

# **EASTERN SHORE PUBLIC LIBRARY**

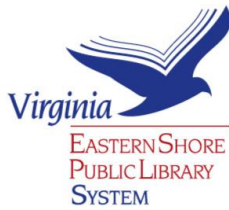
## **BOARD OF TRUSTEES**

**October 12, 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 September 14, 2021
4. Finance Committee (Bloxom)
5. Financial Report
6. Branch and Friend's Reports
  - a. Cape Charles Memorial Library
  - b. Chincoteague Island Library
  - c. Northampton Free Library
  - d. ESPL Friend's Reports
7. Library Director's System Report
8. Facility Committee
9. Personnel Committee (Pittman)
10. Grand Opening Committee (Bloxom and Holland)
11. ESPL Foundation (Davenport)
  - a. Capital Campaign Update
12. Capital Project Update – Steering Committee (Valentine)
13. Old Business
  - a. Strategic Planning (Davenport)
  - b. Milliner Estate
  - c. Eastern Shore Community College MOU
14. New Business
15. Additional Comments
16. Next Meeting: Tuesday, November 9, 2021 at 1:00 pm, Accomack County Airport
17. Adjournment



Main Library – Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

PO Box 25  
Parksley, VA 23421  
Phone: 757-787-3400  
Fax: 757-787-2241  
[www.espl.org](http://www.espl.org)

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

September 14, 2021 at 1:00 pm

(Meeting held in-person at the Accomack County Airport, Melfa, and electronically)

**Present:** Joyce Holland (Chair), Patricia Bloxom (Vice-Chair), Jay Davenport, David Poyer, Carl Rose-Jensen.

**Absent:** Dennis Custis, Althea Pittman, Gerry Ryan, Tim Valentine, James Lilliston (Treasurer).

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

1. Meeting was called to order by Chairperson Holland at 1:10 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** – Davenport motioned to accept the minutes from the August 10, 2021 meeting. Rose-Jensen seconded. Motion approved.
4. **Financial Report.** Bloxom inquired about the zero amount budgeted in this fiscal year for 64085, Insurance, Medical. Burton explained that all insurance costs were lumped into the 64080, Insurance, Other expense account, and that the various insurances will be broken out and reallocated by the bookkeepers. Bloxom also noted that some budgetary items are almost at 60% of the entire amount budgeted for the fiscal year, and Burton noted that many of these expenses were related to the RED project are to be paid with CARES funding. Bloxom asked about the eRate consultant expenditure, which Burton noted is invaluable to our application to qualify for federal eRate funding. State Aid funding pays for the eRate consultant. Bloxom inquired about the \$75 in fine income that has been collected this year in account 44010, Fines. Burton explained that even though the ESPL is fine free, long overdue fines that had been assessed before the ESPL's made the shift to fine free are still eligible to be collected. Burton noted that the VOIP phone system has allowed the library to stop charging fees for public fax services. Bloxom motioned to approve the financial reports as submitted. Rose-Jensen seconded. Motion approved.
5. **Branch and Friend's Reports**
  - a. Cape Charles Memorial Library - Included in system report. Burton and Flores recently met with branch manager, Rutledge, to conduct an interview about strategic planning.
  - b. Chincoteague Island Library - Included in system report. Burton presented a Genealogy workshop at the CIL on September 14<sup>th</sup>. CIL is planning to begin their strategic planning process at the end of 2021.
  - c. Northampton Free Library - Included in system report. Burton is still attempting to get the remodeling work started. A contractor has been identified and it is now a matter of getting onto his schedule.
  - d. ESPL Friend's Reports – No report submitted. Burton reached out to the Friends to see if they would be willing to act as a volunteer coordinator, but the request was deferred to a future discussion. Burton feels that this position may be better suited as a paid staff position and has gathered job descriptions for such a position.
6. **Library Director's System Report** – No updates presented.
7. **ESPL Foundation (Davenport)**
  - a. Capital Campaign Update – Davenport asked Foundation President McMath to update the trustees. Burton mentioned that the Foundation had mailed a letter from John Edmonds that included a list of

available naming opportunities. McMath noted that the Foundation is requesting contributions from each of Accomack County's incorporated towns. There will be 17 baskets in the Foundation's basket drawing, which begins September 15<sup>th</sup> and will run through December. Taylor Bank has donated to the Foundation this year. The Foundation was not awarded the NEH grant (a joint application with the Nabb Center), which could have paid for an archivist for several years, but the Sustainable Cultural Heritage grant (also applied for through the NEH), for compact shelving has yet to be awarded.

