



# 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

January 2024



## I Love My Library!

In the month of February, Northampton Free Library and Eastern Shore of Virginia Public Library & Heritage Center will be asking our patrons to tell us why they love their library! Valentine stations and decorated return boxes will be set up in the libraries to collect patron feedback.

What do you love about the library? Is it the wide selection of books? The variety of programs we offer? Our fabulous staff who are always ready to help? We want to know!

It's not just a love of libraries that we will be encouraging patrons to express. Both libraries will be offering valentine stations where patrons can stop by to fill out a literary-themed valentine for friends and loved ones. This passive programming will continue through Valentine's Day on February 14th. Stop by either library to share the love!

## DIRECTORS' UPDATE

Miranda Wisor, Director



January was a period for reflection and for planning.

January means that we are half way through the current fiscal year. It is a time when we can look back with both an eye to the budget and an eye to what we've accomplished! We have certainly accomplished a lot. As has been demonstrated in previous System Reports, programs offered and programming attendance at the Regional Library and Northampton Free Library has exploded in Fiscal Year 2024. But programming is only part of the story. A closer look at the numbers shows that library use on the Eastern Shore is growing in many ways. New card distribution is up. Computer use and WiFi use is growing. Circulation of library materials



# DIRECTORS' UPDATE CONTINUED

is growing. While it might be tempting to assume that the growth can be entirely attributed to the opening of the Eastern Shore of Virginia Regional Library & Heritage Center, the numbers tell a different story. Northampton Free Library has shown slow but steady growth in new library card sign-ups, circulation, technology use, and program attendance. This tells us that the library system is moving in a great direction!

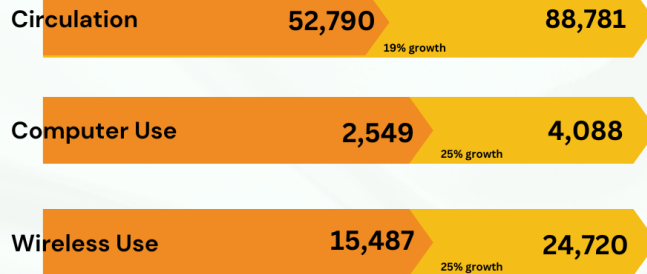
The numbers shown to the right are for the entire library system. We have seen significant growth across the board. It is also important to note that this growth is despite the 22-day closure of the library in Parksley last August. These statistics are worth celebrating!

The public response to the library's new initiatives are encouraging, and it means that we have no plans of slowing down. We launched a new teen book club in January and have a new romance book club planned to launch in February. Spring programs offered in the libraries are already being planned including a fun Easter event for young people. The Heritage Center has exhibits and programs planned for the coming months. Summer Reading events are planned including an exciting kick-off event in partnership with the Eastern Shore Community College and the Eastern Shore Literacy Council.

The ESVRL Friends have already committed funds to helping ensure that Summer Reading 2024 will be bigger and better than ever! We intend to make a similar request of the NFL Friends group. The ESPL Foundation has committed two commemorative bricks outside of the Regional Library to honor top readers from both libraries this summer.

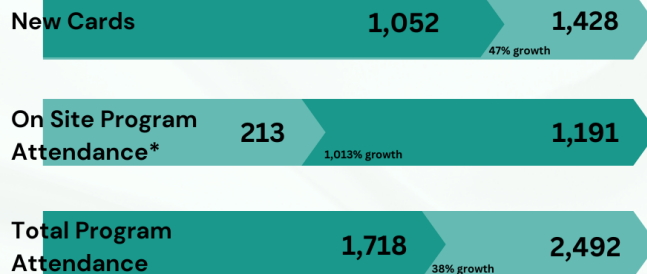
January has shown us that great things are happening in the library system and they are going to keep going!

## FISCAL YEARS 2023 AND 2024 COMPARISONS



Numbers reflect Fiscal Year 2023 totals and first half of Fiscal Year 2024 totals for Eastern Shore Public Libraries.

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\*Total for Fiscal Year 2024 has already exceeded totals for Fiscal Year 2023.

# Fiscal Year 2025

Programs and services aren't the only planning that has been happening recently in the library system. In February, the System Director will be presenting Fiscal Year 2025 budget requests to Accomack County and Northampton County Board of Supervisors.

As discussed with the Personnel Committee, in addition to funds for a modest COLA for staff and an estimated increase to insurance premiums, the library system will be requesting funds for two new full-time positions. While the request is an ambitious one, it should be achievable thanks in part to the planned increase in State Aid for FY25. Unfortunately, there is a limit to how much State Aid can go to employee wages and so we are asking the counties for help.

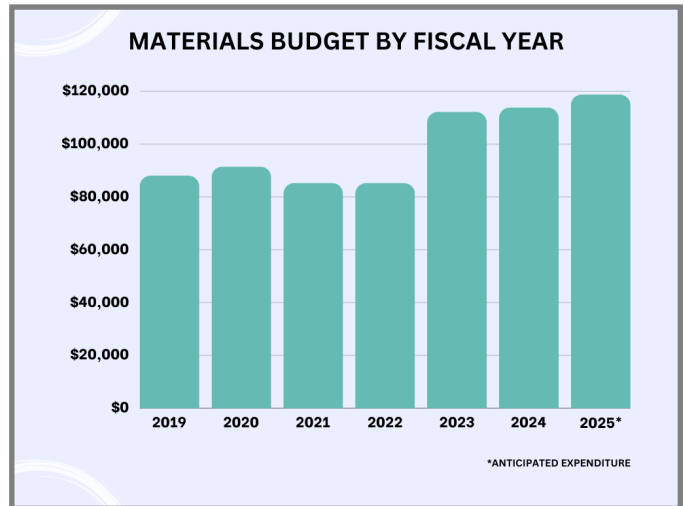
The first new full-time position would go to support Technical Services. Although spending for new materials has grown over the past few years and is expected to continue to grow, this department has not seen an increase in staffing. We are confident that the expertise that Technical Services needs to continue to provide new reading material to each location and maintain the libraries' bookshelves can be filled with a local search.

