



Library System Report

EASTERN SHORE OF VIRGINIA • PUBLIC LIBRARY SYSTEM

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

April 2024



THE ADVENTURE BEGINS!

Come out and celebrate the beginning of our first summer in the brand-new building

- What: ESPL's first-ever SummerFest
- When: **June 15, 10AM–2PM**
- Where: Eastern Shore Community College
- Why: To kick off the **Summer Reading** Program and encourage families to sign up and participate in this year's challenge
- Who: You!
- Who else: Food trucks and community partners
- Featuring: Bounce houses, face painting, games, and crafts

Director's Update



Christopher Pote,
Interim Director

The breadth of services a public library provides for its communities is really amazing. And the library can be the center of community activities, whether organized or not. One example occurred during the solar eclipse on April 8th. In the weeks leading up to the eclipse, ESPL libraries distributed hundreds of eclipse-viewing glasses. The glasses were so popular that we had to start rationing how many we gave away before the 8th. Fortunately, NASA was there to support us. As our supplies ran low they made a large delivery right before the event.



DIRECTOR'S UPDATE CONTINUED

All told, ESPL libraries gave away roughly 2500-2800 sets of glasses so people could enjoy the infrequent phenomenon while also maintaining good eye health. For me, the most enjoyable part was the small, impromptu community gathering in the parking lot in Parksley. Staff, volunteers, and patrons shared the moment and marveled at the beauty together.

ESPL also hosts several community advocacy groups on a regular basis. On Monday mornings, English as a Second Language is taught in the Dennis Custis Lecture Hall. On Thursdays the Eastern Shore Literacy Council holds tutoring sessions. The Legal Aid Society is available monthly at both Parksley and Nassawadox. And the Equal Employment Opportunity Commission sets up a satellite office in the Parksley branch on a regular basis. We are grateful for these partnerships. For more information, dates, and locations, please check our calendar: <https://espl.org/events/>.

ESPL not only partners with local organizations, but also on the state and national level. Our main partner on the state level is the Library of Virginia (LVA). They provide support on a myriad of levels, but most importantly, the level of state funding we receive is determined in partnership and collaboration with LVA. They also provide support for library directors throughout the state, and continuing education for all library staff. LVA also assists with programming. We have frequently hosted LVA travelling exhibits, the most recent being *Strong Men and Strong Women of Virginia 2023*. On April 27, LVA was here with their "LVA On the Go" to highlight many of the services they have to offer. They brought with them pamphlets, brochures, magnets, and their very popular blank family trees for your genealogy projects. It was an honor to host them, and come grab these items that remain.



Of course, ESPL still provides traditional library services to our constituents. These services are not possible without our most important partnerships with Northampton and Accomack Counties. As the regional library of the Eastern Shore we strive to serve all people and communities of the Shore, and their support is vital and appreciated. We are grateful for each and every partnership.



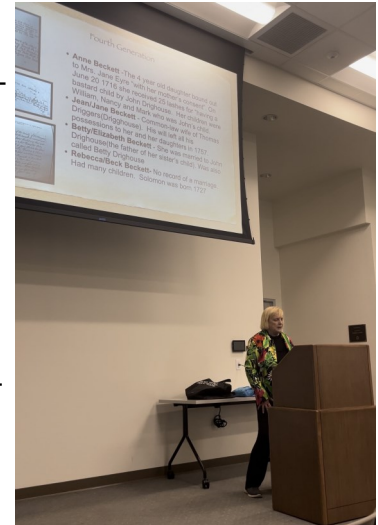
Heritage Center

Christopher Pote, Heritage Center Manager



Jazmine Collins will be authoring the Heritage Center Report while Christopher Pote is in the Director's Office:

The Eastern Shore of Virginia Heritage Center hosted Carolyn Adams for a lecture on the genealogical research she and her late husband William Samuel Crawford Adams conducted on his ESVA ancestors which was published in the book *Free Born: 350 years of Eastern Shore African- American history - the Adams/Beckett family / William Crawford Samuel Adams*. Adams detailed the sources and research process during a time when many resources were not available online, and some of the deductions that were made when clear source material was not available. Turn-out for the lecture did not reach the numbers of March's lectures on Revolutionary Era history, but those who did attend showed enthusiastic interest.



The Library of Virginia visited the Regional Library and Heritage Center to on Saturday, April 27th, to provide information and promote their archival material and digital collections related to African American research. The Chancery Records Index is of particular use for tracing enslaved ancestors in the court records of divided estates of intestate slaveholders. The Heritage Center has a guide to these resources available.

Also on April 27th, the Heritage Center began our outreach season by tabling at the "It's a Conversation" dramatization of Harriet Tubman and Frederick Douglass. This program was hosted by the Eastern Shore Center for Community and Family Development and sponsored in part by a grant from the Virginia Humanities Latimer Fund. Our staff provided information for the attendees on the local history resources that the Heritage Center has.

**“INVISIBLE HISTORY:
GROWING UP COLORED
IN CAPE CHARLES, VIRGINIA”**

Join us for a discussion with Metty Pellicer & Tom Godwin as they detail their conversations, research and the creation of "Invisible History".

THURSDAY, 5.23.24 @6PM

The Invisible History lecture with Metty Pellicer and Tom Godwin, originally scheduled for April, will be on **Thursday, May 23rd at 6PM** in the Dennis Custis Lecture Hall, Parksley branch.

