

EASTERN SHORE PUBLIC LIBRARY

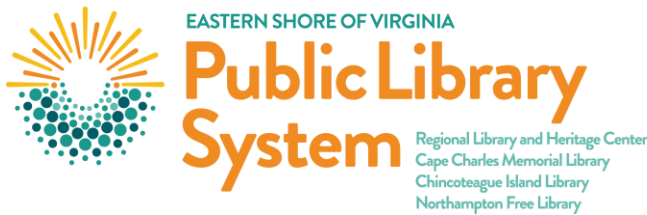
BOARD OF TRUSTEES

December 6, 2022, 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 November 2022
4. Finance Committee
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. Personnel Committee (Pittman)
9. Grand Opening Committee (Holland)
10. ESPL Foundation (Davenport)
11. Capital Project Update – Steering Committee (Davenport)
12. System Director Search Committee (Holland)
13. Old Business
 - a. ESRL Lease Agreement with Accomack County
14. New Business
 - a. The ESPL Foundations requests that the Trustees approve that the ESVARLHC west wall in the foyer located to the right of the Friends' Bookshop be designated for their donor Gratitude Wall. The Foundation will be responsible for the cost of the unit and its installation.
15. Additional Comments
16. Next Meeting: Tuesday, January 19, 2022 at 1:00 pm, Accomack County Airport.
17. Adjournment



**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

November 15, 2022 at 1:00 pm

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

Present: Joyce Holland (Chair), Jay Davenport (Vice-Chair), Althea Pittman (virtual), David Poyer, Carl Rose-Jensen, Gerry Ryan. James Lilliston, Accomack County Treasurer (virtual).

Absent: Dennis Custis, Gary Heintzelman, Frank Russell

In attendance: Cara Burton, Director, Tiffany Flores (virtual), Chris Pote, Charle Ricci (virtual). Pat Bloxom.

ESPL Foundation: Colette Nelson. **Friends of the ESPL:** Margaret Donahue-Lynch.

1. Meeting was called to order by Chair Holland at 1:01 pm.
2. **Public Comments.** Donahue-Lynch reported that, despite the construction project setbacks, the ESPL Friends will continue their support of the library and upcoming Friends events will occur at the Accomack location. Burton noted that it is beneficial for trustees to become members of the library system's Friends groups to show support. The ESPL Friends have a newly redesigned flyer that includes a membership form.
3. **Approval of Minutes of September and October 2022.** Poyer motioned to approve minutes from the September 13, 2022 meeting. Rose-Jensen seconded. Motion approved. Rose-Jensen motioned to approve minutes from the October 20, 2022 meeting. Davenport seconded. Motion approved.
4. **Finance Committee (Davenport)** – A financial summary report was distributed to the trustees and Bloxom reported that the budget will need to be modified. A new staff position of Administrative Assistant has been added. Burton explained that there is a vacancy for the Adult Services librarian in the current budget will be placed on hold and replaced with the Administrative Assistant position. Burton has asked Northampton County for \$140,000 of the County's total \$200,000 contribution as a reimbursement for compact shelving. This request is part of a larger effort by Burton to receive outstanding reimbursements for items that have been purchased, and to close out grants. The USDA matching funds for compact shelving will arrive shortly; the Foundation has turned over the \$10,000 Holley donation to ESPL; ARPA money has been remitted by the state. Two deadlines coming up for Burton regarding the budget requests to both Accomack and Northampton Counties, as well as the annual Bibliostat report to be submitted to the state library. Nelson inquired as to how the remaining \$60,000 from Northampton County would be utilized. Burton explained that the capital expenditures budget may need to be revisited, now that NEH and state level funds have been clarified. Burton requested that the trustees formally document that the audit has been received. Ryan motioned to accept the receipt of the audit. Rose-Jensen seconded. Motion approved.
5. **Financial Report.** Bloxom noted that the Profit and Loss Statement Budget vs. Actual includes Account 68500, Advertising. Year to date, \$2,036.00 has been spent on advertising for a director, but this had not been included in the budget. Bloxom asked that \$4,000 be added to the budget for such expenses. Burton had neglected to add Advertising to the list of budget modifications because ESPL had not done much advertising in the past, and when it occurred, it was recorded under Miscellaneous. However, the new auditor has

requested to minimize items classed as Miscellaneous. There is now a new line item for Advertising in the budget, as well as a Staff and Volunteer Appreciation line item, which is funded by Holley's contribution. Ryan motioned to approve the financial reports and to include \$4,000.00 in the budget for advertising. Rose-Jensen seconded. Motion approved.

