

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

September 14, 2021, 1:00 PM

Meeting Location: Accomack County Airport, 29194 Parkway, Melfa, VA

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes of August 10, 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
 - i. Naming Opportunities – updated list
8. Capital Project Update – Steering Committee (Valentine)
9. Old Business
 - a. Strategic Planning (Davenport)
 - b. Grand Opening Planning (Holland and Bloxom)
 - c. Temporary storage of library archives
10. New Business
 - a. Approve the closing of ESPL libraries (Accomack and Nassawadox) to correspond with Accomack County holidays on October 11, November 26, 27 and at noon on November 24, and December 23, 2021. These holidays are not included in the Personnel Manual, but are requested in 2021 due to the strain on staff during the pandemic.
 - b. Approve the Memorandum of Agreement with the Library of Virginia for the IMLS American Rescue Plan Act (ARPA) funding totaling \$28,709.
 - c. Joyce Brown Milliner bequest
11. Additional Comments
12. Next Meeting: Tuesday, October 5, 2021 at 1:00 pm, location tbd
13. Adjournment

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

August 10, 2021 at 1:00 pm

(Meeting held in-person at the Northampton Free Library, Nassawadox, and electronically)

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

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

1. Meeting was called to order by Chairperson Holland at 1:01 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** – Poyer motioned to accept the minutes from the July 13, 2021 meeting. Bloxom seconded. Motion approved.
4. **Financial Report.** Burton is focusing on getting monies still outstanding that are to be reimbursed, such as those from FEMA. Another round of FEMA money related to COVID expenses has just opened and Burton plans to apply. The USDA Rural Development reimbursement is forthcoming, but will not be issued until we have expended all of the matching funds, purchased all equipment, obtained invoices and accepted delivery of items onsite. IMLS money from the CARES and ARPA grants are also still to be collected. Burton included a revised budget in the trustees' packets to reflect an update from the approved April 2021 budget with some firmer figures that more accurately reflect the FEMA and ARPA money and actual state aid funding. Burton received Accomack County and Northampton County CARES money towards operating expenses last year. Burton has not asked either county for ARPA money to avoid conflicts with Foundation asking for ARPA money for the capital project. McMath explained that the Steering Committee requested \$230,000 from Accomack's ARPA money to be used to replenish the contingency fund, which had been completely expended for the roof. (Accomack County funded the additional \$7000 that was above the amount in the contingency fund.) The Foundation is reaching out to individual towns to request some of their ARPA monies, but success for this approach may depend on what the County and the Town of Parksley are contributing. Valentine reported that Mason has indicated that a motion will be made at this week's Board of Supervisors meeting to allocate \$215,493 of the County's ARPA funding towards the construction of the roofing system. Burton noted that once this is approved, the trustees can decide whether or not to approach Northampton County to match 25% of Accomack County's contribution. Davenport motioned to accept the financial reports as submitted. Bloxom seconded. Motion approved.
5. **Branch and Friend's Reports**
 - a. Cape Charles Memorial Library - Included in system report. Burton observed that the CCML is spending a lot of energy in service to tourists, possibly to the detriment of service to local residents. Burton has asked CCML and CIL about service areas outside of the Town of Cape Charles (and south of the Town of Eastville) and the Town of Chincoteague (and north of Temperanceville). We may have underserved areas in lower Northampton and upper Accomack Counties. Burton is asking for guidance from the board for the levels of service being provided by the ESPL system for the areas outside of these towns, the local residents of the towns that may be impacted by the need to concentrate on tourists, and the individuals and families that reside on the Shore seasonally to

provide migrant labor. Holland suggested that this be addressed through the strategic planning process. Holland also asked about how to best reach people to let them know of programs at the library in order to boost attendance, particularly youth services programs. Burton noted that at CCML and CIL, many program attendees are tourists. Additionally, summer reading plans for this summer had to be made during the pandemic, with uncertainty as to what kind of programming would be possible. Summer food is being offered by local schools, which could lead to lower attendance at the library's summer food programs, which in the past were held in conjunction with activities and hot meals. Covid-related restrictions have made this difficult this year. Ryan pointed out that once the library is located in Parksley, the hope is that more children from the town and the neighboring school will be able to attend, without the need be driven to the library, as is necessary in Accomac and Nassawadox.

- b. Chincoteague Island Library - Included in system report. No new updates presented.
- c. Northampton Free Library - Included in system report. Burton introduced Hannah Swimley, the new branch manager.
- d. ESPL Friend's Reports – No report submitted. ESPL Friends continue to provide invaluable volunteer assistance with donations and discards. Some members will also be training to assist with RFID tagging.

6. **Library Director's System Report** Burton traveled to Northampton High School this morning to help prepare for the packing and distributing of special backpacks purchased with CARES money and a grant from the Soho Center that included 10 books for each of the approximately 800 children in kindergarten and first grade in Accomack and Northampton County schools. Participants of the re-entry program at the regional jail assisted in packing each backpack with the books. Additionally, Burton provided copies of the book of the Arcadia Middle School's winning entries for the library time capsule contest, which the ESPL printed with CARES money. Flores will distribute copies of the booklet to Accomack schools, the Library of Virginia, and the Governor's office. Burton also presented copies of the Nassawadox walking tours, 10,000 were printed with Northampton County's CARES Act funds, and the brochures demonstrate how the Heritage Center can support tourism on the Shore. Burton plans to continue working to expand the Nassawadox brochure, as well as begin work on an Exmore Walking Tour. Burton demonstrated a CSB WalkKit that includes an MP3 player with over 160 lessons focusing on health and mindfulness for elementary, middle, and high schoolers. Local teachers have been utilizing the kits to encourage their students to increase their physical activity and learn while moving. Burton also pointed out the Story Trail outside of the NFL, and described the off-site story trail at Indiantown Park. The Historic Onancock School and Kerr Place have expressed interest in partnering with the library to add Story Trails as well. Brush has been pruned back around the NFL and Burton plans to reclaim the back of the library lot over time to make the space more usable. She noted that the NFL has the nicest green space for programs out of all four Shore libraries. Burton met with Accomack Health Department and environmental consultant that shocked the well at Accomac library. Burton understands that Accomack County will be obtaining a temporary chlorinator for the library well, which should help resolve clostridium issue. The town of Parksley is making good strides with the sewer system, but Burton has concerns about Parksley town water for drinking and has suggested to the Town of Parksley that they use some ARPA money to improve water lines in the town. Burton acquired a 2020 drinking water assessment from the Accomack Health Department that indicated that many recommendations have been made to the town by the Health Department that have not been addressed. She feels this is a good time to address this, because the federal ARPA funding and the newest infrastructure bill could support some needed improvements. Holland expressed thanks to ESPL staff for their talents and dedication.

