



# 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

September 2023



## Destination: Library!

With the new Eastern Shore of Virginia Regional Library & Heritage Center **AND** the new School Year in full swing, we were delighted to welcome classes and visits from after-school programs from Accomack and Northampton Counties to the library this month. The building was filled with lively, excited young people eager to explore the new facility and learn more about what they can find. Visitors were provided a tour of the facility and given an activity to encourage exploration and discovery of the library's many resources. It's been a joy to welcome so many young and eager learners into a space that celebrates and encourages life-long learning!

## DIRECTORS' UPDATE

Miranda Wisor, Director



It's been an exciting and busy time in the library system. With the Eastern Shore of Virginia Regional Library and Heritage Center now open to the residents of the Eastern Shore, we've been busy putting our new spaces to good use! We're testing out new library programs in Parksley and Nas-sawadox; finding a few lessons and many successes. I've heard many library employees in the Regional Library comment that they're excited to be back to "doing their 'real' work;" meaning back to providing services and resources to the public.

With the new structure to house us, we're also taking a closer look to the organizational infrastructure that guides us.



## DIRECTORS' UPDATE CONTINUED

As mentioned last month, the new building has necessitated some shifting of employee roles and duties. We've also developed more clearly defined roles for other positions. This includes work being done to update the current job descriptions for all library employees. Information Specialists received and signed copies of their updated position descriptions in September.

Library staff also began reviewing Library policies this month with the purpose of identifying policies that need updated. These updates will be guided by looking to peer institutions and staff discussions about the work that we do and how it gets accomplished. The first look at an update is included in this packet. We anticipate more updates will follow in future months.

The Personnel Committee met this month to begin laying out a plan for updating our employee handbook. Library staff have previously reported confusion regarding some details in the book. Updates will aim at clarifying confusion for library staff and ensuring that the library's practices, when feasible, align with our fiscal agent.

These updates to the library's guiding documents will be helpful as the system continues to grow and provide broader services to the Eastern Shore. Despite the need, we are approaching these changes at a manageable, sustainable pace. While change is constant in a Public Library setting, it will be vital to not overwhelm staff who are already working hard to provide the best service possible to the Eastern Shore.

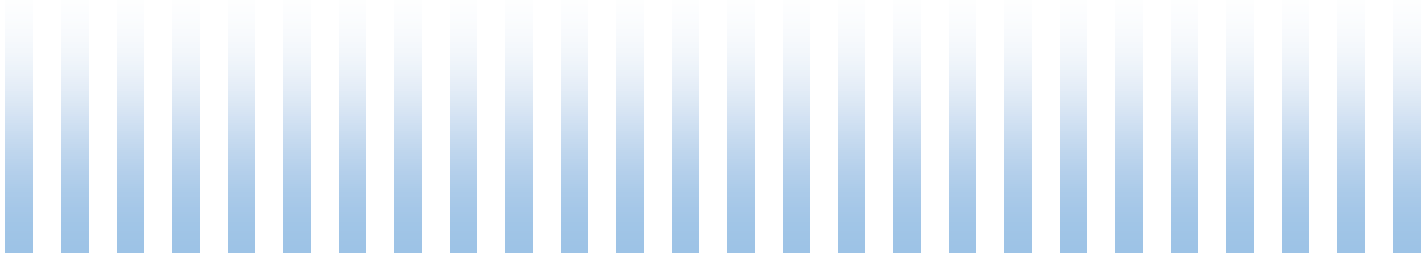
Earlier this month, I attended the 2023 Library Directors Meeting in Richmond, VA. The two day meeting was held at the Library of Virginia. In addition to providing time to meet my peers from across the state and discuss issues and trends in the profession, a number of presentations were provided from adjacent organizations. Sandra Treadway, Librarian of Virginia provided the welcoming address where she discussed challenges that Public Libraries across the state are currently facing and provided an update on the search



for the next Librarian of Virginia as Sandra announced her retirement earlier this year. Creating a safe space for employees and patrons was another topic at the meeting. Many of the training topics and considerations discussed during the presentation mirrored our training during the library system's In Service training last summer. While taking steps to ensure that our libraries remain safe places for people to work and visit will be an ongoing consideration and topic for training, it was gratifying to know that we are taking productive steps for staff training.

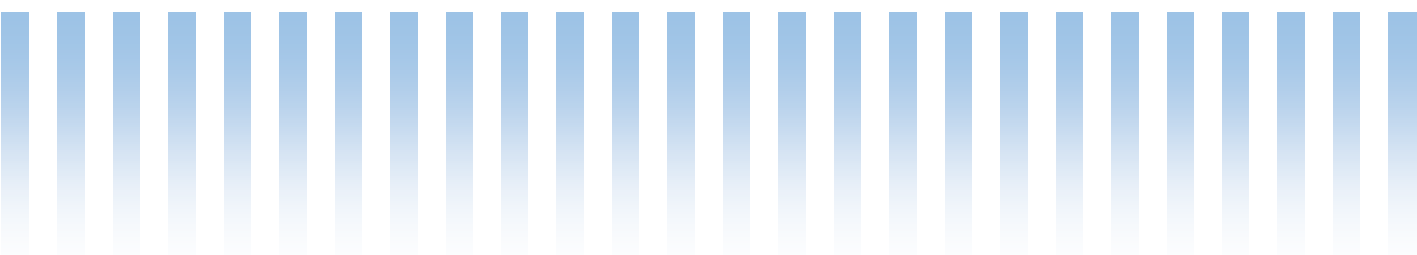
## Collection Development Policy

Included in this Board Packet, you'll find a proposed update to the Library System's Collection Development Policy. At first glance, it appears that the updates are a dramatic re-writing of the policy. In truth, very little of the policy has changed. Part of the goal of this re-write is to change the tone of the document. The changes allow us to provide a more positive approach to the work that we do and offer greater transparency to the steps that we take everyday to maintain a healthy collection that provides a mirror to the community that we serve and a window to other lands. The updates were led by our Technical Services Librarian, Charle Ricci, after review of policies from peer libraries and with feedback from ESPL staff.



## Audit Update

The Library System's audit was completed on September 20th. Michael Aukamp from Dunham, Aukamp & Rhodes, PLC was on site to affect the audit. The process seemed to go well with needed information provided by Karen Crockett, Inc. and the library. Requests from the Board of Trustees were relayed to Mr. Aukamp when he arrived in Parksley on the 20th. A completed audit report is anticipated from Mr. Aukamp later in October or early November and will be relayed to the Board of Trustees when completed.



## Computer Monitoring Software

At the September Board of Trustees meeting, the request was made that the library solicit quotes for PC Software that would require patrons to "log on" via a library card or key obtained at the Circulation Desk. Two businesses were identified that offer the software solution and quotes are included in this Board Packet. Miranda Wisor has experience with Envisionware from her work at another institution and knows it to be a reliable service. Librarica is a software company that no one in the Library System has used previously. Because of the significant difference in annual cost, we plan to look for peer institutions who are existing or former customers of Librarica for feedback. We also plan to schedule a demo with Librarica in October to take a closer look at the service.



# Heritage Center

Christopher Pote, Heritage Center Manager



The Heritage Center is proud to announce the acquisition of the Curtis J. Badger Papers. As most of you know, Mr. Badger is a prolific photographer and writer about all things interesting on the Eastern Shore. His books fill the shelves of the Eastern Shore Room, and his newspaper articles fill our living rooms. His work covers the breadth of the Eastern Shore, and soon researchers will have access to over 21,000 images, 625 magazine articles, and original manuscript material. Mr. Badger's documentary evidence of Shore life is second-to-none, and we are honored that he and his wife, Lynn, chose to donate it here. The Badger Papers mark the first major acquisition since hanging our shingle in Parksley.



Thank you Curtis and Lynn for welcoming us into your home and trusting the Heritage Center with this legacy. Generations of researchers and historians will benefit from access to this material.



We also received two other important gifts this month. Lennie Mears donated a lifetime of receipts belonging to Meshack Mears III (1822 – 1897). This collection provides a wonderful snapshot of daily life and commerce on the Shore in the mid-nineteenth century and will be a useful resource for researchers.

The Heritage Center also accepted a wonderful gift of a U.S flag and a Virginia state flag for display in the Eastern Shore Room. Thank you very much Carol and R. Scott Callander for this patriotic gesture.





## All About Manga

Over the past few years, the manga collection at the Parksley library has been growing, not only in number of volumes, but also in popularity among local readers of all ages. Manga is a general term for a wide variety of comic books and graphic novels originally produced and published in Japan. Unlike American comic books, which are usually printed in full color, Japanese manga are almost always published in black and white.



Japanese manga is read right-to-left rather than left-to-right, which is the norm for English language publications. This can take some getting used to for readers most comfortable with traditional English language works, but it becomes more familiar with experience. Manga artwork is often full of energy and communicates a wide range of emotions. Some titles focus on normal everyday life, while others are full of intense action sequences and fantastical settings. Many manga series are long-running and can span multiple volumes. For example, ESPL offers the first 23 volumes of the One Piece manga series, which currently includes 106 volumes (and growing).

At the library in Accomac, the manga collection was housed on a mobile shelving unit located at the boundary between the Young Adult (Teen), Graphic Novel, and Adult Fiction collections. This location was highly visible to readers of all three collections and allowed for serendipitous browsing by both teens and adults.

When the library collections moved to the new library facility in Parksley, the manga collection was shelved in the Teen Room. Library staff soon realized that this location could limit the visibility and use of the collection for manga fans who may be past their teen years. Over the past few weeks, Technical Services staff and volunteers have been hard at work to identify which titles would be best retained in the Teen Room, and which titles would be enjoyed more by adult patrons.

After careful analysis, about one-half of the Manga collection is in the process of being relabeled and reclassified in the library catalog. These items will move to the main adult collection area of the library (near the Graphic Novels). The remaining half of the manga collection will stay in the Teen Room and will receive snazzy new genre labels to help differentiate between the two manga collection locations.

This project will result in increased visibility for the manga collection for both teens and adults. An added benefit of this reclassification is that readers will now have a bridge from the Teen Room materials to the main library collection as they follow their favorite manga authors and series over time.

The next time you visit the library in Parksley, be sure to take a look at one (or both) of the manga collections. You may just find a new favorite character or series to enjoy while practicing your right-to-left reading skills.



# Marketing & Digital Strategies

Megan Gallipeau

This month a large focus was on updating and expanding the tech inventory. I completed re-inventory of the current on-site computers in use at the Regional Library and Heritage Center. I also cataloged the tech at Chincoteague and identified which units the library system purchased and which units were purchased directly by Chincoteague Island Library. We can now identify which units we purchased for Chincoteague that have been disposed of in the past. The new tech inventory lists units that need maintenance and disposal, as well as location by office of the person they have been assigned to. In the coming month, I intend to add information about all the non-computer tech in the Regional Library and Heritage Center as well as updating Northampton Free Library's inventory and adding status on each machine.