6. **Branch and Friend's Reports** – Burton reported that just this week, the TalkBox sound-proof privacy pods arrived at Accomac, Chincoteague, and Cape Charles locations. These were acquired through the Library of Virginia ARPA funds and Burton feels that they will be very popular with patrons.
 - a. Cape Charles Memorial Library - Included in system report.
 - b. Chincoteague Island Library – Included in system report.
 - c. Northampton Free Library - Included in system report. Includes a list of improvements needed at the NFL.
 - d. ESPL Friends Reports – Included in board packet.
7. **Library Director's System Report** – Burton encourages the trustees to stop by the Accomac location to see the reorganizing, decluttering, and cleaning progress that has been made. The office space has been reorganized to give Ricci more space and to locate Collins' desk closer to the circulation area. The breakroom has been painted and cleared out to provide a brighter and more spacious area for staff. Burton's office has been repainted and reorganized to provide a welcoming space for the new director. This week, a landscaping crew cleared and trimmed the exterior plantings in order to be a good neighbor to the residents of Accomac. Burton recently learned of a landscaping grant received by ESPL from the Virginia Garden Club in 1985, which explains the plantings of high quality trees and shrubs. Burton noted that it is important to be good stewards of donations and grants. Many individuals worked very hard to build the library addition in 1985, but because the building and roof were not maintained, we are now having to leave the facility. Burton stressed the importance of being good stewards of the building and equipment assets belonging to the ESPL system. Burton is working to finish up the exterior improvements to the NFL, especially since Northampton County provided some additional funding for this purpose. A new security light has been installed. Remaining improvements consist of installation of the alarm system and the removal of floodlights. Holland noted the importance of remaining aware of this stewardship responsibility now and into the future.
8. **Personnel Committee (Pittman)** – Pittman reported that the staff survey was impressive in its design. Good suggestions were made by staff for improvements, and it was evident that the staff care about the library and the community they work with. Rose-Jensen agreed that the survey responses demonstrated that the library is a healthy shop. Burton complimented Collins for the design and compilation of the staff survey. Burton mentioned that the committee had met and discussed the job description for the Administrative Assistant. Pittman noted that the job description was meant to be complete, but not overwhelming to one individual. Holland explained that there is money in the budget for the Administrative Assistant position as long as the adult services position remains vacant at this time. Burton supported the filling of the administrative assistant prior to filling the youth and the adult services librarian positions, particularly due to the upcoming transition in administration.
9. **Grand Opening Committee (Holland)** – No updates presented.
10. **ESPL Foundation (Davenport)** – The Foundation's meeting will be on November 17th, with the hopes that more will be known about the construction project by that point. Holland spoke with Patsy Stith, mayor of Nassawadox, who confirmed that the town would be contributing \$5 per resident to ESPL Foundation. Nelson noted there are two new directors of ESPL Foundation, Peg Matthews and Pat Bloxom. Nelson distributed Giving Tuesday flyers, with the funds raised this year to be directed toward improvements at the Northampton Free Library in Nassawadox. The basket drawing is now active with ten baskets available.

Tickets are available at ESPL libraries and are \$5.00 each. The raffle has been extended until December 20th. A Chairman's letter has been written to explain to donors what is happening with the construction project.