7. ESPL Foundation (Davenport)

- a. Capital Campaign Update – McMath noted that the Foundation had previously voted to fund the alarm and video systems for the new library, which had been value engineered out of the original construction contract. It makes sense to install these systems during construction, rather than later at additional expense. Now, APRA money is available for these systems, so that \$11,000 allotted originally will now be applied to the Foundation's debt. Tom Rakowski will oversee the installation of these systems as well as internet cabling. The Foundation now owns the Mariner House, and ESPL has been left a portion of the Milliner (Accomac) estate. Dominion Energy just donated \$15,000 to the Foundation, and other pledges continue to come in. The Foundation still has a debt of \$230,000 that they are working to pay down. McMath's goal is that within a year, an endowment will be in place that will contribute support to the library for years to come.

8. Capital Project Update – Steering Committee (Valentine) – Construction on the roof started this week and progress is being made. Valentine asked about the subcontractor who had begun installing internet cable without cable trays or conduits before the project halted because of roof issues. Burton noted that a change order will be issued so that the cabling will be installed properly.

9. Old Business

- a. Strategic Planning (Davenport) – Burton noted that the most recent strategic planning meeting was productive. The library staff are working on the strategic plan; and the library will need to close to allow the public services staff time needed to complete their portion of the plan. The next planning meeting date will be September 20, 2021. Ryan motioned to approve the library closing on September 20, 2021. Davenport seconded. Motion approved.
- b. Grand Opening Planning (Holland and Bloxom) – One of the event planning consultants has not been available recently, and so there are no updates for now.

10. New Business

- a. Temporary storage of library archives – Burton explained that there had been some concern about having people in the Mariner House besides Childers and the Foundation administrative assistant. Burton suggested that the archives be moved out of the Mariner House so that the Foundation could proceed with the sale of the property. Valentine offered space for the archives at his bank building in Parksley, and the Foundation office will operate out of space at the Historic Onancock School. Approximately 95% of the Mariner collection is boxed and ready to move, and the goal is to move everything out of the Mariner house by Labor Day. Burton has a local person who is qualified to move the collection with assistance from library staff. Ryan motioned to approve the move of the archives to the bank building in Parksley, with Davenport seconding. Motion approved.

11. Additional Comments – Davenport noted that the current Covid surge is expected to peak in September or October. As much as we'd like to put this behind us, the pandemic may continue to affect us into the new year, with respect to the Grand Opening. Holland has been collaborating with Burton about long-term planning for retaining employees. Holland has asked that the Personnel and Finance Committees meet separately to review this and then jointly form a recommendation that can be made to the board. Holland presented Ryan a book, signed by the trustees, with thanks and appreciation for his wonderful leadership as Board Chair.

12. Next Meeting: Tuesday, September 14, 2021 at 1:00 pm, at the Melfa Airport.

13. Adjournment – Meeting adjourned at 2:09 by the Chair. Valentine motioned to adjourn with Bloxom seconding. Motion approved.

Respectfully submitted,

Cara Burton, Secretary

DRAFT

September 14, 2021

Library System Report

Cara Burton, System Director

Director's Update:

Each fall and spring, the Shore's barrier islands rain with whimbrels. These long billed, long legged shorebirds ride the jet stream between Canada to Brazil twice a year in their migration. The Shore acts as their pit-stop when they drop from the jet stream. I imagine them spiraling down like oak seeds whirring to the ground. The annual cycles in libraries used to be like that, with our rest stops being the end of August and after Christmas. No more.

I observed this about twenty years ago when computers became a routine service in libraries. The library calendar no longer cycled on school and vacation reading routines. All services became



Readers can sit on the backporch overlooking the Bay at Muddy Toes Public Library on Tangier.

Continued on page 2

Mariner: Birth of an Author

Yet another facet of the Kirk C. Mariner Collection are the papers of the donor himself. Much of this is research, sources, proofs and details pertaining to the publication of his various books, including that definitive history of religion and churches on the Eastern Shore of Virginia, "Revival's Children."

"Revival's Children" was not Mariner's first book. That was "Nothing Ever Happened in Arcadia" a self-published typescript with hand drawn maps released eleven years before. But it was the first to be professionally printed, by Peninsula Press of Salisbury, MD.

A review of the book by Richard R. Beeman of the University of Pennsylvania in the Journal of Southern History in 1981 admits that "one must applaud the industry—clearly the result of a labor of love—which caused the author to catalogue such a useful collection of denomination-

Continued on page 3

daily demands. Plus, the world became more demanding. Instantaneous responses were expected. Multiple universes of communication were adopted. Climate change spurred an immediacy to solving problems. And then the pandemic hit.

