



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

December 2023



Thank You, Volunteers!

The Eastern Shore Public Library relies on our volunteers to help us provide great service to residents of the Eastern Shore. We kicked off the festive holiday season with a visit from Santa and book give-away planned and organized by the Friends of the Eastern Shore Public Library.

During their holiday break, we were fortunate to have help from several Nandua Middle School Beta Club members who volunteered their time with us at the Regional Library. They prepared program materials for events in January, cleaned and organized shelves, replaced book stickers, and more!

We want to share our thanks to everyone who offers their time and effort to help us serve the Eastern Shore.

DIRECTORS' UPDATE

Miranda Wisor, Director



December was another active month for Eastern Shore Public Library System. Issuing new library cards is still going strong. We registered 152 new library users in December.

We had a full calendar of events and programs in all library locations. We saw over 280 visitors attend programs at Northampton Free Library and Eastern Shore of Virginia Regional Library & Heritage Center.

We collected non-perishable goods for the Eastern Shore Food Bank. We are happy to be a resource through which Eastern Shore residents can help their neighbors in the community. After two successful months of collection drives for services in the community, the



DIRECTORS' UPDATE CONTINUED

library will take a break from collection drives in January.

December was also a time for learning at Eastern Shore Public Library. I'm pleased to say that we had 100% of staff and many volunteers complete the VisitAble training earning the library system Advocate Certification through December 2024. You may have noticed the certification added to our website at espl.org.



On the 18th, we hosted a full-day In Service staff training. We were happy to host employees from the four libraries and several volunteers from Chincoteague Island Library to the training. In the morning, we welcomed Laurie Laird and Gabby Ramirez from the Eastern Shore Health District. They reviewed the clinical services, vital records, epidemiology and communicable diseases, environmental health, and emergency preparedness and response services available from the departments in Accomack and Northampton Counties. They brought handouts and brochures for the



libraries. Many community members come to the library looking for information about things like local health care, water testing, and vital records. It will be helpful for library staff to be aware of these many services so that we can share their availability with our patrons.



We spent time during the training day reviewing the many changes and additions to our practices and resources that have come in the past few months. We took particular care to review how to access, search, and use many of our digital resources. As the holidays usually lead to patron questions about using new devices to access our streaming and downloadable content, we wanted to make sure that all library employees felt well equipped to help patrons use Libby, Freeding, Great Courses, Magzter, and Kanopy.



Spring often brings research assignments, too. We made sure to review our academic digital collections to ensure that staff were prepared to help students who might visit our libraries looking for academic articles and books to aid in research projects.



The library system offers an enormous volume of resources for learning, exploring, and recreation. Those resources are only valuable if patrons are able to find and access what they are looking for when its needed. Our training in December served to make sure that our staff were as equipped to help patrons access our digital resources as they are in helping patrons access our physical resources.

Payroll Update

In early December, the library system received notice that Intuit was going to be increasing cost from \$1.75 per pay per staff member to \$4.00 per pay per staff member. This would have the library system paying approximately \$160 each month just to be able to pay our employees.

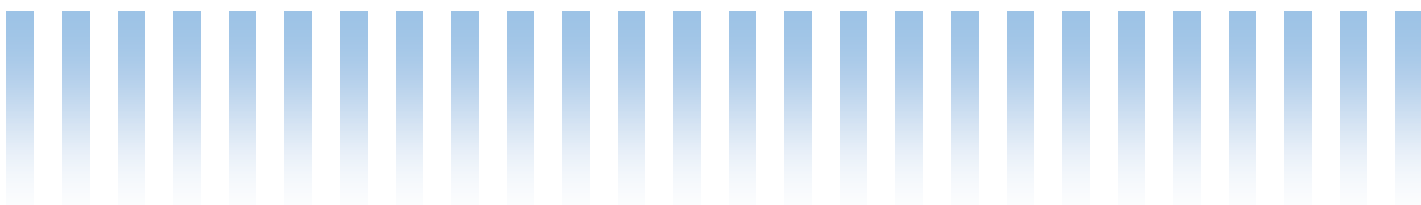
Through research, we found that Truist, the financial institution that the library system currently uses, offers their own payroll processing service. For a flat fee of \$60 per month, Truist offers payroll processing with direct deposit to all ESPL employees. The platform will also enable employees to access past paystubs and, beginning with the 2024 tax year, print W-2s on demand. Both are services that we are not currently able to offer to staff.

For a lower price and added benefits, we will be making the switch to Truist payroll services in January. Karen Crockett, Inc. will be able to maintain management of our payroll service through the transition and beyond.



Tree Planning at the Regional Library

In December, the Board of Trustees Facilities Committee met to discuss the plan to plant trees at the Regional Library. They settled on either planting two Crepe Myrtles or Flowering Dogwoods in the space. Both selections were forwarded to Deputy Director Andy Nunnally for review. Mr. Nunnally offered that he recommends the Crepe Myrtles because they are more drought resistant than the Flowering Dogwoods.



