



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

November 2023



Summer Dreamin'!

The 2024 Summer Reading theme has been announced and it means **adventure** awaits! Planning for a summer filled with programs and activities is already well underway.

Collaborative Summer Library Program material, available through the Library of Virginia, has already been ordered. We are working to schedule performers and other activities for Eastern Shore readers to show that adventure really does begin at your library.

DIRECTORS' UPDATE

Miranda Wisor, Director



Literacy is central to the work and mission of the Public Library. It's a term that is commonly used to mean reading, or the ability to read and write. That is basic literacy and it is the foundation on which all other literacies are built, but it's only the start of the work that librarians do.

Information literacy, the ability to access, evaluate, and utilize information effectively and ethically is a guide for the collections that we build. Many of our policies serve to illuminate how this skill is applied in the work that we do. It is an ability that our work means to nurture in the readers that we serve.

Financial literacy is the ability to manage personal finances effectively and make informed



DIRECTORS' UPDATE CONTINUED

decisions about money. Our collections offer Consumer Reports to help our patrons make informed decisions about their purchases. We also offer extensive materials to help people plan for their financial futures. In November, we were proud to kick off our first Financial Planning program at the Eastern Shore of Virginia Regional Library and Heritage Center. It was only the first of such programs planned.

Civic and social literacy refers to an understanding of how to participate in the democratic process and how to engage with other people effectively. Our libraries were closed on November 7th to permit our staff the opportunity to participate in this year's elections. Prior to that date, the library was a source for patrons to find information about where they could go to vote. If transportation was a concern, we even offered information about how to get rides to your local polling place. We also took November as an opportunity to partner with Eastern Shore of Virginia SPCA. We collected materials that will help the animals currently in the shelter. In December, we'll be holding a non-perishable food drive for the Food Bank of the Eastern Shore, too.



Finally, health literacy is the ability to access, understand, and use health information in order to make informed decisions about your own health. When I taught an Academy for Lifelong Learning class how to access and use our many digital resources, one of the databases that they seemed most excited to learn about was Medline Plus. The database is a health information resource for patients and their families and friends provided by the National Library of Medicine. I also had the opportunity to meet with Allison Bradshaw, Population Health Manager for the Eastern Shore Health District to talk about other opportunities for the library to provide resources and programs to empower Eastern Shore residents to make healthier choices and lead healthier lives.

In December, our commitment to social and health literacy will blend as we prepare to become the Eastern Shore's first location for a Memory Café. The Memory Café, organized by The Martha W. Goodson Center, is a monthly social gathering opportunity for individuals dealing with memory loss and their partners who provide care. Training for café facilitators will be held this month with the plan to begin a monthly gathering in early 2024. Memory Cafes are already popular in other areas of Virginia. The library system is, and will continue to be, a place where Eastern Shore residents can nurture a life-long love of reading, learning, and continued growth.

Bylaw and Policy Updates

Included in this Board Packet, you'll find proposed updates to the ESPL Board of Trustees Bylaws and the Request for Reconsideration Policy. The proposed Bylaw updates intend to clarify how and why remote attendance will be permitted for all Trustee members. Also included is the script that the Chair will use to certify remote attendance.

The intent of the policy update is to ensure that reconsideration requests receive the time and attention needed to be properly evaluated. When a reconsideration request is received, a review committee is assembled. This involves a major commitment of staff time and resources. The flexibility proposed ensures that the committee has sufficient time to fully review the title in question and prepare an appropriate recommendation.



Hear more from LVA

Did you know that the Library of Virginia offers a free monthly newsletter specifically for Trustees, Friends, and Foundation members? It offers information on a variety of topics relating to libraries in Virginia and national trends! You can register to receive the newsletter via email by asking Miranda Wisor to sign you up or you can register yourself at: <https://vpl.lib.va.us/newsletter-archives/trustees-friends-foundations-newsletters/>.



10th Librarian of Virginia

After conducting a national search, the Library Board has appointed Dennis T. Clark to serve as the 10th Librarian of Virginia. Clark brings more than 12 years of senior leadership experience in academic research libraries, and currently is chief of researcher engagement and general collections at the Library of Congress in Washington, D.C., where he leads the largest researcher-focused division at the Library, encompassing research services and collections in business, fine arts, genealogy, history, humanities, social sciences and science. Clark will begin Jan. 25, 2024, and succeeds Sandra Gioia Treadway, Ph.D., who previously announced her intent to retire after serving as Librarian of Virginia since July 2007.



Heritage Center

Christopher Pote, Heritage Center Manager

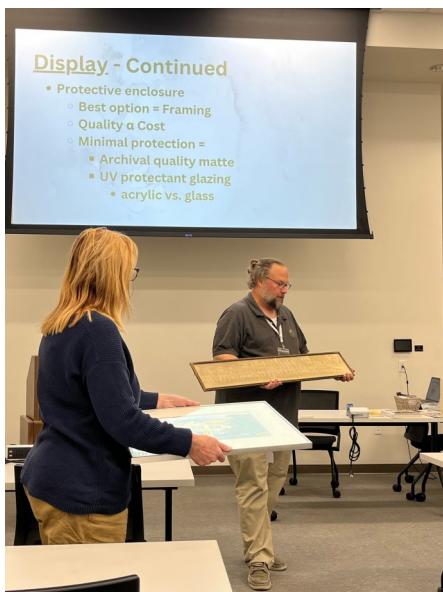


If November was any indication, the Heritage Center is going to be a rounding success. Over the past month, we had significant accomplishments in three main objectives of the HC: augment our collections, provide outstanding research assistance, and offer programming to the community.

The highlight acquisition this month was additional donations to the Mapp-LeCato Collection. Building on the Zillah Mapp Winn materials that were donated by her family a couple of years ago, I had the joy of welcoming six members of the Chase, Guerrant, and Arnett families, all descendants of Shore families Mapp and LeCato. This included correspondence, photographs, cook books, and genealogical and other material related to the two families. It was honor to meet with these families and share some of the history of their forebears.



When providing research assistance to patrons, there are two moments I cherish the most: the moment you provide someone with that one piece of information that's eluded them for years, and the moment when you see the fruit of that research published. We were able to enjoy that latter moment twice in the past month. First, WAVY10 used HC material for the opening graphic for a story they did on Tangier Island on November 16: <https://www.wavy.com/news/local-news/special-report-the-fight-to-save-tangier-island-a-cultural-gem-in-the-chesapeake-bay/>. And this past week, we assisted WBOC with history and imagery for a story on the Matthews Building here in Parksley: https://www.wbo.com/news/historic-matthews-building-in-parksley-virginia-considered-for-affordable-housing-for-veterans/video_423cd31f-20a1-5e1b-bca4-fe911b7c3fdb.html. Watching these stories while relaxing at home after a hard day's work was a delight.



The HC also hosted a Memorabilia Clinic presented by myself and archives assistant Judith Grier. We opened with a short presentation about best practices you can do at home to properly handle, display, and preserve your paper-based memorabilia. We then consulted with participants on their specific heirlooms and questions they brought with them. It was a blast see and discuss what members of the community brought in.

And lastly, I am glad to report that the collection materials in the offsite facility in Onley have all been relocated to their permanent home in Parksley. For the first time, the Heritage Center is operational with all staff and collections materials in one location.



Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



Expanding on the Traditional: New Types of Materials to Borrow

When you think of a library, books may immediately spring to mind. Indeed, the Eastern Shore Public Library's core materials are overwhelmingly books (in print, audio, and electronic formats). However, through partnerships with local and state organizations and nonprofits, ESPL is expanding the selection of non-traditional items that can be checked out by anyone with a library card.

Nature Backpacks The library offers a variety of backpacks containing themed materials that focus on the wildlife and natural environment of Virginia's Eastern Shore. The themes include Birding, Beaches & Fishing, Butterflies, Forests & Flowers, Virginia Wildlife, Nature in Winter, and Virginia State Parks. Each backpack is unique, with contents relevant to each subject. For example, the Virginia State Parks backpack contains a parking pass for free entry to any Virginia State Park, and the Birding Backpack contains binoculars and bird identification field guides. These Nature Backpacks are perfect for outdoor adventuring and were made possible through support from the Library of Virginia, Coastal Virginia Wildlife Observatory, and the Eastern Shore Chapter of Virginia Master Naturalists Program.

Chincoteague Island Museum Family Pass In partnership with the Museum of Chincoteague Island, ESPL is now offering circulating family passes to the museum. Each laminated pass provides free admission to the museum for four adults (ages 13+). Children 12 and under enjoy free admission anytime. A Family Pass is available at each of the four Shore libraries and can be borrowed for 14 days.

Vision Impairment Support (coming soon) With the generous support of the Onancock Lions Club, ESPL has ordered equipment to support individuals with vision impairments. Soon, library patrons will be able to borrow a variety of magnifying glasses and page magnifiers. Many of these items provide magnification with the addition of enhanced lighting for even better visibility. Magnifiers will be available in hand-held, hands-free, and sheet form. The library will also offer magnifying lamps for use in the Regional Library in Parksley. It is our plan to install a screen-reader app to public computers that will read screens to patrons with vision impairments. We are also exploring the possibility of purchasing further equipment with voice to text and text to voice functionality.

