

**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**May 11, 2021, 1:00 PM**

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

***Agenda – In-person & Electronic\* Meeting***

*\*For an electronic invitation, please request a link from the Library Director, Cara Burton, by calling 757-787-3400 or emailing [cburton@espl.org](mailto:cburton@espl.org).*

1. Call to Order
2. Public Comments
3. Approval of Minutes of April 13, 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. Strategic Planning
  - b. Grand Opening Planning
10. New Business
  - a. Nominating Committee
11. Additional Comments
12. Next Meeting: Tuesday, June 8, 2021 at ESPL in Accomac at 1:00 pm
13. Adjournment

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

April 13, 2021 at 1:00 pm  
(Meeting held electronically)

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

**In attendance:** Cara Burton, Director. **Staff:** Stacia Childers, Tiffany Flores, Charle Ricci, Karen Sharp.

**Capital Project:** Al McMath.

1. Meeting was called to order by Chairperson Ryan at 1:02 pm.
2. **Public Comments.** McMath reported that he, Tom Rakowski and Jeremy Shiflett (Accomack County) met onsite earlier today and agreed that the original roof has some issues and that a different track than is currently planned needs to be taken for reconstruction in order to avoid problems in the future.
3. **Approval of Minutes.** Poyer motioned to accept the minutes from the March 9, 2021 meeting. Holland seconded. Motion approved.
4. **Financial Report.** Holland motioned for the Financial Reports as provided by Burton to be accepted. Valentine seconded. Motion approved.
5. **Branch and Friend's Reports**
  - a. Cape Charles Memorial Library - Included in system report. Burton visited CCML yesterday and the staff, consisting of Rutledge and Silvey, are doing quite well. The Town of Cape Charles is getting increasingly busy leading up to the summer season.
  - b. Chincoteague Island Library - Included in system report. No new updates presented.
  - c. Northampton Free Library - Included in system report. A very successful Artmobile event was hosted by ESPL on Thursday in Nassawadox and in Onancock at Historic Onancock School on Friday and Saturday. The Nassawadox stop generated a great deal of excitement and many spontaneous visitors in addition to the scheduled appointments. There were approximately 50 visitors each day. Burton expressed thanks to the volunteers who helped and to Flores and Rogers who helped to organize and promote the event.
  - d. ESPL Friend's Reports – No report submitted. Burton reported that the office space currently occupied by the Foundation at Four Corners Plaza will no longer be available. The boxes of books stored at the office for a future book sale are now being stored at Carol Callander's house. The ESPL Friends have been more active now that some members are fully vaccinated and they have been very helpful in processing discarded books to send to Better World Books.
6. **Library Director's Report** – Cara has been working lately on signage for the new library. Interior room identification signage is covered by the contract with RH, but not directional signage or names on the building's exterior. The signage work has been subcontracted to ADCO signs. The font has been determined and by using vinyl lettering instead of hard molded plastic signs, more purchasing power is gained. Burton also requested that the acceptance of a sculpture by a potential donor be approved by the Board. Burton recognizes the need for a donor policy and hopes to have a draft ready for a first reading at the May trustee meeting. Burton placed the second SmartBus public wifi device and an iPad at the Saxis Museum. Also, an iPad was sent to Tangier Island for their library and museum. The current fiscal year's budget included

\$3,000.00 for library services on Tangier and Burton is going to request a \$2,500.00 disbursement in order to support their construction/staffing needs. The remaining \$500.00 has already been expended for travel expenses and other services. Bloxom motioned to accept Director's Report. Poyer seconded. Motion approved.

7. **ESPL Foundation (Davenport)**

- a. Capital Campaign Update – Davenport plans to address the Foundation's request for beginning a Strategic Planning process for the Heritage Center under New Business.

8. **Capital Project Update – Steering Committee (Valentine)** – Things are moving slowly and there needs to be a change in how the roof over the original building is reconstructed. The appropriate personnel are involved at the Steering Committee and the County level. McMath added that the decision will need to be made relatively quickly.

9. **Old Business** – None.