I was also able to get 4 of the 5 televisions (all the smart TVs that are currently able to access the internet) running the same BrightSign program, so advertisements can be updated and replaced regularly. One machine is still awaiting access to a power source. We purchased Micro SD cards for each unit before they would accept external inputs from the BrightSign software.

October advertisements are running on the units, and will be updated and removed as events pass by. I am also working with Charle to build a schedule of intentional marketing for the televisions and for Facebook of the online offerings we have available for patrons. The library system will be highlighting a different digital service each month.



**INTRODUCING**  
Brainfuse HelpNow

- homework help
- writing lab
- practice tests

and so much more!

All you need is an internet connection, computer or mobile device, and your library card.



## OCTOBER

| SUN | MON                        | TUE  | WED                        | THU  | FRI                                    | SAT |
|-----|----------------------------|--|----------------------------|--|--|-----|
| 1   | 2<br>Storytime<br>Anytime  | 3  | 4<br>Storytime<br>Anytime  | 5  | 6                                      | 7   |
| 8   | 9<br>Storytime<br>Anytime  | 10   | 11<br>Storytime<br>Anytime | 12<br>Tech<br>Help 2-3 PM<br>Bedtime<br>Storytime<br>6 PM    | 13<br>Pumpkin<br>Stitch Along<br>11 AM | 14  |
| 15  | 16<br>Storytime<br>Anytime | 17<br>STEM<br>Spiderweb<br>Craft<br>4-5 PM | 18<br>Storytime<br>Anytime | 19<br>Tech<br>Help 2-3 PM<br>Lego<br>Competition<br>5:30 PM  | 20                                     | 21  |
| 22  | 23<br>Storytime<br>Anytime | 24   | 25<br>Storytime<br>Anytime | 26<br>Tech<br>Help 2-3 PM<br>Heirloom<br>Clinic<br>5:30-7 PM | 27                                     | 28  |
| 29  | 30<br>Storytime<br>Anytime | 31<br>Happy<br>Halloween                   |                            |  |  |     |



# Programs & Outreach Report

Tiffany Flores

With the rising excitement of a brand new location, schools were lining up for a tour of the Parksley building. Throughout September, Tiffany was able to coordinate tours for three different groups: Cape Charles Christian School, The Boys and Girls Club, and Pungoteague Elementary. This provided an opportunity to reach a wide array of age ranges and educate them about what the library has to offer. No matter the age, the gasps of awe and excitement filled the halls as they went through the tour. After the tours, the kids participated in planned activities and ultimately had a lot of fun in the library. All tours left children excited about the library and teachers pleased with what we provide. It even inspired a few kids to say that they want to be librarians. A number of them expressed wishes to live in the new building!



On September 14th, the Eastern Shore of Virginia Public Library and Heritage Center hosted its first lecture in Parksley featuring Dennis Custis. *Shore Talk* about the history of the Eastern Shore and its development was a popular session. Fifty-one people attended the lecture; many expressing interest in more programs on similar topics.

The Library System hosted an Author Talk on September 28th. This talk featured Susan Friedland who presented her new book *Marguerite, Misty, and Me* and Kendy Allen who discussed her experience with Marguerite and the Chincoteague ponies. Ten people attended this event and stayed after the event to purchase books. The Pony that visited during the event was very popular among the patrons, especially the children. The event received a lot of positive feedback and encouragement from patrons for more events like this.

These are just highlights of the many programs and events that were hosted in Nasawadox and Parksley for patrons of all ages. The weekly teen events in Parksley have resulted in encouraging interest, but some attendees have expressed a desire for the events to begin later in the day. In response, we're moving the program to Tuesdays in October at a new, later start time.



# Northampton Free Library

Connor Buyn, Branch Manager



September was new library card signup month, and Northampton Free Library welcomed 11 new patrons. Each new patron was given a free ticket for a gift bag raffle to be held in the first week of October.

NFL offered a series of youth programs in September and will provide similar programs throughout October. On-demand story times will be available on every Monday and Wednesday, and there will be a scheduled bedtime story time starting at 6:00 PM on Thursday, October 12<sup>th</sup>. A science and technology focused spider web activity is scheduled for Tuesday, October 17<sup>th</sup> and will start at 4:00 PM. Finally, NFL will host a LEGO building competition on Thursday, October 19<sup>th</sup> beginning at 5:30 PM. There will be prizes for all participants and the winning builds will be put on display in the library.

Northampton Free Library also hosted a marble mugs arts and crafts activity for patrons of all ages on September 28<sup>th</sup>, and the event was well attended. A pumpkin stitch along activity will be held at NFL on Friday, October 13<sup>th</sup> starting at 11:00 AM. On Thursday, October 26<sup>th</sup>, certified archivist and ESPL Heritage Center Manager Christopher Pote will host an 'Heirloom Clinic' event at NFL between 5:30 and 7:00 PM. Our patrons will be able to learn about techniques for proper preservation of paper-based items like photographs and documents as well as receive advice about such items that they bring in. Please watch the Northampton Free Library Facebook page for further information. Finally, NFL will offer a tech help session on Thursdays October 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup> between 2:00 and 3:00 PM.



In maintenance news, a large silver maple behind the library was removed on September 27<sup>th</sup> due to persistent rot and falling limbs posing a threat to the building. While we're not sure how old the tree was, at its widest point, the stump is more than five feet across.





# Cape Charles Memorial Library

Sharon Silvey, Library Manager



In early September, staff and I attended the ribbon-cutting ceremony at the new Eastern Shore of Virginia Regional Library in Parksley. We enjoyed delicious cups of ice cream from Island Creamery and listening to the diverse group of guest speakers who shared their thoughts on the importance of libraries and how excited the Shore is for the new building in Parksley. Our walk-through of the building was met with openness and cheeriness. We also had a moment to mingle with ESPL staff (our “co-workers” up the road) and congratulate them all for a job well done.

I attended my first virtual meeting with the Coastal Virginia Libraries, Informal Science, Technology, Engineering, and Math (STEM) Learning Community of Practice (CoP). I am excited to be a part of this wonderful group and work with other Coastal Virginia Libraries, which include Eastern Shore of Virginia Regional Library and Northampton Free Library.

The “All Together Now” Summer Reading Program officially ended in mid-August. Staff worked long and hard for another successful summer. A few of Cape Charles Memorial Library’s statistics include:

121 children attended weekly story times

196 Grab & Go educational activity bags were created and given out FREE to young visitors

379 people attended one (or more!) of our summer programs



Story Time 9.18.2023  
CAPE CHARLES MEMORIAL LIBRARY



# Chincoteague Island Library



Annual Fundraising Appeal. *The Chincoteague Island Library Review* has been printed and mailed to Chincoteague taxpayers. This is our library's main source of revenue. Copies have been distributed to Miranda Wisor to be handed out to each trustee at the September Board of Trustees meeting.

Tales 4 Tots Story time began on September 21 with a visit from Ellen Richardson and the school bus. Children climbed aboard the bus while Miss Ellen talked to them about school bus safety. Then they went into the library and listened to 2 stories about school buses, stretched, sang songs, and took home a school bus craft. We had 26 children attending.



During the fall, we will be visiting the Chincoteague Volunteer Fire Company. Later in the month, Chincoteague Police Officers bring a police car to the library and read some police officer stories. On September 28, author Philip Martin presented an evening program about his new book, *Sasha goes to Tibet*, to adults and older children.

Facebook Page: To promote Library Sign-up Month, we posted information and offered one free basket raffle ticket to each new patron.

## **Statistics 2023 Summer Programs:**

Special Programs with the Island Theatre

Zoo 2 You – 98 children and adults

Magician Rob Westcott – 106 adults/63 children

Juggler – 39 adults/25 children

Storyteller Sheila Arnold – 38 adults/2 children

Celtic Harpist – 28 adults/4 children

Young Explorers - averaged 15 children each week.

Tales 4 Tots - averaged 20 children each week.

Summer Reading Challenge - 65 registrations/25 received back-to-school supplies.



**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**October 10, 2023, 6:00 PM**

Meeting Location: Northampton Free Library, 7745 Seaside Road, Nassawadox, VA.

**Agenda**

1. Call to Order
2. Public Comments
3. Approval of Minutes of September 12, 2023
4. Old Business
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 (Rochester)
8. Library Director's System Report (Wisor)
9. New Business
  - a. Amendment to 2023 Closings and Paid Holidays
  - b. 2024 Closings and Paid Holidays
  - c. 1<sup>st</sup> Reading: Update of Collection Development Policy
  - d. Resolution of Appreciation – Friends of the Eastern Shore Public Library
  - e. Resolution of Appreciation – Friends of the Northampton Free Library
  - f. Closed Session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-371(A)(1)
  - g. Northampton250 Local Commission
10. Personnel Committee (Rose-Jensen)
11. ESPL Foundation (Custis)
12. Additional Comments
13. Next Meeting: Tuesday, November 14, 2023 at 1 pm, ESPL Regional Library and Heritage Center, 24313 Bennett St., Parksley, VA.
14. Adjournment



# MINUTES

## BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

9.12.23 | 1 PM | Eastern Shore Region Library and Heritage Center.  
24313 Bennett St. Parksley VA, 23421  
*Meeting called to order by Chair, Joyce Holland*

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### Attendance

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***Present:***

Grayson Chesser, Dennis Custis, Larry Giddens, Gary Heintzelman, Joyce Holland, Mike Mason, David Poyer, Carl Rose-Jensen, Frank Russell, Miranda Wisor (*non-voting*)

***Absent:***

James Lilliston (*non-voting*)

***In Attendance:***

Jay Davenport, Margaret Lynch Donahue, Tiffany Flores, Paul Muhley

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### Call to Order

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

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### Public Comments

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Joyce Holland asked Miranda Wisor to report on an incident that happened in the morning.

M. Wisor reported that a patron had made multiple remarks about bringing a shotgun into the library and taking out his frustrations on the public computers. He told a library employee he would return tomorrow to shoot up the computers. The police department has been contacted and is trying to identify the man. Unfortunately, when attempting to retrieve a photo, it was discovered the security system had been down between Thursday and today.

Mike Mason suggested that when the security system is back up, an alert be put in place for when the system fails. M. Wisor agreed.

Larry Giddens asked if patrons had to present a library card to enter the library. M. Wisor explained that a library card is only presented when resources are checked out. Discussion about library access and security ensued. L. Giddens suggested that a system be put into place to prevent incidents like this.

Jay Davenport suggested signage about the cameras as a deterrent.

M. Wisor explained that there is software for public computers that requires a library card to access the computers. The Board asked her to look into it and get some quotes.

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## Approval of Minutes

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The board proposed two edits to the August 8<sup>th</sup> Board of Trustees Minutes:

- On page 6 Wilkens Funeral Home needed to be revised to Williams Funeral Home.
- On page 7 Colette Nelson said that the Foundation Fundraising Committee was in a lull not the Foundation.