8. **Capital Project Update – Steering Committee (Valentine)** – McMath provided an update to say that the 90% of the metal roof decking is complete, but the welding, which attaches the decking to the metal joists, has been delayed and is only about 25% complete. The welding delay is holding up the installation of the wiring infrastructure. Monthly architect fees continue to be paid out of the contingency fund. Burton provided an update on the low bid contract for the security system and shared that she had been advised by legal counsel to seek another contractor. The Foundation finance committee recently asked Burton about what equipment and furnishings would be needed to open the new library, and found that things are looking good. Davenport noted that the staff is the most important element of the library and sufficient staffing levels will be essential to the organization's success. McMath concurred, recognizing the larger size of the new library, increased usage by the public, and the expanded role of the Heritage Center will require a larger staff.

9. **Old Business**

- a. Strategic Planning (Davenport) – Burton noted that the ESPL libraries are closing on Monday, September 20 to conduct a strategic planning session focusing on public services. Burton asked for board feedback regarding public services that need to be addressed such as hours of operation, staff behavior, making the libraries more welcoming, and reaching underserved areas. Davenport recommended conducting a patron survey. Poyer stated the importance of providing service to everyone. Burton noted that all staff are required to take Mental Health First Aid and Adverse Childhood Experiences (ACES) continuing education courses. Poyer asked about providing defibrillators at the libraries. Burton had inquired about this equipment for the Accomack library and was told they would not be necessary because of the library's proximity to the Sheriff's department. Burton expressed concern about providing appropriate training for all staff, but is willing to inquire of our insurance company about acquiring and offering defibrillators. Rose-Jensen recommended a basic first aid course for all staff prior to any CPR training.

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 that staff have experienced during the pandemic. Burton requests that the dates above be added to this year's holiday schedule only, but not change the Personnel Manual policy. Davenport motioned to approve the listed dates for 2021. Bloxom seconded. Motion approved.
- b. Approve the Memorandum of Agreement with the Library of Virginia for the IMLS American Rescue Plan Act (ARPA) funding totaling \$28,709. Bloxom expressed concern over the reporting burden that would be added to the library staff. Burton feels that many of the statistics needed for this funding are already being collected for the annual state report, and would not create a substantial burden. ??? motioned to approve the memorandum of agreement. ??? seconded. Motion approved.
- c. Joyce Brown Milliner bequest – Eastern Shore Public Library was informed by the executor of the Joyce Brown Milliner (February 20, 1935 to March 30, 2020) estate that the library is a beneficiary. In

order to memorialize Mrs. Milliner's legacy in our community, Bloxom moved that the entirety of the Joyce Brown Milliner bequest be transferred to the Eastern Shore Public Library Foundation for the immediate investment of the funds into an endowment for the benefit of general operations. ??? seconded. Davenport noted that this would be a substantial addition to an endowment for the archivist. McMath suggested that at first the funds could support the archivist and then be used for operating funds, but defers to Burton as to what is most needed. McMath envisions a million dollar endowment, which would provide \$50,000 in support yearly. Davenport would like to see a separate endowment set up for general operating expenses, which would be beneficial in providing the library with consistent and sustainable funding. Motion seconded by ??????. Motion approved.