Rather than imagining a jet stream, it feels more like a “slipstream.” According to Nathan Parker on “Ask a Flight Instructor” (askacifi.com), a slipstream “usually refers to the alteration in the airflow behind the propeller, which would be characterized by a change in direction, increase in velocity, and induced rotation.” I also love how he says this causes the airplane to “yaw left.” Yes, I feel like I am yawing each day.

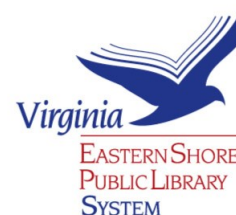
When I was in the Governor’s School for the Gifted in the late seventies, I took a class on Chaos Theory. It really was beyond my understanding, but the concept fascinated me and I cannot help but think that it applies today. In fact, to my dismay, when I Google “chaos theory pandemic,” a slew of scholarly articles pop up; none of which I understand, of course, but that is really the point. Rather than spiraling down to rest, we are propelled in a chaotic fashion in this spiraling time flow that we feel we can neither control nor jump out of.

Then comes the beauty of our library organization and the planning process.

Now more than ever, Library Boards and volunteers are more critical in the function of the library. Staff push services along, but the boards and volunteers channel the vision, provide targets with planning, and create structure with agendas and policies. If anything, the gathering of the board once a month and with committee meetings in between is a centering that provides focus, needed stability and cohesiveness. For this, I am very grateful.

At the end of August, I returned to Tangier to bring their public library volunteers some books and consult on the progress of the library reorganization. There I found a longing for the simpler days of the library, where there are not so many books that they need cataloging and a computer to find them; where the library is a gathering place to sit on the porch and share the love of reading. How can we bring this feeling back to the library?

My respite is to get out of the office, my cramped, stale office, into the community. If anything that the pandemic has taught us is the human need to connect in person. That is what will make us, the library system, thrive when we have library spaces and programs that foster connection. Let’s spread our wings and fly!



Heritage Hub

Local History Services

Stacia Childers, LH Specialist

Mariner, from page 1

al records.” Though Beeman took issue with Mariner’s perceived favoritism for Methodist history, the book found a more sympathetic audience, naturally, from C. C. Goen of the Wesley Theological Seminary. “Mariner is not a professional historian who earns his living by historical craft; but he is a competent craftsman nevertheless, an amateur in the original sense of lover of his art.”

It had taken several tries to get the book published, as evidenced by the file of rejection letters contained in Mariner’s papers. Perhaps they made the corresponding file of purchases that much sweeter, a possibility acknowledged in the letter from veteran historian of the Shore Nora Miller Turman which accompanied a check for the purchase of a copy—Mariner’s first sale.

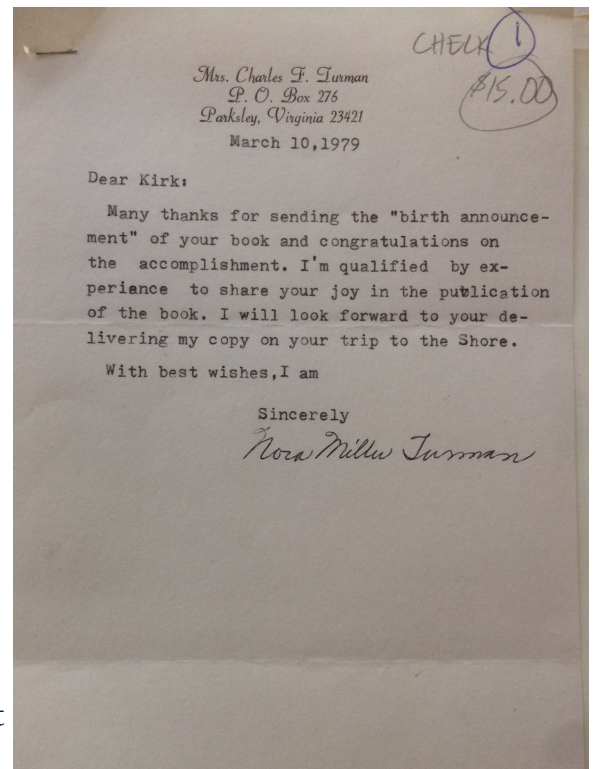
“Many thanks for sending the ‘announcement’ of your book and congratulations on the accomplishment. I’m qualified by experience to share your joy in the publication of the book,” she wrote.

Today, “Revival’s Children” is a classic of Eastern Shore of Virginia history, until this year long out of print and much sought after with copies—when they can be found—selling for over \$100.

The love in Mariner’s book that was so apparent to both reviewers was surely not just affection for the church or his art, but also a deep love of the Eastern Shore. And that deep connection to this place

Revival’s Children is being reprinted this fall by Miona Publications of Onancock and Secant Publishing of Salisbury. The book will be perfect bound and listed for \$27.00. It includes a Foreword by Brooks Miles Barnes. For more information or to reserve your copy please see revivalschildren.com.

is felt by so many of our patrons whether they live here or not. Fostering local history labors of love of all types—books, articles, story and photo collections, podcasts, oral histories, or simply a personal search for answers—is the key role of the Heritage Center. We strive to make Eastern Shore history accessible to everyone, including a community of historians and family historians who are “amateur[s] in the original sense.”



Youth Services

Tiffany Flores, Youth Services Librarian

August primarily focused on finally pulling together all the elements for the Read Every Day (RED) Project. Due to all her work in July, Tiffany knew for sure the books would be delivered on August 4th. Fortunately Northampton County Sheriff David Doughty and she had worked together to ensure his team would be there to handle the delivery and, from there they could make plans packing up the backpacks that would then go to the schools. Plans were made to handle all the packing and as much of the distribution as possible within the week of August 9th through the 13th. At that time, Vincent Thomas with Eastern Shore Regional Jail and the re-entry inmates took over packing the backpacks with record speed! *See photos page 10.*

Within two days, the inmates were able to fill 900 backpacks with books. On the backend, Tiffany Flores began reaching out to the schools on Monday, working hard to try and distribute everything by Friday. Due to the sheer volume of the books, they would be receiving and new school year prep, a majority of schools would be picking up Monday. At that point, Cara Burton, Hannah Swimley, and Tiffany Flores made a detailed plan and what would need to happen Monday and how to do it so that everything would go well while Tiffany Flores was out of the office. By the end of the following week, the schools had received their 900 bags of books along with extra books totaling about 10,928 books. The additional materials have been distributed to local organizations with the rest currently sitting in the library to be used in future endeavors.