Gary Heintzelman moved that the August 8, 2023 meeting minutes be approved with the above-mentioned corrections. Dennis Custis, seconded. The motion passed unanimously.

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## Old Business

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### Reserve Fund Update (Wisor)

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Miranda Wisor reported that James Lilliston was able to transfer the Reserve fund to the interest-bearing account on August 17<sup>th</sup>. The report for the interest-bearing account only represents about half a month's interest. The library has inscribed \$151.35 in interest.

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### Correction: Board of Trustees Meeting Calendar (Wisor)

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Miranda Wisor reported that the approved Meeting Schedule had a typo on the October date. The Document says that the meeting will be held on Monday, October 9<sup>th</sup>. This needed to be corrected to Tuesday, October 10<sup>th</sup> at 6:00 p.m. M. Wisor asked for the Board's approval to make these changes.

Mike Mason motioned to approve the changes to the date. Frank Russell seconded. The motion passed unanimously.

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### Finance Committee (Mason)

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Mike Mason reported that the Finance Committee met and Miranda Wisor had presented a draft budget. In this month's packet, is a budget and narrative that describes the major assumptions contained in the FY 23-24 budget.

The budget consists of the carryover funds for items related to the new building such as moving costs. Even with the use of the carryover, this budget does reserve 10% on the side as recommended by the Library of Virginia. Numerous assumptions are made related to the estimated cost for the Parksley building. There was also cost associated with personnel benefits such as Health insurance which caused an increased budget.

Gary Heintzelman Motioned to accept the financial report. Carl Rose-Jenson Seconded. The motion passed unanimously.

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## Financial Report (Wisor)

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Miranda Wisor reported that the Library of Virginia recommended that there be a 10% carryover to allow for staff and operations to be continued until the first deposits of the new fiscal year. This update does not include a cost of living adjustment for the staff. She has every intention to revisit this later. If additional state aid is granted to the library system per the recently passed funding with the state, M. Wisor will need to bring an updated FY24 budget before the board. To clarify, State aid would not be used for operational funds but would allow funds to be freed from other accounts lines.

Vice-Chairman Mike Mason contacted M. Wisor yesterday with a question about the -\$11,427 showing in liabilities. The figure shown reflects a \$15,350 ledger entry from last year's audit at the direction of our auditor and a positive balance for a check for \$3,923 written 7/5/22 that has not been cashed. A member of Karen Crockett's office explained that the \$15,350 ledger entry reflects bills that were submitted for payment prior to the end of the fiscal year, but the checks for payment were not issued until the new fiscal year. M. Wisor has also contacted the payee for the \$3,923 to inquire whether the payment needs to be reissued.

M. Wisor asked if the Board had questions to present to the auditor. M. Mason remarked that he would like to see last year's entries adjusted to reflect the corrections to the balance sheet.

Dennis Custis motioned to accept the financial report. Larry Giddens seconded. The motion passed unanimously.

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## Branch and Friends Reports

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- 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:
  - The Friends held their Annual Meeting in July at which time they elected new officers and passed changes to their bylaws. The new officers are Lillian Waldenmaier (President), Margaret Donahue Lynch (Vice President), and Kate Baird (Secretary). Carol Calendar remains Treasurer.
  - The Friends have been very busy over the last several weeks with extra hours volunteered at the library processing discards etc. in preparation for the move. After the move, they worked on shelving books and organizing shelves at the new library before the soft opening. Along with some great volunteers, they also set up the new bookshop in time for the soft opening at which they had a great turnout.
  - They took part in the donor reception by having a "friend" stationed in each section of the library to help donors/visitors with questions, etc. They also volunteered at the Grand Opening assisting the staff with the children's indoor and outdoor games.
  - They invite the Board to please stop by their bookshop to see the great selection of books. They will be happy to look out for "special orders" as well.
  - The Friends are in the process of updating their webpage with gracious help from Rochelle Gray and Dan Peterson of TGD. The update will allow online membership renewals and donations to the Friends as well as an enhanced opportunity to engage with the public.

An updated web page will hopefully allow them to reach younger people who do everything online.

- They also took part in the Library's Community Outreach program by placing bookcases in various locations in the community and filling them with various types of books for people to enjoy.
- They are in discussion with System Director, Miranda Wisor about the possibility of the Friends donating towards the purchase of Kanopy, an on-demand streaming video platform for libraries that offers films, TV shows, and documentaries. They will make a decision when they speak with M. Wisor at their next meeting on September 27.

Grayson Chesser complimented the staff on the system report and was happy to send it to the supervisors. G. Chesser suggested that something be sent to the school boards as well.

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### **Library Director's System Report (Wisor)**

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- The Ribbon Cutting last Friday went well. Between the library's soft opening on Saturday, August 26<sup>th</sup>, and the Grand Opening celebration, staff were pleased to see many smiling faces and to issue so many new library cards. Since August 26<sup>th</sup>, the library has issued 137 new library cards from Parksley alone. In the same time period, the system has added 46 cards at the other three libraries combined. September is Library Card Sign-Up month, so the library has been running a marketing promotion since the first of the month.
- The location in Accomac has been handed over to Accomack County as of last Thursday, September 7<sup>th</sup>. M. Wisor asked if there were any additional steps she needed to take to legally hand over the building. Mike Mason didn't think there was anything else but offered to look into it.
- Printed copies of the programming calendar are out at both the Parksley and Nassawadox locations. Events in Parksley this month will include a Shore History lecture and an author talk. Nassawadox is already seeing a positive response to the Storytime Anytime program that the library started.
- In M. Wisor's written report, she mentioned some shifting of duties that have taken place, primarily impacting two of the degreed librarians. To accompany these changes, M. Wisor is beginning to review all job descriptions for library employees to ensure accuracy and make needed updates.
- Joyce Holland asked that, with the shift in personnel, who would be conducting the duties of Administrative Assistant. M. Wisor reported that she would like to hire an assistant but in the meantime, Tiffany Flores was continuing to cover some of the duties.
- The library has one job opening for a part-time assistant and has received a number of applicants. M. Wisor anticipates conducting interviews next week and hopes to have someone hired soon.
- At the end of the month, on September 28<sup>th</sup> and 29<sup>th</sup>, M. Wisor plans to attend the Virginia Library Director's meeting in Richmond. The focus of this year's meeting is scheduled to be establishing safe environments in physical libraries and cyber securities. As she mentioned in previous meetings, she has no concerns about the security of our virtual environment, but she does think that these issues are important to consider as the library system continues to grow and evolve.
- M. Wisor reported that the Friends have set up outreach in the Onancock Laundromat. Shelves were donated to their efforts. M. Wisor hopes to meet with the Northampton Free Library Friends of the Library to do the same.

Frank Russell asked if there was a program in place where schools could bring students into the library for a field trip. M. Wisor reported that the Outreach librarian is working on establishing these programs. Discussion ensued.

## **New Business**

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### **Policy Handbook Revision Notice (Holland)**

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Joyce Holland reported that she talked to Grayson Chesser and Carl Rose-Jensen. The revision is going to be moved to the Personnel Committee. They have agreed to work on it.

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### **Fundraising opportunities:**

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Joyce Holland asked Grayson Chesser and Frank Russell to look into fundraising opportunities. G. Chesser asked who does baskets. J. Holland reported that the Foundation does and she wanted to avoid competition with other groups.

F. Russell asked if substantial donations would affect state funding. Mike Mason reported that they don't penalize organizations for donations received.

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### **Personnel Committee (Rose-Jensen)**

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Carl Rose-Jensen reported that the committee has shrunk a lot but they are doing good work. Currently, they are looking into a variety of ideas such as the food of the month club and birthday cards. Discussion ensued about birthday cards with gift cards. For consideration, Miranda Wisor remarked that if gift cards are from an employer then they are taxable. They discussed ways to fund gift cards for staff.

Joyce Holland asked M. Wisor to get with the committee and assign a staff person to work with the committee in order to provide Staff insight.

C. Rose-Jensen reported that in the most recent staff survey, commute and compensation were the primary concerns of staff.

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### **ESPL Foundation (Custis)**

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The Foundation reported that they were pleased that John Edmunds attended events. Otherwise, there was nothing else to report.

Joyce Holland thanked the Foundation for their efforts.

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### **Continuing Education**

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- a. Presentation by Reagon Thalacker, Library of Virginia; canceled. R. Thalacker will be rescheduled for either the October or November meeting.



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## **Additional Comments**

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Grayson Chesser asked if Occohannock Elementary School was the only one to ask us to attend their Open House event. Miranda Wisor reported that was the case but that Tiffany Flores will be working on building relationships with the schools. G. Chesser asked if the library had considered addressing the School Boards directly. M. Wisor stated no but that the library would consider it. Discussion ensued.

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## **Next Meeting**

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Tuesday, 10.10.23 at 6:00 p.m. | Northampton Free Library, 7745 Seaside Road, Nassawadox, VA.

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## **Adjournment**

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Dennis Custis moved to adjourn the meeting. Gary Heintzelman seconded. The motion passed unanimously. The meeting adjourned at 1:44 p.m. by Chair, Joyce Holland.

**Bill To**

Eastern Shore Library System  
 PO Box 25  
 Parksley VA  
 United States

**TOTAL**

**\$7,222.95**

Quote Expires: 12/25/2023

| Federal EIN     | Currency  | Terms       | Sales Rep          |
|-----------------|-----------|-------------|--------------------|
| 58-2424595      | US Dollar | Net 30 Days | Marciniak, Michael |
| Quotation Title | Memo      |             |                    |
| PC Reservation  |           |             |                    |

| Qty                                       | Item / Description   | Ship To | Unit Price | Amount     |
|---|--|---------|------------|------------|
| <b>Description</b>                        |  |         |            |            |
| <i>PC Reservation for 3 branch system</i> |  |         |            |            |
| 1   | <b>PCR-ENT Building Bundle [1st]</b><br><i>PC RESERVATION ENTERPRISE - FIRST BUILDING BUNDLE</i><br><i>** Permits installation of Unlimited Management Consoles, Staff and Self Service Reservation Stations, and Reporting Modules in a single building.</i>  |         | \$1,795.00 | \$1,795.00 |
| 1   | <b>WM-PCR-ENT Building Bundle [1st]</b><br><i>1 YR MAINTENANCE: PC Reservation Enterprise Edition - First Building Bundle</i>  |         | \$359.00   | \$359.00   |
|   | <b>Z-Discount: 1st Year Maintenance</b><br><i>Discount for first year of maintenance included with purchase.</i>   |         | (\$359.00) | (\$359.00) |
| 2   | <b>PCR-ENT Building Bundle [Additional]</b><br><i>PC RESERVATION ENTERPRISE - ADDITIONAL BUILDING BUNDLE -</i><br><i>** Extends your PC Reservations Enterprise installation for each added building. Permits installation of Unlimited Management Consoles, Staff and Self Service Reservation Stations, and Reporting Modules in each additional building ordered.</i> |         | \$475.00   | \$950.00   |
| 2   | <b>WM-PCR-ENT Building Bundle [Additional]</b><br><i>1 YR MAINTENANCE: PC Reservation Enterprise Edition - Additional Building Bundle</i>  |         | \$95.00    | \$190.00   |
|   | <b>Z-Discount: 1st Year Maintenance</b><br><i>Discount for first year of maintenance included with purchase.</i>   |         | (\$190.00) | (\$190.00) |
| 21  | <b>PCR-ENT Clients (010)</b><br><i>PC RESERVATION ENTERPRISE EDITION CLIENT LICENSES - TIER 10 - 24</i><br><i>Install on each public computer</i>  |         | \$73.95    | \$1,552.95 |