- d. Burton met with the library bookkeeper this morning in preparation for next week's auditor visit. Burton asks that the trustees vote on account 64090, Liability Reserves, which is budgeted for \$8,000 this fiscal year. During the last fiscal year, \$8,000.00 was budgeted, but over \$13,000 was paid out for accumulated vacation and sick time. There is another reserve in account 80100, Reserves. Prior to the last fiscal year, \$10,000 was budgeted each year as a rainy day fund. Right now, there is \$20,000 in account 80100. During the last fiscal year, \$2,550 was budgeted, but \$9,996.00 was actually deposited. Burton would like the trustees to decide on how to handle the \$7,446.00 that was unspent. It could be moved to this year's operating budget for personnel, this year's Reserve, or something else entirely. Burton noted that the Finance Committee will need to develop policies on petty cash, the reserve goal, and what the reserve should be used for. Poyer motioned to move the unspent to Reserves. Davenport seconded. Motion approved. Burton reminded the board of how donations of restricted funds would be transferred to the Foundation, rather than set up an additional bank account. There is a balance of \$13,756 currently in restricted funds. Davenport motioned to move up to \$13,756 of restricted funds to the ESPL Foundation with the understanding that the funds will be used for the purposes specified in the grants. Poyer seconded. Motion approved.
11. **Additional Comments** – There will be an ESPL Finance Committee meeting on September 23<sup>rd</sup>, and Burton will attend. Flores implemented a new program in conjunction with this year's summer reading program: letterboxes. One was planted at the Historic Onancock School. Burton visited to re-hide the letterbox, which contains a book in which letterboxers place their own stamp, and found that a significant number of people had discovered the box and left messages. This passive program is a true success. There are other library letterboxes at Ker Place and Makemie Park.
12. **Next Meeting:** Tuesday, October 12, 2021 at 1:00 pm, location to be determined.
13. **Adjournment** – Meeting adjourned at 2:35 by the Chair. Davenport motioned to adjourn with ??? seconding. Motion approved.

Respectfully submitted,

Cara Burton, Secretary

October 12, 2021

# Library System Report

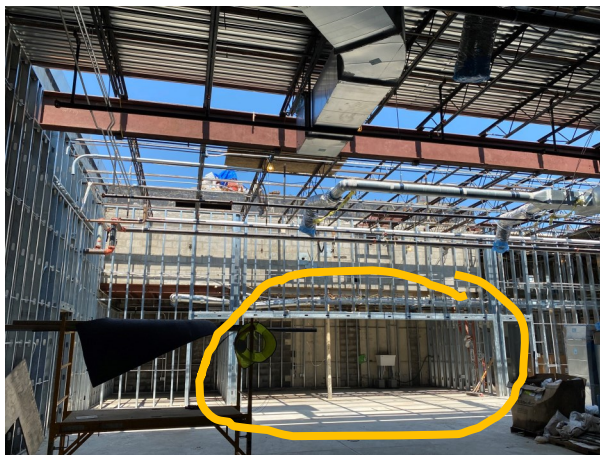
Cara Burton, System Director

## Director's Update:

Now that RH Contracting is 75% through the construction timeline, decisions are being made by ESPL for “outfitting” the new Regional Library being built in Parksley. While wall color, carpet design, and bathroom fixtures were decided what seems long ago during the “design process” with the architects, many choices are yet to be made. The Board’s new Mission and Vision statements help provide direction in making many of these decisions. A top influencer is the vision to make the library welcoming to all.

How does this affect some of the design

*Continued on page 2*



The ten person meeting room will provide flexible meeting space for years to come.

Con-

## We're moving (books)! —even before the big move to Parksley

If you’ve visited the library in Accomac lately, you’ve probably noticed a steady accumulation of furnishings, fixtures, and equipment that will be needed once the ESPL moves to the new library in Parksley. The library staff has needed to get creative to make everything fit into the space available in the current building. In some areas of the library, this has resulted in a rearranging of the materials collections to make room for the non-book things that help to keep a library operating.

Just last week, the location of the

*Continued on page 4*





choices? Directional signage is an example. Already, a sign consultant has recommended having "Welcome" over the entrance rather than "Entrance." A bold emphasis on the message that we want people to enter the library, not just that we want them to enter into that



**Visitors will enter the public service area from the front hallway through these openings.**

particular door, conveys a message more in-line with the Vision and not just the location of the doorway.