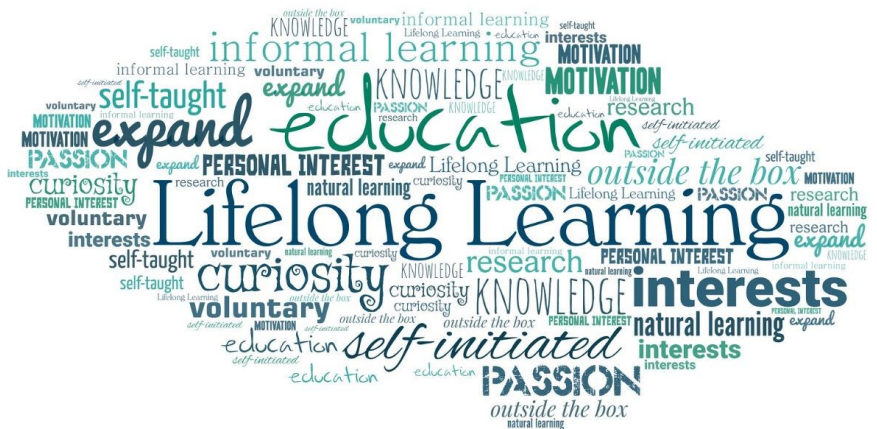


Lifelong Learning at the Library

On April 25th, six students from the Academy for Lifetime Learning (ALL) visited the Regional Library and Heritage Center in Parksley to learn how to get the most out of their library card. While the group was small in number, their interest in all that the library has to offer was anything but, which was evident from their enthusiasm and curiosity.

Tiffany Flores, Programs and Outreach Librarian, began the session with a tour of the library. In addition to exploring the library's collection of books, audiobooks, and video recordings for people of all ages, the tour highlighted such features as the Talkbox privacy booth for telehealth appointments and interviews, and the equipment and technology available to the public for entrepreneurial or personal use, such as free Wifi, desktop computers, and meeting rooms.

Next, the ALL class visited the Eastern Shore Room and Heritage Center to receive an overview of the marvelous resources focusing on Eastern Shore history that are available to researchers and genealogists. Interim System Director and Heritage Center Manager, Christopher Pote, led this portion of the tour, which the students greatly enjoyed.



The final segment of the class's library visit took place in the lecture hall where Charle Ricci, Collections Management Librarian, offered a tour of the electronic side of library resources. Beginning with an in-depth look at the library catalog, ShoreCat, the ALL students learned how to carry out catalog searches, place reserves, and suggest items to be added to the library's collections. ShoreCat's virtual book displays found in the Trending, Just Added, Featured Monthly Selections, and librarian-curated Lists portions of the page were also discussed.

After highlighting the reading possibilities featured in the quarterly Upcoming Bestsellers lists and the weekly Wowbrary eNewsletters, Ricci then provided an overview of the many online resources available to library card holders. From eBooks, eAudios, and eMagazines through Libby, Freading, and Magzter, to streaming video on Kanopy, the ALL students discovered a world of information and entertainment. Of particular interest to the class were The Great Courses, Universal Class, and Transparent Language applications, all of which offer a wide variety of courses to take a deep dive into a personal interest, to further develop workplace skills and education, or to learn a new language.

As the session neared its completion, the ALL class participants were energized by the educational and entertainment possibilities available through the library. Library staff who were involved in the tour were gladdened to see the excitement generated by our presentations. Libraries truly are for learning at every stage of life, and partnering with community groups such as the ALL makes that evident.



Programs & Outreach Report

Tiffany Flores

This month the regional library programming had consistent attendance. Weekly Kids crafts, Kid's Yoga, and Hometown Heroes all saw usual participation. The Library also collaborated with the Literacy Council to host their first-ever Dolly Parton Imagination Library Graduation event. The Imagination Library is an initiative started by Dolly Parton to inspire the love of reading at a young age (through five years old) by partnering with community advocates and providing books free of charge. Sixty graduates were invited to celebrate graduating from the program, and the goal was to encourage them to keep reading and using the library. While only 1 kid attended graduation, that program went on as planned, and the child had a great time receiving her certificate and participating in the storytime and craft activity. Her mother even signed



her up for a library card. Teen programming is seeing good engagement. The teens made soot sprites on craft night and put them on display in the teen room as "their mascot". On Teen Manga Book Club Night, the teen room had about 20 tweens and teens in the room participating. While this was a little chaotic, there was a lot of engagement, especially with the multiplayer video games.

For adult programming, the Sunflower craft, the Romance Book Club, the Adult Poetry Workshop were successful. This month's Author Talk featured Mark Nuckols who discussed his new book, performed some of his music, and discussed his writing process. Everyone who participated was pleased with the programming.

Northampton Free Library has also seen success with programming throughout April. The STEM program and the Sunflower Craft hosted by Jazmine Collins was well enjoyed by participants. The library will continue to offer programming and adjust as needed. For example, during the summer, Bedtime Storytime will be changed to an evening storytime in hopes of increased participation.





Programs & Outreach Report Continued...

Tiffany Flores

ESPL was invited to participate in the Nature Conservancy's Open Farm Day at the Brownsville Preserve. Tiffany Flores and Connor Buryn attended, bringing with them library resources, informational brochures, and free books. This was a good event to attend as there was a steady stream of people. In addition to tabling at the event, Tiffany provided storytime during the lunch hour and was able to interact with about twenty children. Overall, they engaged with about 100 people during this event. In addition to Open Farm Day, the library attended the "Return to Your Roots" Earth Day event in Exmore Town Park on April 20th. This event was massively successful with at least 600 attendees. The busy crowds meant a lot of chances for Jazmine and Wendy Johnson to promote library programs and services.

With the Eclipse in full focus in early April, the library focused STEM programming on the Eclipse. On April 4th both locations provided children with the opportunity to create eclipse viewing boxes. Both Parksley and Nassawdox libraries saw good attendance. At this event, participants learned how to view the eclipse safely and were encouraged to use their boxes on the 8th. At Parksley, Chincoteague Bay Field Station is scheduled for monthly visits up until December. And, both locations have STEM activities planned for the summer including visits from NASA.

ADVENTURE
— BEGINS AT —
YOUR LIBRARY™





Northampton Free Library

Connor Buyn, Branch Manager



April was a busy month at Northampton Free Library, with a variety of public programs and improvements inside and outside the building. Things were off to an astronomical start with the partial solar eclipse on Monday, April 8th – the library offered a children’s STEM program on the preceding Thursday night in which kids were invited to visit the library and build and decorate eclipse viewing boxes. NFL also participated in distributing free eclipse glasses to ensure that patrons were able to view the eclipse safely. On the morning of April 8th, more than 200 people visited Northampton Free Library – about a quarter of our usual monthly total!