STEM Kits (coming soon) If you're not familiar with the term STEM, it stands for Science, Technology, Engineering and Math, and is an essential component of a child's education. Hands-on experiences help young people build confidence and interest in STEM fields, and reinforce important 21st century skills. The Virginia Partnership for Out-of-School Time is partnering with ESPL libraries to develop programs and circulating kits that will help children build knowledge about and experience with STEM concepts. Recent STEM craft programs at the Regional Library featured building spider webs and digging for fossils. ESPL staff are currently designing circulating kits that focus on a STEM activity, such as engineering or coding. Each kit will contain books about the topic as well as interactive, hands-on activities, and can be checked out by Shore families for learning at home.

ESPL is excited to offer these unique materials to the Shore Community and is grateful to our supporting partner organizations who are making it possible to expand our circulating collections beyond the traditional.



Programs & Outreach Report

Tiffany Flores

Throughout November, the Eastern Shore of Virginia Regional Library & Heritage Center and Northampton Free Library participated in Dinovember! Each week a new display was put up featuring dinosaurs doing something mischievous around the library. The library also invited the community to submit their photos of naughty dinosaurs for a chance to win a dinosaur dig kit. Colton Collins won for his submission of dinosaurs playing board games at his home.



In addition to Dinovember, both libraries hosted an SPCA supply drive all month long. Supplies for pet needs were collected by the library and dropped off at the SPCA at the end of the month.



The Regional Library has seen good attendance at after-school programs such as the STEM programs and Teen Gaming Tuesdays. Additionally, adult programs have also seen good participation. The monthly Crochet Stitch-a-Long had three participants who greatly enjoyed the program and looked forward to the next session. The regional library's first Tech Help session was popular with four attendees who received one-on-one aid with their devices. All parties were thankful for the aid and asked for more programs like this in the future. To meet their needs, Tech Help will be offered regularly. The next one will be in January.



December brings a couple of programming changes. Kid's crafts will now be offered from 10:00 a.m. to 12:30 p.m. in the hopes of getting more preschool children to participate in the program. Additionally, Storytime Anytime will now be offered on Mondays and Wednesdays.

Programming has picked up at Northampton Free Library! Bedtime Storytime was attended by two children. The program is taking a break in December, but Bedtime Storytime will resume in January. The hot cider and mulling spices program was well attended. Twenty people participated in the hot cider bar and five people put together their mulling spice bags for cider-making at home. The monthly STEM program was offered on Saturday, November 18th, and had one child participate. While





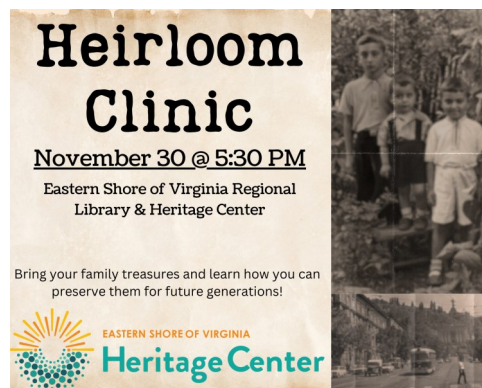
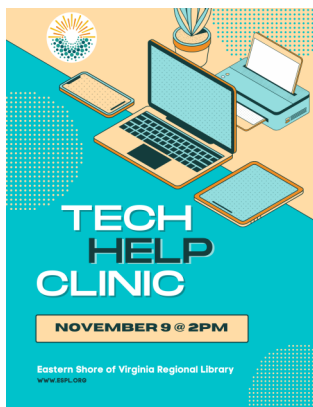
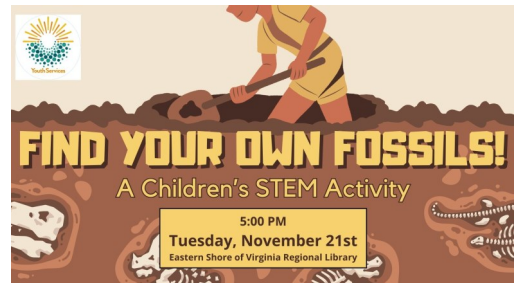
Programs & Outreach Report Continued...

Tiffany Flores

that number is low, it was good to finally have children participating in the STEM activity at the Northampton Free Library.

While the outreach season has slowed down for the season, Eastern Shore Public Library continued to attend community events. This month, the library went to Accawmacke Elementary School and participated in their Otterfest celebration on November 11th. Due to the holiday, this event didn't see huge attendance but Miranda and Tiffany were able to reach people who either didn't know about the library or didn't know the library was free.

Due to recent staff changes, Charle Ricci has taken over the role of representing the Regional Library in the STEM grant project. In doing so, she has begun attending the monthly meetings and working with Tiffany in planning the STEM circulating kits and assisting in STEM programming. For November, Charle hosted the STEM Fossil Dig Program which was attended by five kids and their parents. The children enjoyed this program especially because they got to dig up real fossils. In addition to Charle joining the project, Betsey Doherty from Cape Charles Memorial Library and Teresa Wright from Chincoteague Island Library have joined. This means all shore libraries will be represented in the grant and allows all locations the opportunity to collaborate.





Northampton Free Library

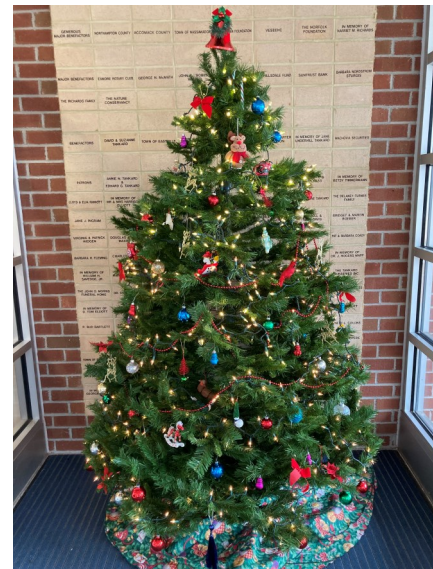
Connor Buyn, Branch Manager



The month of November was packed with paleontological fun at Northampton Free Library, with several children's programs focused on dinosaurs and fossils and NFL's participation in the elf-on-a-shelf-like #Dinovember social media trend. Throughout the month, dinosaur toys were arranged in wacky antics around the library and shared on Facebook to help advertise public programs. There was increased interest in NFL's programs this month, with the hot apple cider bar and mulling spices activity held on Friday, November 24th being particularly successful.

Improvements to the building in November focused on reorganizing storage areas and maintenance work on some of the building's exterior light fixtures. In the upcoming months, further landscape work outside the building is being considered. The Friends of Northampton Free Library group has set up and decorated a lovely tree in the library's vestibule in celebration of the holiday season.

NFL will offer another full month of programming in December. Storytime Anytime will continue on every Monday and Wednesday, as will Tech Help on every Tuesday. Both are available by request at the front desk at any time during library open hours on Mondays & Wednesdays and on Tuesdays, respectively. Library staff will host a book wreath craft activity at 5:00 PM on Thursday, December 7th and a crab pot buoy Christmas tree ornament craft activity at 6:00 PM on Thursday, December 14th. On the following day, Friday, December 15th, there will be a children's STEM activity held at 4:00 PM. Participants will learn about chemistry by growing their own Christmas ornaments out of borax crystals and pipe cleaners. At 5:00 PM on Thursday, December 21st, Northampton Free Library will host an apple pie preparation event. Registration in advance is required for participation in the pie prep activity – see the Northampton Free Library Facebook page or visit the library for more details. Finally, the library will host a LEGO competition starting at 6:00 PM on Thursday, December 28th. Contestants will be challenged to build the best snowflakes out of LEGO bricks. Prizes and snacks will be available and winning designs will be put on display in the library. All library events are free of charge.





Cape Charles Memorial Library

Sharon Silvey, Library Manager



During the month of November, Cape Charles Memorial Library welcomed local author Nan Mosteller for two special story time and craft programs. Mrs. Nan read the book, "Leaf Man" by Lois Ehlert, a story about a young boy who collects pieces of nature on a walk through an area that was once a forest. Mrs. Nan had collected her own pieces of nature and shared with participants for them to create their own Leaf Man. Both programs were well attended by adults and children. We are excited to be having Mrs. Nan back in the spring!



Cape Charles Memorial Library participated as a community partner at a Family STEAM Night. The program partners presented science, technology, engineering, art, and math activities for the 116 participants. This wonderful program was sponsored by Ebenezer A.M.E. Church Capeville.



CCML received notification of a grant award from Virginia Department of Environmental Quality for Litter Prevention and Recycling Program activities. This is the third year we have received this grant, and we again look forward to using these funds to educate our community.

Staff were able to attend two educational webinars this month, Understanding and Programming for Homeschool Students and their Parents and Living Our Values Out Loud: Programs That Walk the Talk.