During the design process, an effort was made to ensure the building was designed for the future. This did not mean that it will have ample electrical outlets and new computers, which it will. A futuristic design doesn't mean that it has a mod, trendy look with the latest in color or carpet selection. Rather, it means that the design allows for flexibility in the future: flexibility for future boards and staff as the ESPL Vision and community needs change over time.

Since the project development started, around 2009, the library has had twelve different boards. Even though trustees can serve two four year terms, each year has a different board unit as members roll off and new ones join. Design decisions now will affect all boards in the future as they develop budgets, strategic plans, and policies for building use. Decisions

now are this Board's legacy. As I gave my input into the design, I was certainly aware that I will eventually retire someday and I feel a great responsibility to ensure that the next Director will have the resources and leeway to implement new initiatives without constrictions of space inflexibility. Since I started at ESPL, I have often felt my hands tied programmatically because there is no meeting space in the Accomac library, an essential library building criteria recognized as far back as the construction of Carnegie libraries built in the early 1900's. Andrew

Carnegie required the libraries he funded to have a "community room." The new Regional Library will have not only several meeting rooms, but they will be varied in size---for two person, ten person, or one hundred person gatherings.

Blank wall space in both the Library and Heritage Center is recognized as an asset, not only because libraries tend to use walls for book shelves. Walls unfettered with permanent displays allow for rotating art or history displays, including digital projections. The Nassawadox library is very limited in that much of its wall

space is used for donor recognition and other immovable wall units. Minor changes are being made to make the wall spaces more usable for programs, such as traveling exhibits.

The Covid-19 pandemic has taught us many things about public spaces. While just two years ago, we envisioned a library packed with people as the ideal, we now strive to “socially distance” individuals and recognize the need for virtual gatherings. This highlights how quickly a library space needs to be able to turn on a dime to maintain service to the public.

While the desire may be to have a fully furnished library opening day, we do not need to walk onto the grounds or into the library with every new piece of furniture, décor, or signage installed. Rather, we need to live in the building a few months to make some of the purchases. Seating for example is a sizeable investment, though we do need to recognize it will likely need to be replaced in five to ten years. Once in the building, staff will observe where people tend to settle that will identify the type of seating needed. The furniture salvaged from the hospital has allowed us to experiment with styles and locations already, which has been useful. The lounge chair with the moveable desk mount has been very popular as well as tables for spreading out laptops and notes.

Directional signage design is a science all its own and is an investment bearing long term installment but little thought by some people in both the budget and implications of design.

Many library professionals have relayed to me the need to hold off a few months before deciding what directional signage we need inside and outside the library. Paper or chloroplast signs



**Seating pods have become even more popular during the pandemic, allowing for social distancing and privacy. A donor has sponsored one.**

are easily changeable and low cost signs to try out different wording and graphics.

One thing is for sure in building design: historic downtowns are timeless. The appeal of Parksley, Cape Charles, Onancock, Exmore, Chincoteague, Nassawadox, and many of our beloved Eastern Shore towns is their quaint historic, sentimental buildings. I believe our new library successfully models the historic district in which it resides while incorporating the latest in modern design materials and engineering.

One of the significant architectural features the new library carries over from the Downtown is the keystone. Taken from the historic bank, formerly Runniger's Pharmacy, this detail is

# Technical Services

Charle Ricci, TS Manager

*We're moving!, Continued from page 1*

Adult New Reader collection shifted slightly from its original position. The items in this collection are geared towards the newly literate, English language learners, and those working to build their reading skills. While this collection hasn't moved very far, it is now consolidated onto one side of a mobile display unit beside the New Book area.

The ESPL's Spanish Language materials are another collection that has relocated recently. Previously, these items had been located along the main pathway between the library's front door and the circulation desk. While this location was very visible, we discovered that some library customers were reluctant to browse in such a busy, high traffic area. The Spanish Language collection can now be found on the other side of the Adult New Readers display unit. Both Spanish fiction and nonfiction materials are housed in this more prominent location near the New Books.