| Qty | Item / Description  | Ship To | Unit Price | Amount     |
|-----|---|---------|------------|------------|
| 21  | <b>WM-PCR-ENT Clients</b><br>1 YR MAINTENANCE: PC Reservation Enterprise Edition - Client Licenses  |         | \$14.79    | \$310.59   |
|     | <b>Z-Discount: 1st Year Maintenance</b><br>Discount for first year of maintenance included with purchase.   |         | (\$310.59) | (\$310.59) |
| 15  | <b>PS-HR-UM</b><br>ENVISIONWARE PROFESSIONAL SERVICES -<br><br>Virtual implementation assistance to set up, install and train staff on PC Reservation . Scope includes set up of 10 clients allowing staff once trained to do the remainder.<br><br>Consulting services at the hourly rate for customers under maintenance.<br>- Quotations provide an estimate - actual time is billed.<br>- The minimum charge is 1 hour.<br>- The minimum for an onsite hourly project is 8 hours per day plus the actual first and additional flat fee expense charges. |         | \$195.00   | \$2,925.00 |

|                 |            |
|-----------------|------------|
| <b>Subtotal</b> | \$7,222.95 |
| <b>Discount</b> |            |
| <b>Freight</b>  | \$0.00     |
| <b>Tax</b>      | \$0.00     |
| <b>PST-CA</b>   |            |

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:  
**EMAIL :** [orders@envisionware.com](mailto:orders@envisionware.com) | **FAX :** +1 678.382.6501

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|              |                   |
|--------------|-------------------|
| <b>Total</b> | <b>\$7,222.95</b> |
|--------------|-------------------|





**QUOTE**

6220 Campbell Road  
Suite 101  
Dallas, TX 75248  
(888) 802-2774 (toll free)  
(972) 248-9600 (tel)  
(972) 248-9600 (fax)

FEIN: 33-1109228  
CAGE CODE: 459S1

**Customer:**

Eastern Shore Public Library  
Attn: Miranda Wisor  
PO Box 25  
Parksley, VA 23421

Quote #205263-500  
September 18, 2023  
Terms: Net, 30 days  
All prices in USD

| Qty | Description                          | Cost     | Ext Cost |
|-----|--------------------------------------|----------|----------|
| 10  | CASSIE User Station License (1-10)   | 199.00   | 1,990.00 |
| 13  | CASSIE User Station License (11-100) | 99.00    | 1,287.00 |
| 1   | CASSIE Manager License               | INCLUDED | 0.00     |
| 1   | One Year Support/Updates             | INCLUDED | 0.00     |
|     | Texas State Sales Tax                | EXEMPT   | 0.00     |
|     |                                      | Total:   | 3,277.00 |

**Notes:**

1. CASSIE and SPOT products and their related manuals are delivered electronically via the Support Area of our website.
2. User Station may be installed on up to 23 Public Access Stations, and up to 23 Staff Stations with this license. Note that each dedicated reservation/deposit/print release station counts as one Public Access Station.
3. Support / Updates contract is optional after the first year. If desired, you may renew the contract yearly for a fee of 15% of the original license price plus any additions. See the License Agreement for more details.
4. To purchase the system described herein:
  - a. Fax or mail your purchase order to us at the number / address given at the top of this quote, or
  - b. To purchase via credit card with either Visa or MasterCard, please call us at (888) 80-CASSIE / (888) 802-2774.



## Eastern Shore Public Library

### 2023 Closings and Paid Holidays

Both Christmas and New Year's-Eve fall on Sunday in 2023.

| <b>Closing</b>  | <b>Paid Holiday (Full-Time Staff)</b>                           |
|---|---|
| Monday, January 2- New Year's Day (Observed)                    | Monday, January 2- New Year's Day (Observed)                    |
| Monday, January 16-Martin Luther King Day                       | Monday, January 16-Martin Luther King Day                       |
| Monday, February 20-President's Day                             | Monday, February 20-President's Day                             |
| Saturday, May 27-Memorial Day Weekend                           | Saturday, May 27-Memorial Day Weekend                           |
| Monday, May 29-Memorial Day                                     | Monday, May 29-Memorial Day                                     |
| Monday, June, 19-Juneteenth                                     | Monday, June, 19-Juneteenth                                     |
| Tuesday, July 4th-Independence Day                              | Tuesday, July 4th-Independence Day                              |
| Saturday, September 2-Labor Day                                 | Saturday, September 2-Labor Day                                 |
| Monday, September 4-Labor Day                                   | Monday, September 4-Labor Day                                   |
| Tuesday, November 7-Election Day                                | Tuesday, November 7-Election Day                                |
| Saturday, November 11-Veteren's Day                             | Saturday, November 11-Veteren's Day                             |
| Thursday, November 23-Thanksgiving                              | Thursday, November 23-Thanksgiving                              |
| Saturday, December 23 <sup>rd</sup> – Christmas Eve (Observed)  | Saturday, December 23 <sup>rd</sup> – Christmas Eve (Observed)  |
| Monday, December 25th-Christmas Day                             | Monday, December 25th-Christmas Day                             |
| Saturday, December 30 <sup>th</sup> – New Years' Eve (Observed) | Saturday, December 30 <sup>th</sup> – New Years' Eve (Observed) |

*Approved by ESPL Board of Trustees November 8, 2022.*



## Eastern Shore Public Library

### 2024 Closings and Paid Holidays

| Closing   | Paid Holiday (Full-Time Staff)                      |
|---|---|
| Monday, January 1- New Year's Day                   | Monday, January 1- New Year's Day                   |
| Monday, January 15-Martin Luther King Day           | Monday, January 15-Martin Luther King Day           |
| Monday, February 19-President's Day                 | Monday, February 19-President's Day                 |
| Saturday, May 25-Memorial Day Weekend               | Saturday, May 25-Memorial Day Weekend               |
| Monday, May 27-Memorial Day                         | Monday, May 27-Memorial Day                         |
| Wednesday, June, 19-Juneteenth                      | Wednesday, June, 19-Juneteenth                      |
| Thursday, July 4th-Independence Day                 | Thursday, July 4th-Independence Day                 |
| Saturday, August 31st-Labor Day                     | Saturday, August 31st-Labor Day                     |
| Monday, September 2-Labor Day                       | Monday, September 2-Labor Day                       |
| Tuesday, November 5-Election Day                    | Tuesday, November 5-Election Day                    |
| Monday, November 11-Veteren's Day                   | Monday, November 11-Veteren's Day                   |
| Thursday, November 28-Thanksgiving                  | Thursday, November 28-Thanksgiving                  |
| Tuesday, December 24 <sup>th</sup> – Christmas Eve  | Tuesday, December 24 <sup>th</sup> – Christmas Eve  |
| Wednesday, December 25th-Christmas Day              | Wednesday, December 25th-Christmas Day              |
| Tuesday, December 31 <sup>st</sup> – New Year's Eve | Tuesday, December 31 <sup>st</sup> – New Year's Eve |



## Eastern Shore Public Library Collection Development Policy

### Purpose of the Policy

The purpose of the collection development policy is to serve as a guideline for adding to and deleting from the present collection, for collection maintenance, for replacement of lost or worn items, and for the acceptance of gifts. The policy is used to inform library staff, the Board of Trustees, and the public about the collection and the library management principles upon which selections are made. Collection development and management are necessary functions of the library, which must be performed regularly in order to provide the public with a current and comprehensive collection. *The rising costs of new materials make collection management an important activity for staff as they purchase, replace, or delete materials from the collection.*

Library staff *regularly/continually*:

- Compare library holdings with available titles to determine new purchases
- Track and analyze item usage to decide whether to add or withdraw multiple copies
- Conduct retention reviews to delete out-of-scope, little used, or outdated materials
- *Select and transfer low-use materials to storage*
- Analyze collection condition and weed damaged materials

*A library must be responsive to the needs of the times and the people it serves. This policy will be subject to biennial review and revision. However, no changes will be made that violate The Library is committed to upholding and adhering to the principles contained in the American Library Association's *Library Bill of Rights, Freedom to Read, Freedom to View, and Access to Library Resources and Services for Minors Policy Statements*. *Library Bill of Rights*, adopted and amended by the Council of the American Library Association, or the *ALA Freedom to Read Policy Statement*.*

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### Mission Statement

*The Eastern Shore Public Library aims to identify, develop, evaluate, select, organize, and maintain high-quality information resources in a wide variety of print and non-print formats to meet the needs of our diverse community of residents and the students, faculty, and staff of our local*

schools and strives to develop a diverse, current, and inviting collection of quality print and non-print materials which support the needs of the community and schools.

The ESPL System enhances the quality of life in Accomack and Northampton Counties. Its users enjoy free access to resources that document our community's past, meet its present interests, and explore its future.

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### **Responsibility for the Collection and Its Development**

The Library Board of Trustees assigns the responsibility of the daily operation of the library, including the selection and maintenance of the library's collection to the Library System Director. With the oversight of the system director, the library's professional staff select and maintain the library's print and digital collections.

The selection of materials for the Eastern Shore Public Library is the responsibility of the librarian and the library director.

### **Intellectual Freedom and Censorship**

Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship.

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library supports the American Library Association's *Library Bill of Rights*, *Freedom to Read*, *Freedom to View*, and *Access to Library Resources and Services for Minors* Policy Statements throughout the processes of acquiring and managing collections.

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The library seeks to develop a collection which represents many viewpoints and provides information and entertainment to a wide variety diverse population of library users. the library may acquire books and other materials which are not acceptable to the beliefs of everyone. An impartial recognition of differing points of view is the selection goal.

The library encourages parents to have an active and responsible interest in their child's selection of materials. The library does not act in loco parentis. regarding the selection or display of library materials. Responsibility for the reading, listening, or viewing of library materials by minors rests with the parents or legal guardians and not with library staff.

The library has items with contains many views and contains a wide variety of materials representing many viewpoints. Inclusion and display of those materials does not indicate advocacy. The purpose of displays is to raise awareness of the collection and increase use of the material.