The end of our month was spent preparing for Festive Fridays, an annual event hosted by the Town of Cape Charles. Staff decorated our building and prepared three crafts for participants which included a swirly snowman, pipe cleaner and bead ornaments, and an adorable tealight snowman. We also had a Letters to Santa station and a small nail-art station. CCML was open after hours, from 5:30 p.m. until 7:30 p.m., and we had over 130 visitors. The library will again participate in Festive Fridays on December 15th.





Chincoteague Island Library



Children's Programs: On November 2, Tales 4 Tots Storytime began the month with a visit from the folks at the Island Community House. Following our stretching, songs, and fingerplays, director, Katie O'Shea, read about a bear hunt. The children and parents then followed the bear tracks across the street to the Island Community House where they each received their very own bear and enjoyed juice and bear cookies.



The following week, mail carrier, George Tripp, brought the mail truck to the library parking lot and let the children climb in the truck. He explained about delivering mail and packages. Later, we all went into the library for stories about mail carriers and made a mail truck craft.

The week prior to Thanksgiving, the library was bursting to the seams with children. First, our Tales 4 Tots kids sang, danced, listened to turkey/Thanksgiving stories, and made turkey puppets. Next, the Chincoteague Elementary School preschool class made their annual visit to our library. Volunteers told the class about the library, and then the children listened to turkey/Thanksgiving stories, sang, and danced to turkey songs. Each child was given a take-home activity bag with all the makings for a turkey puppet.

Window & Holiday Displays: At the end of November, volunteers and staff decorated the library for the upcoming Christmas holidays in time for the Town's Annual Tree Lighting and the Christmas Parade. Both events use the library porches.

This year, library volunteers decorated a Christmas tree for the Chincoteague Museum's Christmas Tree Village. Library volunteers opened the library from 5 – 7 p.m. on November 10 for the 2nd Friday Art Stroll. We were also fortunate to have one of our local businesses, Amarin Coffee, donate a portion of their sales on Tuesday, November 21, to our library. We received a check from them for just over \$1,000. We are also taking part in the Giving Tuesday Facebook fundraiser.

Upcoming Events: The Town's Christmas Parade will take place on December 2. The library will host a "Meet the Author" night for the author of the book, *Bean Unleashed: Golden Wisdom for Fetching Joy* on December 13. The Thursday Book Club will be holding their annual holiday party and planning session on December 14. The Annual Meeting & Election of Officers of the Board of Directors will take place at our regularly scheduled monthly meeting on December 15.





ON THE HORIZON

- ⇒ ESPL's contract with Dunham, Aukamp & Rhodes, PLC will terminate at the end of the FY2022-2023 audit. Soon, the library system will need to distribute a Request for Proposal for future audits of the library's accounts. This will not impact the financial and payroll services provided by Karen Crockett, Inc.
- ⇒ The search for a new Administrative Assistant is nearing an end. We have received a number of applications for this full-time paraprofessional position. The Administrative Assistant will assist the Director with clerical tasks, maintaining supplies throughout the system, provide marketing support for library programs, and more. Interviews will be conducted in December before the holidays. We intend to have the role filled by January.
- ⇒ Adding Cybrarian to public computers has illuminated a need for increased Information Technology support throughout the system. We are entering our second month of service at Northampton Free Library. Patrons are growing accustomed to the platform. We have not, as of yet, been able to install the service at the Regional Library while we await updates to our public computers. Miranda has begun reaching out to other agencies on the Shore to inquire about what service providers they use.
- ⇒ ESPL's contract for e-rate services with Eastern Shore Communications is nearing its end. Through the contract that the Library of Virginia maintains with E-Rate Central, we currently have an active Request for Proposals open and bids are expected to arrive by the end of the month. The deadline for questions from potential vendors was 11/29/2023. We have requested pricing for 12, 36, and 60-month contracts.
- ⇒ The concrete base for the memorial bricks that will be placed beside the sidewalk at the Eastern Shore of Virginia Regional Library and Heritage Center has been poured. The ESPL Foundation has shared that they anticipate the bricks will be delivered on December 15th. Installation of the bricks will follow. Bricks are still available for purchase at the Foundation Office in the Regional Library.
- ⇒ There are a lot of programs and events going on at each of the libraries in December! Check out our calendar of events on espl.org or stop into libraries into Northampton Free Library or Eastern Shore of Virginia Regional Library & Heritage Center to pick up a print calendar!

AND ON TO 2024!

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

December 12, 2023, 1:00 PM

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 November 14, 2023
4. Old Business
 - a. 2nd Reading: ESPL Holidays Observed (Section 4.11 of Employee Policy Manual)
 - b. 2nd Reading: ESPL Dress Code (Appendix B of Employee Policy Manual)
5. Finance Committee (Mason)
6. Financial Report (Wisor)
7. 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
8. Library Director's System Report (Wisor)
9. New Business
 - a. 1st Reading: ESPL Bylaws
 - b. 1st Reading: Reconsideration Policy
10. Personnel Committee (Rose-Jensen)
11. ESPL Foundation (Custis)
12. Additional Comments
13. Next Meeting: Tuesday, January 9, 2024 at 1 pm, Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley, VA
14. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

11.14.23 | 1 PM | Eastern Shore of Virginia Regional Library & Heritage
Center

Meeting called to order by Chair, Joyce Holland

Attendance

Present:

Joyce Holland, Miranda Wisor, Captain David Poyer USNR (Ret.), Larry J. Giddens, Sr., Dennis Custis, Grayson Chesser, Mike Mason (remote), Frank Russell, Carl Rose-Jensen (remote)

Absent:

Gary Heintzelman, Jay Lilliston

In Attendance:

Tiffany Flores, Elizabeth Morgan, Paul Mulhy, Jay Davenport, Collette Nelson, Margaret Donahue Lynch, Christopher Pote

Call to Order

The meeting was called or order by Chair Holland at 1:00 p.m. A quorum was present.

Public Comments

No public comments were made.

Approval of Minutes

An amendment was proposed by Miranda Wisor on behalf of Michael Mason to clarify that Accomack County aligns its holiday schedule with the state calendar generated by the Department of Human Resources Management. Larry Giddens moved that October 10, 2023 meeting minutes be approved with the amendment proposed. Dennis Custis seconded.

The motion passed unanimously.

Old Business

2nd Reading: Update of Collection Development Policy.

System Director Miranda Wisor highlighted a typo in the document that needs corrected. David Poyer moved to approve the Collection Development Policy as corrected. Larry Giddens seconded the motion.

Finance Committee (Mason)

No report presented.

Financial Report (Wisor)

System Director Miranda Wisor presented an updated FY2023-2024 budget to reflect the increase in State Aid from the Library of Virginia following the approval of the Virginia State Budget. The updated library budget reflects a two percent library staff salary increase which will take effect in December. The Finance Committee reviewed the updated budget and endorsed the changes presented. Dennis Custis motioned to approve the updated budget. Mike Mason seconded.

Branch and Friends Reports (Name(s) giving report)

- a) CAPE CHARLES MEMORIAL LIBRARY: See System Report.
- b) CHINCOTEAGUE ISLAND LIBRARY: See System Report.
- c) NORTHAMPTON FREE LIBRARY: See System Report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: None.

Library Director's Report (Wisor)

System Director Miranda Wisor reported major changes:

- Several of the library staff recently attended the state library conference. Attendance at these conferences help library employees stay informed about changes and developments in the profession.
- Programing attendance was lower than anticipated at Northampton Free Library the past month but the library system continues to look for more ways to advertise our events.
- There have been implementation challenges of the new Cybrarian software at the Eastern Shore of Virginia Regional Library and Heritage Center resulting from limited availability of technical assistance.
- Materials for the Heritage Center were moved from the storage facility in Onley to the Eastern Shore of Virginia Regional Library and Heritage Center. Notice has been given to the landlord that the lease for the storage facility in Onley will terminate in January 2024.
- Wisor will soon launch a search to fill the vacancy created by the recent resignation.
- ESPL has just launched Kanopy, a streaming service with over 30,000 films and videos, including Kanopy Kids for our younger patrons. Access is free to anyone with an ESPL library card. There will be an announcement and press release of the new service forthcoming.

New Business

Trustee Training provided by Nan Carmack, Director, Library Development and Networking, Library of Virginia

- Presentation slides presented by Nan Carmack.

- Discussion ensued. Chair Joyce Holland asked Nan Carmack if she recommends creating separate email for conducting Board of Trustee business. Carmack answered affirmatively because of the requirements of record retention and cyber security.

Proposed update to ESPL Holidays Observed (Section 4.11 of Employee Policy Manual)

First Review. System Director Miranda Wisor reported that changes will bring the library holidays observed closer to holidays observed by both Accomack County as the system's fiscal agent and with the state of Virginia. Wisor reported that a challenge is that the libraries are open on Saturday whereas most state and local government agencies are not.

Edits to be included in second reading in December: none.

Proposed update to ESPL Dress Code (Appendix B of Employee Manual)

First review. System Director Miranda Wisor reported that a dress code is referenced in the handbook but is not part of the employee handbook at this time. The Personnel Committee reviewed the dress code and endorsed the document presented.