10. **New Business**

- a. Donated Sculpture – Burton displayed a photograph of the sculpture by Dr. William Turner proposed by a potential donor. Poyer motioned to accept the donation of the sculpture. Holland seconded. Poyer concurred with Burton that a donation policy should be developed and put in place for future donations. Burton is working on such a policy. Motion approved.
- b. Strategic Planning – Davenport noted that the Foundation has recently run into a roadblock that needs to be addressed so that their fundraising work can continue. In the past, an attempt to secure funding from the National Endowment for the Humanities for the Library was successful. However, the NEH denied a grant application for the Heritage Center because the Heritage Center does not have a strategic plan. A second grant was denied just a couple weeks ago for the same reason. The NEH is a large source of funds and also a gatekeeper for many other grant sources and organizations. Approval from the NEH opens the door to other sources of funding. Davenport requests that the trustees discuss and agree to develop an updated Strategic Plan that includes one for the Heritage Center. The Library of Virginia will provide an experienced individual to assist the trustees with beginning the planning process during a retreat. Burton provided a timeline for developing a strategic plan in this month's board packet. Ryan expressed his full support for the development of a strategic plan, but would like to ensure that there be appropriate input from the members of the Foundation that have participated in the development of the Heritage Center over the years. Bloxom asked whether the planning retreat could be in person. Davenport noted that the meeting could be held at the Chamber or at the Onley Town Center. Davenport explained that input from the Foundation is included in the process and is a part of the timeline after this initial first step of approval. Davenport motioned that the board of trustees agrees to initiate the timeline to move forward with a strategic plan, recognizing the need to begin taking these steps promptly. Holland seconded. Motion approved. Davenport will send an email with the potential dates for the retreat and will compile the results to determine which date works best for the largest number of trustees.
- c. Grand Opening Planning – Burton requested direction from the library board as to what is being envisioned for the grand opening event, as well as if the planning will be done by the Foundation, the trustees, a committee, or a combination of the three. It could be traditional, with dignitaries and ribbon cutting, or more of a celebratory party. The library will plan a family-friendly event as well. There has been some discussion about retaining an event planner. Colette Nelson and Burton interviewed a recommended event planner who volunteered to help. Burton suggested that this planner be involved as an advisor, managing a more local, "on the ground" individual, who would be compensated. Poyer agreed that the use of a paid professional would be beneficial. McMath expressed support from the Foundation through financial help and volunteer work, but asked that

the details of the event be decided upon by the trustees. Bloxom inquired about COVID restrictions as to number of attendees. Burton is hoping that large group restrictions could be relaxed by the time the grand opening would be held, possibly in September. Ryan asked whether the opening should be grand, or a more scaled down celebration. Davenport expressed his support for an expansive celebration to share the new facility with the public and ensure their future support. Holland and Pittman agreed. Ryan noted that an event of this nature and scale would require a professional planner and asked that along with the Foundation, Burton proceed with finding an event planner that would prepare a proposal and a budget for the opening.

- d. ESPL Budget Plan Revisions FY2021/22 – Bloxom noted that the program expenses during this fiscal year were much lower than budgeted and Burton explained that this was due to COVID. Burton also noted that virtual programs are less expensive in general. Burton wanted to make clear to the trustees that the library will not be open to the public as many hours as in the past because of flat-level funding from Accomack County. Burton explained that adding evening and weekend hours present difficulties in finding qualified people willing to work those hours. The state requires that the main library be open on Saturday as well as one evening each week. The current plan includes evening hours at Accomack and Nassawadox one night each week and Saturday hours in Accomack. Davenport motioned to accept the budget plan revisions. Bloxom seconded. Motion approved.
- e. Personnel Manual – Revision to provide more specific guidance for meal breaks – *Second Reading* – Bloxom motioned to approve for second reading the “Meal and Rest Breaks” addition to the Personnel Manual. Valentine seconded. Motion approved.

11. **Additional Comments** – Ryan is hoping to meet in person at the May meeting and asked that anyone who objects to such a meeting make it known.

12. **Next Meeting:** Tuesday, May 11, 2021 at ESPL in Accomack at 1:00 pm

13. **Adjournment** – Valentine motioned to adjourn the meeting. Davenport seconded. Motion approved.  
Meeting adjourned at 1:57 by Chair.

Respectfully submitted,

Cara Burton, Secretary



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

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

## FINANCIAL SUMMARY

May 11, 2021

There was an error in recording the ESPL Foundation \$1,669.50 donation to cover the cost of moving the furniture from the Foundation office to the library. It is to be moved from Government Grant to Restricted Contributions.

A mystery ACH deposit of \$250 was resolved. It was the Library of Virginia scholarship for Karen Sharp to attend the ALA conference. The Commonwealth of Virginia deposits are undefined in the statements when deposited.

Changes were made in the Library of Virginia State Aid budget to reflect adjustments in the materials budget. Increased book donations and a carryover from last fiscal year allowed funds to be used in other areas, namely equipment. Due to the LVA deadline, these were made prior to this meeting and the ESPL budget need to be reworked to make it balance. Hopefully, this can be presented at the next meeting. The adjustments in Quickbooks for just the State Aid changes were made and should reflect on the Budget vs. Actual report. For example, the 61511 has an increase and 61510 expenses need to be transferred to that line item. TS was informed that no carryover of materials budget will take place due to the complications it creates in bookkeeping.

Fuel Oil is way over budget as the budget was developed for being in Parksley during the winter.

The \$2,500 check for Tangier's library was recorded under 68000, Miscellaneous.