The second new full-time position would go to support the Heritage Center. Hiring Christopher Pote to convert the old Eastern Shore room into a world-class Heritage Center has

led to significant and exciting transformations. Despite Chris's expertise, the sustainability of the Heritage Center relies on additional support for him and the Heritage Center. Currently, multiple ESPL employees fill-in and help with Reference questions and research requests. This leaves other library duties neglected. Currently, Jazmine Collins works as both the Circulation Supervisor overseeing circulation staff at three library locations and as the library's Reference Librarian. If funding is made available, this position could be split to add a full-time Reference position to the Heritage Center. We are confident that this position could be filled with an internal search or, if interest persists, by permitting Jazmine to focus on Reference service exclusively and begin a local search for a new Circulation Manager.

Finally, the additional funding from State Aid in FY25 will empower the library system to purchase a new courier vehicle. The van currently used for courier deliveries is also used to attend outreach events, but its mileage is now over 100,000 miles and it is not a fuel efficient vehicle. Courier services could be easily managed with a smaller vehicle purchased on state contract pricing. This will ensure uninterrupted service between the libraries and realize cost savings on fuel for the library system. It will also empower additional outreach options for the library system.

A drafted FY25 Budget has been created that reflects these plans for the library system. If requested funding is made available, it will be provided for review by the Board of Trustees for further consideration. Of course, these plans are subject to change depending on available funding and best serving the needs of the library system in its mission to serve the Eastern Shore.





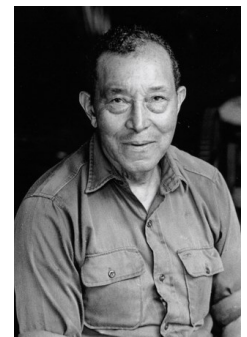
# Heritage Center

Christopher Pote, Heritage Center Manager



The first Heritage Center exhibit is up and open to the public in the Malarkey Gallery here at ESRL. "Selections from the Kirk Mariner Collection" is a 29-piece exhibit highlighting the various types of materials that Kirk Mariner collected and displayed in his home. Included are posters, maps, political cartoons, newspapers clippings, photographs and more all pertaining to Shore happenings and history. The Kirk Mariner Collection is the largest collection in the Heritage Center to date, and the exhibit highlights a mere fraction of its holdings, but is a great example of its breadth. The exhibit is accessible any time the library is open and will be on display into March. Thank you to Haydon and Janet Rochester for donating the hanging/display system.

On Thursday, February 8, we are excited to welcome Gerald Boyd for his presentation on the Samuel D. Outlaw Blacksmith Shop in Onancock. Mr. Boyd and his wife, Polly, are civil rights activists, social justice practitioners, and established and run the Peaceworks Center for Well-Being and Eastern Shore Training & Consulting, Inc. Mr. Boyd also runs the historic Outlaw Blacksmith Shop and Museum and will be discussing the role and influence of Mr. Outlaw on the Shore.



February 8th also marks the last day of work for archives assistant Judith Grier. For the past 15 months Judith has re-housed collections, conducted condition assessments, assisted with research queries, aided in relocation activities, and just about anything else asked of her. Her last main task was selecting the material for display for the above mentioned "Selections from the Kirk Mariner Collection" exhibit and assisting in its installation. It's has been a real joy working with Judith, and I will forever appreciate her good cheer and good counsel.

Lastly, I would like to highlight our partner project the MilesFiles. The MilesFiles is a genealogical database of thousands of individuals with direct ties to the Eastern Shore. It is run by Moody K. "M.K." Miles, and it has been aiding people with their Eastern Shore genealogical research for years. In fact, Brice Stump just wrote an outstanding feature about Mr. Miles and the MilesFiles in the Crisfield-Somerset County Times (01/24/2024). In 2023 alone, the MilesFiles saw over 20,000 users from 10 different countries access and utilize the database. That's roughly 1,700 users per month. These are really impressive statistics. It is also the first place Heritage Center staff look when posed with genealogical queries. The MilesFiles is an invaluable genealogical resource, and I am grateful for M.K. for his continued support of the database and the Heritage Center and honored that the MilesFiles will live in the Heritage Center in perpetuity.





# Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



Book displays are an excellent way for libraries to encourage browsing and increase the visibility of items from the materials collections. By perusing items in a display, library patrons may stumble upon a new favorite book that they wouldn't have encountered otherwise. Book displays can help readers discover new interests or authors, and be inspired to expand their literary or informational horizons.

Now that the Regional library has relocated to Parksley, the larger space has made it possible to feature items from the collection throughout the building. In addition to the permanent New Book displays in the children's and adult areas, February displays feature African Americans and the Arts, Valentine's Day, Newbery and Caldecott Award Winners, Dragons, Cozy Mysteries, and Local Authors.

Jamie Johnson, the library's Administrative Assistant, is the creative mind behind selecting the in-library display themes, choosing items to feature, and designing eye-catching signage to accompany each.

In addition to the physical book displays, librarian Charle Ricci curates a monthly selection of Book Rivers on the ShoreCat catalog home page. These virtual book displays allow library patrons to view and request highlighted items online. The Book Rivers can be found just below the carousel of Trending and Just Added items at the top of the catalog page. For February, ShoreCat includes Book Rivers focusing on Black History Month, Valentine's Day (Celebrating Women's Friendships), Warm-Hearted Reads for Winter's Chilly Days, Books for Settling into Winter, and ESPL Staff Favorites from 2023.

Whether you choose to visit the library in person or through ShoreCat, be sure to take a look at the featured items in the Displays and Book Rivers. You might just find something that you didn't even know you were looking for.