Edits to be included in second reading in December: none.

Discussion of landscaping at 24313 Bennett St., Parksley, VA

Jay Davenport reported that the Eastern Shore Public Library Foundation believes screening between Dollar General and the library is needed. Davenport reported that tree issues have been resolved. There is a possibility that shrubs along property line would accumulate trash so a fence will be a better solution. Plantings to be made later on. Plantings will be native if possible.

Personnel Committee (Rose-Jensen)

Envelopes to mail completed evaluations of the System Director were distributed. Chair Joyce Holland reported that she would soon distribute an evaluation document to all Trustees. Trustees were asked to submit the Director's evaluation with the envelopes provided to Carl Jensen by December 1, 2023. The Personnel Committee will meet with the System Director and complete the review.

ESPL Foundation (Custis)

The Foundation talked about landscaping. No other news.

Additional Comments

Chair Joyce Holland mentioned that at the next meeting in December, Mike Mason will be chair the meeting. Frank Russell reported on his proposal for a plaque for the acknowledgment of the library supporters throughout the construction of the Regional Library. Material could be brass or stainless steel for the plaque. John T. Williams estimates that would cost be approximately \$3000-\$5000.

Frank Russell to find out more information regarding the additional choices for materials used for the plaque.

Next Meeting

Tuesday, 12.12.23 at 5:00 p.m. | Chincoteague Island Library, 4077 Main Street, Chincoteague, VA

Adjournment

Dennis Custis moved to adjourn the meeting. David Poyer seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:20 p.m. by Chair, Joyce Holland.

DRAFT

Eastern Shore Public Library
Balance Sheet
As of November 30, 2023

| | <u>Nov 30, 23</u> |
|---------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| LGIP - Investment Account #1155 | 68,274.45 |
| Petty Cash | |
| Main | 100.00 |
| NFL | 100.00 |
| Total Petty Cash | 200.00 |
| Truist - Operating #2396 | |
| Liability Reserve | 20,512.64 |
| Truist - Operating #2396 - Other | 295,266.76 |
| Total Truist - Operating #2396 | 315,779.40 |
| Total Checking/Savings | 384,253.85 |
| 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 | 407,462.93 |
| 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 | 1,358,691.07 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 10,506.26 |
| Total Accounts Payable | 10,506.26 |
| Credit Cards | |
| Cardmember Services Visa | -8,663.14 |
| Total Credit Cards | -8,663.14 |

Eastern Shore Public Library
Balance Sheet
As of November 30, 2023

| | <u>Nov 30, 23</u> |
|----------------------------------------|---------------------|
| Other Current Liabilities | |
| 2100 · Payroll Liabilities | 754.80 |
| 2270 · Minnesota Life | 0.05 |
| 2290 · Anthem, Medical | -658.74 |
| 2300 · Anthem, Dental | -15.19 |
| 2360 · AFLAC | 227.10 |
| 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 |
| | <hr/> |
| Total Other Current Liabilities | 148,926.99 |
| | <hr/> |
| Total Current Liabilities | 150,770.11 |
| | <hr/> |
| Total Liabilities | 150,770.11 |
| | <hr/> |
| Equity | |
| 1110 · Retained Earnings | 756,134.88 |
| 3000 · Opening Bal Equity | 489,567.32 |
| Net Income | -37,781.24 |
| | <hr/> |
| Total Equity | 1,207,920.96 |
| | <hr/> |
| TOTAL LIABILITIES & EQUITY | 1,358,691.07 |
| | <hr/> <hr/> |

Eastern Shore Public Library
Profit & Loss
 November 2023

| | Nov 23 |
|-----------------------------------------|-----------|
| Ordinary Income/Expense | |
| Income | |
| 40000 · INCOME | |
| 41000 · Government Income | |
| 41020 · Northampton County | 41,460.50 |
| Total 41000 · Government Income | 41,460.50 |
| 42000 · Contributions | |
| 42060 · Adopt-A-Book | 225.00 |
| Total 42000 · Contributions | 225.00 |
| 43000 · Reimbursements | |
| 43030 · Cape Charles | 857.73 |
| Total 43000 · Reimbursements | 857.73 |
| 44000 · Fines & Fees | |
| 44010 · Fines | 15.00 |
| 44020 · Photocopying | 657.17 |
| 44040 · Inter Library Loan | 2.00 |
| 44000 · Fines & Fees - Other | 0.33 |
| Total 44000 · Fines & Fees | 674.50 |
| Total 40000 · INCOME | 43,217.73 |
| Total Income | 43,217.73 |
| Gross Profit | 43,217.73 |
| Expense | |
| 60000 · EXPENSES | |
| 61000 · Operations | |
| 61100 · Building | |
| 61102 · Building Maintenance, NFL | 85.86 |
| 61104 · Building Maintenance - Parksley | 111.04 |
| 61105 · Rent | 1,600.00 |
| Total 61100 · Building | 1,796.90 |
| 61200 · Utilities | |
| 61202 · Electricity | 88.56 |
| 61202.1 · Electricity - NFL | 331.09 |
| 61204 · Water/Sewer - Parksley | 109.50 |
| 61200 · Utilities - Other | 1,038.91 |
| Total 61200 · Utilities | 1,568.06 |
| 61300 · Vehicle Operation | 290.05 |
| 61500 · Computer | |
| 61517 · Computer Maintenance | 632.00 |
| Total 61500 · Computer | 632.00 |
| Total 61000 · Operations | 4,287.01 |

Eastern Shore Public Library
Profit & Loss
November 2023

| | <u>Nov 23</u> |
|--------------------------------------------|---------------|
| 62000 · Equipment | |
| 62100 · Equipment, General | 2,354.67 |
| 62200 · Equipment, State | 10,741.38 |
| 62300 · Equipment Maintenance | |
| 62310 · Contractual Services | 4,224.50 |
| 62300 · Equipment Maintenance - Other | 678.64 |
| | <hr/> |
| Total 62300 · Equipment Maintenance | 4,903.14 |
| | <hr/> |
| Total 62000 · Equipment | 17,999.19 |
| 64000 · Personnel | |
| 64010 · Salaries - Director | 7,269.36 |
| 64020 · Salaries - Other | 31,844.69 |
| 64030 · Hourly Employees | 14,081.88 |
| 64050 · Payroll Expenses | 4,781.32 |
| 64070 · Retirement (VRS) | 2,910.71 |
| 64080 · Insurance | |
| 64083 · Insurance, Life (VRS) | -0.10 |
| 64084 · Insurance, Gen, Liability (VRS) | -0.06 |
| 64085 · Insurance, Medical (Anthem) | 6,343.94 |
| 64086 · Insurance, Dental (Anthem) | 203.24 |
| | <hr/> |
| Total 64080 · Insurance | 6,547.02 |
| | <hr/> |
| Total 64000 · Personnel | 67,434.98 |
| 65000 · Supplies | |
| 65100 · Custodial | 2,815.71 |
| 65200 · Office | 1,604.38 |
| 65300 · Library | 759.34 |
| 65500 · Archival Supplies | 31.46 |
| | <hr/> |
| Total 65000 · Supplies | 5,210.89 |
| 66000 · Materials | |
| 66310 · System Materials | |
| 66311 · Books, State Aid | 3,664.72 |
| 66313 · Continuations, State Aid | 16.50 |
| 66315 · Electronic Resources, State Aid | 4,225.69 |
| 66320 · Cape Charles Contract #15 | 392.13 |
| | <hr/> |
| Total 66310 · System Materials | 8,299.04 |
| 66350 · Affiliates | |
| 66351 · Books, Affiliates | 1,833.39 |
| | <hr/> |
| Total 66350 · Affiliates | 1,833.39 |
| 66900 · Restricted | 779.29 |
| | <hr/> |
| Total 66000 · Materials | 10,911.72 |
| 67000 · Other | |
| 67210 · Travel - State Aid | 565.51 |
| | <hr/> |

Eastern Shore Public Library
Profit & Loss
November 2023

| | <u>Nov 23</u> |
|------------------------------------------|-------------------------------|
| Total 67000 · Other | 565.51 |
| 68000 · Miscellaneous | |
| 68100 · Bank Fees | 313.50 |
| | <hr/> |
| Total 68000 · Miscellaneous | 313.50 |
| 69000 · Professional Services | |
| 69001 · Professional Services, Financial | 1,600.00 |
| 69002 · Professional, Library Services | 2,010.00 |
| 69000 · Professional Services - Other | 1,780.00 |
| | <hr/> |
| Total 69000 · Professional Services | 5,390.00 |
| Total 60000 · EXPENSES | <hr/> 112,112.80 |
| Total Expense | <hr/> 112,112.80 |
| Net Ordinary Income | <hr/> -68,895.07 |
| Net Income | <hr/> <hr/> -68,895.07 |