Eastern Shore Public Library  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	100.00
Sun Trust - Operating	
Liability Reserve	11,809.64
Reserve	20,000.00
Sun Trust - Operating - Other	<u>348,780.94</u>
<b>Total Sun Trust - Operating</b>	380,590.58
<b>Suntrust - Restricted Fund</b>	<u>10,180.57</u>
<b>Total Checking/Savings</b>	<u>390,871.15</u>
<b>Total Current Assets</b>	<u>390,871.15</u>
<b>TOTAL ASSETS</b>	<u><b>390,871.15</b></u>
<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>3,610.10</u>
<b>Total Credit Cards</b>	3,610.10
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	830.49
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	1,122.70
2300 · Anthem, Dental	118.94
2360 · AFLAC	<u>165.30</u>
<b>Total Other Current Liabilities</b>	<u>2,237.48</u>
<b>Total Current Liabilities</b>	<u>26,638.45</u>
<b>Total Liabilities</b>	26,638.45
<b>Equity</b>	
1110 · Retained Earnings	-10,429.04

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05/06/21  
Accrual Basis

Eastern Shore Public Library  
**Balance Sheet**  
As of April 30, 2021

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	<b>Apr 30, 21</b>
3000 · Opening Bal Equity	95,784.16
Net Income	278,877.58
Total Equity	364,232.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>390,871.15</b>

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05/06/21

Accrual Basis

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	444,844.00	444,844.00	0.00	100.0%
41020 · Northampton County	176,519.00	176,519.00	0.00	100.0%
41030 · State Aid	237,939.00	224,752.00	13,187.00	105.9%
41040 · Grants	29,506.92	0.00	29,506.92	100.0%
Total 41000 · Government Income	888,808.92	846,115.00	42,693.92	105.0%
42000 · Contributions				
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	9,300.25	5,500.00	3,800.25	169.1%
42050 · Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 · Adopt-A-Book	991.53	0.00	991.53	100.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	21,769.85	16,000.00	5,769.85	136.1%
43000 · Reimbursements				
43010 · NFL Book Endowment	4,570.00	5,000.00	-430.00	91.4%
43020 · Island	2,622.10	2,500.00	122.10	104.9%
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%
Total 43000 · Reimbursements	18,298.92	24,100.00	-5,801.08	75.9%
44000 · Fines & Fees				
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	467.69	0.00	467.69	100.0%
Total 44000 · Fines & Fees	2,363.08	3,000.00	-636.92	78.8%
45000 · Endowments				
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%
Total 45000 · Endowments	2,099.35	2,000.00	99.35	105.0%
46000 · Private Grants	8,447.11	5,000.00	3,447.11	168.9%



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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	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>941,933.38</b>	<b>896,715.00</b>	<b>45,218.38</b>	<b>105.0%</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>941,933.38</b>	<b>896,715.00</b>	<b>45,218.38</b>	<b>105.0%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	11,525.66	9,000.00	2,525.66	128.1%
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>16,156.84</b>	<b>72,280.00</b>	<b>-56,123.16</b>	<b>22.4%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	4,228.28	1,500.00	2,728.28	281.9%
61202 · Electricity	4,528.81	6,000.00	-1,471.19	75.5%
61202.1 · Electricity - NFL	3,056.75	4,200.00	-1,143.25	72.8%
61202.2 · Electricity - Parksley	0.00	17,500.00	-17,500.00	0.0%
61203 · Telephone	6,640.65	4,000.00	2,640.65	166.0%
61203.1 · Telephone - NFL	1,257.89	1,550.00	-292.11	81.2%
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>19,712.38</b>	<b>35,950.00</b>	<b>-16,237.62</b>	<b>54.8%</b>
<b>61300 · Vehicle Operation</b>	<b>1,638.53</b>	<b>2,500.00</b>	<b>-861.47</b>	<b>65.5%</b>
<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	4,600.00	-4,600.00	0.0%
61512 · Computer Hardware, Grants	0.00	0.00	0.00	0.0%
61513 · Online Services	22,292.95	20,337.00	1,955.95	109.6%
61514 · Internet Services, State	13,144.91	11,100.00	2,044.91	118.4%
61515 · Computer Software	1,007.00	500.00	507.00	201.4%
61516 · Computer Software, State	315.00	500.00	-185.00	63.0%
61517 · Computer Maintenance	4,989.00	5,500.00	-511.00	90.7%
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>	45,333.98	44,537.00	796.98	101.8%
<b>61000 · Operations - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 61000 · Operations</b>	83,857.73	168,131.00	-84,273.27	49.9%
<b>62000 · Equipment</b>				
62100 · Equipment, General	2,877.89	0.00	2,877.89	100.0%
62200 · Equipment, State	0.00	3,500.00	-3,500.00	0.0%
<b>62300 · Equipment Maintenance</b>				
62310 · Contractual Services	8,596.19	8,975.00	-378.81	95.8%
62300 · Equipment Maintenance - Other	1,244.00	0.00	1,244.00	100.0%
<b>Total 62300 · Equipment Maintenance</b>	9,840.19	8,975.00	865.19	109.6%
<b>62000 · Equipment - Other</b>	6,330.90	0.00	6,330.90	100.0%
<b>Total 62000 · Equipment</b>	19,048.98	12,475.00	6,573.98	152.7%
<b>63000 · Programs</b>				
63100 · Adult	4,454.61	1,427.00	3,027.61	312.2%
63200 · Youth	2,127.92	8,000.00	-5,872.08	26.6%
63000 · Programs - Other	1,018.30	20,100.00	-19,081.70	5.1%
<b>Total 63000 · Programs</b>	7,600.83	29,527.00	-21,926.17	25.7%
<b>64000 · Personnel</b>				
64010 · Salaries - Director	55,156.60	67,513.00	-12,356.40	81.7%
64020 · Salaries - Other	167,769.22	204,235.00	-36,465.78	82.1%
64030 · Hourly Employees	112,983.30	143,400.00	-30,416.70	78.8%
64050 · Payroll Expenses	30,925.80	35,000.00	-4,074.20	88.4%
64070 · Retirement (VRS)	14,446.81	20,000.00	-5,553.19	72.2%
<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)	0.36	0.00	0.36	100.0%