Tech Help Tuesdays and Storytime Anytime on Mondays and Wednesdays continued to be offered through the whole month, with Tech Help Tuesdays being particularly popular. There was also a Bedtime Storytime offered on April 16th. Northampton Free Library also hosted two adult craft programs in April, both focusing on using recycled pages from retired library books – patrons were invited to visit the library to craft sunflower wreaths on April 11th and learn how to produce blackout poetry on April 25th.

Outside the building, an area of siding that had been damaged by an overflowing gutter was replaced and painted. The pollinator garden maintained by the Eastern Shore Master Gardeners is lush and green, and some brand new plants have been added.



May is shaping up to be one of Northampton Free Library’s most programming-packed months yet. The month is off to a quick start with the first meeting of a new crochet club on Thursday, May 2nd at 6:00 PM and a LEGO building competition for children on Saturday, May the 4th at 11:30 AM. Snacks will be provided and prizes awarded at the latter. The next program will be held on Thursday, May 9th at 6:00 PM and will be an arts and crafts program for children where attendees will build and paint their own birdhouses. May’s children’s STEM program will take place on Thursday, May 16th at 6:00 PM – participants will learn about watersheds by building their own landscapes out of modeling clay. Finally, May’s adult craft will be hosted on Thursday, May 23rd at 6:00 PM and will focus on building glass bead sun catchers. This event will be free, but registration in advance will be required.

Northampton Free Library will be closed Monday, May 27th in observance of Memorial Day.



Cape Charles Memorial Library

Sharon Silvey, Library Manager



April was a month bursting with activity at Cape Charles Memorial Library!

We hosted five story time and craft programs, including special visits from two local authors - Nan Carlton and Gail Scott. Each of the special author programs filled up quickly and were enjoyed by all!

Erin Morgan with Northampton Cooperative Extension visited CCML early in the month and hosted two programs for children. The first program was designed for younger children to learn about space and to create an edible rocket, made with marshmallows, orange slices, and chocolate kisses. The second program was geared towards older children to learn about the upcoming eclipse. As it happens, the older children took notice of the edible rockets and convinced Ms. Morgan to include them in the second program as well. Big thanks to Ms. Morgan for coming down to the library!



And then, the eclipse! Way back in December of 2022, we registered with STARnet, a "hands-on learning network . . . that focuses on helping library professionals build their STEM skills by providing science-technology activities and resources (STAR)." STARnet provided CCML with 500 pairs of solar eclipse glasses to give away. During the week leading up to the eclipse and the morning of the eclipse, all 500 pairs (plus an additional 250 pairs shared with us by the Regional Library in Parksley) were handed out.



Cape Charles Memorial Library also celebrated Earth Day with free educational Grab & Go bags for children that included a free book about taking care of our Earth. Adults also received a free "goody bag" with Earth friendly items such as reusable grocery bags, reusable produce bags, a bamboo toothbrush, bamboo utensils, and a reusable stainless-steel tumbler. All items were purchased with a Litter Prevention and Recycling Grant through Virginia Department of Environmental Quality.

April is National Poetry Month, which we celebrated with a display of poetry books and a Poetry Night at the library. Local poet, Ken Sutton (aka The Bard of Machipongo) attended our program and shared several poems from his book, *Manhattan to Machipongo*. Also in attendance were a few brand-new poets who shared their works in public for the first time. Poetry Night is always a lovely evening.





Chincoteague Island Library

Linda Ryan, for the Board of Directors

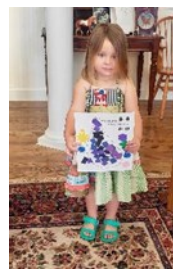


April began with a bang! Our board publicity/social media volunteer, Nancy Cunningham, put up an April Fool's post on our library's Facebook page. The post indicated that our library would be changing from the Dewey Decimal System to a new system of arranging books by the color of their covers. As a result, we received 6,500 "likes," 3,565 "comments," and 690 "shares." Nancy continues to post upcoming events for our library as well as other local organizations. Our board of directors feels that the Facebook posts contribute to our participation in our programs and events.

Volunteer Recognition Luncheon: Each April, during National Library Week, our library board recognizes the dedication and value of our volunteers. As our library only has one paid staff member for a total of 24 hours/week, without their help, we would not be open 6 days per week/year-round. This year, the volunteers were honored at an afternoon tea at the Channel Bass Inn on Chincoteague. A wonderful time was had by all who attended. A special thank you to Harriet Lonergan who manages our volunteers and to our library manager, Teresa Wright for helping them adhere to ESPL guidelines and procedures, and to our volunteers who plan, organize, and execute our children's programs without whom there would be no Tales 4 Tots.



Tales 4 Tots Storytime: Our story times for April revolved around dinosaurs, Disney princesses and princes, April showers, and Earth Day. We averaged eighteen children each week. In addition to songs and finger painting, the children listened to two stories and made crafts to coincide with the theme.



continued on next page...



Chincoteague Island Library

Linda Ryan, for the Board of Directors



STEM Programs: The Library hosted an Eclipse Program on April 8th from 1:30 p.m. until 4 p.m. A display table was set up with supplies and instructions for making viewing boxes. Informational packets and special viewing glasses were handed out. Special temporary eclipse tattoos were a big hit with children and adults. We distributed over 200 glasses that day with many patrons viewing the eclipse in the Town Park adjacent to our library. The program was a big hit for both children and their families. More STEM programs are planned for May and June.



Monthly Book Clubs: Nancys' Thursday Book Club, named for its founders—Nancy Roberts and Nancy Schmidt, discussed books about libraries, librarians, and books. They had a lively discussion about the Morgan librarian, Bella da Costa Green as well as the Pack Horse Librarians of the 1930's. Next month's topic is books either by or about William Shakespeare. The Island Readers' Book Club, which meets on the third Tuesday of each month, discussed the book, *The Measure*, by Nikki Erlick.

Book and Window Displays: Marguerite Henry's birthday, Autism Awareness Month, National Library Week, and the Solar System were just a few of the highlighted April book displays.