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

| | Jul - Nov 23 | Budget | \$ Over Budget | % of Budget |
|-------------------------------------------|-------------------|---------------------|----------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 40000 · INCOME | | | | |
| 41000 · Government Income | | | | |
| 41010 · Accomack County | 379,336.50 | 762,973.00 | -383,636.50 | 49.7% |
| 41011 · Accomack County On Behalf | 0.00 | 0.00 | 0.00 | 0.0% |
| 41020 · Northampton County | 82,921.00 | 165,842.00 | -82,921.00 | 50.0% |
| 41030 · State Aid | 138,868.33 | 292,133.00 | -153,264.67 | 47.5% |
| 41040 · Grants | 0.00 | 335,250.00 | -335,250.00 | 0.0% |
| Total 41000 · Government Income | 601,125.83 | 1,556,198.00 | -955,072.17 | 38.6% |
| 42000 · Contributions | | | | |
| 42010 · ESPL Friends | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 42020 · NFL Friends | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| 42030 · Contributions Unrestricted | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 42040 · Contributions Restricted | 4,002.99 | 5,500.00 | -1,497.01 | 72.8% |
| 42050 · Legacies & Bequests | 0.00 | 100.00 | -100.00 | 0.0% |
| 42060 · Adopt-A-Book | 525.00 | 500.00 | 25.00 | 105.0% |
| 42070 · ESPL Foundation | 0.00 | 55,000.00 | -55,000.00 | 0.0% |
| 42000 · Contributions - Other | 1,000.00 | 0.00 | 1,000.00 | 100.0% |
| Total 42000 · Contributions | 5,527.99 | 71,100.00 | -65,572.01 | 7.8% |
| 43000 · Reimbursements | | | | |
| 43010 · NFL Book Endowment | 5,800.00 | 5,000.00 | 800.00 | 116.0% |
| 43020 · Island | 676.42 | 2,000.00 | -1,323.58 | 33.8% |
| 43030 · Cape Charles | 7,347.61 | 14,000.00 | -6,652.39 | 52.5% |
| 43040 · Book Replacement | 0.00 | 100.00 | -100.00 | 0.0% |
| 43050 · NFL | 0.00 | 500.00 | -500.00 | 0.0% |
| 43000 · Reimbursements - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 43000 · Reimbursements | 13,824.03 | 21,600.00 | -7,775.97 | 64.0% |
| 44000 · Fines & Fees | | | | |
| 44010 · Fines | 145.94 | 0.00 | 145.94 | 100.0% |
| 44020 · Photocopying | 1,865.88 | 3,500.00 | -1,634.12 | 53.3% |
| 44030 · Fax | 0.00 | 0.00 | 0.00 | 0.0% |
| 44040 · Inter Library Loan | 38.00 | 50.00 | -12.00 | 76.0% |
| 44000 · Fines & Fees - Other | 21.23 | 0.00 | 21.23 | 100.0% |
| Total 44000 · Fines & Fees | 2,071.05 | 3,550.00 | -1,478.95 | 58.3% |
| 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 | 149.40 | 15,000.00 | -14,850.60 | 1.0% |
| Total 45000 · Endowments | 149.40 | 17,000.00 | -16,850.60 | 0.9% |
| 45500 · GASB 68 Benefit | 0.00 | 0.00 | 0.00 | 0.0% |
| 46000 · Private Grants | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 49000 · Miscellaneous Income | | | | |
| 49020 · Driver Education Test Proctorin | 0.00 | 200.00 | -200.00 | 0.0% |
| 49000 · Miscellaneous Income - Other | 0.00 | 100.00 | -100.00 | 0.0% |
| Total 49000 · Miscellaneous Income | 0.00 | 300.00 | -300.00 | 0.0% |
| Total 40000 · INCOME | 622,698.30 | 1,671,748.00 | -1,049,049.70 | 37.2% |
| Total Income | 622,698.30 | 1,671,748.00 | -1,049,049.70 | 37.2% |
| Gross Profit | 622,698.30 | 1,671,748.00 | -1,049,049.70 | 37.2% |
| Expense | | | | |
| 60000 · EXPENSES | | | | |
| 61000 · Operations | | | | |
| 61100 · Building | | | | |
| 61101 · Building Maintenance | 1,768.03 | 6,512.00 | -4,743.97 | 27.2% |
| 61102 · Building Maintenance, NFL | 3,670.48 | 15,000.00 | -11,329.52 | 24.5% |
| 61104 · Building Maintenance - Parksley | 1,510.84 | 38,500.00 | -36,989.16 | 3.9% |
| 61105 · Rent | 8,000.00 | 15,876.00 | -7,876.00 | 50.4% |
| 61100 · Building - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 61100 · Building | 14,949.35 | 75,888.00 | -60,938.65 | 19.7% |
| 61200 · Utilities | | | | |
| 61201 · Fuel Oil | 0.00 | 0.00 | 0.00 | 0.0% |
| 61202 · Electricity | 2,874.46 | 2,000.00 | 874.46 | 143.7% |
| 61202.1 · Electricity - NFL | 2,131.53 | 9,000.00 | -6,868.47 | 23.7% |
| 61202.2 · Electricity - Parksley | 3,510.61 | 40,000.00 | -36,489.39 | 8.8% |
| 61203 · Telephone | 2,496.94 | 6,000.00 | -3,503.06 | 41.6% |
| 61204 · Water/Sewer - Parksley | 706.85 | 3,400.00 | -2,693.15 | 20.8% |
| 61200 · Utilities - Other | 1,038.91 | 0.00 | 1,038.91 | 100.0% |
| Total 61200 · Utilities | 12,759.30 | 60,400.00 | -47,640.70 | 21.1% |
| 61300 · Vehicle Operation | 977.82 | 35,000.00 | -34,022.18 | 2.8% |
| 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 through November 2023

| | Jul - Nov 23 | 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 | 51.55 | 0.00 | 51.55 | 100.0% |
| 61511 · Computer Hardware, State | 0.00 | 0.00 | 0.00 | 0.0% |
| 61513 · Online Services | 1,766.42 | 26,620.00 | -24,853.58 | 6.6% |
| 61514 · Internet Services, State | 3,130.20 | 11,100.00 | -7,969.80 | 28.2% |
| 61515 · Computer Software | 413.00 | 0.00 | 413.00 | 100.0% |
| 61516 · Computer Software, State | 0.00 | 7,818.00 | -7,818.00 | 0.0% |
| 61517 · Computer Maintenance | 1,760.00 | 10,000.00 | -8,240.00 | 17.6% |
| 61518 · Technology | 0.00 | 23,024.00 | -23,024.00 | 0.0% |
| 61500 · Computer - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 61500 · Computer | 7,121.17 | 78,562.00 | -71,440.83 | 9.1% |
| Total 61000 · Operations | 51,435.64 | 269,150.00 | -217,714.36 | 19.1% |
| 62000 · Equipment | | | | |
| 62100 · Equipment, General | 20,807.42 | 0.00 | 20,807.42 | 100.0% |
| 62200 · Equipment, State | 12,635.24 | 84,050.00 | -71,414.76 | 15.0% |
| 62300 · Equipment Maintenance | | | | |
| 62310 · Contractual Services | 12,740.65 | 10,000.00 | 2,740.65 | 127.4% |
| 62300 · Equipment Maintenance - Other | 1,153.98 | 0.00 | 1,153.98 | 100.0% |
| Total 62300 · Equipment Maintenance | 13,894.63 | 10,000.00 | 3,894.63 | 138.9% |
| 62000 · Equipment - Other | -580.93 | 0.00 | -580.93 | 100.0% |
| Total 62000 · Equipment | 46,756.36 | 94,050.00 | -47,293.64 | 49.7% |
| 63000 · Programs | | | | |
| 63100 · Adult | 127.24 | 3,000.00 | -2,872.76 | 4.2% |
| 63200 · Youth | 1,157.71 | 6,000.00 | -4,842.29 | 19.3% |
| 63300 · Outreach | 2,346.97 | 3,000.00 | -653.03 | 78.2% |
| 63400 · Foundation Restricted Funds | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 63000 · Programs - Other | 322.93 | 1,000.00 | -677.07 | 32.3% |
| Total 63000 · Programs | 3,954.85 | 18,000.00 | -14,045.15 | 22.0% |
| 64000 · Personnel | | | | |
| 64010 · Salaries - Director | 36,767.57 | 91,703.00 | -54,935.43 | 40.1% |
| 64020 · Salaries - Other | 162,657.09 | 416,898.00 | -254,240.91 | 39.0% |
| 64030 · Hourly Employees | 73,129.44 | 182,776.00 | -109,646.56 | 40.0% |
| 64050 · Payroll Expenses | 24,320.45 | 61,533.00 | -37,212.55 | 39.5% |
| 64070 · Retirement (VRS) | 14,553.69 | 36,555.00 | -22,001.31 | 39.8% |
| 64080 · Insurance | | | | |
| 64083 · Insurance, Life (VRS) | -0.25 | 0.00 | -0.25 | 100.0% |
| 64084 · Insurance, Gen, Liability (VRS) | -0.15 | 0.00 | -0.15 | 100.0% |
| 64085 · Insurance, Medical (Anthem) | 31,139.17 | 0.00 | 31,139.17 | 100.0% |
| 64086 · Insurance, Dental (Anthem) | 922.51 | 0.00 | 922.51 | 100.0% |
| 64080 · Insurance - Other | 0.00 | 79,000.00 | -79,000.00 | 0.0% |
| Total 64080 · Insurance | 32,061.28 | 79,000.00 | -46,938.72 | 40.6% |
| 64090 · Liability Reserve | 3,500.00 | 10,500.00 | -7,000.00 | 33.3% |
| 64100 · Staff & Volunteer Appreciation | 21.15 | 3,000.00 | -2,978.85 | 0.7% |
| 64000 · Personnel - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 64000 · Personnel | 347,010.67 | 881,965.00 | -534,954.33 | 39.3% |
| 65000 · Supplies | | | | |
| 65100 · Custodial | 5,312.71 | 20,400.00 | -15,087.29 | 26.0% |
| 65200 · Office | 4,785.60 | 0.00 | 4,785.60 | 100.0% |
| 65300 · Library | 8,909.51 | 53,284.00 | -44,374.49 | 16.7% |
| 65400 · Youth Program Supplies | 643.16 | 3,000.00 | -2,356.84 | 21.4% |
| 65500 · Archival Supplies | 31.46 | 0.00 | 31.46 | 100.0% |
| Total 65000 · Supplies | 19,682.44 | 76,684.00 | -57,001.56 | 25.7% |
| 66000 · Materials | | | | |
| 66310 · System Materials | | | | |
| 66311 · Books, State Aid | 21,570.45 | 63,121.00 | -41,550.55 | 34.2% |
| 66312 · Periodicals, State Aid | 515.57 | 1,500.00 | -984.43 | 34.4% |
| 66313 · Continuations, State Aid | 205.29 | 500.00 | -294.71 | 41.1% |
| 66314 · Microforms, State Aid | 0.00 | 500.00 | -500.00 | 0.0% |
| 66315 · Electronic Resources, State Aid | 9,141.37 | 21,500.00 | -12,358.63 | 42.5% |
| 66317 · AV, State Aid | 2,208.34 | 7,500.00 | -5,291.66 | 29.4% |
| 66318 · Other Non-Book, State Aid | 16.26 | 0.00 | 16.26 | 100.0% |
| 66320 · Cape Charles Contract #15 | 1,096.96 | 2,000.00 | -903.04 | 54.8% |
| 66310 · System Materials - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 66310 · System Materials | 34,754.24 | 96,621.00 | -61,866.76 | 36.0% |
| 66350 · Affiliates | | | | |
| 66351 · Books, Affiliates | 10,404.23 | 17,000.00 | -6,595.77 | 61.2% |
| Total 66350 · Affiliates | 10,404.23 | 17,000.00 | -6,595.77 | 61.2% |
| 66900 · Restricted | 4,053.86 | 17,000.00 | -12,946.14 | 23.8% |
| Total 66000 · Materials | 49,212.33 | 130,621.00 | -81,408.67 | 37.7% |
| 67000 · Other | | | | |