The biggest move that we're currently making is a major shift of our nonfiction collection. This collection is the largest in the building, and spreads over fourteen tall stacks throughout the back portion of the library. Because this collection is being rightsized and refreshed for the new building, there is extra space at the ends of many of the shelves. Shifting the books



into a more compact arrangement will allow for the storage of new shelving arriving before our move and other items that will be used in the library in Parksley.

Please bear with us during this somewhat awkward transition phase as the library begins the transformation into an inviting and beautiful new space in 2022.



**All ESPL staff met September 20 for Public Service Strategic Planning.**

*Director's Update, Continued from page 3*

seen over the top of the windows at the new regional library. As John Edmonds, our ESPL Foundation Chairman, emphasized, keystones are the piece that holds the arch together, allowing it to support the heavy weight of the structure. What a wonderful analogy for a vision of ESPL's role on the Shore!



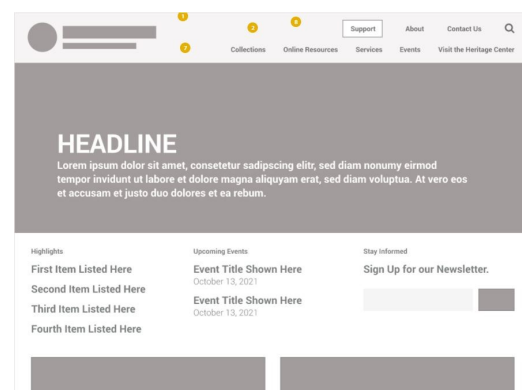
# Heritage Hub

## Local History Services

Stacia Childers, LH Specialist

The existing online presence of local history and genealogy at Eastern Shore Public Library is, much like the current Eastern Shore Room's physical presence, just one small component of the larger library system. That was sufficient when local history was simply one part of the library's services, but as we grow into the Heritage Center – a state of the art archive and Eastern Shore of Virginia history cornerstone – we need a website that reflects that expansion and conveys our new role in the community. As we have outgrown our building, we have also outgrown our website.

A new, more intuitively and professionally designed website will make our collections much more accessible to the public—both in person and virtual visitors. Users will be able to easily learn about our online and archival collections and resources in the Eastern Shore Room, how to prepare for a visit to the Heritage Center and how to contribute to our collections.



It will demonstrate how the Heritage Center fosters a culture of “citizen historians” who document, share and preserve local history by a variety of means, big and small, from learning how to preserve their own family photos to self-publishing and podcasting. This updated and modern website will reinforce the Eastern Shore Room's reputation as a trustworthy repository of information and support for local history and genealogy research, a reputation fostered by Dr. Miles Barnes during his 40 years of service to the library.

TGD Communications have met with staff to determine the site's purpose and components, work out a timeline for the project and discuss the first phase of site navigation via a wireframe. A wireframe is a two-dimensional skeletal outline of a webpage that provides overview of the page structure, layout, information architecture and functionality, therefore text, color, and graphics are kept to a minimum. This process allows all stakeholders to agree on where the information will be placed before the design process begins.

Though still a few months away from a final product, we are so excited to have this project underway! The project is being funded by a grant from the Library of Virginia.

# Youth Services

Tiffany Flores, Youth Services Librarian

September was an exciting month for Eastern Shore Public Library! On September 11th, ESPL attended the ESO Craft Festival in Belle Haven, VA. For this event, the library promoted its resources, signed people up for library cards, promoted the fundraising basket drawings, and provided fun activities for kids. As part of Youth Services, Tiffany and Cara brought Letterboxing kits that they could hide throughout the area. Children were sent on a Letterboxing Scavenger hunt that allowed them to collect stamps and earn prizes. This program was a huge success, having over twenty children participate in the program and learn all about Letterboxing and how their kit could be used outside the event.