The library does not accept the role of censoring the library collection on behalf of any group or individual. In seeking to develop a collection which represents many viewpoints and provides information and entertainment to a range of library users, the library does acquire books and other materials which are not acceptable to the beliefs of everyone.

Libraries are sometimes asked by parents to exercise censorship over the reading of children or young adults either by restricting borrowing access or by transferring materials from the youth collection into the adult collection. The library does not accept this role because it is an authority rightly reserved to the parents, and because such a process would reduce the informational and literary content of the youth collection to the detriment of other young people. Patrons who believe that a given item does not belong in the library collection may fill out a form explaining their reasons. This form will be sent to the Board of Trustees which is empowered to take such action if they agree.

### Criteria for Selecting Materials and the Selection Process

The library collection reflects the interests and needs of a diverse community. The library responds to user requests, local interests, and community needs in the selection of materials.

In selecting materials and developing collections, for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the local community, but also of the Eastern Shore and the larger global perspective. Library collections will provide a broad range of opinions on current issues.

The selection tools used by librarians include professional library journals, trade journals, subject bibliographies, publisher's promotional materials, and reviews from reputable sources, publication history, and existing circulation data for the library system. Librarians also consider materials reviews in national newspapers and magazines, local publications, broadcast media, and reputable internet sources.

To meet anticipated patron demand, the library purchases popular authors and titles. These items may not have professional reviews available when selected, but are purchased based not only on anticipated high demand, but also on previous circulation statistics and publication history.

Book reviews from professional and trade publications are used by staff members for material selection. Materials are ~~rated~~ selected by staff based on general criteria (ex- literary, educational, informational, and recreational value); the author's reputation and significance as a writer; importance of subject matter for the collection; appearance of material in bibliographies or indexes; ~~cost~~ price; and availability of material through interlibrary loan. The final decision to purchase is based on the value of the material to the collection and not on the personal tastes of the selectors. Furthermore, the ~~The selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.~~ The same criteria apply to gift items.

The following selection aids are used by the Eastern Shore Public Library: *Library Journal*, *Booklist*, *Publisher's Weekly*, *School Library Journal*, *The HornBook Magazine*, and *Voice of Youth Advocates*.

User suggestions for the addition of materials to the library's collection are given particular consideration. ~~If their suggestions do not meet the criteria established by the library for the selection of materials, then efforts will be made~~ If their suggestions do not meet the criteria established by the library for the selection of materials, then efforts will be made to obtain the material through interlibrary loan.

### Guidelines for Selection and Use of Materials

1. The Library recognizes that many materials are controversial and that any given item ~~may~~ may not be acceptable to the beliefs of everyone ~~offend some Library patron~~. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work or in relation to building the Library's collections and to serving the interests of all individuals and groups in the region. Different viewpoints on controversial issues will be acquired, including those that may have unpopular or unorthodox positions.

The criteria for selection of materials for the Library's collections will include the following:

- quality of writing/production
- importance of subject matter
- timeliness or currency of information
- ~~- reputation of the publisher/producers~~
- ~~- contribution made to a diversity of viewpoints~~
- ~~- relationship to existing materials in the collection~~
- readability and popular appeal
- authoritativeness
- reputation and significance of the author/publisher/artist/composer/producer, etc.
- format, cost, and availability ~~and price~~
- requests from patrons
- recommendation of work in standard review sources or in
- ~~- inclusion in standard~~  
\_\_\_\_\_ bibliographies

2. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.

3. Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from

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injury or theft. The use of rare and scarce items of great value may be controlled only to the extent required to preserve them from harm.

4. Electronic materials are subject to the criteria listed above, and also:

- accessibility, both in the library and remotely
- quality of access relating to product's ease of use and availability of online help
- currency and frequency of product maintenance and updating

Patron Request for Purchase Consideration

The library welcomes suggestions from patrons for titles to purchase as additions to its various collections. All suggested titles are considered according to the criteria outlined in the Collection Development Policy.

Not all titles suggested will be purchased. Patrons may request notification of the Library's decision regarding the purchase of suggested items. User suggestions for the addition of materials to the library's collection are given particular consideration. If a requested material does not meet the criteria established by the library for the selection of materials, efforts will be made to obtain the item through interlibrary loan, upon patron approval of associated interlibrary loan fee.

Gifts

Accepting gifts and donations is an important way for the library to benefit from the generosity of the community it serves. The Library accepts gifts of library materials for consideration as additions to its collections. Gifts are subject to evaluation according to the same selection standards as materials considered for purchase. The Library reserves the right to use or dispose of any gift as it sees fit. Upon acceptance, all gifts become the property of the Library.

Funds may be given for the purpose of acquiring materials as prescribed in this policy, or for purchase of specifically themed items suggested by the donor. When the library receives a monetary gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

Gifts of library materials of by local authors are subject to the same criteria as all items reviewed for addition to the Library's collections.

Materials of local historical or genealogical interest pertaining to the library's service area will be considered according to the criteria outlined in the Collection Development Policy and in consultation with Heritage Center staff. Materials of local historical or genealogical interest pertaining to the Library's service area will be accepted as follows:

- published histories of a general interest
- deed books, birth, marriage and death records
- census records

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~~church and cemetery records~~

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The library does not attempt to acknowledge acceptance of every gift it receives and will do so only at the specific request of the donor.

### Patron Request for Purchase Consideration

~~The Library welcomes suggestions from patrons for titles to purchase as additions to its various collections. All suggested titles are considered according to the criteria outlined in the Collection Development Policy.~~

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~~Not all titles suggested will be purchased. Patrons may request notification of the Library's decision regarding the purchase of suggested items. (Attachment: Book Challenge Form.pdf)~~

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### Patron Request for Reconsideration

Any patron has the right to request reconsideration of an item in the collection. Request for Reconsideration of Library Material ~~REQUEST FOR RECONSIDERATION~~ forms are available to patrons at each public service desk. ~~The Library supports the American Library Association's (ALA's) Bill of Rights, Freedom to Read, Free Access to Libraries for Minors, and Freedom to View Statement.~~

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### Collection Maintenance and Weeding/Deselection Withdrawals/Discards

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~~Maintaining a current, relevant collection of materials is vital to the library's service in the community. Weeding, or the deselection of library material, sometimes called weeding, is critical to collection maintenance and involves the removal of resources from the collection. The Library uses weeding as a collection development maintenance tool. Its purpose is to maintain, throughout the system, library collections of high quality that are appropriate in size to the capacity of their locations and that are current, accessible, and appealing relevant to library users.~~

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~~The library employs the CREW method of collection maintenance: Continual Review, Evaluation, and Weeding. continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and the availability of newer or more valid materials. The review and evaluation steps of this maintenance process are guided by the MUSTIE methodology.~~

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#### MUSTIE:

- ~~Misleading - contain inaccurate, outdated, or obsolete~~
- ~~Ugly - worn or damaged beyond repair~~

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- Superseded – newer edition available or updated information available from other content
- Trivial – lacking literary or factual merit
- Irrelevant – content is not of interest to population served
- Obtainable Elsewhere – information is easily accessible online or from another library

~~Items are withdrawn from the collection when they are dated, worn, or damaged beyond repair, or if interest in a title or subject has decreased. Items dealing with local history, classical literature, and award-winning children’s books may be an exception, as are certain classics and award-winning children’s books.~~

-Withdrawn items will be disposed of through book sales, recycling, or donations. Items deemed unfit for sale or donation will be discarded.

Items are withdrawn from the collection database when they are reported as lost for at least eighteen months and paid, or are missing for at least one year.

Approved 07/02/2012  
 Reviewed 3/2/2015  
 Approved 4/6/2015

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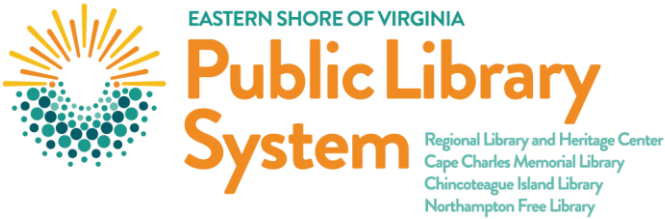
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**RESOLUTION OF APPRECIATION**

The Board of Trustees of the Eastern Shore Public Library, consisting of \_\_\_\_\_ members, in a duly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, at which a quorum was present, it was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the following resolution be adopted:

1. Whereas the Friends of the Eastern Shore Public Library was established in 2005 with the purpose of supporting the Eastern Shore Public library.
2. Whereas the Friends of the Eastern Shore Public Library provides volunteers to support library events and programs.
3. Whereas the Friends of the Eastern Shore Public Library assists in shelving and weeding of library materials.
4. Whereas the Friends of Eastern Shore Public Library raises funds in support of enhancing library programs and services.
5. Whereas the Friends of the Eastern Shore Public Library offered significant contributions toward the construction of the Eastern Shore of Virginia Regional Library and Heritage Center, therefore,

**BE IT HEREBY RESOLVED** that the Eastern Shore Public Library

1. honors and recognizes the achievements of the Friends of the Eastern Shore Public Library System, and
2. expresses sincere appreciation to the Friends of the Eastern Shore Public Library acknowledging the many lives of Eastern Shore residents positively impacted by their efforts.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board of Trustees.

EASTERN SHORE PUBLIC LIBRARY  
[ENTITY NAME]

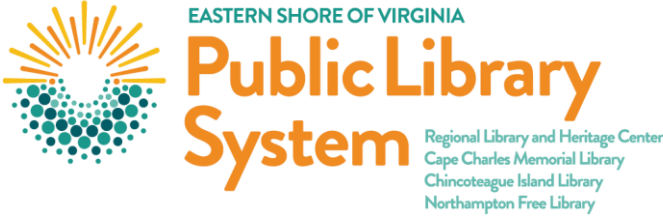
By: \_\_\_\_\_  
[SIGNATURE AND TITLE]

Attest: \_\_\_\_\_  
[SIGNATURE AND TITLE]

**CERTIFICATION**

I hereby certify that the above Resolution was duly adopted by the Board of Trustees of the Eastern Shore Public Library in a duly assembled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Secretary/Clerk



**RESOLUTION OF APPRECIATION**

The Board of Trustees of the Eastern Shore Public Library, consisting of \_\_\_\_\_ members, in a duly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, at which a quorum was present, it was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the following resolution be adopted:

1. Whereas the Friends of Northampton Free Library was established in 1993 with the founding of the Northampton Free Library.
2. Whereas the Friends of Northampton Free Library were instrumental in helping Northampton Free Library join the Eastern Shore Public Library in 2000.
3. Whereas the Friends of Northampton Free Library established the NFL Book Endowment Fund to ensure the continuation of resources from Northampton Free Library.
4. Whereas the Friends of Northampton Free Library continues to support the Northampton Free Library through volunteer labor and advocacy.
5. Whereas the Friends of Northampton Free Library offered significant contributions toward the construction of the Eastern Shore of Virginia Regional Library and Heritage Center, therefore,

**BE IT HEREBY RESOLVED** that the Eastern Shore Public Library

1. honors and recognizes the achievements of the Friends of Northampton Free Library, and
2. expresses sincere appreciation to the Friends of Northampton Free Library acknowledging the many lives of Eastern Shore residents positively impacted by their efforts.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board of Trustees.