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

| | Jul - Nov 23 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------------|-------------------|---------------------|----------------------|---------------------|
| 67100 · Postage | 727.95 | 3,000.00 | -2,272.05 | 24.3% |
| 67200 · Travel & Meals | 1,905.04 | 8,000.00 | -6,094.96 | 23.8% |
| 67210 · Travel - State Aid | 1,326.43 | 0.00 | 1,326.43 | 100.0% |
| 67300 · Dues | 1,704.00 | 3,500.00 | -1,796.00 | 48.7% |
| 67000 · Other - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 67000 · Other | 5,663.42 | 14,500.00 | -8,836.58 | 39.1% |
| 68000 · Miscellaneous | | | | |
| 68100 · Bank Fees | 437.29 | 1,000.00 | -562.71 | 43.7% |
| 68300 · Refunds | 36.98 | 300.00 | -263.02 | 12.3% |
| 68500 · Advertising | 150.00 | 0.00 | 150.00 | 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 | 91,367.50 | 95,171.00 | -3,803.50 | 96.0% |
| Total 68000 · Miscellaneous | 92,411.77 | 102,971.00 | -10,559.23 | 89.7% |
| 69000 · Professional Services | | | | |
| 69001 · Professional Services, Financial | 7,750.00 | 22,200.00 | -14,450.00 | 34.9% |
| 69002 · Professional, Library Services | 19,511.97 | 44,040.00 | -24,528.03 | 44.3% |
| 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 | 7,409.50 | 700.00 | 6,709.50 | 1,058.5% |
| Total 69000 · Professional Services | 45,126.51 | 83,808.00 | -38,681.49 | 53.8% |
| 69005 · Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 60000 · EXPENSES | 661,253.99 | 1,671,749.00 | -1,010,495.01 | 39.6% |
| Total Expense | 661,253.99 | 1,671,749.00 | -1,010,495.01 | 39.6% |
| Net Ordinary Income | -38,555.69 | -1.00 | -38,554.69 | 3,855,569.0% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 7010 · Interest Income | 774.45 | | | |
| Total Other Income | 774.45 | | | |
| Other Expense | | | | |
| 61103 · Capital | 0.00 | 0.00 | 0.00 | 0.0% |
| 8020 · Miscellaneous | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Other Income | 774.45 | 0.00 | 774.45 | 100.0% |
| Net Income | -37,781.24 | -1.00 | -37,780.24 | 3,778,124.0% |

Eastern Shore Public Library

4.11 Holiday Pay and Emergency Closings

Holiday Pay

The Eastern Shore Public Library (Library) observes the following paid holidays:

| | |
|-------------------------------------------|------------------------------------------------|
| <u>January 1 or date observed</u> | <u>New Year's Day</u> |
| <u>Third Monday in January</u> | <u>Martin Luther King Day</u> |
| <u>Third Monday in February</u> | <u>Presidents Day</u> |
| <u>Last Monday in May</u> | <u>Memorial Day</u> |
| <u>June 19 or date observed</u> | <u>Juneteenth</u> |
| <u>July 4 or date observed</u> | <u>Independence Day</u> |
| <u>First Monday in September</u> | <u>Labor Day</u> |
| <u>Second Monday in October</u> | <u>Columbus Day & Yorktown Victory Day</u> |
| <u>First Tuesday in November</u> | <u>Election Day</u> |
| <u>November 11 or date observed</u> | <u>Veterans' Day</u> |
| <u>Fourth Thursday and Friday in Nov.</u> | <u>Thanksgiving</u> |
| <u>December 24 or date observed</u> | <u>Christmas Eve</u> |
| <u>December 25 or date observed</u> | <u>Christmas</u> |

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New Year's Eve, New Year's Day (January 1); Martin Luther King Day (Third Monday in January; Presidents' Day (Third Monday in February); Memorial Day Saturday, Memorial Day (Last Monday in May); Juneteenth (June 19); Independence Day (July 4); Labor Day Saturday, Labor Day (First Monday in September); Election Day (first Tuesday after November 1); Veteran's Day (November 11); Thanksgiving (Fourth Thursday in November); Christmas Eve (December 24); Christmas Day (December 25).

Eligibility: An employee must work, be scheduled off, or be on paid leave status, the workday before and after the holiday to receive holiday compensation.

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Observation: Holidays that fall on a Sunday will be observed on Monday with the library closed.

Full-time staff receive three floating holidays each year and must provide two weeks notification of selected days to the Director. Floating holidays cannot be accrued.

When the Library is closed in observance of a holiday, full-time employees who do not have to report to work will be compensated for their regularly scheduled hours will receive 8 hours of paid holiday time. Part-time employees are eligible for pro-rated holiday time will receive 4 hours of paid holiday time. Holiday pay will be calculated based on your straight time pay rate times the number of hours you would have otherwise worked on that day. Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work.

In the event that the Governor of Virginia announces an additional observed State Holiday, the library's closure on the announced date will be brought before the Board of Trustees for consideration. If the announced holiday will be prior to the next scheduled Board of Trustees Meeting, the Library Director retains the authority to approve the library's observance of the holiday.

Floating Holidays

Full-time staff receive three floating holidays each year and must provide two weeks notification of selected days to the Library Director or designee. Floating holidays cannot be accrued. Floating holidays not used by the end of the calendar year will be forfeited.

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Emergency Closings

At times, emergencies such as severe weather or power failure may require the closing of the library.

Eastern Shore Public Library

In general, the library will close if and when the County offices are closed due to weather conditions. The Library Director retains the authority to close the library in response to an emergency or unsafe ~~or unsanitary~~ work conditions.

~~Part~~ Full-time and part-time employees will be compensated for their regularly scheduled hours. In the event of a long-term closure due to unusual circumstances, the Library Director reserves the right to adjust the hours and/or pay of part-time employees.

A salaried employee who arrives late to work or who does not report to work due to weather related transportation difficulties may use annual leave for the missed hours. Part-time employees who do not report to work as scheduled will adjust their timesheets to time actually worked.

Revised and Approved by ESPL Board of Trustees on September 8, 2020.

