. An employee working 4 hours or more is eligible for one rest break. An employee working 8 hours or more is eligible for two rest breaks. Employees working in the public service areas are asked to assign replacement coverage and provide this information to the manager before taking a break.

#### **Meal breaks**

In addition to rest breaks, employees working six hours or more are eligible for a 30 minute meal break. Meal breaks for employees who remain on-site while on break are considered as on the clock (paid) time. Employees who use the electronic time clock are expected to clock out when they leave the building for break periods and clock in upon return. Employees working remotely are expected to clock out for a meal break when working six hours or more. Meal breaks taken off-site by full-time employees who do not use the electronic time clock are considered as unpaid time. Longer unpaid break periods for on-site employees require manager approval.

### **PAID BREAK PERIODS:**

1. Four hours - 15 minutes rest break
2. Six hours or more - 15 minute rest break; 30 minute meal break
3. Eight hours or more - Two 15 minute rest breaks; One 30 minute meal break

Note: Rest and meal breaks may be combined into one longer break with manager approval.