Welcome (again) Jamie Johnson

The search for a new Administrative Assistant concluded in December. From a pool of thirteen candidates, we found our new Administrative Assistant from among our own ranks. You may have met Jamie at the Circulation Desk at the Regional Library. In January, she'll be moving from circulation to her new role.

Jamie brings with her to the position years of experience in maintaining vendor relationships and supply stores, creating and executing marketing projects, administrative support services, and working collaboratively to plan and execute events. All skills that she will bring to this position to strengthen and enhance the services that we are able to provide to residents of the Eastern Shore.

Please join us in congratulating Jamie on her new position.



Heritage Center

Christopher Pote, Heritage Center Manager



This was quite an eventful year. Please indulge me for a brief retrospective of highlights for 2023 of the four main roles of the Heritage Center.

Collections

- ◇ Mr. John W. Edmonds, IV donated materials related to family members, Benjamin and Bessie Gunter, as well as materials related to the former family business The Peninsula Enterprise;
- ◇ Sarah and Robert Lentz donated the story about the making of Mr. Lentz's book: *The Story Behind the Tree: Chesapeake Wood Art History, Eastern Shore of Virginia and Beyond*, an interesting mixed-media archives;
- ◇ The papers of photographer, journalist, and author Curtis J. Badger; over 21,000 images, 625 magazine articles, and original manuscript material covering the breadth of the Eastern Shore;
- ◇ A lifetime of receipts belonging to Meshack Mears III (1822 – 1897) donated by Lennie Mears. This collection provides a wonderful snapshot of daily life and commerce on the Shore in the mid-nineteenth century;
- ◇ Additional donations to the Mapp-LeCato Collection, building on the Zillah Mapp Winn materials. Donated by members of the Chase, Guerrant, and Arnett families, all descendants of Shore families Mapp and LeCato.

Reference

- ◇ Migrants of the Southeast and immigrant ministry;
- ◇ Genealogy;
- ◇ Material for WAVY10 for the opening graphic for a story they did on Tangier Island: <https://www.wavy.com/news/local-news/special-report-the-fight-to-save-tangier-island-a-cultural-gem-in-the-chesapeake-bay/>;
- ◇ History and imagery for a story on the Matthews Building for WBOC: https://www.wboc.com/news/historic-matthews-building-in-parksley-virginia-considered-for-affordable-housing-for-veterans/video_423cd31f-20a1-5e1b-bca4-fe911b7c3fdb.html;
- ◇ Images and news clippings for a yet to be published documentary about Hog Island

Programming

- ◇ Heritage Center staff participated in the Virginia Department of Natural Resources' archaeology programming hosted by Northampton Free Library;
- ◇ The first hosted lecture in the new facility, "Shore Books", was delivered by Dennis Custis Lecture in the eponymous Dennis Custis Lecture Hall;



Heritage Center

Christopher Pote, Heritage Center Manager



- ◇ A Memorabilia Clinic was presented by myself and archives assistant Judith Grier; a short presentation about best practices you can do at home to properly handle, display, and preserve your paper-based memorabilia, and subsequent consultation with participants on their specific heirlooms.

Collaborations

- ◇ Pote is the facilitator for the Eastern Shore Museum Network that met four times this year;
- ◇ Northampton250 and US250 initiatives;
- ◇ ESVA Climate Equity Project;
- ◇ Library of Virginia exhibitions;
- ◇ Virginia Coast Reserve Long Term Ecological Research Program (VCR LTER).

Of course, the biggest accomplishment was relocating the entire Library and Heritage Center to Parkesley from Accomac and Onley. Pote oversaw logistics of the move as well as final installations of the IT infrastructure, A/V equipment, furniture, shelving, and signage. It took a village. And only three weeks. The staff of Eastern Shore Regional Library is absolutely amazing.

None of the Heritage Center work would be possible without an incredible, albeit part-time, support staff: Jazmine Collins wears many important hats here at Eastern Shore Regional Library & Heritage Center, but the few hours she has for the Heritage Center are invaluable to me and our researchers; Judith Grier brings vital preservation experience and willingness to do any job requested of her; and Stacia Childers is back in the fold aiding in archival tasks and assisting me with institutional memory. I cannot express strongly enough how grateful I am to be able to work with and lean on these incredible colleagues.



Thank you to all supporters of the Heritage Center! And Happy New Year!



Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



While the population of the entire Eastern Shore could easily fit into a small city, the number of books written by local authors, or written about the Shore by authors from elsewhere, is not insignificant. Technical Services staff and volunteers have begun tackling a new project to create a list of these items with a local connection.

Beginning with a listing from an online book store that featured books about the Eastern Shore or written by Shore residents, a library volunteer cross-referenced the listing with ShoreCat, the library catalog. Any item appearing in both was added to a spreadsheet. As our volunteer worked her way through the list, she would include additional titles found in ShoreCat that did not appear in the online book store listing.