This August brought the end of Tiffany Flores', first year of Summer Reading Program. For her first year, it was difficult to plan due to the ever-changing landscape of a world still very much in the covid-19 pandemic. The summer was a challenge but one that went well regardless of the hiccups. Summer kick-off was a success overall. The challenge had 24 readers engaging with it all summer long and the events mostly went well. Even Summer Food Programming had anywhere from 9-20 children per serving day. And, while it may not have been the greatest summer, it was a good first year for Tiffany Flores. She hopes, in the future, to be able to do more programming and see greater numbers.



Cascading Carlos returned for outdoor fun at Accomac.



Chincoteague Island Library

Karen Sharp, Library Manager



As summer is winding down, with schools starting up, and most visitors' vacations ending, Chincoteague Island Library is starting to relax. Thankfully, CIL is still busy with adding new patrons, serving our existing patrons and exploring new ways to help our community.

Speaking of busy, CIL has been wrapping up summer with some awesome programs that took place in August. At the Island Theatre on August 2nd, CIL, the Chincoteague Island Arts Organization and the Virginia Commission for the Arts jointly scheduled the Barefoot Puppets who presented "Galapagos George". Based on a true story of "Lonesome George", this show told the tale of a truly-one-of-a-kind tortoise from the Galapagos Islands.

On August 5th, the Young Explorers (3rd-5th Graders) attended the MARS Mid-Atlantic Regional Spaceport Presentation. Through the presenters, Zachary Campbell and Carter Birch, they learned all about the Spaceport and built a puff rocket. They created straw rockets to model the physics of a rocket launch and learned about force, pressure, and the anatomy of a rocket while modeling Newton's Third Law of Motion: For every action, there is an equal and opposite reaction. In addition to taking home their rockets, the Explorers received swag boxes, posters and a reading list to learn more.

Sherman, the mascot for the Delmarva Shorebirds, visited CIL on August 12th. He stopped by for a visit, read a book and posed for pictures. Sherman's friend, Madison, helped to read the story of "Sherman At The Bat". Sherman and Madison toured CIL and were presented with our library totes as a thank you.

"Lubbock's Learners", CIL's Summer Reading Challenge Pro-

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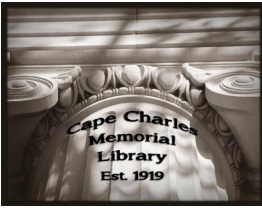
gram, had their wrap-up party for students who returned their reading logs. This took place on August 19th, in which there were 35 attendees, including parents. All students who returned their reading logs received a tote bag filled with school supplies and were entered in a drawing for prizes, with the grand prize of a Kindle. Due to COVID concerns, there were "take home" refreshments and facial masks were highly recommended.

On August 23rd through the 27th, CIL hosted "Stuff the Trolley" School Supply Drive to support the students and teachers of Chincoteague Elementary and Combined Schools with school supplies for the upcoming school year. CIL would like to thank the sponsors: Island Clergy, Chincoteague Chamber of Commerce, G58 Media, Town of Chincoteague Pony Express, Chincoteague Elementary School, Chincoteague Combined School and Chincoteague Island Library.

Starting September 1st through the 30th, CIL is excited to participate in September Library Card Sign-Up Month! Library Card Sign-Up Month has been held since 1987. Along with the American Library Association, libraries unite together to try to ensure every child/adult signs up for their own library card. In observance of this, CIL is having two contests. One for adults, which is a Reading Bingo provided by ALA. As one plays and achieves "bingo", they fill out a slip to enter to win an CIL Tote Bag. For the children, their name and contact information will be entered in a drawing when their parent/legal guardian brings them in to sign up for their very own library card. The prize will be a backpack.

CIL will be offering a free Genealogy Workshop. There are three sessions starting on Mondays: September 13, 20, and 27 from 3-5PM at the Chincoteague Island Library. On September 13th, Cara Burton, System Director of the Eastern Shore Public Library, will highlight the features of the ESPL genealogy support systems, including Ancestry.com and Family Search. Ruth Mascari and Ruth Spann will host the next two sessions and will be offering helpful tips on researching your genealogy and using Ancestry.com. Please email Ruth Spann at rewcspann@aol.com to register as preregistration is required and seating is limited. Attendees are encouraged to wear a mask, per library policy.

The Chincoteague Island Library Board will be meeting next Thursday, September 9th at 5:30PM. CIL's annual newsletter is at the printer. It should be ready for mailing in a few weeks.



Cape Charles Memorial Library

Ann Rutledge Library Manager



Our Summer Reading Program ended on August 13. We had 60 children enrolled in the program this year. Although different, we have a very good summer with lots of people returning to the library and many visitors from out of town.

The Cape Charles Memorial Library gets support from many places and the Friends of the Library are an integral part of the Library. Without the Friends of the Library

we would not have our wonderful AWE children's computers, our laptop tables, display units, funding for additional library programs as well as many other items. During the past year the Friends have had to be creative in programming by presenting a Zoom & Learn series. They have another series that will begin on September 25. This series covers four different topics. The first will be Linda Lang-Yoga and Your Health. In October Julie Warner, RN, MSN will present Caring for a Love One with Dementia. November will be Dickie Leatherbury: "Hops on the Shore", and in December Dr. Lloyd J. Kellam: "Atrial Fibrillation." The Friends of the Library have also had two very successful book sales at the Library, featuring cookbooks.