September was Library Card Sign-Up Month and Youth Services celebrated with crafts and a challenge on Beanstack, the online reading program. As a means to use up leftover summer supplies, Hannah and Tiffany came up with library card lanyard crafts that children could put their library cards in. The idea was that they would sign up for a card, make the craft, and have a handy-dandy lanyard to help them keep track of said card. This craft was indeed cost-effective as we already had most of the supplies except for the string and cardholders; both of which were easy enough to purchase. As always all fifty crafts were gone by the end of the month, making the craft a success. The challenge, although advertised through press releases, social media, and The Eastern Shore Post saw very little engagement. With school starting in September, it may have been that students and parents were too busy to participate in the activity, even if it was a simple one. However, we did advertise our student virtual use cards to the schools and saw quite a few students sign-up.





# Chincoteague Island Library

**Karen Sharp, Library Manager**



With the change to the Fall season, CIL is slowing down. The weather is remaining beautiful and we are still welcoming the visitation of tourists. CIL is experiencing an increase of new patrons joining our community and our library. Also, we are happy to see patrons returning/renewing their relationship with the library.

As September was National Library Card Sign-Up Month, the Island Library had 13 adults, 2 juveniles and 2 adult non-residents sign up for new cards. Our library held 2 contests to "encourage" signing up for a new card. For the adults, the ALA (American Libraries Association) provided a "Reading Bingo" card that, with each Bingo achieved, their names would be entered in a drawing for a CIL Tote Bag. For the children, signing up for a new card would enter them into a drawing to win a Backpack. CIL will announcing the winners of the contests soon.



The Chincoteague Island Library Board has a busy agenda that they are working on:

They are in the process of putting together two fundraising Baskets. The theme will be "Celebrating Chincoteague." There will be one for Adults and one for Children.

Strategic Planning will take place after the first of the New Year, with Bill Borges and Bill Spann, from the CIAO (Chincoteague Island Arts Organization), as our facilitators.

The Children's Program Committee is working on plans to link CIL's virtual "Tales 4 Tots" seasonal episodes to some craft projects that will be handed out.

The Island Library is installing a new security system on Monday, October 4th. A key pad on the park-side door and a new lock and



*Continued on page 8*





# Cape Charles Memorial Library

Ann Rutledge Library Manager

In September we celebrated National Comic Book Day by giving out bags filled with free comics, bookmarks, colored pencils, treats, and stickers. We also offered each child a pick of a free graphic novel. The kids loved getting these bags and plopping down in a chair to read them.

Graphic novels remain one of our most popular collections for children and adults. The graphic novels are housed in one of our bank vaults and we often see children lying on the rug reading these books. Even the newest readers can choose a graphic novel.



After a busy summer September gives us time to reflect on our services. With COVID still a reality it is uncertain whether we will be doing any programs, other than virtual programs. We are not providing Storytime at this time. But the fact that we are open and responding to people needs is very important. So many people thank us for just being open. The closing of the library due to COVID forced people to realize how much they depend on the library, not just for books, CD's, and DVD,

but for the use of our copy/fax/ scanner, our computers, our meeting room, and quiet study areas. People come in to use the Wi-Fi or to just relax in a quiet place. Vistors often come in just to see what an old bank looks like and to visit our two bank vaults. We continue to strive to meet the needs of all our patrons.

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*Chincoteague, continued from page 7*

key on the front door will be installed.

The CIL Board has updated our newsletter, informational rack card and calendar bookmark. Our annual newsletter has been sent out to our patrons and responses are coming in.

The next meeting for the CIL Board will be on October 14th.

The Island Library has been blessed with volunteers who create wonderful displays for our front windows facing Main Street. Recently, Maria Grenchik Cathell created a "Jane Austen" themed display and Joan Selby themed her display "Feeling Fall-ish!". Both of these window displays are amazing! We have had many compliments on these creations! Many thanks to these ladies!