EASTERN SHORE PUBLIC LIBRARY  
[ENTITY NAME]

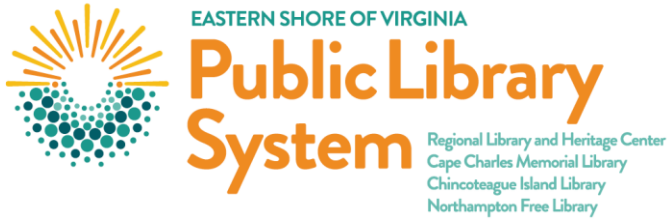
By: \_\_\_\_\_  
[SIGNATURE AND TITLE]

Attest: \_\_\_\_\_  
[SIGNATURE AND TITLE]

**CERTIFICATION**

I hereby certify that the above Resolution was duly adopted by the Board of Trustees of the Eastern Shore Public Library in a duly assembled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Secretary/Clerk



## Report to the Accomack County Board of Supervisors for October 2023.

September was a busy time at the Eastern Shore of Virginia Regional Library. September was National Library Card Sign-up Month and our new cardholder numbers continued to climb. We were able to offer a variety of programming for shore residents of all ages. We hosted story times, STEM activities, and crafts for children. We held weekly gaming sessions for teens. For adults, we hosted a lecture about the history of the Eastern Shore presented by Dennis Custis and an author visit from Susan Friedland and Kendy Allen. We were pleased to welcome over 60 people to these two events alone.



Also in September, we welcomed visits from schools and the Boys and Girls Club. These young visitors received guided tours of the new library from our librarians and participated in activities intended to encourage them to explore the many resources available from the Regional Library. All visits seemed to leave children excited about the new library and leave teachers pleased with what we are able to offer. One young visitor exclaimed that she wished she could live in the library! Our meeting spaces are being sought after. We currently have an ESL class meeting weekly in our lecture hall and have had many other room reservations.

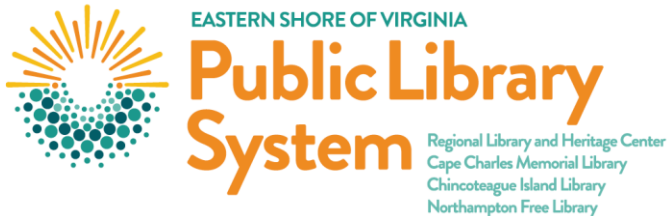


In October, we'll be expanding our programming to educated and enrich lives by offering even more activities to individuals of all ages. We've been able to partner with other businesses and organizations in the community to bring a wider variety of programs into the library including financial literacy programming and more information about the history and heritage of the Eastern Shore in the coming months. Beyond the partnerships that we have sought out, the Regional Library has also been approached by community members and small business owners about using the library's space to provide free programming and trainings for the public. We are eager to keep growing our services to meet the needs of the Eastern Shore!

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 October 2023.

September was a busy time at Northampton Free Library. The test of offering Story Time Any Time saw success during September as more families took advantage of the freedom that the service permits than typically attended scheduled story times at the library. This has led us to expand the availability of the service to two days a week in October. Reading to children stimulates their imagination, helps to develop language, and prepares them to learn to read. We are pleased to offer this service to the youngest members of our community.

Adult programming also saw success in September. Patrons took advantage of our Tech Help Sessions during the month. Residents brought their devices to the library and received one-on-one assistance from library staff. Staff were able to assist patrons in accessing the tools and services on their devices. Although device assistance is a service that the library regularly offers, we have found that dedicating time during the week encourages use of this service for folks who may not have realized that it was available. Tech Help will continue to be available each Thursday through October. We also welcomed attendees to a fun Make and Take craft event at the end of the month. Attendees were invited to make marble painted mugs for them to keep. Feedback on this event was positive and we plan to offer similar activities for the community in the future. In October, Northampton Free Library will be offering a Pumpkin Stitch-A-Long activity and an Heirloom Clinic led by Archivist Christopher Pote that will guide attendees on the best methods for preserving their own family records and keepsakes.



In maintenance of the property around Northampton Free Library, we said good-bye to a large silver maple tree behind the building on September 27<sup>th</sup>. The tree was beginning to rot and threaten the safety of the building. Although we're unsure of the age of the tree, the stump that remains is more than five feet in diameter.

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.

Eastern Shore Public Library  
**Balance Sheet**  
As of September 30, 2023

|  | <u>Sep 30, 23</u> |
|--|-------------------|
| <b>ASSETS</b>                          |                   |
| <b>Current Assets</b>                  |                   |
| <b>Checking/Savings</b>                |                   |
| LGIP - Investment Account #1155        | 67,651.35         |
| Petty Cash                             | 415.75            |
| Truist - Operating #2396               | 226,568.81        |
|  | <hr/>             |
| <b>Total Checking/Savings</b>          | 294,635.91        |
|  |                   |
| <b>Other Current Assets</b>            |                   |
| 1300 · Prepaid Expenses                | 8,665.73          |
| 1600 · Deferred Outflows               | 82,186.00         |
|  | <hr/>             |
| <b>Total Other Current Assets</b>      | 90,851.73         |
|  | <hr/>             |
| <b>Total Current Assets</b>            | 385,487.64        |
|  |                   |
| <b>Fixed Assets</b>                    |                   |
| <b>Equipment Purchases</b>             | 97,804.92         |
| 1500 · Land                            | 5,000.00          |
| 1510 · Buildings                       | 660,459.20        |
| 1515 · Equipment                       | 230,583.42        |
| 1520 · Vehicles                        | 22,000.00         |
| 1550 · Accumulated Depreciation        | -447,893.91       |
|  | <hr/>             |
| <b>Total Fixed Assets</b>              | 567,953.63        |
|  | <hr/>             |
| <b>TOTAL ASSETS</b>                    | <b>953,441.27</b> |
| <hr/>                                  |                   |
| <b>LIABILITIES &amp; EQUITY</b>        |                   |
| <b>Liabilities</b>                     |                   |
| <b>Current Liabilities</b>             |                   |
| <b>Accounts Payable</b>                |                   |
| 2000 · Accounts Payable                | -11,427.00        |
|  | <hr/>             |
| <b>Total Accounts Payable</b>          | -11,427.00        |
|  |                   |
| <b>Credit Cards</b>                    |                   |
| Cardmember Services Visa               | 5,493.68          |
|  | <hr/>             |
| <b>Total Credit Cards</b>              | 5,493.68          |
|  |                   |
| <b>Other Current Liabilities</b>       |                   |
| 2100 · Payroll Liabilities             | 762.97            |
| 2270 · Minnesota Life                  | 0.05              |
| 2290 · Anthem, Medical                 | 393.99            |
| 2300 · Anthem, Dental                  | 20.30             |
| 2360 · AFLAC                           | 227.10            |
| 2380 · Compensated Absences            | 17,458.46         |
| 2400 · Net Pension Liability           | -30,776.00        |
| 2500 · Deferred Inflows                | 144,852.00        |
|  | <hr/>             |
| <b>Total Other Current Liabilities</b> | 132,938.87        |
|  | <hr/>             |
| <b>Total Current Liabilities</b>       | 127,005.55        |
|  | <hr/>             |

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Accrual Basis

Eastern Shore Public Library

**Balance Sheet**

As of September 30, 2023

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|                                       | <u>Sep 30, 23</u>        |
|---------------------------------------|--------------------------|
| <b>Total Liabilities</b>              | 127,005.55               |
| <b>Equity</b>                         |                          |
| 1110 · Retained Earnings              | 479,714.13               |
| 3000 · Opening Bal Equity             | 489,567.32               |
| Net Income                            | -142,845.73              |
| <b>Total Equity</b>                   | <u>826,435.72</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>953,441.27</u></u> |