Governor's Time Capsule: ESPL ensures ESVA represented

Remember the ESPL Time Capsule project this past spring? We submitted the Arcadia Middle School time capsule booklet and it was accepted! For more information about the Governor's Time Capsule:

<https://www.governor.virginia.gov/timecapsule/>



Flores and Burton with Arcadia Middle School staff and students celebrating the time capsule booklet in June.

Technical Services

Charle Ricci, TS Manager

In conjunction with our regular library catalog, ShoreCat, the ESPL offers a mobile app: Librista, which is available for Apple® and Android™ devices and is free to download from the App Store or from Google Play. Librista makes it easy to search the catalog, read summaries, reserve items, access your account, and more.

Librista's home screen features the operating hours and a map showing the location of the nearest ESPL library. The latest library news and messages are available as well. Also on the home screen are two continuously updated lists: Just added to your library (What's New!) and Trending now at your library (What's Popular!). These lists are extremely popular with local Librista users. In fact, over the last month the Just Added list was viewed 1,800 times and the Trending Now list over 1,000 times!

Librista can also be used to search the ESPL library catalog for books, DVDs, and audiobooks. Additionally, the library's Libby eBook catalog can also be found under the Overdrive tab of the search menu. All search results can be narrowed down by title, author, subject, material type, and age group.



Items listed in the search results can be expanded with a simple click to see available copies, a summary, and reviews. Librista makes it easy to reserve the item or add it to a Bookbag to save it for later.

Logging into Librista with your library card number and PIN will allow access to your library account to see items that you have checked out. You can also renew items, monitor the items you have on reserve, and check to see if you have items that are ready for pickup. Plus, you can edit your library account's contact information, contact preferences, and password from within Librista.

Librista truly is a wonderful tool to keep track of your library account, see what's new in the library collection, and discover what you'd like to read next. To download, please visit <https://librista.com/index.html> for a direct link to either Apple's App Store or Android's Google Play.



Northampton Free Library

Coming Soon! A new Branch Manager



Many exciting things were happening this month at the Northampton Free Library! Besides the brand new branch manager, Hannah Swimley, fully settling into her role, grounds maintenance is being done and a brand new display starting to take shape

During the month of August, a major event took place at the library: the Meet and Greet for both the new branch manager, Hannah, and for the Childrens' Librarian, Tiffany Flores. The event went very well, with a large turnout and loads of conversation all around. It was a great opportunity for networking, as well as for catching up with old friends and colleagues.

The new display that is starting to come together is a display that should, if everything works out, help to promote literacy in young children, specifically in girls (although reading has no gender). This display will also tie in history, as the items are historically accurate and have books to go along with the items. The

hope of this display is to encourage children to learn about history through reading in a way that is educational, fun and impactful.

Speaking of books, the main branch and Northampton Free Library are now starting a book exchange for large print books, where 25 Large Prints are sent down from the main branch to NFL and will stay in circulation down here for three months. Charle and Hannah are trying out a new way of doing this exchange in Atrium, and so far it seems to be working well!



Book displays play an important role in encouraging reading and diversifying readers' reading choices.

Welcome aboard!

Connor Buryn, Library Specialist I

Susannah Shaifer, Library Specialist I

Megan Tiede, Library Assistant

READ EVERY DAY (RED) GRANT PROJECT



Grant Update

Cara Burton, ESPL System Director , September 2021

- Institute of Museum and Library Services (IMLS) – This ARPA money is distributed to the Library of Virginia. ESPL should receive \$28,709 based on the state aid formula. Application submitted with budget for: RFID installation (due to construction delay) - \$10,000; security system - \$1,950; Video monitoring - \$9,186; HC website - \$6,000, phase 2; tech consultant - \$1,573. Budget modification since August 2021.
- National Endowment for the Humanities (NEH) – Application submitted. Should hear in October 2021. 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) – Continue to work with US250 consultant, paid for with VH grant. Kasey Grier is applying for the SHARP grant for the purpose of a Heritage Center planning consultant.
- Federal Communications Commission (FCC) – Emergency Connectivity Fund. Application submitted that will support technology for area nonprofits, namely wifi hotspots, ipads, and ChromeBooks. Should hear mid-September.
- Pending:
- NEH Sustaining Cultural Heritage Collections – August award date; as of September 9th, have not heard. Have emailed NEH project contact for status. Will support compact archival shelving. ESPL Foundation applied.
- VRSA (ESPL'S insurance company) Risk Management Grant - \$500 matching grant. Applied for file cabinets with non-tipping features. Awarded. In process of ordering equipment. This is a matching grant.
- Awarded:
- USDA Rural Development Communities Assistance Grant – two grants were awarded for a variety of technology and equipment. Paperwork and purchasing taking place now. We do not receive the USDA money until all equipment has arrived and all matching funds expended.
- NFL grant: All equipment received and paid for. USDA money received via ACH, so all grant and matching funds from ESPLF and NFL Friends received.
- Accomac grant (children's shelving and Digitization Lab): Shelving on order. Burton needs to order Dig. Lab equipment. Foundation has \$50K match in hand from ESVACF.
- 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.
- CARES – Final \$5,935 receipts were sent to Library of Virginia to get reimbursed for the remaining funds. Accomack remaining funds received: \$2,346.
- FEMA – Received ACH of \$5,338.91 from FEMA via VEMS (Va. Dept. Emergency Management Systems). \$649 to go to CIL as their share filed for reimbursement for COVID-19 expenses. We can apply for more FEMA funds, but the question is whether Burton has the time.