Upcoming Programs: Thursday evening, June 20 at 6 p.m., the library will be hosting its annual Sunset Cruise. This year, weather permitting, we should have a moon rise as well as a sunset while we are cruising. Music by David Nees and refreshments by the Channel Bass Inn will be provided. Tickets will be \$65 each and registration will begin shortly.

The Library Board decided at its April meeting to hold another non-motorized Fourth of July Parade on Thursday, July 4 at 10 a.m. in the Town Park. This event was a huge success two years ago. There will be prizes for the oldest and youngest participant as well as the family with the most participants. More details will follow.

Registration for the Summer Reading Challenge will begin in May. Tales 4 Tots will be wrapping up the winter/spring program on May 30. Children's summer programs will begin on June 27.

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

May 14, 2024, 1:00PM

Meeting Location: Eastern Shore of Virginia Regional Library & Heritage Center
24313 Bennett St., Parksley, VA

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes of April 09, 2024
4. Old Business
 - a. Update from ESPL Director Search Committee
5. Go Into Closed Session
 - a. Personnel
6. Finance Committee (Mason)
7. Financial Report (Pote)
8. Branch and Friend's Reports
 - 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)
 - d. ESPL Friend's Report
9. Library Director's System Report (Pote)
10. New Business
11. Personnel Committee (Rose-Jensen)
12. ESPL Foundation (Custis)
13. Additional Comments
14. Next Meeting: Tuesday, June 11, 2024, at 1:00p.m. at Eastern Shore of Virginia Regional Library & Heritage Center, 24313 Bennett St., Parksley, VA
15. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

4.9.24 | 1 PM | Eastern Shore Regional Library & Heritage Center: Parksley, VA
Meeting called to order by Chair, Joyce Holland

Attendance

Present:

Grayson Chesser, Dennis Custis, Larry Giddens, Gary Heintzeman, Joyce Holland (*Chair*), James Lilliston (*non-voting, Zoom*), Michael Mason, Christopher Pote (*Interim Library System Director, non-voting*), David Poyer, Frank Russell

Absent:

Carl Rose-Jensen

In Attendance:

Tiffany Flores, Jamie Johnson, Judy Malarkey, Colette Nelson

Call to Order

The meeting was called to order by Joyce Holland, *Chair* at 1:00 p.m. A quorum was present.

Public Comments

Judy Malarkey shared the updates from the Friends of the Eastern Shore Public Library (attached to minutes).

Approval of Minutes of March 12, 2024

Dennis Custis moved that the March 12, 2024 meeting minutes be approved. David Poyer seconded. Motion passed unanimously.

Old Business

2nd Reading: ESPL Employee Policy Manual (Holland)

Dennis Custis moved to approve the updated edited version of the ESPL Employee Policy manual. David Poyer seconded. Motin passed unanimously. Christopher Pote noted that some of the policies (including leave accruals, holiday pay and health insurance) won't go into effect until the start of the fiscal year 2025 (July 1, 2024).

Update from ESPL Director Search Committee (Holland)

Joyce Holland explained that the interview process will begin in May; the committee has received applications from states across the country as well as from Virginia.

Finance Committee (Mason)

Michael Mason shared that there haven't been any recent meetings so there is nothing to report.

Financial Report (Pote)

Christopher Pote covered the key takeaways from the financial report:

- 4th quarter disbursement requests have been made of both counties as of 4/1/24 (*so far only Accomack County has acknowledged receipt of request*)
- Stipends for 3 staff members that are taking on additional responsibilities in the interim have been requested (*these will be paid out monthly*)
- Last month the HVAC contractor hired by the County placed a dozen or so monitoring stations around the building to hopefully gather the data they need to make the air system work most efficiently
- Profit & Loss Report (pg. 3)- There is a miscellaneous expense of \$16,804.86 [this was a requested payment made in error and the funds have been returned]
- The LGIP account yielded \$322 in interest for the month of March 2024

Michael Mason moved to accept the financial report. Dennis Custis seconded. Motion passes unanimously.

Branch and Friends Reports

- a) **CAPE CHARLES MEMORIAL LIBRARY:** Included in the Library Director's System report.
- b) **CHINCOTEAGUE ISLAND LIBRARY:** Included in the Library Director's System report.
- c) **NORTHAMPTON FREE LIBRARY:** Included in the Library Director's System report.
- d) **ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT:** Given by Judy Malarkey during the Public Comments section (report attached to minutes).

Library Director's System Report (Pote)

Christopher Pote shared System updates:

- 2 new Information Specialists have been hired to work Circulation and will be starting this month
- Programming: participation has been great across the library branches & affiliates
- Transition to our new Microsoft 365 email client is complete, but some kinks are still being worked out
- Cloud Server Techs has been fantastic to work with thus far
- Wrong version of the edited Employee Manual was included in the board packet, but of the pertinent pages hard copies were provided at this meeting
- Staff were very appreciative of the Friends of the Eastern Shore Public Library for delivering baskets of treats and goodies for the ESPL staff today in honor of National Library Workers Day
- The Invisible History lecture that was scheduled for April 25th has been moved to 5/23 @6pm

New Business

Personnel Committee (Holland)

- Joyce Holland will be asking the Personnel Committee to bring nominations for the Board of Trustees for the coming year.
 - Carl Rose-Jensen isn't present at the meeting today, but Joyce Holland didn't receive any new information from him to share. She did indicate that the committee has been doing a wonderful job.
-

ESPL Foundation (Custis)

Dennis Custis shared that the Raising the Green event was great and profited about \$17,000. Everything went really well and they've heard lots of positive feedback from attendees.

Additional Comments

- Jane Kellam with the Accomack Garden Club has contacted Joyce Holland and offered to complete plantings at the library and to maintain them.
 - Colette Nelson explained that the Foundation is now working on the Zero-Turn Mower drawing; the drawing will likely take place sometime in July.
 - Grayson Chesser shared that the Ward Foundation and Salisbury University have parted ways. The University owns most of the decoys that were on display in the museum. He suggested that ESPL might want to display some at the Parksley branch for a limited time; they would need to be in locked display cases.
 - Michael Mason asked Public Works for a list of any issues they've detected with the new library in Parksley, VA with all the rain we've been having:
 - They have ordered new water fountains since the other ones weren't able to be repaired
 - 3 roof leaks have been identified and are being repaired
 - the HVAC system is currently being evaluated by an outside contractor
-

Next Meeting

Tuesday, 5.14.24 | 1PM Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley, VA.