11. **Capital Project Update – Steering Committee (Davenport)** –Davenport has spoken with Supervisor Phillips to reiterate the importance of library representation and communication between trustees and the County. It is essential that ESPL is involved in order to ensure the County has the necessary information to best represent the library's interests to the bonding company. Holland noted that a letter to Accomack County has been drafted. Poyer motioned that the letter, with the discussed revisions, be sent to the Chair of the Board of Supervisors, with a copy also sent to each member of the Board. Holland will provide each trustee with a copy of the final version of the letter. Davenport seconded. Motion approved.
12. **System Director Search Committee (Holland)** – Holland reported that the search committee will be meeting immediately following this meeting. Holland has reached out to a local, retired librarian who might be willing to serve as an interim director. This individual would begin at the end of November or first of December so that they could shadow Burton in her remaining time.
13. **Old Business**
 - a. ESRL Lease Agreement with Accomack County – Davenport explained that the lease agreement is currently on hold. The library's attorney recommended that the lease agreement discussions should be postponed, due to the current state of the construction contract.
14. **New Business**
 - a. Approval of holiday closings for 2023 – Burton had emailed trustees a list of the proposed 2023 closings. Davenport motioned to approve the list as distributed. Ryan seconded. Motion approved.
 - b. Donor wall – Burton stated that the Foundation has some additional clarifications to attend to, and that the donor wall would be discussed at the December trustee meeting.
15. **Additional Comments** – The trustees agreed to move the December meeting from December 13th to December 6th.
16. **Next Meeting:** Tuesday, December 6, 2022 at 1:00 pm, Accomack County Airport.
17. **Adjournment** – A motion to adjourn was made by Davenport and seconded by Pittman. Motion approved. Meeting adjourned at 1:54 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary



Library System Report

EASTERN SHORE OF VIRGINIA • PUBLIC LIBRARY SYSTEM • Cara Burton, System Director

Regional Library and Heritage Center • Cape Charles Memorial Library • Chincoteague Island Library • Northampton Free Library

December 2022

Shorecat's New Gallery View Helps with Reader's Advisory

By Charle Ricci, Technical Services Manager

Earlier this Fall, Eastern Shore Public Library's (ESPL) online catalog, ShoreCat, was updated. The new design is clean and modern. The updated view is called "Gallery," because it is visually appealing and full of artful book jacket covers.

ShoreCat now features attractive scrolling displays of both Trending and Just Added items. The display of Trending items highlights library materials that are popular with library patrons. The display of Just Added items provides a snapshot of the new materials that have been cataloged recently. It is very easy to reserve items directly from both of these featured list carousels.

Immediately below these carousels are seasonal and timely book lists curated by ESPL librarians. These themed "rivers" of books are virtual, browsable book displays that highlight special selections from the library's collections. Library patrons can enjoy seeing and reserving these featured titles, even without an in-person visit to a Shore library.

November's featured book rivers include "Thanks and Gratitude", "The Discovery of King Tut's Tomb", "Native American Heritage Month", and "Andrew Carnegie Medal for Excellence Winners".

Popular elements from the previous version of ShoreCat are still available in the updated view. These features include library news, contact information and hours, and useful links to library-related websites.

The ShoreCat catalog can be found by visiting the library's website, espl.org, and clicking on the ShoreCat icon located under "Find Books & More". The catalog is accessible from any computer or mobile device.

To get the most out of ShoreCat, log in with your library card number



DIRECTORS' UPDATE

Tape Measures vs Rulers

In planning for the new regional library, staff have become adept at using tape measures. Sometimes a ruler is used for small scale measuring, but a tape measure is the must use tool for a grander scale of measurement. We need to measure to make sure stuff will fit. A tape measure is compact, but can be expanded as needed for the item being measured. Tape measures are more flexible, transportable; they can be adjusted to meet the need. Imagine carrying around a 24 foot ruler!

As I retire at the end of this month, I feel I am passing the tape measure on to the next administrator for the library system. **With the changes made over the past seven years, ESPL is no longer a short-sighted, stagnant system.** ESPL is much more resilient and able to respond to changes in the community and the world of information. Our ability to respond to the pandemic and the multiple stop-starts of the library construc-

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tion project have demonstrated our flexibility and ingenuity.