## BLACK HISTORY MONTH



## VALENTINE'S DAY - CELEBRATE WOMEN'S FRIENDSHIPS



## WARM-HEARTED READS FOR WINTER'S CHILLY DAYS





# Programs & Outreach Report

Tiffany Flores

Programming continues to be a hit at the Regional Library. Tiffany's Crochet Stitch-a-Long program had 4 attendees this month and many more interested. If the program continues to grow, it may need to be held in the lecture hall. While not as well attended, Tech Help tends to be popular with adult patrons. With only 1 attendee this month, Tiffany was able to provide one-on-one service. The patron left grateful for the assistance she received and expressed interest in attending more sessions in the future. Additionally, the flower earring craft led by Maria Burns was successful. While only 1 adult attended, the 2 teens who attended were greatly pleased with the craft and would like to see more jewelry-making programs. This provides insight that jewelry-making programs may be more popular among the teen and tween demographic.

Unlike most libraries that struggle to gain a teen audience, the Regional Library has seen a lot of teens attend and request programming. Teen Gaming Tuesdays tend to have a consistent 2-4 teens who often engage in the additional activities held during the program. The creative writing program hosted by Maria Burns was attended by two teens who requested that the program be held monthly. In addition to requesting a monthly creative writing program, there has been a demand for more teen programming in general.

Kid's programming is also well attended. The Pre-K Puppet Show done by Kelly Harries was successful with 24 attendees. With that being said, the School-age puppet show was only attended by 2 people. Tiffany is enthusiastic about future programming with Kelly Harries and her puppet Mr. Dee-Oh-Gee. In addition to the puppet shows, The Lego Competition hosted by Tim Hall was attended by 12 patrons who enjoyed participating in the event. And, finally, this month's Hometown Heroes hosted by Frank Russell was attended by 5 children.

Northampton Free Library has had good program attendance this month. Monthly Take and Make kits have resumed and patrons have shown interest in them. 50 kits are made





## Programs & Outreach Report Continued...

Tiffany Flores

available each month and, by the end of the month, most have been picked up by patrons. Additionally, The Tech Help Tuesday program had participation this month. Finally, the snow globe craft program was attended by 4 patrons. Kid's programs were hit or miss but 2 patrons did attend the monthly STEM program.

As a part of the library's outreach initiative, Tiffany Flores visited Northampton High School to provide Mr. Barone's special education class with a presentation covering the library services and resources. This included discussing the new building, programming, and all the e-resources the library has to offer. The students were most excited about Kanopy and all the films they could watch. In addition to the presentation, the classroom played a STEM game using KEVA planks where Tiffany challenged them to build a structure from a prompt she gave. Overall, the students were excited about the new building and all the library services offered. Tiffany hopes they will visit the library on a school field trip. In addition to visiting the high school, Tiffany visited Eastern Shore Headstart in Accomac as a guest speaker for their parent's meeting. At this meeting, she was able to educate both parents and Headstart staff on library resources and programs. Many were surprised by how many of the services were free.

During this month, Tiffany Flores, Charle Ricci, Sharon Silvey, and Betsey Doherty met to discuss how to best go about planning the STEM kits. This meeting was extremely productive as it allowed everyone to share ideas and resources and brainstorm. Another collaborative meeting will be held in February and will include Chincoteague Island Library. Tiffany has begun planning out the kits for Northampton Free Library. On top of good progress with the STEM kits, programming has also been successful at both Parksley and Nassawadox libraries. The Regional Library had 5 attendees and Northampton Free Library had 2 attendees. All participants were happy with the activity provided despite the bad weather.







# Northampton Free Library

Connor Buyn, Branch Manager



Northampton Free Library kicked off the New Year with several programs for patrons of all ages. This month's children's STEM program focused on the night sky, and attendees were lucky enough to see a shooting star while learning about constellations outside the building. Library patrons had a lot of fun building home-made snow globes in January's craft program, and NFL's ongoing Tech Help Tuesdays offering also saw increased public interest.



Outside the building, a large area of overgrown landscaping gravel was removed, and straw and grass seed was put down in its place. This will make the library's exterior easier to maintain and more inviting for future outdoor programming opportunities.



Even though February is a shorter month, Northampton Free Library will offer a packed programming calendar. Storytime Anytime will continue on Mondays and Wednesdays, as will Tech Help Tuesdays. Both programs are available by patron request throughout open hours. Bookmark coloring will be offered on Saturday, February 3rd in celebration of Take Your Child to the Library Day. A Valentine's Day card station will be open through February 14th – library patrons will be able to make cards for their own sweethearts and can also make cards expressing their love for the library system. These cards will then be put on display in the library.



February's children's STEM and adult craft programs will focus on helping and learning about local wildlife. The STEM program will take place on Saturday, February 17th at 11 AM, during the Great Backyard Bird Count. Participants will learn about some common local birds and will be invited to build and decorate bird-houses for the spring. The adult craft program will take place on Thursday, February 22nd at 6 PM. Participants will build bee hotels to provide nesting space for solitary bees. This program is open to patrons of all ages.

There will also be a Bedtime Storytime offered at 6 PM on Thursday, February 15th. The library's younger patrons are invited to join library staff for snacks and stories.







# Cape Charles Memorial Library

Sharon Silvey, Library Manager



The month of January was filled with compiling end of year statistics and reports, reflecting all the hard work and fun we had in 2023. Cape Charles Memorial Library set a new attendance record last year with over 16,300 people visiting! Almost 1,700 people attended one (or more) of the free programs we offer throughout the year! Numbers for our total circulation, notary public service, public computer use, and new library cards also showed more people taking advantage of all that libraries have to offer.

CCML is excited to share that we were one of three libraries in Virginia to be selected as a recipient of the Thinking Money for Kids Program Kit, sponsored by the American Library Association (ALA) and the FINRA Investor Education Foundation. The program kit includes programming resources to assist libraries with financial education for children ages 3 to 12.