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05/06/21

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)	28,740.15	40,046.00	-11,305.85	71.8%
64086 · Insurance, Dental (Anthem)	810.14	954.00	-143.86	84.9%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 64080 · Insurance</b>	<b>29,550.58</b>	<b>41,000.00</b>	<b>-11,449.42</b>	<b>72.1%</b>
64090 · Liability Reserve	12,398.87	8,000.00	4,398.87	155.0%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 64000 · Personnel</b>	<b>423,231.18</b>	<b>519,148.00</b>	<b>-95,916.82</b>	<b>81.5%</b>
<b>65000 · Supplies</b>				
65100 · Custodial	1,944.49	8,000.00	-6,055.51	24.3%
65200 · Office	1,419.19	0.00	1,419.19	100.0%
65300 · Library	22,551.23	26,000.00	-3,448.77	86.7%
65400 · Youth Program Supplies	205.16	2,000.00	-1,794.84	10.3%
65000 · Supplies - Other	115.22	3,000.00	-2,884.78	3.8%
<b>Total 65000 · Supplies</b>	<b>26,235.29</b>	<b>39,000.00</b>	<b>-12,764.71</b>	<b>67.3%</b>
<b>66000 · Materials</b>				
66310 · System Materials				
66311 · Books, State Aid	28,884.54	34,300.00	-5,415.46	84.2%
66312 · Periodicals, State Aid	3,432.56	4,000.00	-567.44	85.8%
66313 · Continuations, State Aid	375.65	500.00	-124.35	75.1%
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	3,427.79	3,700.00	-272.21	92.6%
66318 · Other Non-Book, State Aid	0.00	0.00	0.00	0.0%
66320 · Cape Charles Contract #15	1,892.51	2,000.00	-107.49	94.6%
66321 · Books - Non-State Aid	0.00	0.00	0.00	0.0%
66310 · System Materials - Other	20.00	0.00	20.00	100.0%
<b>Total 66310 · System Materials</b>	<b>39,278.07</b>	<b>48,000.00</b>	<b>-8,721.93</b>	<b>81.8%</b>
66350 · Affiliates				
66351 · Books, Affiliates	15,174.31	16,000.00	-825.69	94.8%
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>15,174.31</b>	<b>16,000.00</b>	<b>-825.69</b>	<b>94.8%</b>
66900 · Restricted	7,648.07	13,000.00	-5,351.93	58.8%
66000 · Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66000 · Materials</b>	<b>62,100.45</b>	<b>77,000.00</b>	<b>-14,899.55</b>	<b>80.6%</b>
<b>67000 · Other</b>				

4:16 PM

05/06/21

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	2,469.34	1,800.00	669.34	137.2%
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	2,038.00	2,000.00	38.00	101.9%
67000 · Other - Other	1,669.50	102.00	1,567.50	1,636.8%
<b>Total 67000 · Other</b>	<b>6,634.47</b>	<b>9,902.00</b>	<b>-3,267.53</b>	<b>67.0%</b>
68000 · Miscellaneous				
68100 · Bank Fees	662.18	1,000.00	-337.82	66.2%
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	323.00	3,500.00	-3,177.00	9.2%
68700 · Tangier	2,674.82	3,000.00	-325.18	89.2%
68000 · Miscellaneous - Other	6,718.44	23,466.00	-16,747.56	28.6%
<b>Total 68000 · Miscellaneous</b>	<b>10,629.00</b>	<b>31,266.00</b>	<b>-20,637.00</b>	<b>34.0%</b>
69000 · Professional Services				
69001 · Professional Services, Financial	13,315.00	13,500.00	-185.00	98.6%
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>21,795.47</b>	<b>32,200.00</b>	<b>-10,404.53</b>	<b>67.7%</b>
60000 · EXPENSES - Other	0.00	0.00	0.00	0.0%
<b>Total 60000 · EXPENSES</b>	<b>661,133.40</b>	<b>918,649.00</b>	<b>-257,515.60</b>	<b>72.0%</b>
<b>Total Expense</b>	<b>661,133.40</b>	<b>918,649.00</b>	<b>-257,515.60</b>	<b>72.0%</b>
<b>Net Ordinary Income</b>	<b>280,799.98</b>	<b>-21,934.00</b>	<b>302,733.98</b>	<b>-1,280.2%</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	8,330.00	2,550.00	5,780.00	326.7%
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>8,330.00</b>	<b>23,200.00</b>	<b>-14,870.00</b>	<b>35.9%</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	-8,330.00	-23,200.00	14,870.00	35.9%
Net Income	272,469.98	-45,134.00	317,603.98	-603.7%