ESPL Dress Code

Purpose

The Eastern Shore Public Library requires that employees dress neatly and appropriately at all times and that they maintain adequate personal hygiene. The success of the library is reliant on the support and goodwill of its patrons. For this reason, it is important that Eastern Shore Public Library maintains a professional image. As representatives of this library system, employees must adhere to the dress code set forth in this document.

Guidelines

The library urges employees to use common sense and sound judgment when it comes to selecting their work attire. To assist you, here are a few broad guidelines to follow:

- Employees are expected to dress in business casual unless the day's tasks and responsibilities require otherwise or they are told otherwise by a manager or supervisor.
- All clothing should be clean and in good condition. Refrain from wearing clothes that have tears, rips, holes or obvious stains.
- All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and clients remain positive and pleasant.
- Prohibited items include:
 - Clothing that displays offensive language, imagery, or political messages.
 - Clothing that reveals undergarments.
 - Beachwear, halter tops, tank tops, or crop tops.
 - Open toe shoes.
 - Excessive use of fragrances.

Employees should wear ESPL branded clothing to all outreach events.

Violations

Managers and supervisors will inform employees in a timely manner should they violate the above dress code. Employees must immediately correct the issue, including leaving work off the clock to change clothing.

Employees who repeatedly violate the employee dress code policy may be subject to formal reprimand up to and including termination.

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BYLAWS

The Eastern Shore Public Library (herein called the “Library”) was created in accordance with Section 42.1-37 of the Code of Virginia, and the Regional Library Agreement dated as of December 1, 2008 (the “Regional Agreement”) between Accomack County, Virginia (“Accomack”) and Northampton County, Virginia (“Northampton”). The Regional Agreement updated the agreement between Accomack and Northampton created by resolutions adopted by the Accomack Board of Supervisors on April 23, 1958 and January 21, 1987, and resolutions adopted by the Northampton Board of Supervisors on May 5, 1958 and February 9, 1987. Section 7 of the Regional Agreement provides that the trustees for the Library appointed by Accomack and Northampton shall adopt such Bylaws as they shall deem to be in the best interest of the Library, and therefore these Bylaws have been adopted on May 4, 2009 and amended on August 8, 2011 and July 11, 2017. These Bylaws restate and replace all previous Bylaws of the Library.

ARTICLE I

Name, Locations and Constituency

Section 1.1 Name. The name of the organization governed by these Bylaws is the “Board of Trustees of the Eastern Shore Public Library” (the “Board”).

Section 1.2 Locations. The headquarters of the Library are located at ~~23610 Front Street, Accomack, Virginia 23301~~ 24313 Bennett Street, Parksley, VA 23421, and a branch of the Library is located at 7745 Seaside Road, Nassawadox, Virginia 23413. In addition, the Library has cooperative agreements for providing library services with the Cape Charles Memorial Library located at 201 Mason Avenue, Cape Charles, Virginia 23310 and the Chincoteague Island Library located at 4077 Main Street, Chincoteague, Virginia 23336.

Section 1.3 Constituency. The Library provides services to all citizens of Accomack and Northampton.

ARTICLE II

Governance

Section 2.1 Trustees. The Library shall be governed by the Board, which shall have such duties and obligations as may be provided by the Code of Virginia and as may be specified by the Library of Virginia. As provided in the Regional Agreement, the Board shall consist of nine trustees, six of whom shall be appointed by the Accomack Board of Supervisors and three of whom shall be appointed by the Northampton Board of Supervisors. Each trustee shall serve for a term of four years, beginning with the date of appointment. No trustee may serve more than

two consecutive terms, but may serve again after four years off the Board. A trustee appointed to fill the unexpired term of another trustee may at the end of the term be appointed to two full four-year terms.

Section 2.2 Officers. The Board shall elect a Chairman, a Vice Chairman, and an Eastern Shore Public Library Foundation Liaison Officer, and such other officers as the Board may determine from time to time. Officers shall be elected at the annual meeting to serve for one-year terms. Nominations for officers shall be made from the floor and may be proposed by a Nominating Committee if the Board chooses to appoint one. The officers shall have such duties as customarily pertain to such offices.

The Director of the Library shall serve as Secretary of the Board, and the Treasurer of Accomack County shall serve as Treasurer of the Board.

The Treasurer shall receive, safely keep, and account for all money and other property of the library entrusted to his/her care, and shall disburse the same to the satisfaction of the Board. Only the Treasurer or the Treasurer's assignee is authorized to sign checks, withdraw funds, or set-up accounts in the name of the library. The Treasurer or the Treasurer's assignee will reconcile library accounts monthly and review the annual audit, reporting any anomalies to the Library Director and the Chairman. The Treasurer shall be bonded. The Director and the Treasurer are non-voting member of the Board.

Section 2.3 Committees. The Board may appoint such ad hoc committees for special purposes as it may determine from time to time.

ARTICLE III

Meetings

Section 3.1 Date, Time, and Place. Regular meetings of the Board shall be held once a month at a time and place established by the Board from time to time. The Board shall have an annual meeting in June of each year (which may be postponed at the discretion of the Board) at which the officers, other than the Secretary and Treasurer, are elected. Newly appointed officers shall take their positions at the July meeting.

Section 3.2 Quorum, Voting. Five trustees shall constitute a quorum for the transaction of business. The affirmative vote of a majority of trustees present at a meeting at which a quorum is present shall constitute action of the Board. Trustees may not vote by proxy. Policy additions and revisions shall follow the procedures outlined under Amendments (below).

Section 3.3 Attendance Requirements. Trustees are expected to attend all meetings of the Board unless prevented by illness or other unavoidable circumstance. If any trustee misses three consecutive meetings of the Board without due cause, the trustees may vote to request that

the Board of Supervisors which appointed such trustee, remove such trustee and appoint a replacement.

Section 3.4. Electronic Attendance. Whenever an individual member wishes to participate from a remote location pursuant to Virginia Code § 2.2-3708.2, the law requires a quorum of the Library Board to be physically assembled at the primary or central meeting location and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. A member who is unable to attend the meeting due to a temporary or permanent disability or other medical condition; due to a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, or another personal matter may participate in the meeting electronically by notifying the chair of the Library Board and the Library Director on or before the day of the meeting. The Library Board must take action to approve or disapprove each such request for participation through electronic means to ensure compliance with this policy. For any approved requests, the reason that the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the meeting minutes. Such participation by a member due to a personal matter shall be limited to two meetings each calendar year.

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Section 3.45. Special Meetings. Special meetings of the Board may be called by the Chairman or any three trustees. Notice of a special meeting shall be given to all trustees at least three days before such meeting, provided that in the case of an emergency such notice as is practical shall be given.

Section 3.56. Order of Business. The order of business at meetings of the Board shall consist of the following, together with such other items as the Director of the Library and the Board may establish from time to time:

- Call to Order
- Public Comment
- Approval of Minutes
- Old Business
- Financial Report
- Director's Report
- New Business
- Adjournment

Section 3.6-7 Parliamentary Authority. Meetings of the Board shall be conducted in accordance with the latest edition of Robert's Rules of Order.

ARTICLE IV

Amendments

Amendments to the Bylaws may be proposed by any trustee at any regular meeting. A copy of the proposed amendment shall be delivered to each trustee prior to the meeting at which the amendment will have its first reading, and the proposed amendment shall be voted on at the

next regular meeting when it will have a second reading. If the proposed amendment is approved by six of the trustees, it shall become part of these Bylaws.

Section 2.2 Revised and approved by the ESPL Board of Trustees on May 8, 2018.
Section 3.2 Revised and approved by the ESPL Board of Trustees on May 14, 2019.
Article IV Revised and approved by the ESPL Board of Trustees on May 14, 2019.

Chairman Script for Remote Participation

- Trustee _____ notified me earlier today that s/he would like to participate in today's meeting remotely because s/he is _____.
- Our adopted Remote Participation Policy requires that all requests from Board members to remotely participate in a public meeting must be received by the Chair in writing on or before the day of the meeting and subject to approval by the Board.
 - I can attest that the request to participate remotely was received by me in writing on __/__/__
- It is my understanding that Trustee _____ is currently connected via Zoom to this meeting.
 - Trustee _____, can you hear me?
- For the record, Trustee _____, would you state the reason you wish to participate remotely and the exact location from where you are participating from?
- Members of the Board, since we have a quorum physically assembled here today, would someone like to make a motion to allow Trustee _____ to remotely participate in today's meeting in accordance with our Board-adopted remote participation policy?



Material Reconsideration Procedure

The Eastern Shore Public Library (ESPL) will maintain a process for ensuring requests for reconsideration of library materials are handled in an attentive and consistent manner. Any library ~~user~~cardholder from Accomack or Northampton County has the right to request reconsideration of library materials and resources. Up to five requests may be submitted by a resident per calendar year. A Request for Reconsideration of Library Material form is available at each library location and on the ESPL website.

ESPL supports the American Library Association's Bill of Rights, Freedom to Read, Free Access to Libraries for Minors, and Freedom to View Statement. The reconsideration process begins with a discussion between the patron and the Library Director or Collection Development Manager, allowing the reader to explain objections to the material and the Library Director or Collection Development Manager to explain the library's collection development practices and to answer any questions.