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

|   | Jul '23 - Jun 24  | Budget              | \$ Over Budget       | % of Budget  |
|---|-------------------|---------------------|----------------------|--------------|
| <b>Ordinary Income/Expense</b>            |                   |                     |                      |              |
| <b>Income</b>                             |                   |                     |                      |              |
| <b>40000 · INCOME</b>                     |                   |                     |                      |              |
| <b>41000 · Government Income</b>          |                   |                     |                      |              |
| 41010 · Accomack County                   | 189,668.25        | 758,673.00          | -569,004.75          | 25.0%        |
| 41011 · Accomack County On Behalf         | 0.00              | 4,300.00            | -4,300.00            | 0.0%         |
| 41020 · Northampton County                | 41,460.50         | 165,842.00          | -124,381.50          | 25.0%        |
| 41030 · State Aid                         | 62,236.00         | 248,944.00          | -186,708.00          | 25.0%        |
| 41040 · Grants                            | 0.00              | 339,000.00          | -339,000.00          | 0.0%         |
| <b>Total 41000 · Government Income</b>    | <b>293,364.75</b> | <b>1,516,759.00</b> | <b>-1,223,394.25</b> | <b>19.3%</b> |
| <b>42000 · Contributions</b>              |                   |                     |                      |              |
| 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          | 0.00              | 5,500.00            | -5,500.00            | 0.0%         |
| 42050 · Legacies & Bequests               | 0.00              | 100.00              | -100.00              | 0.0%         |
| 42060 · Adopt-A-Book                      | 225.00            | 500.00              | -275.00              | 45.0%        |
| 42070 · ESPL Foundation                   | 0.00              | 55,000.00           | -55,000.00           | 0.0%         |
| 42000 · Contributions - Other             | 0.00              | 0.00                | 0.00                 | 0.0%         |
| <b>Total 42000 · Contributions</b>        | <b>225.00</b>     | <b>71,100.00</b>    | <b>-70,875.00</b>    | <b>0.3%</b>  |
| <b>43000 · Reimbursements</b>             |                   |                     |                      |              |
| 43010 · NFL Book Endowment                | 5,800.00          | 5,000.00            | 800.00               | 116.0%       |
| 43020 · Island                            | 437.17            | 2,000.00            | -1,562.83            | 21.9%        |
| 43030 · Cape Charles                      | 1,995.55          | 14,000.00           | -12,004.45           | 14.3%        |
| 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%         |
| <b>Total 43000 · Reimbursements</b>       | <b>8,232.72</b>   | <b>21,600.00</b>    | <b>-13,367.28</b>    | <b>38.1%</b> |
| <b>44000 · Fines &amp; Fees</b>           |                   |                     |                      |              |
| 44010 · Fines                             | 130.94            | 0.00                | 130.94               | 100.0%       |
| 44020 · Photocopying                      | 1,208.71          | 3,500.00            | -2,291.29            | 34.5%        |
| 44030 · Fax                               | 0.00              | 0.00                | 0.00                 | 0.0%         |
| 44040 · Inter Library Loan                | 36.00             | 50.00               | -14.00               | 72.0%        |
| 44000 · Fines & Fees - Other              | 20.90             | 0.00                | 20.90                | 100.0%       |
| <b>Total 44000 · Fines &amp; Fees</b>     | <b>1,396.55</b>   | <b>3,550.00</b>     | <b>-2,153.45</b>     | <b>39.3%</b> |
| <b>45000 · Endowments</b>                 |                   |                     |                      |              |
| 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%         |
| <b>Total 45000 · Endowments</b>           | <b>149.40</b>     | <b>17,000.00</b>    | <b>-16,850.60</b>    | <b>0.9%</b>  |
| 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%         |
| <b>49000 · Miscellaneous Income</b>       |                   |                     |                      |              |
| 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%         |
| <b>Total 49000 · Miscellaneous Income</b> | <b>0.00</b>       | <b>300.00</b>       | <b>-300.00</b>       | <b>0.0%</b>  |
| <b>Total 40000 · INCOME</b>               | <b>303,368.42</b> | <b>1,632,309.00</b> | <b>-1,328,940.58</b> | <b>18.6%</b> |
| <b>Total Income</b>                       | <b>303,368.42</b> | <b>1,632,309.00</b> | <b>-1,328,940.58</b> | <b>18.6%</b> |
| <b>Gross Profit</b>                       | <b>303,368.42</b> | <b>1,632,309.00</b> | <b>-1,328,940.58</b> | <b>18.6%</b> |
| <b>Expense</b>                            |                   |                     |                      |              |
| <b>60000 · EXPENSES</b>                   |                   |                     |                      |              |
| <b>61000 · Operations</b>                 |                   |                     |                      |              |
| <b>61100 · Building</b>                   |                   |                     |                      |              |
| 61101 · Building Maintenance              | 1,620.00          | 6,512.00            | -4,892.00            | 24.9%        |
| 61102 · Building Maintenance, NFL         | 1,941.69          | 15,000.00           | -13,058.31           | 12.9%        |
| 61104 · Building Maintenance - Parksley   | 259.98            | 38,500.00           | -38,240.02           | 0.7%         |
| 61105 · Rent                              | 0.00              | 15,876.00           | -15,876.00           | 0.0%         |
| 61100 · Building - Other                  | 0.00              | 0.00                | 0.00                 | 0.0%         |
| <b>Total 61100 · Building</b>             | <b>3,821.67</b>   | <b>75,888.00</b>    | <b>-72,066.33</b>    | <b>5.0%</b>  |
| <b>61200 · Utilities</b>                  |                   |                     |                      |              |
| 61201 · Fuel Oil                          | 0.00              | 0.00                | 0.00                 | 0.0%         |
| 61202 · Electricity                       | 2,582.48          | 2,000.00            | 582.48               | 129.1%       |
| 61202.1 · Electricity - NFL               | 1,333.45          | 9,000.00            | -7,666.55            | 14.8%        |
| 61202.2 · Electricity - Parksley          | 3,510.61          | 40,000.00           | -36,489.39           | 8.8%         |
| 61203 · Telephone                         | 1,902.40          | 6,000.00            | -4,097.60            | 31.7%        |
| 61204 · Water/Sewer - Parksley            | 133.50            | 3,400.00            | -3,266.50            | 3.9%         |
| <b>Total 61200 · Utilities</b>            | <b>9,462.44</b>   | <b>60,400.00</b>    | <b>-50,937.56</b>    | <b>15.7%</b> |
| 61300 · Vehicle Operation                 | 535.36            | 35,000.00           | -34,464.64           | 1.5%         |
| <b>61400 · Insurance (VRSA)</b>           |                   |                     |                      |              |
| 61401 · Insurance, Building               | 0.00              | 4,300.00            | -4,300.00            | 0.0%         |
| 61400 · Insurance (VRSA) - Other          | 14,445.00         | 15,000.00           | -555.00              | 96.3%        |
| <b>Total 61400 · Insurance (VRSA)</b>     | <b>14,445.00</b>  | <b>19,300.00</b>    | <b>-4,855.00</b>     | <b>74.8%</b> |

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

|  | Jul '23 - Jun 24  | Budget            | \$ Over Budget     | % of Budget  |
|--|-------------------|-------------------|--------------------|--------------|
| <b>61500 · Computer</b>                    |                   |                   |                    |              |
| 61510 · Computer Hardware                  | 0.00              | 0.00              | 0.00               | 0.0%         |
| 61511 · Computer Hardware, State           | 0.00              | 0.00              | 0.00               | 0.0%         |
| 61513 · Online Services                    | 1,322.91          | 27,300.00         | -25,977.09         | 4.8%         |
| 61514 · Internet Services, State           | 1,376.40          | 11,100.00         | -9,723.60          | 12.4%        |
| 61515 · Computer Software                  | 0.00              | 0.00              | 0.00               | 0.0%         |
| 61516 · Computer Software, State           | 0.00              | 7,818.00          | -7,818.00          | 0.0%         |
| 61517 · Computer Maintenance               | 1,128.00          | 10,000.00         | -8,872.00          | 11.3%        |
| 61518 · Technology                         | 0.00              | 23,024.00         | -23,024.00         | 0.0%         |
| 61500 · Computer - Other                   | 0.00              | 0.00              | 0.00               | 0.0%         |
| <b>Total 61500 · Computer</b>              | <b>3,827.31</b>   | <b>79,242.00</b>  | <b>-75,414.69</b>  | <b>4.8%</b>  |
| <b>Total 61000 · Operations</b>            | <b>32,091.78</b>  | <b>269,830.00</b> | <b>-237,738.22</b> | <b>11.9%</b> |
| <b>62000 · Equipment</b>                   |                   |                   |                    |              |
| 62100 · Equipment, General                 | 37,921.61         | 0.00              | 37,921.61          | 100.0%       |
| 62200 · Equipment, State                   | 0.00              | 108,996.00        | -108,996.00        | 0.0%         |
| 62300 · Equipment Maintenance              |                   |                   |                    |              |
| 62310 · Contractual Services               | 8,471.88          | 24,000.00         | -15,528.12         | 35.3%        |
| 62300 · Equipment Maintenance - Other      | 234.32            | 0.00              | 234.32             | 100.0%       |
| <b>Total 62300 · Equipment Maintenance</b> | <b>8,706.20</b>   | <b>24,000.00</b>  | <b>-15,293.80</b>  | <b>36.3%</b> |
| 62000 · Equipment - Other                  | -580.93           | 0.00              | -580.93            | 100.0%       |
| <b>Total 62000 · Equipment</b>             | <b>46,046.88</b>  | <b>132,996.00</b> | <b>-86,949.12</b>  | <b>34.6%</b> |
| <b>63000 · Programs</b>                    |                   |                   |                    |              |
| 63100 · Adult                              | 0.00              | 3,400.00          | -3,400.00          | 0.0%         |
| 63200 · Youth                              | 997.09            | 6,000.00          | -5,002.91          | 16.6%        |
| 63300 · Outreach                           | 65.90             | 6,600.00          | -6,534.10          | 1.0%         |
| 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%        |
| <b>Total 63000 · Programs</b>              | <b>1,385.92</b>   | <b>22,000.00</b>  | <b>-20,614.08</b>  | <b>6.3%</b>  |
| <b>64000 · Personnel</b>                   |                   |                   |                    |              |
| 64010 · Salaries - Director                | 20,250.00         | 89,011.00         | -68,761.00         | 22.8%        |
| 64020 · Salaries - Other                   | 98,334.30         | 403,437.00        | -305,102.70        | 24.4%        |
| 64030 · Hourly Employees                   | 45,637.25         | 179,442.00        | -133,804.75        | 25.4%        |
| 64050 · Payroll Expenses                   | 14,622.26         | 57,415.00         | -42,792.74         | 25.5%        |
| 64070 · Retirement (VRS)                   | 8,732.22          | 35,551.00         | -26,818.78         | 24.6%        |
| 64080 · Insurance                          |                   |                   |                    |              |
| 64083 · Insurance, Life (VRS)              | -0.15             | 0.00              | -0.15              | 100.0%       |
| 64084 · Insurance, Gen, Liability (VRS)    | -0.09             | 0.00              | -0.09              | 100.0%       |
| 64085 · Insurance, Medical (Anthem)        | 18,802.26         | 0.00              | 18,802.26          | 100.0%       |
| 64086 · Insurance, Dental (Anthem)         | 527.86            | 0.00              | 527.86             | 100.0%       |
| 64080 · Insurance - Other                  | 0.00              | 63,000.00         | -63,000.00         | 0.0%         |
| <b>Total 64080 · Insurance</b>             | <b>19,329.88</b>  | <b>63,000.00</b>  | <b>-43,670.12</b>  | <b>30.7%</b> |
| 64090 · Liability Reserve                  | 0.00              | 10,500.00         | -10,500.00         | 0.0%         |
| 64100 · Staff & Volunteer Appreciation     | 0.00              | 3,000.00          | -3,000.00          | 0.0%         |
| 64000 · Personnel - Other                  | 0.00              | 0.00              | 0.00               | 0.0%         |
| <b>Total 64000 · Personnel</b>             | <b>206,905.91</b> | <b>841,356.00</b> | <b>-634,450.09</b> | <b>24.6%</b> |
| <b>65000 · Supplies</b>                    |                   |                   |                    |              |
| 65100 · Custodial                          | 2,341.00          | 20,400.00         | -18,059.00         | 11.5%        |
| 65200 · Office                             | 2,960.23          | 0.00              | 2,960.23           | 100.0%       |
| 65300 · Library                            | 6,938.52          | 84,794.00         | -77,855.48         | 8.2%         |
| 65400 · Youth Program Supplies             | 563.60            | 3,000.00          | -2,436.40          | 18.8%        |
| 65500 · Archival Supplies                  | 354.76            | 0.00              | 354.76             | 100.0%       |
| <b>Total 65000 · Supplies</b>              | <b>13,158.11</b>  | <b>108,194.00</b> | <b>-95,035.89</b>  | <b>12.2%</b> |
| <b>66000 · Materials</b>                   |                   |                   |                    |              |
| 66310 · System Materials                   |                   |                   |                    |              |
| 66311 · Books, State Aid                   | 12,975.04         | 63,121.00         | -50,145.96         | 20.6%        |
| 66312 · Periodicals, State Aid             | 515.57            | 4,000.00          | -3,484.43          | 12.9%        |
| 66313 · Continuations, State Aid           | 59.66             | 500.00            | -440.34            | 11.9%        |
| 66314 · Microforms, State Aid              | 0.00              | 0.00              | 0.00               | 0.0%         |
| 66315 · Electronic Resources, State Aid    | 3,064.34          | 15,500.00         | -12,435.66         | 19.8%        |
| 66317 · AV, State Aid                      | 1,984.55          | 6,500.00          | -4,515.45          | 30.5%        |
| 66320 · Cape Charles Contract #15          | 275.95            | 2,000.00          | -1,724.05          | 13.8%        |
| 66310 · System Materials - Other           | 0.00              | 0.00              | 0.00               | 0.0%         |
| <b>Total 66310 · System Materials</b>      | <b>18,875.11</b>  | <b>91,621.00</b>  | <b>-72,745.89</b>  | <b>20.6%</b> |
| 66350 · Affiliates                         |                   |                   |                    |              |
| 66351 · Books, Affiliates                  | 6,666.86          | 17,000.00         | -10,333.14         | 39.2%        |
| <b>Total 66350 · Affiliates</b>            | <b>6,666.86</b>   | <b>17,000.00</b>  | <b>-10,333.14</b>  | <b>39.2%</b> |
| 66900 · Restricted                         | 727.71            | 17,000.00         | -16,272.29         | 4.3%         |
| <b>Total 66000 · Materials</b>             | <b>26,269.68</b>  | <b>125,621.00</b> | <b>-99,351.32</b>  | <b>20.9%</b> |
| <b>67000 · Other</b>                       |                   |                   |                    |              |
| 67100 · Postage                            | 470.42            | 3,000.00          | -2,529.58          | 15.7%        |
| 67200 · Travel & Meals                     | 1,658.77          | 8,000.00          | -6,341.23          | 20.7%        |
| 67210 · Travel - State Aid                 | 0.00              | 0.00              | 0.00               | 0.0%         |