The kit will also provide materials for CCML to host in-person children's programs as well as a set of preloaded Playaway Launchpad tablets that families can check out for home use.



We look forward to learning and sharing with you this year.



# Chincoteague Island Library



The library board, staff, and volunteers began the New Year with a bang. We changed our book displays and windows to reflect the winter season and to honor Dr. Martin Luther King Jr.'s birthday. The Board is once again planning for our annual fundraisers—a basket raffle which will run from February 16 through October 14 and the annual sunset cruise which is scheduled for Thursday evening, June 20 from 6 to 9 p.m. The library benefit shop is continuing to sell used books and puzzles. And, we have an unfinished puzzle set up in the front room for patrons and visitors to take time out of their busy schedules.

**Children's Programs:** Our Tales 4 Tots Storytime began again on January 11 with a Pajama Party. Children and adults came dressed in their pajamas, robes, and slippers, sang songs, listened to stories and did a "Llama Pajama" craft. The following week, we visited the Museum of Chincoteague and had a chance to see Misty and Stormy, listen to stories, and create a penguin craft. And, last Thursday, Claire and Lexi from the Chincoteague Bay Field Station visited the children who learned all about hermit crabs. We have many fun programs planned through the winter and spring months including a visit to The Island Creamery. Tales 4 Tots Storytime will run weekly through May. We are averaging eighteen children each week.



**STEM Grant:** We are excited to work with Tiffany and Charle on developing STEM programs and STEM kits for our school age children.

**Summer Programs:** Planning has begun for the library's summer reading challenge which will coincide with the County Library dates. We are also planning our Tales 4 Tots, Young Explorers programs as well as several paid performances with the Island Theatre.

**Adult Programs:** Our book clubs have been busy. The Thursday book club had lunch in Parksley and then met at the regional library to discuss our favorite reads of 2023. In February, our topic will be "True Crimes." The Tuesday book club will be discussing The Complete Maus, by Art Spiegelman. Thursday evening, January 18, Shuli Tor presented a talk about the origins of the Israeli/Palestine conflict. Several programs are being discussed for spring including a poetry reading.

**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**February 13, 2024, 1:00 PM**

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

**Agenda**

1. Call to Order
2. Public Comments
3. Approval of Minutes of January 9, 2024
4. Old Business
5. Go Into Closed Session
  - a. Personnel
6. Finance Committee (Mason)
7. Financial Report (Wisor)
8. Branch and Friend's Reports
  - a. Cape Charles Memorial Library (included in System Report)
  - b. Chincoteague Island Library (included in System Report)
  - c. Northampton Free Library (included in System Report)
  - d. ESPL Friend's Report
9. Library Director's System Report (Wisor)
10. New Business
  - a. Reagan Thalacker from the Library of Virginia
  - b. E-Rate Proposal Evaluation
  - c. Katherine Grier, President of the ESPL Foundation introduction
11. Personnel Committee (Rose-Jensen)
12. ESPL Foundation (Custis)
13. Additional Comments
14. Next Meeting: Tuesday, March 12, 2024 at 7:00 p.m. at Cape Charles Memorial Library,  
201 Mason Avenue, Cape Charles, Virginia
15. Adjournment



Eastern Shore Public Library  
**Balance Sheet**  
As of January 31, 2024

	<u>Jan 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LGIP - Investment Account #1155	68,907.77
<b>Petty Cash</b>	
Main	100.00
NFL	100.00
<b>Total Petty Cash</b>	200.00
<b>Truist - Operating #2396</b>	
Liability Reserve	20,512.64
Truist - Operating #2396 - Other	450,348.04
<b>Total Truist - Operating #2396</b>	470,860.68
<b>Total Checking/Savings</b>	539,968.45
<b>Other Current Assets</b>	
1300 · Prepaid Expenses	21,609.08
1400 · Security Deposit	1,600.00
<b>Total Other Current Assets</b>	23,209.08
<b>Total Current Assets</b>	563,177.53
<b>Fixed Assets</b>	
Equipment Purchases	97,804.92
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	568,040.09
1520 · Vehicles	22,000.00
1550 · Accumulated Depreciation	-486,134.07
<b>Total Fixed Assets</b>	867,170.14
<b>Other Assets</b>	
1600 · Deferred Outflows	63,258.00
1700 · Right-to-use Asset	20,800.00
<b>Total Other Assets</b>	84,058.00
<b>TOTAL ASSETS</b>	<b>1,514,405.67</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	10,506.26
<b>Total Accounts Payable</b>	10,506.26
<b>Credit Cards</b>	
Cardmember Services Visa	892.48
<b>Total Credit Cards</b>	892.48

Eastern Shore Public Library  
**Balance Sheet**  
As of January 31, 2024

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	<u>Jan 31, 24</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	814.19
2220 · State Withholding Taxes	1,791.00
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	-2,061.32
2300 · Anthem, Dental	-62.51
2360 · AFLAC	227.10
2380 · Compensated Absences	20,512.97
2400 · Net Pension Liability	67,309.00
2500 · Deferred Inflows	39,997.00
2700 · Lease Liability	20,800.00
	<hr/>
<b>Total Other Current Liabilities</b>	149,327.48
	<hr/>
<b>Total Current Liabilities</b>	160,726.22
	<hr/>
<b>Total Liabilities</b>	160,726.22
	<hr/>
<b>Equity</b>	
1110 · Retained Earnings	756,134.88
3000 · Opening Bal Equity	489,567.32
Net Income	107,977.25
	<hr/>
<b>Total Equity</b>	1,353,679.45
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,514,405.67</b>
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**Eastern Shore Public Library**  
**Profit & Loss**  
 January 2024