Construction Committee

Report

August 19, 2021

Work has resumed on site with delivery of steel deck roof replacement material.

Contractor began removal of existing damaged gypsum board roof, and replacing it with new steel deck. Both removal and replacement have proceeded so that approximately half of the old roof has been removed and replaced. The new steel deck has NOT been welded in place yet.

This is the only work that is currently proceeding. It would be understandably unsafe to allow other subcontractors to work under the r & r work.

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



MEMORANDUM OF AGREEMENT

MOA Number: LVA-ARPA-001

I. PARTIES TO THE AGREEMENT:

This Memorandum of Agreement (MOA) is entered into by “Library”, hereafter called the “PUBLIC LIBRARY,” and the Commonwealth of Virginia through the Library of Virginia, hereafter called the “LVA.”

WHEREAS, LVA enters into an agreement to assist the Public Library in responding to the Covid-19 Pandemic and the PUBLIC LIBRARY desires to perform such services.

THEREFORE, in consideration of their respective undertakings, the LVA and PUBLIC LIBRARY hereby agree to the following terms.

II. PURPOSE:

LVA received funding from the American Rescue Plan Act (Public Law 117-2) and the Institute of Museum and Library Services (IMLS) authorization statute (20 U.S.C. § 9101 et seq.) to administer in accordance with our existing LSTA program.

III. PROJECT DESCRIPTION:

The LVA will use funds under the American Rescue Plan Act (ARPA) to help communities respond directly and immediately to the pandemic as well as to related economic and community needs through equitable approaches in digital inclusion and library services. They will continue to support the goals of their Five-Year Plan for FY 2018- 2022. Specific state goals include: 1) foster the development of the evolving neighborhood/community library as a center for lifelong learning and civic engagement; 2) facilitate access to information and the discovery of knowledge and cultural heritage for the purpose of cultivating an informed and engaged community; and 3) support the training and development of proactive library leadership and skilled staff to meet the rapidly changing environment.

IV. SCOPE OF SERVICES:

A. Public Library

ARPA funds will be used to further goals of the American Rescue Plan Act:

1. To enable Public Libraries to reach residents with internet hotspots, accessible Wi-Fi, and other digital inclusion efforts, particularly in support of education, health, and workforce development. The following types of data, among others, can inform efforts to reach underserved populations:

- Poverty/Supplemental Nutrition Assistance Program (SNAP)
- Unemployment
- Broadband availability

2. To provide rapid emergency relief to Public Libraries, allowing them to safely respond to the pandemic and implement public health protocols.
3. To support Public Library services that meet the needs of communities, including costs such as technology, training, materials, supplies, equipment, and associated costs.

B. LVA:

- Dispense \$2,275,000 in Public Library sub-grants and calculate the amount of that total for each Public Library by using the LVA state aid formula.
- Dispense ARPA funds to Virginia Public Libraries.
- Monitor the Public Library's adherence to the MOA requirements.
- Provide support and troubleshooting to recipient libraries.

FEDERAL AWARD INFORMATION:

Federal Award ID Number	LS-250242-OLS-21
Award Recipient:	Commonwealth of Virginia, Library of Virginia
Project Title:	LSTA ARPA State Grants
Federal Awarding Agency:	Institute of Museum and Library Services
CFDA#:	45.310 – State Library Program
Federal Award Date:	4/08/2021
Research and Development:	No
Indirect Cost Rate:	Indirect Costs are not allowable for this award per IMLS
Total Federal Award:	\$3,871,764

SUB-RECIPIENT INFORMATION:

Name:	EASTERN SHORE PUBLIC LIBRARY
Address:	PO Box 25, Accomac, VA 23421
DUNS (Unique Entity Identifier):	153232392
Award Amount:	\$ 28,709
Period of Performance:	Date of sub award – 9/30/2022
Final Report Due:	10/31/2022

V. FUNDS GRANTED TO PUBLIC LIBRARY:

- A.** The ARPA award is a reimbursement grant but requests for advance payments will be reviewed on a case by case basis.
- B.** LVA approved pre-award costs may be reimbursed that were charged back to March 15, 2021. The request for reimbursement must be received by LVA within 3 months of your sub award date, which is listed above in "Period of Performance".
- C.** LVA will disperse funds to the Public Library using the same method of payment as LVA dispenses State Aid funds to the Public Library.
- D.** The Public Library must spend all grant money in accordance with the LVA approved budget; all expenses must be on the approved budget submitted with Public Library application.
- E.** The Public Library is required to return all funds expended that were not used for allowable expenditures, per the LVA approved budget. Please see **Section VI, F: Audit Requirements** and **Section VII, L: Default**.
- F.** All budget change requests must be submitted to the contacts listed in **Section VIII** of this agreement for approval. Only expenditures on the LVA approved budget or changes approved in writing by LVA are considered allowable and therefore eligible as expenditures for the ARPA award.

VI. PUBLIC LIBRARY - REQUIRED ACTIONS:

A. Pre-Award Requirements

The Library Director or Library Program Designee must attend a mandatory pre-award meeting with all ARPA recipients and designated LVA personnel. This meeting will serve as a question and answer session for all recipients.

B. Financial Requirements

1. Invoices for allowable expenses that have been received and approved by the Public Library must be submitted to LVA on a monthly basis no later than the 15th of the following month to:

lva.accountspayable@lva.virginia.gov

2. Your submission must include ALL expenditures for the month. Please complete the attached template each month for your submission, which must be signed and dated by the Public Library Director. The signature by the Public Library Director is to certify that the expenditures align with the Public Library's approved budget and that the products or services have been delivered and tested. Please submit the invoices and all relevant backup documentation with the template.
3. The final monthly submission for the grant period is due by October 31, 2022.