The following steps will be used when an individual ~~feels~~believes that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be referred to the related section of the library's website that includes the library's Mission Statement, Collection Development Policy, Request for Reconsideration of Library Material Form, and the Library Bill of Rights.
2. Patrons are required to complete and submit the official Request for Reconsideration of Library Material Form to the Library Director via mail. Only requests from Accomack or Northampton County residents will be considered. Proof of residency may be required.
3. The ~~director~~Director will form a reconsideration committee of three professional ESPL staff or librarians from Accomack or Northampton County (employed or retired) with expertise in the area. The committee will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. The personal identification of each reconsideration committee member should remain anonymous to protect the objectivity of the deliberation.
5. The reconsideration committee meeting ~~may will~~ be closed ~~depending on state law and local practice~~. While public comments may be useful, these comments should be directed to the ~~library~~Library & Director ~~or library board~~.
6. The committee's recommendation is to be an objective evaluation of the material within the scope of ESPL's Collection Development Policy.

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7. The committee's report, presenting both majority and minority opinions, ~~should~~will be presented to the library ~~director~~Director, with a recommendation to retain the material in its original location, to relocate the material, or to remove the material. The report may differ depending on the type of resource that is being challenged.
8. Within ~~30 days of receipt~~a timely manner of receiving the patron's Request for Reconsideration Form, the ~~director~~Director will make a decision utilizing the recommendations of the reconsideration committee and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision. The ~~director~~Director will also send a copy of the letter with the committee's report and the original Request for Reconsideration of Library Materials form to the ~~library board~~Board of Trustees.
9. If the appellant is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees in care of the Library Director.
10. If the ~~board~~Board of Trustees ~~plans~~chooses to address the appeal at their next scheduled ~~b~~Board meetingMeeting, the appellant will be notified of when and where the meeting will be held.
11. The appellant may provide written documentation and may make statements. The Board of Trustees may then ask questions, provide comments, and conduct a discussion. ESPL Board meetings are public, but spectators may not participate in the discussion, ~~only the appellant~~. The Board of Trustees reserves the right to limit the length of public comments.
12. A quorum of Library ~~trustees~~Trustees will make a decision about the item by considering the Request for Reconsideration of Library Materials, the ESPL's Collection Development Policy, and the recommendations of the Reconsideration Committee. The ~~board~~Board of Trustees will communicate their decision in writing to the appellant within forty-five days.
13. The decision of the ~~board~~Board of Trustees is final.
14. In the event that a Material Reconsideration Form is filed on an item that has been previously reviewed by the Reconsideration Committee, as a result of an earlier filing, the Library Director may at his/her discretion, decline to convene another committee and may reply with a copy of the previous finding attached to a cover letter explaining the circumstances.
- ~~15. If the Board of Trustees has heard an appeal of a decision of the Library Director and the reconsideration committee concerning an item, and rendered a decision thereon, the Board may at its discretion decline to hear another appeal on the same item, and may reply with a letter explaining the circumstances.~~

Material Reconsideration Committee Guidelines

Under the best professional standards, the Library Director asks those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the ESPL's Collection Development Policy. Listed below are some best practices for Reconsideration Committee members:

- The committee's recommendation is to be an objective evaluation of the material within the scope of the ESPL's Collection Development Policy.
- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials. Based in the First Amendment, the freedom to read is essential to our democracy.
- Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the library mission statement, materials selection and reconsideration policies, and professional guides such as the Intellectual Freedom Manual.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and ESPL's Collection Development Policy.
- Challenged materials will not be removed from the collection while under reconsideration.
- Passages or parts of the work in question should not be ~~pulled out of context~~ considered independently of the complete work. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- The committee's report, presenting both majority and minority opinions, should be presented to the Library Director, with a recommendation to retain the material in its original location, to relocate the material, or to remove the material. The report may differ depending on the type of resource that is being challenged.
- If the vote of the committee has no majority, the appellant's request will go to the library board for consideration.
- Within ~~30 days of receipt~~ a timely manner following receipt of the patron's Request for Reconsideration Form, the Library Director will make a decision utilizing the recommendations of the reconsideration committee and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision. The director will also send a copy of the letter with the committee's report and the original Request for Reconsideration of Library Materials form to the ~~library board~~ Board of Trustees.

Sample Reconsideration Committee Report

Title _____

Author/Producer _____

Has every member of the committee read the material entirely? If not, why?

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Resources consulted: (include policies, articles, reviews etc.)

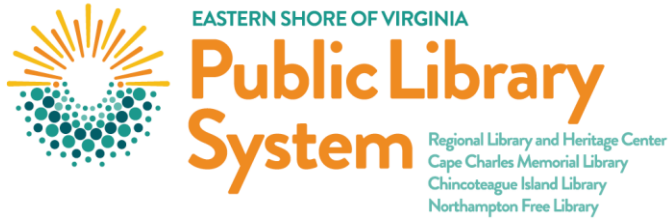
Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members:

Date:

Note: This report is forwarded to:

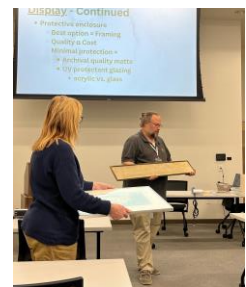


Report to the Accomack County Board of Supervisors for December 2023.

In December, the Eastern Shore Public Library was delighted to add Kanopy to the many resources that we provide to library patrons. Kanopy offers over 30,000 high-quality films that inspire, educate, and entertain. Their unique selection offers something for everyone; from award winning indie films to important and timely documentaries, foreign films, popular cinema, children’s shows, and more. Many of the films and documentaries available include public performance rights and so we’ve sent information about the service to educators in Accomack County to help teachers who would like to incorporate the resource into their lesson plans. The viewing experience with Kanopy is easy-to-use and completely advertisement free. Library card holders can access Kanopy on their computer, mobile device, TV apps, and more through the library’s website or the Kanopy app. Many of Kanopy’s films are not available on any other streaming video platform. The addition of this new service was sponsored in part by Friends of the Eastern Shore Public Library, Friends of the Northampton Free Library, and Friends of the Cape Charles Memorial Library.

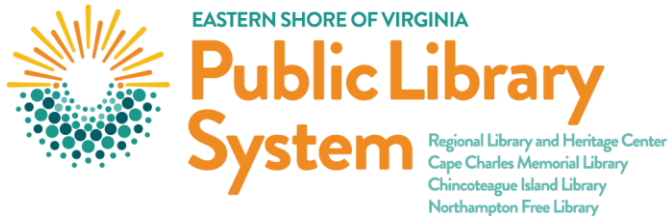
The Eastern Shore of Virginia Regional Library & Heritage Center hosted seventeen programs in November. We also hosted school visits, attended Otterfest at Accawmacke Elementary School, and led a class about how to access and use our many digital resources for the Academy of Lifelong Learning. The class was very popular and so we will repeat the offering in the Spring Semester.

Our last program of the month was an Heirloom Clinic in which community members were invited to bring paper heirlooms to learn about best practices for at-home preservation. Archivist Christopher Pote led the event offering an overview of different preservation strategies and supplies. Attendees were invited to bring samples from their personal collections. Those who did received one-on-one counseling about best practices for ensuring that family heirlooms will survive for future generations.



All library events and programs are listed on our website and print programs are available for pick-up at Eastern Shore of Virginia Regional Library & Heritage Center.

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



Report to the Northampton County Board of Supervisors for December 2023.

In December, the Eastern Shore Public Library was delighted to add Kanopy to the many resources that we provide to library patrons. Kanopy offers over 30,000 high-quality films that inspire, educate, and entertain. Their unique selection offers something for everyone; from award winning indie films to important and timely documentaries, foreign films, popular cinema, children's shows, and more. Many of the films and documentaries available include public performance rights and so we've sent information about the service to educators in Northampton County to help teachers who would like to incorporate the resource into their lesson plans. The viewing experience with Kanopy is easy-to-use and completely advertisement free. Library card holders can access Kanopy on their computer, mobile device, TV apps, and more through the library's website or the Kanopy app. Many of Kanopy's films are not available on any other streaming video platform. The addition of this new service was sponsored in part by Friends of the Eastern Shore Public Library, Friends of the Northampton Free Library, and Friends of the Cape Charles Memorial Library.

November brought paleontological fun to Northampton Free Library with several children's programs focused on dinosaurs and fossils and the library's participation in the elf-on-a-shelf-like #Dinovember social media trend. Throughout the month, dinosaur toys in the library came to life. The library shared their wacky antics around the building on Facebook to help advertise public programs. A contest was also held where children in the community were encouraged to submit pictures of their own toy dinosaurs having fun for a chance to win a prize.



There was increased interest in programs held at Northampton Free Library this month. The hot apple cider bar on Friday, November 24th where visitors could build mulling spice bags to take home was particularly successful. December offers another full month of programs and activities for library visitors of all ages.

All library events and programs are listed on our website and print programs are available for pick-up at Northampton Free Library.

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