**Profit & Loss**

April 2021

	Apr 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>41000 · Government Income</b>	
41010 · Accomack County	111,211.00
41030 · State Aid	62,781.50
41040 · Grants	1,919.50
<b>Total 41000 · Government Income</b>	175,912.00
<b>42000 · Contributions</b>	
42040 · Contributions Restricted	150.00
42060 · Adopt-A-Book	50.00
<b>Total 42000 · Contributions</b>	200.00
<b>43000 · Reimbursements</b>	
43020 · Island	478.71
<b>Total 43000 · Reimbursements</b>	478.71
<b>44000 · Fines &amp; Fees</b>	13.90
<b>46000 · Private Grants</b>	4,000.00
<b>Total 40000 · INCOME</b>	180,604.61
<b>Total Income</b>	180,604.61
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
61100 · Building	
61101 · Building Maintenance	824.76
<b>Total 61100 · Building</b>	824.76
<b>61200 · Utilities</b>	
61202 · Electricity	379.19
61202.1 · Electricity - NFL	318.12
61203 · Telephone	694.29
<b>Total 61200 · Utilities</b>	1,391.60
<b>61300 · Vehicle Operation</b>	243.98
<b>61500 · Computer</b>	
61513 · Online Services	1,123.82
61514 · Internet Services, State	917.60
61517 · Computer Maintenance	445.00
<b>Total 61500 · Computer</b>	2,486.42
<b>Total 61000 · Operations</b>	4,946.76
<b>62000 · Equipment</b>	
62100 · Equipment, General	813.46
62300 · Equipment Maintenance	
62310 · Contractual Services	4,414.52

## Profit & Loss

April 2021

	Apr 21
62300 · Equipment Maintenance - Other	995.00
Total 62300 · Equipment Maintenance	5,409.52
Total 62000 · Equipment	6,222.98
63000 · Programs	
63100 · Adult	1,348.17
63200 · Youth	600.00
Total 63000 · Programs	1,948.17
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	13,886.94
64030 · Hourly Employees	14,007.69
64050 · Payroll Expenses	3,033.79
64070 · Retirement (VRS)	1,306.45
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.06
64085 · Insurance, Medical (Anthem)	2,395.04
64086 · Insurance, Dental (Anthem)	65.54
Total 64080 · Insurance	2,460.64
64090 · Liability Reserve	667.00
Total 64000 · Personnel	40,878.17
65000 · Supplies	
65100 · Custodial	197.43
65200 · Office	408.70
65300 · Library	644.66
Total 65000 · Supplies	1,250.79
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	4,626.64
66312 · Periodicals, State Aid	119.13
66313 · Continuations, State Aid	25.04
66317 · AV, State Aid	790.41
66320 · Cape Charles Contract #15	102.72
Total 66310 · System Materials	5,663.94
66350 · Affiliates	
66351 · Books, Affiliates	1,947.63
Total 66350 · Affiliates	1,947.63
66900 · Restricted	867.92
Total 66000 · Materials	8,479.49
67000 · Other	
67100 · Postage	28.99

**Profit & Loss**

April 2021

	Apr 21
67000 · Other - Other	1,669.50
Total 67000 · Other	1,698.49
68000 · Miscellaneous	
68100 · Bank Fees	64.96
68700 · Tangier	2,500.00
68000 · Miscellaneous - Other	2,792.37
Total 68000 · Miscellaneous	5,357.33
69000 · Professional Services	
69001 · Professional Services,Financial	1,290.00
Total 69000 · Professional Services	1,290.00
Total 60000 · EXPENSES	72,072.18
Total Expense	72,072.18
Net Ordinary Income	108,532.43
Other Income/Expense	
Other Expense	
8010 · Reserve	833.00
Total Other Expense	833.00
Net Other Income	-833.00
Net Income	107,699.43



May 11, 2021

## Director's Update:

### ON THE TRAIL TO BUILDING COMMUNITY

The new Nassawadox History Walking Trail debuted at the VMFA Art on the Road artmobile event last month along with the new Walking Classroom Walk-Kits (see NFL report). Both provided something else to do at the event and promoted a health lifestyle with walking while learning. The base of the projects, however, was to build partnerships and a sense of community. They also support the strategic plans of other organizations, in addition to our own.