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

|  | Jul '23 - Jun 24   | Budget              | \$ Over Budget       | % of Budget   |
|--|--------------------|---------------------|----------------------|---------------|
| 67300 · Dues                               | 1,165.00           | 3,500.00            | -2,335.00            | 33.3%         |
| 67000 · Other - Other                      | 0.00               | 102.00              | -102.00              | 0.0%          |
| <b>Total 67000 · Other</b>                 | <b>3,294.19</b>    | <b>14,602.00</b>    | <b>-11,307.81</b>    | <b>22.6%</b>  |
| 68000 · Miscellaneous                      |                    |                     |                      |               |
| 68100 · Bank Fees                          | 0.00               | 1,000.00            | -1,000.00            | 0.0%          |
| 68300 · Refunds                            | 36.98              | 300.00              | -263.02              | 12.3%         |
| 68500 · Advertising                        | 150.00             | 0.00                | 150.00               | 100.0%        |
| 68600 · Continuing Education               | 70.00              | 5,500.00            | -5,430.00            | 1.3%          |
| 68700 · Tangier                            | 0.00               | 3,000.00            | -3,000.00            | 0.0%          |
| 68000 · Miscellaneous - Other              | 91,367.50          | 84,670.00           | 6,697.50             | 107.9%        |
| <b>Total 68000 · Miscellaneous</b>         | <b>91,624.48</b>   | <b>94,470.00</b>    | <b>-2,845.52</b>     | <b>97.0%</b>  |
| 69000 · Professional Services              |                    |                     |                      |               |
| 69001 · Professional Services, Financial   | 6,150.00           | 19,200.00           | -13,050.00           | 32.0%         |
| 69002 · Professional, Library Services     | 19,268.97          | 41,040.00           | -21,771.03           | 47.0%         |
| 69003 · Erate Consultant                   | 4,955.04           | 7,000.00            | -2,044.96            | 70.8%         |
| 69004 · Auditor                            | 5,500.00           | 5,500.00            | 0.00                 | 100.0%        |
| 69000 · Professional Services - Other      | 5,373.50           | 700.00              | 4,673.50             | 767.6%        |
| <b>Total 69000 · Professional Services</b> | <b>41,247.51</b>   | <b>73,440.00</b>    | <b>-32,192.49</b>    | <b>56.2%</b>  |
| 69005 · Depreciation Expense               | 0.00               | 0.00                | 0.00                 | 0.0%          |
| <b>Total 60000 · EXPENSES</b>              | <b>462,024.46</b>  | <b>1,682,509.00</b> | <b>-1,220,484.54</b> | <b>27.5%</b>  |
| <b>Total Expense</b>                       | <b>462,024.46</b>  | <b>1,682,509.00</b> | <b>-1,220,484.54</b> | <b>27.5%</b>  |
| <b>Net Ordinary Income</b>                 | <b>-158,656.04</b> | <b>-50,200.00</b>   | <b>-108,456.04</b>   | <b>316.0%</b> |
| <b>Other Income/Expense</b>                |                    |                     |                      |               |
| <b>Other Income</b>                        |                    |                     |                      |               |
| 7010 · Interest Income                     | 151.35             |                     |                      |               |
| <b>Total Other Income</b>                  | <b>151.35</b>      |                     |                      |               |
| <b>Other Expense</b>                       |                    |                     |                      |               |
| 61103 · Capital                            | 0.00               | 0.00                | 0.00                 | 0.0%          |
| 8020 · Miscellaneous                       | 0.00               | 0.00                | 0.00                 | 0.0%          |
| <b>Total Other Expense</b>                 | <b>0.00</b>        | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>   |
| <b>Net Other Income</b>                    | <b>151.35</b>      | <b>0.00</b>         | <b>151.35</b>        | <b>100.0%</b> |
| <b>Net Income</b>                          | <b>-158,504.69</b> | <b>-50,200.00</b>   | <b>-108,304.69</b>   | <b>315.7%</b> |

Eastern Shore Public Library  
**Profit & Loss**  
September 2023

|   | <u>Sep 23</u> |
|---|---------------|
| Ordinary Income/Expense                 |               |
| Income                                  |               |
| 40000 · INCOME                          |               |
| 42000 · Contributions                   |               |
| 42060 · Adopt-A-Book                    | 125.00        |
| Total 42000 · Contributions             | 125.00        |
| 43000 · Reimbursements                  |               |
| 43030 · Cape Charles                    | 1,786.74      |
| Total 43000 · Reimbursements            | 1,786.74      |
| Total 40000 · INCOME                    | 1,911.74      |
| Total Income                            | 1,911.74      |
| Gross Profit                            | 1,911.74      |
| Expense                                 |               |
| 60000 · EXPENSES                        |               |
| 61000 · Operations                      |               |
| 61100 · Building                        |               |
| 61102 · Building Maintenance, NFL       | 85.86         |
| 61104 · Building Maintenance - Parksley | 195.00        |
| Total 61100 · Building                  | 280.86        |
| 61200 · Utilities                       |               |
| 61202 · Electricity                     | 826.09        |
| 61202.1 · Electricity - NFL             | 415.78        |
| 61202.2 · Electricity - Parksley        | 1,301.95      |
| 61203 · Telephone                       | 594.54        |
| 61204 · Water/Sewer - Parksley          | 109.50        |
| Total 61200 · Utilities                 | 3,247.86      |
| 61300 · Vehicle Operation               | 226.94        |
| 61500 · Computer                        |               |
| 61513 · Online Services                 | 56.89         |
| 61514 · Internet Services, State        | 458.80        |
| 61517 · Computer Maintenance            | 564.00        |
| Total 61500 · Computer                  | 1,079.69      |
| Total 61000 · Operations                | 4,835.35      |
| 62000 · Equipment                       |               |
| 62100 · Equipment, General              | 2,073.15      |
| 62300 · Equipment Maintenance           |               |
| 62310 · Contractual Services            | 5,711.65      |
| 62300 · Equipment Maintenance - Other   | 41.13         |
| Total 62300 · Equipment Maintenance     | 5,752.78      |
| Total 62000 · Equipment                 | 7,825.93      |

Eastern Shore Public Library  
Profit & Loss  
September 2023

|  | <u>Sep 23</u>   |
|--|-----------------|
| <b>63000 · Programs</b>                  | 322.93          |
| <b>64000 · Personnel</b>                 |                 |
| 64010 · Salaries - Director              | 6,750.00        |
| 64020 · Salaries - Other                 | 33,378.10       |
| 64030 · Hourly Employees                 | 15,072.98       |
| 64050 · Payroll Expenses                 | 4,874.07        |
| 64070 · Retirement (VRS)                 | 2,910.72        |
| 64080 · Insurance                        |                 |
| 64083 · Insurance, Life (VRS)            | -0.10           |
| 64084 · Insurance, Gen, Liability (VRS)  | -0.06           |
| 64085 · Insurance, Medical (Anthem)      | 5,642.00        |
| 64086 · Insurance, Dental (Anthem)       | 179.58          |
| <b>Total 64080 · Insurance</b>           | <u>5,821.42</u> |
| <b>Total 64000 · Personnel</b>           | 68,807.29       |
| <b>65000 · Supplies</b>                  |                 |
| 65200 · Office                           | 59.54           |
| 65300 · Library                          | 1,338.15        |
| 65400 · Youth Program Supplies           | 475.00          |
| <b>Total 65000 · Supplies</b>            | <u>1,872.69</u> |
| <b>66000 · Materials</b>                 |                 |
| 66310 · System Materials                 |                 |
| 66311 · Books, State Aid                 | 5,853.55        |
| 66313 · Continuations, State Aid         | 59.66           |
| 66315 · Electronic Resources, State Aid  | 41.86           |
| 66317 · AV, State Aid                    | 47.27           |
| 66320 · Cape Charles Contract #15        | 70.50           |
| <b>Total 66310 · System Materials</b>    | <u>6,072.84</u> |
| 66350 · Affiliates                       |                 |
| 66351 · Books, Affiliates                | 2,980.33        |
| <b>Total 66350 · Affiliates</b>          | <u>2,980.33</u> |
| 66900 · Restricted                       | 602.24          |
| <b>Total 66000 · Materials</b>           | <u>9,655.41</u> |
| <b>67000 · Other</b>                     |                 |
| 67100 · Postage                          | 14.65           |
| 67200 · Travel & Meals                   | 330.17          |
| 67300 · Dues                             | 75.00           |
| <b>Total 67000 · Other</b>               | <u>419.82</u>   |
| <b>69000 · Professional Services</b>     |                 |
| 69001 · Professional Services, Financial | 1,600.00        |
| 69002 · Professional, Library Services   | 6,575.00        |
| 69000 · Professional Services - Other    | 300.00          |



11:00 AM

10/03/23

Accrual Basis

Eastern Shore Public Library

Profit & Loss

September 2023

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|                                     | <u>Sep 23</u>             |
|-------------------------------------|---------------------------|
| Total 69000 · Professional Services | 8,475.00                  |
| Total 60000 · EXPENSES              | 102,214.42                |
| Total Expense                       | 102,214.42                |
| Net Ordinary Income                 | -100,302.68               |
| Net Income                          | <u><u>-100,302.68</u></u> |