Adjournment

Dennis Custis moved to adjourn the meeting. Frank Russell seconded. The motion passed unanimously. The meeting adjourned at 1:30 p.m. by Chair, Joyce Holland.



Friends of the Eastern Shore Public Library

P.O. Box 545
Parksley, Virginia 23421

April 9, 2024 – Report to Board of Trustees
Submitted by Judy Malarkey

Today is National Library Workers Day!



To show our appreciation for all the staff we gave them a gift basket of goodies! It is also National Library Week.

The Friends have applied for a Better World Books Literacy Grant of \$2000. This is the first time this organization has offered a grant program. If the grant is awarded to us, we will use the money for additional bi-lingual material and programming for birth to 5 years. Thank you, Maureen, for writing and submitting the grant.



(Left) We recently purchased six Kik Steps for the Library to help with shelving. The ‘vintage’ ones were falling apart and did not roll on the carpet. The new ones are a big improvement in helping to reach the top shelves and do roll easily on the carpet. The Kik Steps will have labels on showing that they were donated by the Friends of ESPL. Shown in photo are Board Members Betty Reich, Liz Bochicchio, Janet Rochester, Judy Malarkey, Sharyn McQuaid, sitting Maureen Teague and Kate Baird.

(Right) Summer Reading Program Material has arrived and Tiffany is gearing up for the upcoming season. Once again the usual suspects are shown along with Tiffany and the program signature sign of ‘**Adventure begins at your Library**’ June 15th 2024.



We are purchasing three Haitian-Creole dictionaries for the ESL group to be used by the students in the Parksley Library. The organizer, Monique Roske made a request for these books as they are very helpful and they currently only have one copy for all their students.

Thank you for your support.

Judy Malarkey

Friends of the Eastern Shore Public Library is a 501(c)(3) organization.

President Pro Tem: **Janet Rochester**, Vice President: **Margaret Donahue Lynch**, Treasurer: **Carol Callander**,

Secretary: **Kate Baird**

Directors: **Liz Bochicchio, Judy Malarkey, Sharyn McQuaid Betsy Reich, Maureen Teague, Emeritus Ann Scott.**

Eastern Shore Public Library
Balance Sheet
As of April 30, 2024

	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP - Investment Account #1155	69,854.93
Petty Cash	
Main	61.75
NFL	76.87
Total Petty Cash	138.62
Truist - Operating #2396	
Liability Reserve	15,299.64
Truist - Operating #2396 - Other	429,186.49
Total Truist - Operating #2396	444,486.13
Total Checking/Savings	514,479.68
Other Current Assets	
1300 · Prepaid Expenses	21,609.08
1400 · Security Deposit	1,600.00
Total Other Current Assets	23,209.08
Total Current Assets	537,688.76
Fixed Assets	
Equipment Purchases	97,804.92
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	568,040.09
1520 · Vehicles	22,000.00
1550 · Accumulated Depreciation	-486,134.07
Total Fixed Assets	867,170.14
Other Assets	
1600 · Deferred Outflows	63,258.00
1700 · Right-to-use Asset	20,800.00
Total Other Assets	84,058.00
TOTAL ASSETS	1,488,916.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,506.26
Total Accounts Payable	10,506.26
Credit Cards	
Atlantic Union Credit Card	-15,070.96
Total Credit Cards	-15,070.96

Eastern Shore Public Library
Balance Sheet
As of April 30, 2024

	<u>Apr 30, 24</u>
Other Current Liabilities	
2100 · Payroll Liabilities	4,958.21
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	-658.36
2300 · Anthem, Dental	-15.19
2360 · AFLAC	165.30
2380 · Compensated Absences	20,512.97
2400 · Net Pension Liability	67,309.00
2500 · Deferred Inflows	39,997.00
2700 · Lease Liability	20,800.00
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Total Other Current Liabilities	153,068.98
	<hr/>
Total Current Liabilities	148,504.28
	<hr/>
Total Liabilities	148,504.28
	<hr/>
Equity	
1110 · Retained Earnings	756,134.88
3000 · Opening Bal Equity	489,567.32
Net Income	94,710.42
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Total Equity	1,340,412.62
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TOTAL LIABILITIES & EQUITY	1,488,916.90
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Eastern Shore Public Library
Profit & Loss
 April 2024

	Apr 24
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	
41010 · Accomack County	189,668.24
41030 · State Aid	76,756.56
Total 41000 · Government Income	266,424.80
42000 · Contributions	
42010 · ESPL Friends	414.34
42060 · Adopt-A-Book	50.00
Total 42000 · Contributions	464.34
43000 · Reimbursements	
43020 · Island	550.87
43030 · Cape Charles	3,975.11
Total 43000 · Reimbursements	4,525.98
44000 · Fines & Fees	
44010 · Fines	66.00
44020 · Photocopying	819.85
44030 · Fax	6.20
44040 · Inter Library Loan	18.00
44000 · Fines & Fees - Other	3.46
Total 44000 · Fines & Fees	913.51
Total 40000 · INCOME	272,328.63
Total Income	272,328.63
Gross Profit	272,328.63
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61102 · Building Maintenance, NFL	1,200.00
61104 · Building Maintenance - Parksley	305.78
Total 61100 · Building	1,505.78
61200 · Utilities	
61202.1 · Electricity - NFL	332.92
61202.2 · Electricity - Parksley	2,551.73
61203 · Telephone	654.62
61204 · Water/Sewer - Parksley	126.86
Total 61200 · Utilities	3,666.13
61300 · Vehicle Operation	118.53
61500 · Computer	
61514 · Internet Services, State	458.80
	458.80