C. Sub-recipient Monitoring Requirements

The Library Director or Program Designee must attend a mandatory monthly meeting with his or her Contract Monitor. LVA has identified the Public Library Contract Monitor in **Section VIII** of this MOA. Your Contract Monitor will review all monthly expenditures, ensuring they are allowable via the LVA approved budget and plan, and analyze your spending progress during the grant period.

D. Sub-recipient Reporting Requirements

1. The LVA will monitor the Public Library to evaluate the progress and performance of the program. The Public Library shall submit mandatory quarterly progress reports to the LVA contacts listed in **Section VIII** on the requirements outlined in this section, **Section D, number 3** of the agreement. The Mandatory quarterly progress report due dates are as follows:

Mandatory Quarterly Progress Report Due Dates:

- 1) **January 15, 2022**
 - 2) **April 15, 2022**
 - 3) **July 15, 2022**
 - 4) **October 31, 2022 - Final**
2. The LVA and Federal personnel must be provided access to all program-related records and facilities under reasonable request.
 3. The Public Library is required to measure the outputs and outcomes of your project(s) quarterly. These elements will be added to the annual state library survey, Bibliostat. For outputs, use such tools as usage/circulation statistics, holds stats, fulfillment rates, # of cleaning rounds, etc. For outcomes, use surveys, Evaluation Continuum/Likert Scale, voting, observation/anecdotes, focus group questionnaires, social media interaction, etc. The measures can include, but are not limited to, the following items:

Outputs (countable products or activities)

Number of patron borrowed hotspots.

Number of patrons utilizing routers.

Number of patron borrowed tablets or laptops.

Number of patrons participating in virtual programming.

Percentage of increase in use of Public Library's digital resources.

Number of patrons picking up items in lockers.

Number of items circulated via the locker project and the percent of increase in circulation.

Number of outreach program attendance and the percentage of increase in outreach programs.

Number of additional outreach events.

Number craft packages distributed.

Number of workshops held and the number of attendees.

Number of tests proctored.

Outcomes (changes in participant behaviors, skills, knowledge, or life conditions)

Percentage of students and adults who demonstrate information literacy skills.

Percentage of patrons who will report that their student or work lives improved through connectivity.

Percentage of patrons who learned something new or were entertained due to new locker service.

Percentage of children and adults who will report that they learned something new or were entertained by new outreach reading activities.

Percentage of attendees who will report new knowledge or increased skills after attending a workshop.

Percentage of job seeking attendees who report subsequent employment.

4. You are required to collect descriptive information throughout the project so that LVA may develop a narrative to support the data that LVA will report at the end of the grant. This narrative must include a brief description of the project's innovation, vision, impact on targeted audience, or service to a new population group. While the narrative is primarily descriptive and succinct, it is highly recommended that you collect testimonials and even anecdotal stories to emphasize impact whenever possible.

E. TIME AND EFFORT REPORTING:

LVA will not allow Salary expenses for the ARPA sub-grant.

F. AUDIT REQUIREMENTS:

The Public Library must retain all books, accounts, reports, files and other records relating to the performance of the agreement for a period of five years after its completion. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the LVA.

Should an audit by authorized state or federal official result in disallowance of amounts previously paid to the Public Library, the Public Library must reimburse the LVA upon demand.

§ 200.501 Audit requirements:

(a) Audit required. A [non-Federal entity](#) that [expends](#) \$750,000 or more during the [non-Federal entity's](#) fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) Single audit. A [non-Federal entity](#) that [expends](#) \$750,000 or more during the [non-Federal entity's](#) fiscal year in Federal awards must have a single audit conducted in accordance with [§ 200.514](#) Scope of audit except when it elects to have a program-specific audit conducted in accordance with [paragraph \(c\)](#) of this section.

(c) Program-specific audit election. When an [auditee](#) [expends](#) Federal awards under only one [Federal program](#) (excluding R&D) and the [Federal program's](#) statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the [auditee](#), the [auditee](#) may elect to have a program-specific audit conducted in accordance with [§ 200.507](#) Program-specific audits. A program-specific audit may not be elected for [R&D](#) unless all of the Federal awards [expended](#) were received from the same [Federal agency](#), or the same [Federal agency](#) and the same [pass-through entity](#), and that [Federal agency](#), or [pass-through entity](#) in the case of a [subrecipient](#), approves in advance a program-specific audit.

(d) Exemption when Federal awards expended are less than \$750,000. A [non-Federal entity](#) that [expends](#) less than \$750,000 during the [non-Federal entity's](#) fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in [§ 200.503](#) Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the [Federal agency](#), [pass-through entity](#), and Government Accountability Office (GAO).

VII. TERMS AND CONDITIONS:

A. APPROPRIATIONS:

The PUBLIC LIBRARY acknowledges the understanding that this Agreement is subject to appropriations and constraints by the State or the Federal government budget.

SUBCONTRACTS:

No portion of the work shall be subcontracted without prior written consent of the LVA. In the event that the PUBLIC LIBRARY desires to subcontract some part of the work specified herein, the Public Library shall furnish the names, qualifications, and experience of their proposed sub-contractor(s) and shall assure compliance with all requirements of this agreement.

B. INTEGRATION AND MODIFICATION:

This Agreement constitutes the entire understanding of the parties as to the matters contained herein. No alteration, amendment or modification of this Agreement shall be effective unless in writing and signed by the duly authorized officials of both the LVA and the PUBLIC LIBRARY.

C. CONFIDENTIALITY OF PROPRIETARY INFORMATION, DUPLICATION AND DISCLOSURE:

The PUBLIC LIBRARY agrees that proprietary information disclosed by LVA to the PUBLIC LIBRARY for the purpose of an MOA shall be held in confidence and used only in the performance of the agreement. No item designed for or by the LVA shall be duplicated or furnished to others without prior written consent. All products and materials including but not limited to papers, data, reports, forms, records, materials, creations, or inventions relating to this agreement are sole and exclusive property of the LVA. All such materials shall be delivered to the LVA in usable condition at any time requested by the LVA.