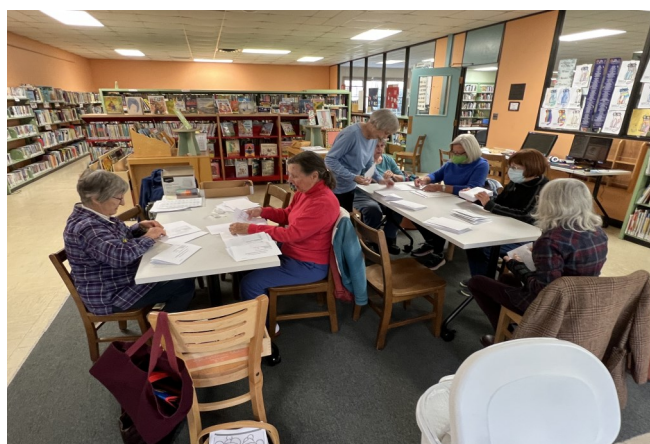
ESPL is much more transparent. Our financial reporting and strategic planning are following best practices. We retained a new auditor and have a more robust, accurate bookkeeping system, following General Accounting Practices. Financial status is now more easily and accurately measured.

Our new websites are easier to access and have not only e-resources, but also administrative information, such as policies and board packets. Our new online catalog, ShoreCat, enables quick e-blast communications to patrons, in addition to easier access to personal library accounts and circulation services. Our social media, advertising, and e-newsletter keep the community up-to-date. We reach out to the community by tabling at community events and giving presentations to community groups. Our pop-up libraries have become popular to young and old.

ESPL expands with new technologies. Our broadband speed was increased to meet the Internet needs of today's patrons. Computers and copiers have been replaced with state-of-the-art models, both for staff and the public. VOIP phone service, which uses the Internet, upgraded phone service while saving thousands of dollars. RFID, an inventory management system pur-

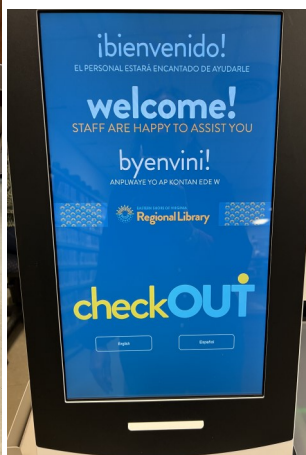
chased with grant funds, will allow for shelf-checkout and improved collection status tracking. Wifi hotspots have been bulk loaned to nonprofits as well as iPads and Chromebooks. New reading and learning formats are available with VOX books, Magster, Great Courses, Walking Classroom, Libby, and Freading.

Services are extended. Staff have targeted underserved citizens, working to meet their information needs. When the pandemic closed our doors, staff jumped to provide curbside pick-up services and creative virtual programs. An online Summer Reading Program was created during the pandemic



ESPL Friends are an active, hardworking volunteer team. We love their help!

and to provide access to children unable to travel to the libraries. E-resources provided by the Library of Virginia have been promoted with social media, press releases, and Niche Academy online tutorials. Wowbrary, Upcoming Bestsellers, and ShoreCat's new features have helped promote a Culture of Reading with reader advisory services. Book giveaways at outreach events have gotten books into the hands of young and future readers. Traveling exhibits from the Virginia Museum of Fine Art, Profiles of Honor, and the Library of Virginia enrich our cultural experiences.



ESPL Grant Update – December 2022

Cara Burton, Library System Director

USDA Rural Development Community Facilities Grant – “Accomac” – Grant funds from USDA have been deposited in ESPL checking account. That grant is complete.

USDA Rural Development Community Facilities Grant – “Parksley2” – This is a new application that will provide 15% matching funds for equipment. Trustees approved start of application. The USDA portion is up to \$50,000. ESPL match would be \$275,000 with a total project cost of \$325,000. NEH funds cannot be used as match, but state, county, and private funds can be. The grant is dubbed “Parksley2” as this is the second USDARD grant for the Parksley location. Burton’s goal is to submit by December 30.

LVA ARPA from Institute of Museum and Library Services (IMLS) –The TalkBox pods on order have arrived! Invoices have been submitted for reimbursement.

NEH Challenge Grant –Pote is submitting a reimbursement request to the ESPL Foundation for expended funds to date. Pote has been enrolled on the NEH grant portal so he can communicate with NEH project managers.