	Jan 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>41000 · Government Income</b>	
41010 · Accomack County	189,668.25
41020 · Northampton County	41,460.50
41030 · State Aid	76,632.33
41040 · Grants	23,791.77
	331,552.85
<b>Total 41000 · Government Income</b>	
<b>42000 · Contributions</b>	
42010 · ESPL Friends	2,500.00
42030 · Contributions Unrestricted	4,270.00
42040 · Contributions Restricted	500.00
42060 · Adopt-A-Book	25.00
42070 · ESPL Foundation	10,105.30
	17,400.30
<b>Total 42000 · Contributions</b>	
<b>43000 · Reimbursements</b>	
43020 · Island	286.37
43030 · Cape Charles	1,558.07
	1,844.44
<b>Total 43000 · Reimbursements</b>	
<b>44000 · Fines &amp; Fees</b>	
44010 · Fines	65.94
44020 · Photocopying	1,060.00
44030 · Fax	4.41
44040 · Inter Library Loan	68.00
	1,198.35
<b>Total 44000 · Fines &amp; Fees</b>	
<b>45000 · Endowments</b>	
45090 · Miscellaneous Endowments	77.25
	77.25
<b>Total 45000 · Endowments</b>	
<b>49000 · Miscellaneous Income</b>	50.00
	50.00
<b>Total 40000 · INCOME</b>	352,123.19
<b>4250 · Grants, Other</b>	4,600.00
	4,600.00
<b>Total Income</b>	356,723.19
<b>Gross Profit</b>	356,723.19
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61101 · Building Maintenance	148.03
61102 · Building Maintenance, NFL	4,215.18
61104 · Building Maintenance - Parksley	2,691.71



**Eastern Shore Public Library**  
**Profit & Loss**  
 January 2024

	Jan 24
61105 · Rent	1,600.00
<b>Total 61100 · Building</b>	<b>8,654.92</b>
<b>61200 · Utilities</b>	
61201 · Fuel Oil	-49.20
61202 · Electricity	282.59
61202.1 · Electricity - NFL	436.49
61202.2 · Electricity - Parksley	1,482.55
61203 · Telephone	63.15
61204 · Water/Sewer - Parksley	583.48
<b>Total 61200 · Utilities</b>	<b>2,799.06</b>
<b>61300 · Vehicle Operation</b>	100.19
<b>61500 · Computer</b>	
61511 · Computer Hardware, State	835.50
61513 · Online Services	2,995.00
61514 · Internet Services, State	1,053.34
<b>Total 61500 · Computer</b>	<b>4,883.84</b>
<b>Total 61000 · Operations</b>	<b>16,438.01</b>
<b>62000 · Equipment</b>	
<b>62300 · Equipment Maintenance</b>	
62310 · Contractual Services	424.06
62300 · Equipment Maintenance - Other	2,066.57
<b>Total 62300 · Equipment Maintenance</b>	<b>2,490.63</b>
<b>Total 62000 · Equipment</b>	<b>2,490.63</b>
<b>63000 · Programs</b>	
63100 · Adult	31.85
<b>Total 63000 · Programs</b>	<b>31.85</b>
<b>64000 · Personnel</b>	
64010 · Salaries - Director	7,866.54
64020 · Salaries - Other	32,552.20
64030 · Hourly Employees	15,060.19
64050 · Payroll Expenses	5,097.01
64070 · Retirement (VRS)	3,051.63
<b>64080 · Insurance</b>	
64083 · Insurance, Life (VRS)	-0.06
64084 · Insurance, Gen, Liability (VRS)	-0.02
64085 · Insurance, Medical (Anthem)	5,642.56
64086 · Insurance, Dental (Anthem)	179.58
<b>Total 64080 · Insurance</b>	<b>5,822.06</b>
<b>Total 64000 · Personnel</b>	<b>69,449.63</b>
<b>65000 · Supplies</b>	
65100 · Custodial	2,662.63
65200 · Office	862.83

Eastern Shore Public Library  
**Profit & Loss**  
January 2024

	<u>Jan 24</u>
65300 · Library	1,630.91
65500 · Archival Supplies	250.34
<b>Total 65000 · Supplies</b>	<b>5,406.71</b>
<b>66000 · Materials</b>	
66310 · System Materials	
66311 · Books, State Aid	7,758.83
66313 · Continuations, State Aid	115.49
66315 · Electronic Resources, State Aid	3,210.73
66317 · AV, State Aid	813.75
66320 · Cape Charles Contract #15	301.81
66310 · System Materials - Other	3.71
<b>Total 66310 · System Materials</b>	<b>12,204.32</b>
66350 · Affiliates	
66351 · Books, Affiliates	2,710.10
<b>Total 66350 · Affiliates</b>	<b>2,710.10</b>
66900 · Restricted	1,219.30
<b>Total 66000 · Materials</b>	<b>16,133.72</b>
<b>67000 · Other</b>	
67100 · Postage	1.83
67200 · Travel & Meals	33.12
67210 · Travel - State Aid	306.62
<b>Total 67000 · Other</b>	<b>341.57</b>
<b>68000 · Miscellaneous</b>	
68100 · Bank Fees	242.40
68500 · Advertising	69.60
<b>Total 68000 · Miscellaneous</b>	<b>312.00</b>
<b>69000 · Professional Services</b>	
69001 · Professional Services, Financial	1,600.00
69002 · Professional, Library Services	4,260.00
69000 · Professional Services - Other	1,200.00
<b>Total 69000 · Professional Services</b>	<b>7,060.00</b>
<b>Total 60000 · EXPENSES</b>	<b>117,664.12</b>
<b>Total Expense</b>	<b>117,664.12</b>
<b>Net Ordinary Income</b>	<b>239,059.07</b>
<b>Net Income</b>	<b>239,059.07</b>