D. DRUG-FREE WORKPLACE:

During the performance of this agreement, the Public Library agrees to (i) provide a drug-free workplace for the Library's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Public Library's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Public Library that the Public Library maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific agreement awarded to the Public Library, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the agreement.

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986:

By entering into a written agreement with the Commonwealth of Virginia, the Public Library certifies that it does not, and shall not during the performance of the agreement for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

F. ANTI-DISCRIMINATION:

By signing this agreement the Public Library certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the agreement on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that agreement with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

1. During the performance of this agreement, the Public Library agrees as follows:
 - a. The Public Library will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Public Library. The Public Library agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Public Library, in all solicitations or advertisements for employees placed by or on behalf of the Public Library, will state that such Public Library is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d. If the Public Library employs more than five employees, the Public Library shall (i) provide annual training on the Public Library's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Public Library's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Public Library owns or leases for business purposes and (b) the Public Library's employee handbook.
 - e. The requirements of these provisions 1. and 2. are a material part of the agreement. If the Public Library violates one of these provisions, the Commonwealth may terminate the affected part of this agreement for breach, or at its option, the whole agreement. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific agreement is terminated.
 - f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the Public Library, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this agreement.
2. The Public Library will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

G. APPLICABLE LAWS AND COURTS:

This solicitation and any resulting agreement shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The LVA and the PUBLIC LIBRARY are encouraged to resolve any issues in controversy arising from the award of the agreement or any agreement dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia, § 2.2-4366*). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The PUBLIC LIBRARY shall comply with all applicable federal, state and local laws, rules and regulations.

H. AVAILABILITY OF FUNDS:

It is understood and agreed between the parties herein that the agency shall be bound only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this Agreement.

I. RENEWAL OF AGREEMENT:

This Agreement will not be renewed.

J. ANTITRUST:

By entering into an agreement, the PUBLIC LIBRARY conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said agreement.

K. ASSIGNMENT OF AGREEMENT:

An agreement shall not be assignable by the PUBLIC LIBRARY in whole or in part without the written consent of the Commonwealth.

L. DEFAULT:

In case of the failure of the Public Library to deliver the LVA approved ARPA plan in accordance with this agreement terms and conditions, your LVA approved application, and your LVA approved budget detailing allowable expenditures, LVA will may terminate this agreement after due written notice. As a result of this termination, all remaining unspent grant funds issued in advance and all amounts previously paid to the Public Library that LVA determines were not used for allowable expenses must be reimbursed to LVA upon demand. LVA may hold the PUBLIC LIBRARY responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Commonwealth may have. If LVA terminates this agreement with the Public Library, the Public Library may no longer be eligible to apply for future LVA grant opportunities.

VIII. LVA CONTACTS:

Your designated Contract Monitor is Cindy Church

Please contact your Contract Monitor for programmatic inquiries at cindy.church@lva.virginia.gov

The Grant Administrator is Nan Carmack, nan.carmack@lva.virginia.gov.

Please contact Wendy Hupp at wendy.hupp@lva.virginia.gov for financial inquiries.

IX. SIGNATURES:

IN WITNESS WHEREOF, the parties have caused this MOA to be duly executed intending to be bound thereby. This Memorandum of Agreement becomes effective on the date of the last signature. Once signed, please return the entire document to wendy.hupp@lva.virginia.gov.

Public Library Authorized Representative

LVA Authorized Representative

Signature and Date

Signature and Date

Name and Title (Printed)

Name and Title (Printed)

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.

Provided by Williams Funeral Homes & Shore
Crematory

Joyce Brown Milliner

February 20, 1935 ~ March 30, 2020 (age 85)



Services

PRIVATE INTERMENT

Fairview Lawn Cemetery
Onancock, VA

Mrs. Joyce Brown Milliner, 85, died March 30, 2020 at her home in Locustville, VA. She was the wife of the late Rev. Wilber Jackson "Jack" Milliner, Jr. and a resident of Burton Shore Road since age 10.

Born in Covington, VA, she was the daughter of the late Larry H. Brown and Bernice Willis Brown. She was a graduate of Goldey-Beacom Business School of Wilmington, DE. In 1955, Mrs. Milliner became one of the first women hired by NACA (Wallops Flight Center). Over the next 37 years, she served as the facility's Public Affairs Officer, retiring in 1992 from NASA Wallops Flight Facility.

An avid sewer and crafter, Mrs. Milliner enjoyed sharing her talents with others, particularly within the organizations she was involved. In addition to volunteering at Shore LifeCare Nursing and Rehabilitation Center, she was a longtime member and past president of the Riverside Shore Memorial Hospital Auxiliary, member of the Red Hat Society, The Soroptimist Club of Accomack County, the Shore Can Sewing Guild, and Melfa United Methodist Church.

She is survived by her sister, J. Kaye Watkins; niece, Laurie Hesson and her family; and her dear friend, and caregiver, Peggy Pruitt.

In addition to her husband and parents, Mrs. Milliner was predeceased by her three brothers, James Franklin, Thomas Harold and Larry B. Brown.

In consideration of the gathering restrictions relating to COVID-19, a private graveside service will be held at the Fairview Lawn Cemetery. A memorial service will be scheduled and announced at a later date.

In lieu of flowers, contributions in Joyce's memory may be made to Melfa United Methodist Church, 19444 Main Street, Melfa, VA, 23410.

Memory tributes may be shared with the family at www.williamsfuneralhomes.com.

Arrangements by the Williams-Onancock Funeral Home.

Donations may be made to:

Melfa UMC

19444 Main St., Melfa VA 23410