Federal Communications Commission (FCC) –Emergency Connectivity Fund. Awaiting response from eRate consultant as to ability to order additional equipment. Holdup is approval from USAC. J. Collins is to send the two nonprofits requesting equipment the few devices we have in stock.

Director’s Update, Continued from Page 2

What is beyond measure, however, are our staff and volunteers.

We now have multiple professional librarians on staff, and one is a certified archivist. They stay current with professional organizations, webinars, and conferences. All staff receive ongoing training in public service and resources. Strengths are developed and weaknesses receive additional training.

Library volunteers serve many roles with fundraising, advocacy, and hands-on assistance. Our volunteers are also wonderful with nurturing staff and acting as ambassadors in our community.

Do we measure up? Do we fit with the needs of our community? The overwhelming anticipation for our new regional library and all it promises is a testimony for the love of libraries on the Eastern Shore. The patience and support of patrons returning after our ups and downs with pandemic irregularities has been heartening. Being asked to be “at the table” or to attend events makes us feel welcomed. Libraries rule, but we are certainly not just a straight edge wooden stick.

Thank you for all your support in giving me the opportunity to serve our Eastern Shore community and promote a Culture of Reading!



Our new TalkBox! Funded with ARPA funds through the Library of Virginia.

Cara Jane Burton



Heritage Center

Christopher Pote, Heritage Center Manager



The infrastructure in Onley is complete. Telephone, wifi, shelving, workspace, photocopier, etc. is all installed. All the material previously stored in Parksley is now safely in the old Farmers & Merchants Bank space. Seventy-five percent of the archival material from Accomac has been relocated with the remaining material soon to follow. Although labor intensive and time consuming, this move has provided great benefits to me in terms of learning about the collections. Organizing a move and having to physically handle every box forces me to become familiar with the materials. Unlabeled boxes have to be investigated, and “What’s in here?” becomes the unofficial mantra for the day. But questions lead to answers and discovery and all of this work will benefit the researcher in the long run. Thank you, Jazmine Collins, for your invaluable assistance with this most recent move.

For the first time, the entirety of the Heritage Center’s archival holdings are together in the same facility. No longer spread across multiple rooms in multiple facilities, the collections are now together and primed for processing. We have hired Judith Grier as the Archives Assistant, and she is tasked with aiding us integrate the collections. She brings the requisite skillset, having previously worked in archives, and the right temperament to the Heritage Center to help us prepare the collections for research and long-term preservation. Welcome, Judith!

The organization of an archives and a collection can be pictured as an inverted triangle. We want to start large and general and gradually narrow it down to manageable and specific. The first step is to make sure all materials of a particular collection are together. This allows for quick discoverability of materials in processed collections. For each unprocessed collection, it allows us to start doing inventory, creating container lists, and do initial preservation assessments knowing the collection is whole. This first step is complete, and we have actively begun the inventorying of unprocessed collections for greater intellectual control.

The work of identifying new collections and donors remains ongoing. Recent conversations have focused on preserving individuals’ genealogical research and databases. The MileFiles is the most significant in

Welcome Aboard!

ESPL welcomes **Tim Hall** and **Jamie Johnson** to our team as Information Specialists working the public service desks at Accomac and Nassawadox.

Congratulations to **Tiffany Flores** in her new position as Administrative Assistant. A new Youth Services Librarian has been hired and will be announced in January.