Both programs support the Healthy Communities Walking Trails and the WalkKits are a project of the ESVA Community Services Board.

One of the Nassawadox History Walking Trail's goals was to promote how the ESVA Heritage Center can help local communities and the broader ESVA

*Continued on page 2*

## NFL Hosts Collaborative Programs

Spring is finally here at the Northampton Free Library! NFL's visitors are greeted by the beautifully blossomed azaleas and the colorful garden located in the front of the building. Master Gardener volunteers maintenance of this garden truly adds to a welcoming entrance.

Perfect weather, beautiful scenery, and now patrons may enjoy our outdoor StoryTrail. A new book "Frog on a Log" by author Kes Gray and illustrator Jim Fields was added in April.

The newly added WalkKits, a project of the ESVA Community Services Board (CSB), has been a popular

*Continued on page 3*



tourism industry. A Parksley History Walking Trail was created by ESPL in 2018 to support the Parksley Downtown Revitalization Committee. Printing costs are sought for each outside of the library's operating budget.

On Saturday, May 1, both were also showcased at the Franktown Methodist Church Spring Fair. The Nassawadox brochure was a great hook to lure people in to our booth. Locals and visitors alike enjoyed getting that brochure, other town walking trails, and the ESVA Tourism Activity Guide with a map of local museums. The Foundation bookmark with a photo of the new library was shown to them, pointing out the Heritage Center.

Once I reviewed these, I passed them over to Tiffany Flores by suggesting they may also want to learn about the WalkKits. This tag-team approach worked well and helped with social distancing. Flores was able to connect with some local teachers during this, as well. In fact, we ran out of brochures.

Town walking trails support the Eastern Shore of Virginia Tourism Commission Plan section on History and Heritage Project (page 12) as it will help "Refresh history and heritage visitor experiences."

This project directly aligns with the two Northampton County Heritage Tourism goals:

#1 – Promote the charm and history of the Eastern Shore's small towns/villages and foster their revitalization. (page 36)

#2 – Promote the area's rich historical and

cultural legacy by capitalizing on the Eastern Shore's role. Specifically, Strategy A, #1 – Create walking tour brochures for each historic town. (page 37).

Both of these projects are good examples of how ESPL can build community by aligning with regional strategic plans in its own planning. We look forward to how our future Heritage Hub and Culture of Reading Initiatives' projects will continue to have impact on the Shore.



This aerial photo that is on loan to NFL by Jeff Walker was helpful in developing the Trail brochure. Pictured is the current site of NFL! You can print copies of our walking trails from our website under the Genealogy tab.

# Technical Services

Charle Ricci, TS Manager

## Genre: Finding Just the Right Book

Fictional genres can be helpful when looking for your next great read. If you know which genres you enjoy most, finding books that are similar to those you've enjoyed in the past makes the search much easier.

**Fiction is typically divided into five main genres:**

- ⇒ **fantasy**
- ⇒ **historical fiction**
- ⇒ **contemporary fiction**
- ⇒ **mystery**
- ⇒ **science fiction**

Taking a deeper dive into fictional sub-genres, you'll also find:

- ⇒ romance
- ⇒ dystopian
- ⇒ action & adventure
- ⇒ horror
- ⇒ thriller & suspense
- ⇒ women's fiction
- ⇒ literary fiction
- ⇒ graphic novels
- ⇒ short stories

**Writer's Digest**, a well-respected guide for aspiring authors, lists 114 sub-genres at <https://www.writersdigest.com/writing-articles/genreddefinitions>. The library's acquisitions staff is very familiar with fiction types and trends, and

found some of the sub-genres on this list to be very interesting. Here are a few that they didn't realize had become a sub-genre of their own:

**Inverted** - a story in which the reader knows "whodunit" but the suspense arises from watching the detective figure it out.

**Creepy Kids** - a horror tale in which children, under the influence of dark forces, begin to turn against the adults.

**Glitz/Glamour** - focused on the jet-set elite and celebrity-like characters.

**Magical Realism** - inspired by Latin-American authors in which extraordinary forces or creatures pop into otherwise normal, real-life settings.

**Cli-Fi** - stories depicting the consequences of climate change.

The library offers an excellent tool for exploring genres – or even combining them into a super-personalized search for your next book: **Novelist Plus**, found at <https://espl.org/how-do-i/reading-resources/>. Using your library card number, log into Novelist and select the "Browse By" Genre on the main menu bar. The "Browse By" list also features titles organized by Theme such as Missing Memories or Too Good to be True. You can also "Browse By" Appeal with categories such as Lush and Haunting or Intensifying and Menacing. Give Novelist a try and find out which genres will be a perfect fit for you!





# Northampton Free Library

Barbrielle Rogers, Branch Manager



addition to NFL's collection. The Walking Classroom consists of a WalkKit audio player with over 150 kid-friendly podcasts, and a walking trail passport designed by CSB. 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.