Eastern Shore Public Library
Profit & Loss
April 2024

	<u>Apr 24</u>
Total 61500 · Computer	458.80
Total 61000 · Operations	5,749.24
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	3,693.27
Total 62300 · Equipment Maintenance	3,693.27
Total 62000 · Equipment	3,693.27
63000 · Programs	
63100 · Adult	19.10
63200 · Youth	13.67
Total 63000 · Programs	32.77
64000 · Personnel	
64010 · Salaries - Director	6,822.31
64020 · Salaries - Other	28,027.09
64030 · Hourly Employees	12,989.66
64050 · Payroll Expenses	4,423.32
64070 · Retirement (VRS)	2,525.72
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	4,941.18
64086 · Insurance, Dental (Anthem)	155.92
Total 64080 · Insurance	5,097.10
Total 64000 · Personnel	59,885.20
65000 · Supplies	
65100 · Custodial	2,115.47
65200 · Office	106.21
65300 · Library	2,535.81
65400 · Youth Program Supplies	22.30
Total 65000 · Supplies	4,779.79
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	10,478.31
66312 · Periodicals, State Aid	179.00
66313 · Continuations, State Aid	28.50
66315 · Electronic Resources, State Aid	64.48
66320 · Cape Charles Contract #15	92.22
Total 66310 · System Materials	10,842.51
66350 · Affiliates	
66351 · Books, Affiliates	2,117.90
Total 66350 · Affiliates	2,117.90
66900 · Restricted	15.12

Eastern Shore Public Library
Profit & Loss
April 2024

	<u>Apr 24</u>
Total 66000 · Materials	12,975.53
67000 · Other	
67100 · Postage	0.68
67200 · Travel & Meals	258.21
	<hr/>
Total 67000 · Other	258.89
68000 · Miscellaneous	
68100 · Bank Fees	221.27
	<hr/>
Total 68000 · Miscellaneous	221.27
69000 · Professional Services	
69001 · Professional Services,Financial	1,600.00
69002 · Professional, Library Services	1,000.00
69000 · Professional Services - Other	109.00
	<hr/>
Total 69000 · Professional Services	2,709.00
Total 60000 · EXPENSES	<hr/> 90,304.96
Total Expense	<hr/> 90,304.96
Net Ordinary Income	182,023.67
Other Income/Expense	
Other Expense	
8020 · Miscellaneous	-16,286.27
	<hr/>
Total Other Expense	-16,286.27
Net Other Income	<hr/> 16,286.27
Net Income	<hr/> 198,309.94 <hr/>

Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2023 through April 2024

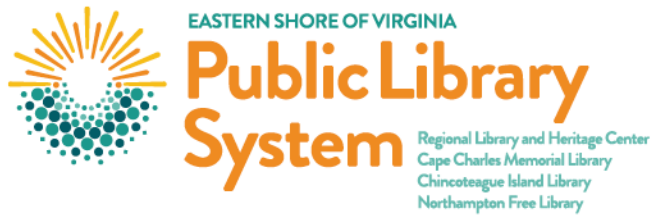
	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	758,672.99	762,973.00	-4,300.01	99.4%
41011 · Accomack County On Behalf	0.00	0.00	0.00	0.0%
41020 · Northampton County	124,381.50	165,842.00	-41,460.50	75.0%
41030 · State Aid	292,257.22	292,133.00	124.22	100.0%
41040 · Grants	140,433.55	335,250.00	-194,816.45	41.9%
Total 41000 · Government Income	1,315,745.26	1,556,198.00	-240,452.74	84.5%
42000 · Contributions				
42010 · ESPL Friends	5,934.34	5,000.00	934.34	118.7%
42020 · NFL Friends	1,000.00	4,000.00	-3,000.00	25.0%
42030 · Contributions Unrestricted	4,497.00	1,000.00	3,497.00	449.7%
42040 · Contributions Restricted	4,802.99	5,500.00	-697.01	87.3%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	750.00	500.00	250.00	150.0%
42070 · ESPL Foundation	37,320.29	55,000.00	-17,679.71	67.9%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	54,304.62	71,100.00	-16,795.38	76.4%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,800.00	5,000.00	800.00	116.0%
43020 · Island	2,606.43	2,000.00	606.43	130.3%
43030 · Cape Charles	15,482.11	14,000.00	1,482.11	110.6%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	500.00	-500.00	0.0%
43000 · Reimbursements - Other	104.81	0.00	104.81	100.0%
Total 43000 · Reimbursements	23,993.35	21,600.00	2,393.35	111.1%
44000 · Fines & Fees				
44010 · Fines	777.77	0.00	777.77	100.0%
44020 · Photocopying	6,795.52	3,500.00	3,295.52	194.2%
44030 · Fax	22.92	0.00	22.92	100.0%
44040 · Inter Library Loan	188.00	50.00	138.00	376.0%
44000 · Fines & Fees - Other	41.01	0.00	41.01	100.0%
Total 44000 · Fines & Fees	7,825.22	3,550.00	4,275.22	220.4%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	2,000.00	-2,000.00	0.0%
45020 · General (Merrill Lynch)	0.00	0.00	0.00	0.0%
45090 · Miscellaneous Endowments	226.65	15,000.00	-14,773.35	1.5%
Total 45000 · Endowments	226.65	17,000.00	-16,773.35	1.3%
45500 · GASB 68 Benefit	0.00	0.00	0.00	0.0%
46000 · Private Grants	100.00	2,000.00	-1,900.00	5.0%
49000 · Miscellaneous Income				
49020 · Driver Education Test Proctorin	0.00	200.00	-200.00	0.0%
49000 · Miscellaneous Income - Other	50.00	100.00	-50.00	50.0%
Total 49000 · Miscellaneous Income	50.00	300.00	-250.00	16.7%
Total 40000 · INCOME	1,402,245.10	1,671,748.00	-269,502.90	83.9%
4250 · Grants, Other	4,600.00			
Total Income	1,406,845.10	1,671,748.00	-264,902.90	84.2%
Gross Profit	1,406,845.10	1,671,748.00	-264,902.90	84.2%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	2,301.06	6,512.00	-4,210.94	35.3%
61102 · Building Maintenance, NFL	10,711.89	15,000.00	-4,288.11	71.4%
61104 · Building Maintenance - Parksley	6,547.13	38,500.00	-31,952.87	17.0%
61105 · Rent	9,600.00	15,876.00	-6,276.00	60.5%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	29,160.08	75,888.00	-46,727.92	38.4%
61200 · Utilities				
61201 · Fuel Oil	-49.20	0.00	-49.20	100.0%
61202 · Electricity	3,324.70	2,000.00	1,324.70	166.2%
61202.1 · Electricity - NFL	4,216.08	9,000.00	-4,783.92	46.8%
61202.2 · Electricity - Parksley	13,220.09	40,000.00	-26,779.91	33.1%
61203 · Telephone	3,839.26	6,000.00	-2,160.74	64.0%
61204 · Water/Sewer - Parksley	1,656.48	3,400.00	-1,743.52	48.7%
Total 61200 · Utilities	26,207.41	60,400.00	-34,192.59	43.4%
61300 · Vehicle Operation	1,701.64	35,000.00	-33,298.36	4.9%
61400 · Insurance (VRSA)				
61401 · Insurance, Building	0.00	4,300.00	-4,300.00	0.0%
61400 · Insurance (VRSA) - Other	15,628.00	15,000.00	628.00	104.2%