# Northampton Free Library

Hannah Swimley, Branch Manager



During the month of September, Tiffany and I went and cleaned out the closet at the Northampton Free Library. This turned out

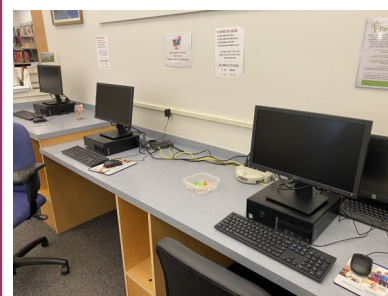


to be a multiple week job for the librarians. Before being cleaned out, the closet was used a bit of a catch-all, with technology, decorations and other items just shoved haphazardly in there. While originally there seemed to be some sort of organizational system, by the time this project was

tackled there were craft items and just over-all stuff wherever it seemed to fit. However, the closet now is organized, and although it is still full, it is much easier to locate what may be needed.

There was an Exmore Rotary Club meeting that was attended by myself and Cara Burton, Library Director, during September as well. This turned into a great opportunity to meet more of the people that are served by the library system, as well as promote some of our newer E-resources. These include JobNow, HelpNow and VetNow. These e-

resources have helpful information for individuals with needs for resume and cover letter writing (JobNow), homework and research assistance (HelpNow), and assistance with navigating the majority of the Department of Veterans' Affairs paperwork and other legalities (VetNow). We also promoted the basket drawing that the Foundation board is doing this year.



9 new computers are installed at NFL, funded with a USDA Rural Development grant, matched with funds from the ESPL Foundation and NFL Friends.



Burton traveled to Tangier's Muddy Toes Public Library to see the volunteers' progress and to deliver books and children's activity kits.

# Grant Update

Cara Burton, ESPL System Director , September 2021

## Submitted and Waiting to Hear:

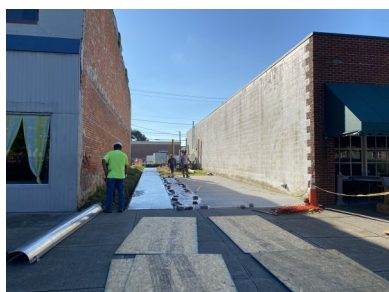
- Institute of Museum and Library Services (IMLS) – This ARPA money is distributed to the Library of Virginia. ESPL should receive \$28,709 based on the state aid formula. Application submitted with budget for: RFID installation (due to construction delay) - \$10,000; security system - \$1,950; Video monitoring - \$9,186; HC website - \$6,000, phase 2; tech consultant - \$1,573. Waiting to hear if awarded.
- 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-October.

## Awarded:

- Virginia Humanities (VH) – SHARP grant awarded \$11,900 to the ESPL Foundation for the purpose of a Heritage Center planning consultant. Written by Kasey Grier.
- USDA Rural Development Communities Assistance Grant – two grants were awarded for a variety of technology and equipment. We do not receive the USDA money until all equipment has arrived and all matching funds expended. Accomac grant (children's shelving and Digitization Lab): Shelving to arrive in October. 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. Funds received. Burton has not had time to order the equipment.
- CARES – Final \$5,935 receipts were sent to Library of Virginia to get reimbursed for the remaining funds.

## Rejections:

- NEH Sustaining Cultural Heritage Collections – Did not receive grant.
- National Endowment for the Humanities (NEH) ARPA– 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.



Left to right: Parksley's progress on the alley leading to the library. RFID gates were delivered—space at a premium while the library stores equipment for the new library. Aged Internet cable into the Accomac library snapped, causing an outage for most of the day. ES Broadband Authority replaced all the fiber from the road to the routers inside the building.

**MEMORANDUM OF UNDERSTANDING**  
**BY AND AMONG**  
**EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES AND**  
**EASTERN SHORE COMMUNITY COLLEGE**

This Memorandum of Understanding (“MOU”) is made and entered into this \_\_ day of \_\_\_\_\_, 2021 by and among the EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES, (“ESPL”), and COMMONWEALTH OF VIRGINIA, EASTERN SHORE COMMUNITY COLLEGE (“ESCC”).

**STATEMENT OF PURPOSE**

This MOU develops and memorializes the understanding and agreement among the parties for the purposes of expanding public library services of the Eastern Shore Public Library and the Eastern Shore Community College library.