Due to multiple checkouts and patron requests, CSB has placed an order for additional Walking Classroom materials to be added to our collection. Once introduced to the WalkKits, some teachers have begun to add the Walking Classroom program to their classroom's curriculum. Not only teachers, but individual patrons have checked out WalkKits with their children and enjoyed the different podcasts that are available.

This month, NFL also had a visit from the Virginia Museum of Fine Arts "VMFA on the Road" artmobile. VMFA on the Road is a mobile interactive art space that brings works from the VMFA's art collection to communities across the state. Due to some traveling issues, staff and VMFA's staff were still able to have a successful event. There were approximately eighty attendees. Along with COVID-19 protocols, nine individuals toured at a time. During this event, we were also issuing library cards and introduced the Walking Classroom program to the community.



## Youth Services

Tiffany Flores, Youth Services Librarian

Draw with Me, Tiffany Flores' virtual art program, launched on April 16th. This program uses art technology and software to invite children to be creative for an hour and learn about digital art. Currently, Tiffany is collaborating with the kids to create a Facebook banner for the Youth Services Facebook Page as a way to teach how to do an art project and allow kids to participate in the process. The program has about one to two attendees per week with seven kids registered. As summer nears, Tiffany hopes to see more attendance .



# Heritage Hub

## Local History Services

Stacia Childers, LH Specialist

Staff has completed the main phase of processing the Kirk Mariner collection prior to the move to the new library. The books and materials from the shelves have been matched to the original inventory created by Edward Barnes and evaluated for inclusion into the existing Eastern Shore Room reading room collections, inclusion in special or archival collections, and portions set aside for evaluation as separate stand alone collections by a trained archivist. The latter includes Mariner's nearly 300 items pertaining to religion which includes local church histories, rare books by or about



ministers who spent time on the Shore or had influence here, and Mariner's own research notes. Still to be inventoried and packed are the map collection, the extensive subject folder collection, and his large collection of magazines and journals which contain articles pertaining to the Eastern Shore.

Approximately 560 volumes were duplicates and often much-needed backup copies for items already in our Eastern Shore Room reading room collections. About 450 will be completely new additions to the reading room. The remainder will be added to either Special Collections (rare and/or delicate volumes that need protection) or added to the archival manuscript collections.

## Franktown Methodist Church Spring Fair



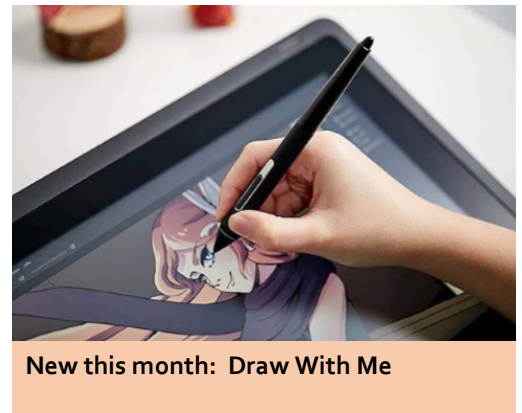
# Youth Services

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!



New this month: Draw With Me

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.



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

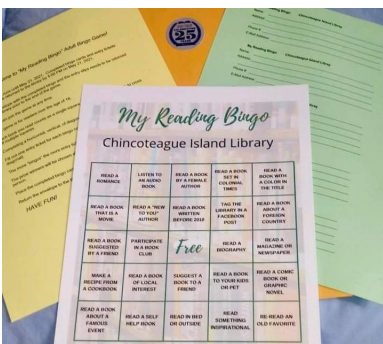
Karen Sharp, Library Manager



CIL re-opened on April 13th! We previously were doing curbside pickup only, which began on December 7, 2020. Our patrons, and our community, have been wonderful in their understanding and support. CIL is now averaging about 22 people per day. Which has improved over an average of 15 curbside visits per day.

And speaking of re-opening. CIL was visited last Saturday, April 24th, by Beritt and her son Jay from Chincoteague. They enjoyed being able to come in after the wait for everyone's safety. Beritt and Jay were "captured" reading a "Pete the Cat" book. This was an awesome sight to see after so long a wait.

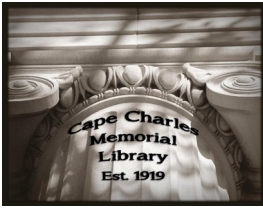
CIL's Virtual Tales for Tots has now completed all six live episodes as of Thursday, April 29th. All episodes will now be archived and available on the Chincoteague Island Library YouTube page. Each episode featured 2 children's books being read by a volunteer and an interactive rhyming activity. This project was made possible by our incredible team, including readers and activity leaders: Susan Birch, Linda Humphries, Diane Fisher, Lou Bender, Barbara Mason, Linda Ryan and Bonnie Oberlander. Behind the scenes, videography, production, and editing was done by Doug Mills, while Linda Ryan and Aubrey Kurtz served as producers. Each episode features music by bensound.com.