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
 July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Total 61400 · Insurance (VRSA)	15,628.00	19,300.00	-3,672.00	81.0%
61500 · Computer				
61510 · Computer Hardware	2,742.26	0.00	2,742.26	100.0%
61511 · Computer Hardware, State	3,867.00	0.00	3,867.00	100.0%
61513 · Online Services	10,026.22	26,620.00	-16,593.78	37.7%
61514 · Internet Services, State	6,154.48	11,100.00	-4,945.52	55.4%
61515 · Computer Software	29,674.50	0.00	29,674.50	100.0%
61516 · Computer Software, State	1,497.50	7,818.00	-6,320.50	19.2%
61517 · Computer Maintenance	2,420.00	10,000.00	-7,580.00	24.2%
61518 · Technology	624.00	23,024.00	-22,400.00	2.7%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 · Computer	57,005.96	78,562.00	-21,556.04	72.6%
Total 61000 · Operations	129,703.09	269,150.00	-139,446.91	48.2%
62000 · Equipment				
62100 · Equipment, General	117,607.02	0.00	117,607.02	100.0%
62200 · Equipment, State	12,635.24	84,050.00	-71,414.76	15.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	23,542.43	10,000.00	13,542.43	235.4%
62300 · Equipment Maintenance - Other	3,625.18	0.00	3,625.18	100.0%
Total 62300 · Equipment Maintenance	27,167.61	10,000.00	17,167.61	271.7%
62000 · Equipment - Other	-580.93	0.00	-580.93	100.0%
Total 62000 · Equipment	156,828.94	94,050.00	62,778.94	166.8%
63000 · Programs				
63100 · Adult	391.35	3,000.00	-2,608.65	13.0%
63200 · Youth	2,225.04	6,000.00	-3,774.96	37.1%
63300 · Outreach	2,383.88	3,000.00	-616.12	79.5%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63000 · Programs - Other	366.13	1,000.00	-633.87	36.6%
Total 63000 · Programs	5,366.40	18,000.00	-12,633.60	29.8%
64000 · Personnel				
64010 · Salaries - Director	78,790.85	91,703.00	-12,912.15	85.9%
64020 · Salaries - Other	324,160.49	416,898.00	-92,737.51	77.8%
64030 · Hourly Employees	147,587.17	182,776.00	-35,188.83	80.7%
64050 · Payroll Expenses	49,565.46	61,533.00	-11,967.54	80.6%
64070 · Retirement (VRS)	29,065.23	36,555.00	-7,489.77	79.5%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.49	0.00	-0.49	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.23	0.00	-0.23	100.0%
64085 · Insurance, Medical (Anthem)	58,650.59	0.00	58,650.59	100.0%
64086 · Insurance, Dental (Anthem)	1,796.75	0.00	1,796.75	100.0%
64080 · Insurance - Other	0.00	79,000.00	-79,000.00	0.0%
Total 64080 · Insurance	60,446.62	79,000.00	-18,553.38	76.5%
64090 · Liability Reserve	6,125.00	10,500.00	-4,375.00	58.3%
64100 · Staff & Volunteer Appreciation	421.96	3,000.00	-2,578.04	14.1%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
Total 64000 · Personnel	696,162.78	881,965.00	-185,802.22	78.9%
65000 · Supplies				
65100 · Custodial	12,246.41	20,400.00	-8,153.59	60.0%
65200 · Office	7,842.89	0.00	7,842.89	100.0%
65300 · Library	16,706.61	53,284.00	-36,577.39	31.4%
65400 · Youth Program Supplies	1,041.49	3,000.00	-1,958.51	34.7%
65500 · Archival Supplies	2,889.32	0.00	2,889.32	100.0%
65000 · Supplies - Other	18.91	0.00	18.91	100.0%
Total 65000 · Supplies	40,745.63	76,684.00	-35,938.37	53.1%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	56,823.38	63,121.00	-6,297.62	90.0%
66312 · Periodicals, State Aid	1,678.57	1,500.00	178.57	111.9%
66313 · Continuations, State Aid	349.28	500.00	-150.72	69.9%
66314 · Microforms, State Aid	0.00	500.00	-500.00	0.0%
66315 · Electronic Resources, State Aid	14,768.43	21,500.00	-6,731.57	68.7%
66317 · AV, State Aid	4,997.46	7,500.00	-2,502.54	66.6%
66318 · Other Non-Book, State Aid	16.26	0.00	16.26	100.0%
66320 · Cape Charles Contract #15	2,002.00	2,000.00	2.00	100.1%
66310 · System Materials - Other	3.71	0.00	3.71	100.0%
Total 66310 · System Materials	80,639.09	96,621.00	-15,981.91	83.5%
66350 · Affiliates				
66351 · Books, Affiliates	20,558.13	17,000.00	3,558.13	120.9%
Total 66350 · Affiliates	20,558.13	17,000.00	3,558.13	120.9%
66900 · Restricted	9,895.86	17,000.00	-7,104.14	58.2%
Total 66000 · Materials	111,093.08	130,621.00	-19,527.92	85.0%

Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
67000 · Other				
67100 · Postage	1,149.47	3,000.00	-1,850.53	38.3%
67200 · Travel & Meals	3,360.77	8,000.00	-4,639.23	42.0%
67210 · Travel - State Aid	2,442.13	0.00	2,442.13	100.0%
67300 · Dues	2,292.00	3,500.00	-1,208.00	65.5%
67000 · Other - Other	0.00	0.00	0.00	0.0%
Total 67000 · Other	9,244.37	14,500.00	-5,255.63	63.8%
68000 · Miscellaneous				
68100 · Bank Fees	1,954.89	1,000.00	954.89	195.5%
68300 · Refunds	36.98	300.00	-263.02	12.3%
68500 · Advertising	592.00	0.00	592.00	100.0%
68600 · Continuing Education	420.00	5,500.00	-5,080.00	7.6%
68700 · Tangier	0.00	1,000.00	-1,000.00	0.0%
68000 · Miscellaneous - Other	91,467.50	95,171.00	-3,703.50	96.1%
Total 68000 · Miscellaneous	94,471.37	102,971.00	-8,499.63	91.7%
69000 · Professional Services				
69001 · Professional Services, Financial	16,150.00	22,200.00	-6,050.00	72.7%
69002 · Professional, Library Services	34,491.97	44,040.00	-9,548.03	78.3%
69003 · Erate Consultant	4,955.04	5,720.00	-764.96	86.6%
69004 · Auditor	5,500.00	11,148.00	-5,648.00	49.3%
69000 · Professional Services - Other	8,718.50	700.00	8,018.50	1,245.5%
Total 69000 · Professional Services	69,815.51	83,808.00	-13,992.49	83.3%
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	1,313,431.17	1,671,749.00	-358,317.83	78.6%
Total Expense	1,313,431.17	1,671,749.00	-358,317.83	78.6%
Net Ordinary Income	93,413.93	-1.00	93,414.93	-9,341,393.0%
Other Income/Expense				
Other Income				
7010 · Interest Income	2,354.93			
Total Other Income	2,354.93			
Other Expense				
61103 · Capital	0.00	0.00	0.00	0.0%
8020 · Miscellaneous	1,058.44	0.00	1,058.44	100.0%
Total Other Expense	1,058.44	0.00	1,058.44	100.0%
Net Other Income	1,296.49	0.00	1,296.49	100.0%
Net Income	94,710.42	-1.00	94,711.42	-9,471,042.0%



Report to the Accomack County Board of Supervisors – May 2024

April 8th saw the largest number of patrons on a single day for the short time I've been with the library system. Several hundred patrons came to the library to pick up eclipse-viewing glasses. They had been available for several weeks, but the final day saw a major push and led to a small, impromptu viewing "party" in the Parksley parking lot. All told, ESPL libraries gave away between 2500-2800 hundred pairs of glasses. This is remarkable community engagement.

Kids programming for April was quite successful as we had several programs including crafts, yoga, and Hometown Heroes, and we hosted the Dolly Parton Imagination Library Graduation ceremony. We also had craft night for teens and tweens where they made soot sprites, and on Teen Manga Book Club night, we welcomed twenty teen and tween participants.

One exciting tween/teen programming in May is this coming Thursday, May 9th. For STEM night we will be hosting FBI Community Outreach Specialist Faith Spillman at 5:30 to "Learn the Basic of Forensics." We hope to see your teens and tweens there.

On the adult side, we hosted a sunflower making craft night, Romance Book Club, and an Adult Poetry Workshop which were all nicely attended.

In the coming month, the Heritage Center will be hosting a lecture by Tom Godwin and Metty Pellicer: "Invisible History: Growing up Colored in Cape Charles". Tom and Metty will share with us the unique creation of the book and some of the stories they collected. Please join us on May 23 at 6PM in the Dennis Custis Lecture Hall.

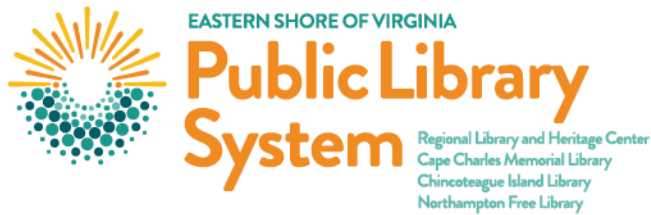
Thank you for your continued support of the Eastern Shore Public Library System.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote".

Christopher P. Pote

Interim System Director



Report to the Northampton County Board of Supervisors – May 2024

The Eastern Shore of Virginia Heritage Center has several initiatives focusing on Northampton County. On April 27, Jazmine Collins represented and displayed for the Heritage Center at an event featuring dramatizations of Harriet Tubman and Frederick Douglas as they discussed the meaning of American Democracy called “It’s a Conversation”. Hosted by the Community & Developmental Training Center and Virginia Humanities, the program was held at Eastern Shore Area Agency on Aging in Hare Valley. It was well attended, and we were honored to participate.

On May 23rd at 6PM, the Heritage Center will be hosting Northampton’s own Tom Godwin and Metty Pellicer. They will be presenting in the Dennis Custis Lecture Hall in the Heritage Center about their book *Invisible History: Growing Up Colored in Cape Charles*. Come join us as we learn about the unique way the book was created and hear the interesting stories Tom and Metty have to share.

Also, we have recently completed some repairs to the water-damaged shingles at the Northampton Free Public Library (NFL), and the pollinator garden has some new plants and is blooming nicely this Spring. We hope to always keep NFL welcoming to patrons and pollinators alike.

STEM night on May 15 will teach us about watersheds, and Adult Craft Night on May 23rd will be creating glass bead suncatchers. And don’t forget about Tech Help Tuesdays. Every Tuesday, Northampton Free Library staff offer assistance with your tech questions, whether computer, tablet, phone, etc., the service is available all day and free of charge.

Thank you for your continued support of the Eastern Shore Public Library System.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote", with a long horizontal flourish extending to the right.

Christopher P. Pote,
Interim System Director