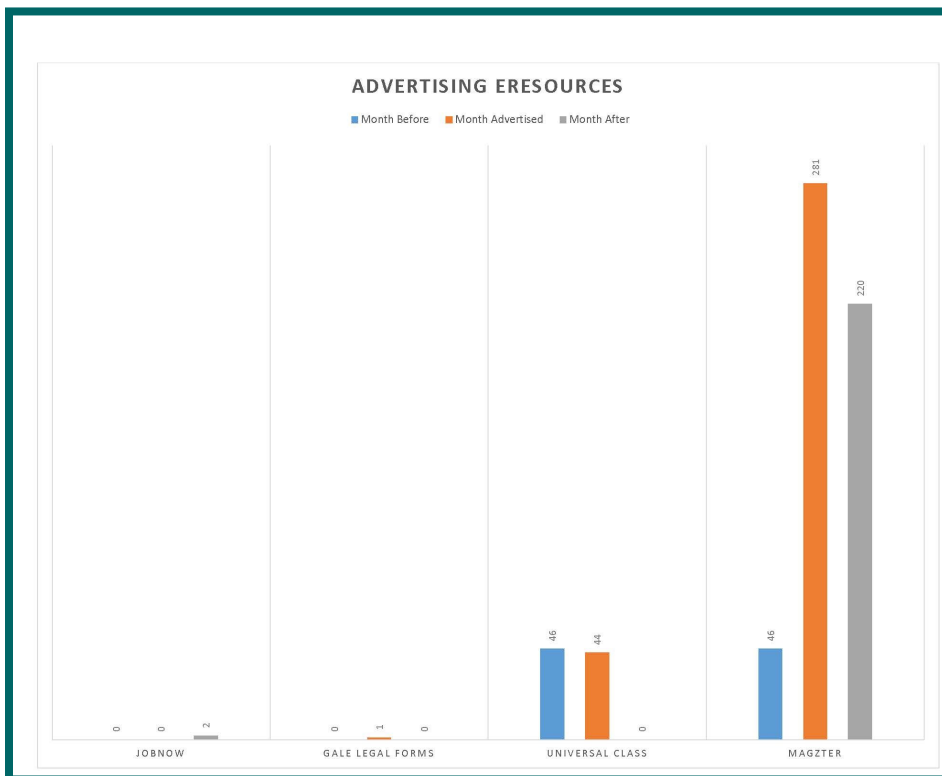
Youth Services

Tiffany Flores, Youth Services Librarian



Throughout the summer, Tiffany advertised one resource a month to see if it would increase usage. The resources advertised were JobNow in June, Gale Legal Forms in August, Universal Class in September, and Magzter in October. After months of gathering data, Tiffany was able to analyze this data. The result was the bar graph pictured. This data showcases a few main points: In most cases, Ads brought higher usage during the month the resource was advertise. Usage dropped off after the ad ended for some resources.

Some resources do well with this advertising method, while others do not. At this point, it is hard to tell if these ads are effective. Resources such as Gale Legal forms and JobNow have a very specific need. It is possible that, when advertised, the community did not have a high need for these resources. Other resources, like Magzter, got a big jump in usage after being advertised quite possibly because our community has a more regular need for this resource. Further data is needed to gain a better sense if we should continue to use Facebook Ads as a form of advertising.



Coming soon!



With the news of the moving delay, there has been a lot of work with rearranging the library and deciding what to do with furniture that was ordered in anticipation of the move. Throughout the month, Tiffany has been working diligently with Paula from MELOS to come up with a plan regarding the furniture. This required many back-and-forth conversations about possible solutions. Fortunately, with the clean-out of the old building, Tiffany will be able to put a good majority of it to use. During the next few months, new and exciting items should be arriving in the space.



MAGZTER
DIGITAL LIBRARY EDITION

By WT Cox Information Services



Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



Continued from Page 1

and PIN. Logging in provides access to the Patron Account Dashboard. Library patrons can renew checked out items, create personal book lists, and adjust account settings from the Dashboard. Logging into ShoreCat also makes it easy to request items from the carousels, book rivers, or the catalog in general. Staff are available to assist both in the library and by a phone call to 757-787-3400.





Cape Charles Memorial Library

Sharon Silvey, Library Manager



Cape Charles Memorial Library is gearing up for Festive Fridays – decorating and preparing children’s crafts and activities. We will be participating on December 2 and December 9 and are anticipating visits from families near and far.

The Cape Charles’ community selection for the Town Wide Read is The Cider House Rules by John Irving. First published in 1985, The Cider House Rules is Irving’s sixth novel. Set in rural Maine in the first half of this century, it tells the story of Dr. Wilbur Larch – saint and obstetrician, founder and director of the orphanage in the town of St. Cloud’s, ether addict and abortionist. It is also the story of Dr. Larch’s favorite orphan, Homer Wells, who is never adopted.