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

	Jul '23 - Jan 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	569,004.75	762,973.00	-193,968.25	74.6%
41011 · Accomack County On Behalf	0.00	0.00	0.00	0.0%
41020 · Northampton County	124,381.50	165,842.00	-41,460.50	75.0%
41030 · State Aid	215,500.66	292,133.00	-76,632.34	73.8%
41040 · Grants	140,433.55	335,250.00	-194,816.45	41.9%
<b>Total 41000 · Government Income</b>	<b>1,049,320.46</b>	<b>1,556,198.00</b>	<b>-506,877.54</b>	<b>67.4%</b>
<b>42000 · Contributions</b>				
42010 · ESPL Friends	2,500.00	5,000.00	-2,500.00	50.0%
42020 · NFL Friends	0.00	4,000.00	-4,000.00	0.0%
42030 · Contributions Unrestricted	4,497.00	1,000.00	3,497.00	449.7%
42040 · Contributions Restricted	4,502.99	5,500.00	-997.01	81.9%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	700.00	500.00	200.00	140.0%
42070 · ESPL Foundation	14,613.78	55,000.00	-40,386.22	26.6%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
<b>Total 42000 · Contributions</b>	<b>26,813.77</b>	<b>71,100.00</b>	<b>-44,286.23</b>	<b>37.7%</b>
<b>43000 · Reimbursements</b>				
43010 · NFL Book Endowment	5,800.00	5,000.00	800.00	116.0%
43020 · Island	962.79	2,000.00	-1,037.21	48.1%
43030 · Cape Charles	10,164.02	14,000.00	-3,835.98	72.6%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	500.00	-500.00	0.0%
43000 · Reimbursements - Other	0.00	0.00	0.00	0.0%
<b>Total 43000 · Reimbursements</b>	<b>16,926.81</b>	<b>21,600.00</b>	<b>-4,673.19</b>	<b>78.4%</b>
<b>44000 · Fines &amp; Fees</b>				
44010 · Fines	304.79	0.00	304.79	100.0%
44020 · Photocopying	5,319.53	3,500.00	1,819.53	152.0%
44030 · Fax	16.72	0.00	16.72	100.0%
44040 · Inter Library Loan	152.00	50.00	102.00	304.0%
44000 · Fines & Fees - Other	21.23	0.00	21.23	100.0%
<b>Total 44000 · Fines &amp; Fees</b>	<b>5,814.27</b>	<b>3,550.00</b>	<b>2,264.27</b>	<b>163.8%</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	226.65	15,000.00	-14,773.35	1.5%
<b>Total 45000 · Endowments</b>	<b>226.65</b>	<b>17,000.00</b>	<b>-16,773.35</b>	<b>1.3%</b>
45500 · GASB 68 Benefit	0.00	0.00	0.00	0.0%
46000 · Private Grants	100.00	2,000.00	-1,900.00	5.0%
<b>49000 · Miscellaneous Income</b>				
49020 · Driver Education Test Proctorin	0.00	200.00	-200.00	0.0%
49000 · Miscellaneous Income - Other	50.00	100.00	-50.00	50.0%
<b>Total 49000 · Miscellaneous Income</b>	<b>50.00</b>	<b>300.00</b>	<b>-250.00</b>	<b>16.7%</b>
<b>Total 40000 · INCOME</b>	<b>1,099,251.96</b>	<b>1,671,748.00</b>	<b>-572,496.04</b>	<b>65.8%</b>
4250 · Grants, Other	4,600.00			
<b>Total Income</b>	<b>1,103,851.96</b>	<b>1,671,748.00</b>	<b>-567,896.04</b>	<b>66.0%</b>
<b>Gross Profit</b>	<b>1,103,851.96</b>	<b>1,671,748.00</b>	<b>-567,896.04</b>	<b>66.0%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	1,916.06	6,512.00	-4,595.94	29.4%
61102 · Building Maintenance, NFL	8,358.00	15,000.00	-6,642.00	55.7%
61104 · Building Maintenance - Parksley	4,397.55	38,500.00	-34,102.45	11.4%
61105 · Rent	9,600.00	15,876.00	-6,276.00	60.5%
61100 · Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 · Building</b>	<b>24,271.61</b>	<b>75,888.00</b>	<b>-51,616.39</b>	<b>32.0%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	-49.20	0.00	-49.20	100.0%
61202 · Electricity	3,324.70	2,000.00	1,324.70	166.2%
61202.1 · Electricity - NFL	2,954.33	9,000.00	-6,045.67	32.8%
61202.2 · Electricity - Parksley	7,291.49	40,000.00	-32,708.51	18.2%
61203 · Telephone	2,560.09	6,000.00	-3,439.91	42.7%
61204 · Water/Sewer - Parksley	1,399.83	3,400.00	-2,000.17	41.2%
<b>Total 61200 · Utilities</b>	<b>17,481.24</b>	<b>60,400.00</b>	<b>-42,918.76</b>	<b>28.9%</b>
61300 · Vehicle Operation	1,240.94	35,000.00	-33,759.06	3.5%
<b>61400 · Insurance (VRSA)</b>				
61401 · Insurance, Building	0.00	4,300.00	-4,300.00	0.0%
61400 · Insurance (VRSA) - Other	15,628.00	15,000.00	628.00	104.2%