Chincoteague Island Library's "My Reading Bingo" adult reader game is still ongoing. The game runs until May 21st.

Details about our summer reading challenge, "Lubbock's Learners" will be announced soon.

Congratulations to Karen Sharp for winning a \$250 Library of Virginia scholarship to the American Library Association 2021 Conference!



# Cape Charles Memorial Library

Ann Rutledge Library Manager

On April 5 we again reopened the Library from 10:00 am until 2:00 pm for 30 minute time limits. Many patrons enjoy the curbside service feature and are still getting their books this way.

We are busy planning our Summer Reading Program which will begin on June 21 and extend through August 13. There will be a combination of virtual programs and in person programs that will be held outside. The theme will be Tails and Tales. Each week will feature a separate theme with additional outdoor crafts and free take and make activities.

Staff met with Ranger Stan Osmolinski of Kiptopeke State Park regarding collaboration of summer programs and litter program(s).

Staff met with Jen Lewis, Community Relations Manager with Town of Cape Charles regarding collaboration of summer programs.

Staff attended Big Share zoom meeting.

Our Spring Take and Make bags were a big success, giving kids materials to make flowers and bugs. Three requests for theme specific Kid Kit bags. (Pictured: homeschool students requested a Human Body Kid Kit.)

The Friends of the Library presented another Spring into Health Zoom and Learn program, Hypertension and me on April 17.

Library staff attended cyber security training.



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## Facility News

The new burglar/fire alarm system has been installed by Johnson Control at NFL. This was funded by the Friends of NFL and ESPL Foundation with their match for the USDA RD grant.

ESPL in Accomac had ants again, which were treated. A large tree limb fell on the septic tank. The limb was removed as well as some ivy that contributed to the ants.

ESPL in Accomac's water test failed....again. A meeting with the Virginia VDH staff to troubleshoot the intermittent problem will be held the week of May 10th. Staff use a water cooler and the public water fountain was turned off when the pandemic started.

Two window air conditioning units were purchased. One replaces the office unit of which the age is before staff memory. The other is in the reference area as the front serving system became unserviceable last year. A unit for the Eastern Shore Room is on loan from an individual. The new units will be more energy efficient than the old office unit and quieter. Someone was hired to install them. Staff also use fans.

A severe, unknown obstruction in the sewer outflow line from the library to the septic tank was cleared.



## Grant Update

**American Rescue Plan Act (ARPA)** has several streams of potential funding we may get. We cannot use the money for construction, however, equipment that falls within the ARPA guidelines will lessen the “outfitting” of the ESVARLHC. Most funding opportunities involve Internet and digital resource access. All are applied for through ESPL (not the Foundation).

**Institute of Museum and Library Services (IMLS)** – This ARPA money is distributed to the Library of Virginia which is allocating it in two ways: (1) additional e-Resources for all Virginia public libraries, contracts of which are now under negotiation, and (2) grants to libraries. Burton is currently exploring possible projects for funding that fall within the speculated guidelines, which have not been defined yet.

**National Endowment for the Humanities (NEH)** – ESPL is partnering with the Nabb Center at Salisbury University. ESPL would get a subaward, if Nabb is awarded this competitive grant. We might receive an archivist 20 hours/week for a year and other benefits on work that will support their DelMarVa African American History database project. The burden of grant application, recordkeeping and fiduciary responsibility falls on SU.

**Virginia Humanities (VH)** – Burton reviewed possible grant options with VH, however, their November 2021 application due date does not fit within ESPL’s spring application plan. This grant will be reviewed later.

**Federal Communications Commission (FCC)** – Emergency Connectivity Fund. More information will be presented when this funding opportunity is evaluated.

**County and Town Funding** – It is possible that either County and local towns can allocate money to ESPL. It is expected that their infrastructure will be a priority, but Trustees should inquire of their Supervisor and ask them to keep ESPL in mind, if opportunities arise.

### **Pending:**

**NEH Sustaining Cultural Heritage Collections** – August award date. Will support compact archival shelving. ESPL Foundation applied.

**NEH Preservation Assistance Grant (PAG)** – August award date. Will provide a consultant to assist with the organization system for the archives. ESPL applied.

### **Awarded:**

**USDA Rural Development Communities Assistance Grant** – two grants were awarded for a variety of technology and equipment. Paperwork and purchasing taking place now.

**ESVA Community Foundation (\$50,000)** – This will be the match for the Accomac USDA RD grant and will support children’s shelving and the Digitization Lab. Awarded to the ESPL Foundation.

**Being Researched:** Heritage Center Strategic Planning. Several Foundations are being explored by the ESPLF Grant Committee to support the needed planning consulting firm.

# Scenes from VMFA's On The Road Artmobile

You can watch artist videos on the VMFA Youtube Channel or at:

<https://www.vmfa.museum/exhibitions/exhibitions/vmfa-on-the-road/>