CCML has ordered additional copies of The Cider House Rules and library card holders may also download a copy of the book using the Freading app on the Eastern Shore Public Library website (esplva.freeding.com).

Earlier this year, Library assistant Besty Doherty began researching the benefits of having a Seed Library at CCML. Ms. Doherty discovered that, “Seed libraries are designed to disseminate heirloom and locally common seeds/ propagations to the public who will further share plant varieties through ongoing propagation and sharing of seed. Often public library seed programs are successful because they offer a local outlet for heirloom seed/plant varieties and because they offer seeds/plants to everyone.”

With the generous financial support of the Friends of Cape Charles Memorial Library, we are on our way to having a Seed Library! Our goal is to have a seed cart and seed library ready for the Spring of 2023 – stay tuned for updates!



Seed Library at Va. Beach Public Library



Chincoteague Island Library



Historic Downtown

Merchants' Events:

Main Street Trick or Treating on Monday, October 31 from 4 – 7 p.m. Library volunteers handed out candy and gently used books to over 300 children.

Annual Tree Lighting

Ceremony on Saturday, November 26 at 5 p.m.

Following the ceremony held on the library porch, Santa came into the library to ask the children what they want for Christmas. Little Miss Chincoteague, Martha Wilder, and volunteer Connor Lothridge handed out candy canes.

Death By Chocolate will be held Valentine's Day Weekend in February

Search for the Shamrocks will be held St. Patrick's Day Weekend in March.

Chincoteague Chamber of Commerce

Annual Christmas Parade on Saturday, December 3 at 7 p.m. The reviewing stand is held on the front porch of the library, and the judging is held inside the library.

We welcome our new library manager, **Candy Perdue**. She has been busy getting used to the day-to-day operations. From November 14 -19, during our mandatory patron count, 242 people visited the library. Candy reports that we have two new volunteers. And she is ensuring that our new and current volunteers are up to date with circulation procedures. We are looking forward to working with Candy to make our little library the best it can be!

We are pleased to announce the winners of our Basket Raffle: Lynn Badger won the adult basket; Barbara Mimm won the children's basket. We will be having another Basket Raffle to run from February 2023 through Columbus Day Weekend in October. Our three annual fundraising projects: the newsletter/appeal, the Sunset Cruise in June, and the basket raffle, are the main support of our programs and operations.

One of our board members donated two new chairs for our circulation desk. President Paul Miller is busy trying to assemble our new privacy pod. Our two monthly book clubs are thriving. And on Wednesday evening December 7 at 7 p.m., the library will host an Author Night featuring Mike Nixon, author of.

Tales 4 Tots is now being held in the library every Thursday at 10 a.m. until mid-December. On Thursday, November 17 at 11 a.m. we hosted the Chincoteague Elementary Preschool class. Nineteen children, their teacher and chaperones learned about the library from Harriet Longergan, took a tour, listened to two Thanksgiving stories, sang, danced, and made a Thanksgiving booklet.

Our library serves as an anchor for the Robert Reed Downtown Park and participates in many community events.

At our annual meeting, December 9, at 9 a.m., outgoing board members will be thanked, our new board member will be welcomed, and a new slate of officers will be elected.

Submitted by Linda Ryan
On behalf of the Board of Directors



Pictured below are the basket raffle winners,



Pictured below are the CES Preschool class and Santa in the Library



We make the best with bad news...When we learned we were not moving in October, ESPL's Accomac staff got busy. In addition to the decluttering, the office area was reorganized to make workflow more efficient. The move of archives offsite provided a better supply storage room and enabled staff to create a "real" break room that is easier to keep clean and allow for social distancing. We also pulled out new, stored equipment and decided to go ahead and use it.



A Trip to Tangier



Cara Burton, Library System Director, transported double sided shelving, a Library of Virginia traveling exhibit, and borrowed yearbooks to Tangier. The exhibit was displayed in the Tangier Combined School foyer and was seen by many on Election Day. The shelving is for the Muddy Toes Public Library. The yearbooks were scanned and are available to view online along with others due to a Library of Virginia project. Burton was also invited to the Tangier Museum's volunteer appreciation dinner.