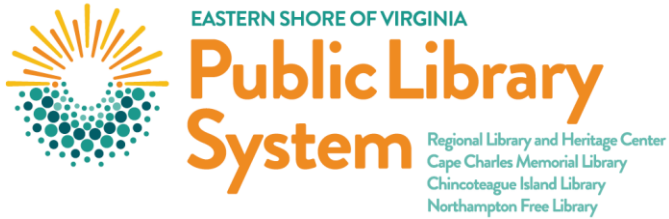


## Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Total 61400 · Insurance (VRSA)</b>	15,628.00	19,300.00	-3,672.00	81.0%
<b>61500 · Computer</b>				
61510 · Computer Hardware	1,417.50	0.00	1,417.50	100.0%
61511 · Computer Hardware, State	3,867.00	0.00	3,867.00	100.0%
61513 · Online Services	7,816.63	26,620.00	-18,803.37	29.4%
61514 · Internet Services, State	5,236.88	11,100.00	-5,863.12	47.2%
61515 · Computer Software	29,674.50	0.00	29,674.50	100.0%
61516 · Computer Software, State	1,497.50	7,818.00	-6,320.50	19.2%
61517 · Computer Maintenance	1,760.00	10,000.00	-8,240.00	17.6%
61518 · Technology	0.00	23,024.00	-23,024.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
<b>Total 61500 · Computer</b>	51,270.01	78,562.00	-27,291.99	65.3%
<b>Total 61000 · Operations</b>	109,891.80	269,150.00	-159,258.20	40.8%
<b>62000 · Equipment</b>				
62100 · Equipment, General	110,683.07	0.00	110,683.07	100.0%
62200 · Equipment, State	12,635.24	84,050.00	-71,414.76	15.0%
<b>62300 · Equipment Maintenance</b>				
62310 · Contractual Services	12,329.21	10,000.00	2,329.21	123.3%
62300 · Equipment Maintenance - Other	3,376.18	0.00	3,376.18	100.0%
<b>Total 62300 · Equipment Maintenance</b>	15,705.39	10,000.00	5,705.39	157.1%
62000 · Equipment - Other	-580.93	0.00	-580.93	100.0%
<b>Total 62000 · Equipment</b>	138,442.77	94,050.00	44,392.77	147.2%
<b>63000 · Programs</b>				
63100 · Adult	336.36	3,000.00	-2,663.64	11.2%
63200 · Youth	1,222.66	6,000.00	-4,777.34	20.4%
63300 · Outreach	2,383.88	3,000.00	-616.12	79.5%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63000 · Programs - Other	366.13	1,000.00	-633.87	36.6%
<b>Total 63000 · Programs</b>	4,309.03	18,000.00	-13,690.97	23.9%
<b>64000 · Personnel</b>				
64010 · Salaries - Director	51,981.29	91,703.00	-39,721.71	56.7%
64020 · Salaries - Other	226,274.29	416,898.00	-190,623.71	54.3%
64030 · Hourly Employees	103,066.89	182,776.00	-79,709.11	56.4%
64050 · Payroll Expenses	34,173.78	61,533.00	-27,359.22	55.5%
64070 · Retirement (VRS)	20,436.25	36,555.00	-16,118.75	55.9%
<b>64080 · Insurance</b>				
64083 · Insurance, Life (VRS)	-0.37	0.00	-0.37	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.19	0.00	-0.19	100.0%
64085 · Insurance, Medical (Anthem)	42,424.29	0.00	42,424.29	100.0%
64086 · Insurance, Dental (Anthem)	1,281.67	0.00	1,281.67	100.0%
64080 · Insurance - Other	0.00	79,000.00	-79,000.00	0.0%
<b>Total 64080 · Insurance</b>	43,705.40	79,000.00	-35,294.60	55.3%
64090 · Liability Reserve	3,500.00	10,500.00	-7,000.00	33.3%
64100 · Staff & Volunteer Appreciation	421.96	3,000.00	-2,578.04	14.1%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 64000 · Personnel</b>	483,559.86	881,965.00	-398,405.14	54.8%
<b>65000 · Supplies</b>				
65100 · Custodial	6,047.54	20,400.00	-14,352.46	29.6%
65200 · Office	6,235.78	0.00	6,235.78	100.0%
65300 · Library	11,114.41	53,284.00	-42,169.59	20.9%
65400 · Youth Program Supplies	908.09	3,000.00	-2,091.91	30.3%
65500 · Archival Supplies	2,543.42	0.00	2,543.42	100.0%
65000 · Supplies - Other	18.91			
<b>Total 65000 · Supplies</b>	26,868.15	76,684.00	-49,815.85	35.0%
<b>66000 · Materials</b>				
<b>66310 · System Materials</b>				
66311 · Books, State Aid	32,350.34	63,121.00	-30,770.66	51.3%
66312 · Periodicals, State Aid	917.57	1,500.00	-582.43	61.2%
66313 · Continuations, State Aid	320.78	500.00	-179.22	64.2%
66314 · Microforms, State Aid	0.00	500.00	-500.00	0.0%
66315 · Electronic Resources, State Aid	14,372.92	21,500.00	-7,127.08	66.9%
66317 · AV, State Aid	3,251.49	7,500.00	-4,248.51	43.4%
66318 · Other Non-Book, State Aid	16.26			
66320 · Cape Charles Contract #15	1,494.40	2,000.00	-505.60	74.7%
66310 · System Materials - Other	3.71	0.00	3.71	100.0%
<b>Total 66310 · System Materials</b>	52,727.47	96,621.00	-43,893.53	54.6%
<b>66350 · Affiliates</b>				
66351 · Books, Affiliates	14,179.24	17,000.00	-2,820.76	83.4%
<b>Total 66350 · Affiliates</b>	14,179.24	17,000.00	-2,820.76	83.4%
<b>66900 · Restricted</b>	6,397.68	17,000.00	-10,602.32	37.6%
<b>Total 66000 · Materials</b>	73,304.39	130,621.00	-57,316.61	56.1%