**RECITALS**

WHEREAS, ESPL and ESCC libraries provide services to Northampton and Accomack citizens; and

WHEREAS, ESPL and ESCC are building new library facilities that will serve the general public; and

WHEREAS, ESCC students visit ESPL libraries and the ESCC library is open to the public; and

WHEREAS, ESPL and ESCC are implementing measures that focus and invest in mission-centric functions that minimize administrative and personnel costs; and

WHEREAS, ESPL and ESCC actively engage in collaborative activities that offer mutual benefits and enhances opportunities to the Shore; and

WHEREAS, library services are recognized as key programs in supporting academic and workforce needs in the community;

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

## CONTRIBUTIONS & RESPONSIBILITIES

1. ESPL will provide ESCC library staff training and access to the ESPL integrated library system (ILS), a.k.a. online registration system, to enable ESCC students and the general public to register ESPL library accounts at ESCC's Melfa campus. ESCC library staff will follow all ESPL policies relevant to ILS access, including patron confidentiality.
2. ESPL will include the Melfa campus on its delivery route on Monday and Wednesday mornings for the purpose of returning ESCC library materials returned at ESPL locations, delivering patron holds for ESPL materials for check-out at the Melfa campus, and for picking up ESPL materials returned at the Melfa campus. Materials may include books, kits, documents, and equipment.
3. ESPL and ESCC library staff will promote and recommend library resources to students and the public where applicable. ESPL and ESCC library staff will be trained as to what resources are available and what qualifications are in place to access them.
4. ESPL and ESCC will promote relevant information and news to library visitors. ESPL will host an ESCC information monitor in the main public library for the purposes of informing ESCC students visiting ESPL and the general public of campus activities and news. ESPL will display ESCC flyers and announcements in the four ESPL libraries. ESCC will provide bulletin board space for the posting of ESPL news and electronic notices as appropriate. ESPL will provide occasional informational presentations at ESCC Lunch and Learn programs, tabling at ESCC orientation, and other on-campus events as appropriate.
5. ESPL will provide internship or job shadowing opportunities for ESCC students. ESCC will encourage students to consider ESPL as an internship opportunity supporting areas of study in education, early literacy, technology, marketing, and nonprofit management.
6. ESPL and ESCC will provide meeting room space at no charge to the other party as necessary to support the educational needs of the Shore.
7. ESPL and ESCC will provide mutually agreed upon statements on their websites stating their collaboration. The parties agree that neither party shall use the name or logo of the other party without that party's written approval.

## TERMS

Oversight. The implementation of this MOU will be managed by the ESPL Library System Director and the ESCC Coordinator of Assessment, Testing, and LRC. Regular reports on MOU activities and future recommendations will be made to the ESCC President and the ESPL Board of Trustees.

Operational Funding not Affected. This MOU does not alter, change, or otherwise affect any future operational funding.



Insurance and Liability. Subject to any limitations and restrictions imposed by Virginia law, the parties agree to be held liable for any damages, losses, or claims arising out of the acts or omissions of its officers, employees, or authorized agents or resulting from a breach of this Agreement. ESPL agrees to maintain liability insurance with limits of at least \$1,000,000.00 per occurrence and \$1,000,000.00 in the aggregate for personal injury, wrongful death, and property damage claims arising out of the negligent acts or omissions of its respective authorized agents, employees, and contractors. ESCC agrees to maintain liability coverage at the monetary limits governed by the laws of the Commonwealth of Virginia.

Term; Amendments. This Agreement shall be in effect for one year after the Effective Date. Thereafter, this Agreement shall automatically renew for additional terms of one year each, unless and until either party shall give the other party written notice, at least sixty (60) days before the anniversary date of the Effective Date, that it does not wish to renew this Agreement. This Agreement may be amended from time to time, but only by written amendment approved by the ESPL Board of Trustees and the ESCC President.

Entire Agreement; Governing Law. This Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof, and there are no oral agreements between the parties with respect hereto. This Agreement shall be governed by the Law of the Commonwealth of Virginia.

**Witness** the following signatures as authorized by each entity's governing body,

EASTERN SHORE PUBLIC LIBRARY

EASTERN SHORE COMMUNITY COLLEGE

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_