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

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>67000 · Other</b>				
67100 · Postage	900.51	3,000.00	-2,099.49	30.0%
67200 · Travel & Meals	2,679.52	8,000.00	-5,320.48	33.5%
67210 · Travel - State Aid	2,442.13	0.00	2,442.13	100.0%
67300 · Dues	1,884.00	3,500.00	-1,616.00	53.8%
67000 · Other - Other	0.00	0.00	0.00	0.0%
<b>Total 67000 · Other</b>	<b>7,906.16</b>	<b>14,500.00</b>	<b>-6,593.84</b>	<b>54.5%</b>
<b>68000 · Miscellaneous</b>				
68100 · Bank Fees	959.73	1,000.00	-40.27	96.0%
68300 · Refunds	36.98	300.00	-263.02	12.3%
68500 · Advertising	219.60	0.00	219.60	100.0%
68600 · Continuing Education	420.00	5,500.00	-5,080.00	7.6%
68700 · Tangier	0.00	1,000.00	-1,000.00	0.0%
68000 · Miscellaneous - Other	91,367.50	95,171.00	-3,803.50	96.0%
<b>Total 68000 · Miscellaneous</b>	<b>93,003.81</b>	<b>102,971.00</b>	<b>-9,967.19</b>	<b>90.3%</b>
<b>69000 · Professional Services</b>				
69001 · Professional Services, Financial	10,950.00	22,200.00	-11,250.00	49.3%
69002 · Professional, Library Services	29,981.97	44,040.00	-14,058.03	68.1%
69003 · Erate Consultant	4,955.04	5,720.00	-764.96	86.6%
69004 · Auditor	5,500.00	11,148.00	-5,648.00	49.3%
69000 · Professional Services - Other	8,609.50	700.00	7,909.50	1,229.9%
<b>Total 69000 · Professional Services</b>	<b>59,996.51</b>	<b>83,808.00</b>	<b>-23,811.49</b>	<b>71.6%</b>
<b>69005 · Depreciation Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 60000 · EXPENSES</b>	<b>997,282.48</b>	<b>1,671,749.00</b>	<b>-674,466.52</b>	<b>59.7%</b>
<b>Total Expense</b>	<b>997,282.48</b>	<b>1,671,749.00</b>	<b>-674,466.52</b>	<b>59.7%</b>
<b>Net Ordinary Income</b>	<b>106,569.48</b>	<b>-1.00</b>	<b>106,570.48</b>	<b>-10,656,948.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7010 · Interest Income	1,407.77			
<b>Total Other Income</b>	<b>1,407.77</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>1,407.77</b>	<b>0.00</b>	<b>1,407.77</b>	<b>100.0%</b>
<b>Net Income</b>	<b>107,977.25</b>	<b>-1.00</b>	<b>107,978.25</b>	<b>-10,797,725.0%</b>



## Report to the Accomack County Board of Supervisors for February 2024.

The Eastern Shore of Virginia Regional Library is adding a new addition to the items that can be checked out at the circulation desk. The library system already has a rich collection of large print materials available for check-out. Thanks to the support of the Lion's Club of Onancock, even more resources are within the reach of patrons with vision challenges. A selection of hand-held and hands-free magnifiers will now be available for checkout at the library's circulation desk. This is in addition to the magnifier lamps that are available in the library and in the Heritage Center. We appreciate the Lion's Club support in helping us ensure that all community members can enjoy the library!



Despite the ugly weather that blew into the Shore in January, the library was able to host a number of programs for people of all ages! Highlights from the month included a creative writing event for teens. Although the writing program was planned as a single event, attendees requested that it become a reoccurring program and so the library is responding! Our next creative writing program for teens will be held on February 8<sup>th</sup>. For our younger visitors, the library hosted a Lego building competition, two puppet shows, and much more!



In January, we were also able to launch our first book club in Parksley. It is a manga book club for teens held during Teen Gaming Tuesdays on the last Tuesday of each month. In February, it will be joined by a Romance Book Club for adults scheduled for February 22<sup>nd</sup>. Attendees will be invited to discuss their favorite romance novel over a nice cup of hot tea and join together to select a title to read for the following month.

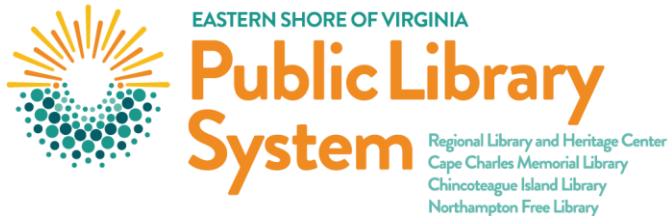


On the Heritage Center side of the building, a Kirk Mariner Collection exhibit was installed in January. The exhibit highlights the variety of materials collected and preserved by the Heritage Center. The Heritage Center is also hosting a lecture by Gerald Boyd about the Samuel D. Outlaw Blacksmith Shop of Onancock on February 8<sup>th</sup>.



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





## Report to the Northampton County Board of Supervisors for February 2024.

The Northampton Free Library is adding a new addition to the items that can be checked out at the circulation desk. The library system already has a rich collection of large print materials available for check-out. Thanks to the support of the Lion's Club of Onancock, even more resources are within the reach of patrons with vision challenges! A selection of hand-held and hands-free magnifiers will now be available for checkout at the library's circulation desk. We appreciate the Lion's Club support in helping us ensure that all community members can enjoy the library!

Hands-Free LED Magnifier Kit



As a part of the library's outreach initiative, Tiffany Flores visited Northampton High School to provide Mr. Barone's special education class with a presentation about the many resources available from the library system. The students were most excited about the streaming service available with Kanopy and all the films they can watch with their library card. In addition to the presentation, Tiffany led the class in a STEM game using KEVA planks. Students were provided a prompt and asked to plan and build a using the tools provided.



Monthly Take and Make kits have returned to Northampton Free Library and patrons have shown interest in them. Nearly fifty kits were distributed in January. Program attendance continues to inch higher. The library's most popular program in January was our snow globe craft program. In February, we are looking forward to a STEM activity for young people on Saturday, February 17<sup>th</sup>. Just in time for the Great Backyard Bird Count, we will be teaching attendees how to recognize and identify birds returning to Northampton County. On Thursday, February 22<sup>nd</sup>, we will be offering an adult activity where attendees will be invited to build Bee Hotels for their yards. Storytime Anytime continues every Monday and Wednesday and Tech Help Tuesdays is offered every week. We'll have all of this and more available at Northampton Free Library in February.



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