Once this portion of the project was complete, our volunteer began utilizing a spreadsheet created by ESPL staff that lists books that were featured in local newspapers over the past several years. This spreadsheet is also being compared to ShoreCat so that titles already in the catalog can be added to the master spreadsheet, while those that are not yet a part of the library collection can be considered for purchase.

The master spreadsheet of items about the Eastern Shore or written by local authors currently includes over 500 titles. Many of these books are a part of the Heritage Center's Eastern Shore Room collection and focus on the history and genealogy of the Shore. In addition to the items focusing on local history, there are numerous fictional titles and series. These range from board books for babies to mystery and thrillers for adult readers. Currently, at the Regional Library in Parksley, visitors can browse and check out items from an attractive display of just some of the available local author's works to the left of the circulation desk.



The end goal of the library's local author project is to create two lists from the final version of the master spreadsheet. One list will focus on Shore history and genealogy and could be a helpful resource for researchers and family genealogists. The second list will highlight the more general works written by local individuals or about the Eastern Shore. These lists will be posted on the "Lists" menu within ShoreCat, as well as featured alongside library book displays or on flyers as a QR code that will link to the list in ShoreCat.

The Shore is fortunate to have so many talented and creative local authors, and this project is just one way that the Eastern Shore Public Library can celebrate and feature their literary work.



Programs & Outreach Report

Tiffany Flores

December began on a high note. On December 2nd, The Friends of the Eastern Shore Public Library hosted their yearly Santa event and All About Dance came to perform the Nutcracker in the library. This proved to be widely successful with a total of 156 people between the two events. There were many happy smiles and plenty of joy to go around.

Throughout the month, the library has been busy providing various programs to patrons. Adult programs such as the stitch-a-long, The Swedish star craft, and the book wreath craft were all well attended by adult patrons seeing anywhere from 3 to 12 participants. In addition to craft times, the library offered two yoga programs: Wellness Wednesday on December 13th and Kids Yoga on the 16th. While Wellness Wednesday, an adult yoga program, had only one attendee, the Kid's Yoga program had 6 people participate with interest for more. Tiffany plans to continue to provide these programs and encourage patrons to attend. In addition to kids' yoga's success, the new kid's craft times have proven successful! Regulars are beginning to attend the program consistently. Tiffany hopes this means more families will attend. Finally, David Poyer's Author Talk on December 19th had 9 people attend despite the dark skies and holiday.

December was a quieter month at Northampton Free Library. Tiffany resumed distributing children's Take and Make activity packs to the branch in hopes of providing crafts at a location where youth attendance tends to be low. Tiffany suspects it will take a month or two for people to resume picking up kits as word spreads, although some kids were claimed in December. With the holidays in full swing, programming hit a lull but adult programming was well attended. The book wreath craft was attended by 4 people and the Apple Pie prep event was attended by 2 people although 5 people had registered. At the end of the month, Northampton Free Library held another Lego competition for kids! Unlike the October event, this one was attended by 3 people.





Programs & Outreach Report Continued...

Tiffany Flores

December brought one of Eastern Shore Public Library's annual traditions: The Accomack County Parks and Rec Books and Bikes event. Every year the library has participated by donating books and attending the event at Sawmill Park. This year, Tiffany Flores and Tim Hall attended the event on December 16th and gave out books and candy canes to 30 families. While this is a smaller event, it is always a great way to give to the community and make people's Christmas a little brighter.

As a part of Eastern Shore Public Library's outreach initiatives, Tiffany had three schools visit the library for field trips. Metompkin Elementary School visited on December 11th to participate in the library's regularly scheduled craft program. About 14 people attended and participated in the activity. On December 12th, Pungoteague Elementary School brought a group of 15 special education students to the library for a tour and story time. These students had a lot of fun playing with the Lego table and exploring the library. Last but not least, Nandua High School brought a small group of about 6 special education students for a tour. These kids were really sweet and enjoyed the tour; especially the kid's program room. All participants were impressed with what the new space has to offer and excited about all the programming going on.



The STEM grant program is in full swing and seeing success. This month's STEM program was well attended at the Regional Library and had 12 participants who made borax crystal ornaments. However, Northampton Free Library did not have any participation this month but there was interest from patrons passing through. At this month's meeting, the grant awardee group spent time discussing Citizen Science projects and which ones would make great STEM circulating kits for library locations. This encouraged helpful brainstorming and collaboration. Additionally, attendees were informed that the money for the kits should be distributed soon. Each participating library will receive 1,500

dollars to develop at least five stem kits meaning that at least 20 STEM kits will soon be making their way to the Eastern Shore Public Library System.



Northampton Free Library

Connor Buyn, Branch Manager



Northampton Free Library celebrated the holiday season with several public programs in December. The book page wreath-making craft activity, apple pie prep, and winter-themed LEGO building competition were particular favorites with library patrons, and many expressed interest in attending more library programs in the future. We value public feedback, so make sure to watch our social media for opportunities to provide your input. You can also send suggestions to our email at nfl@espl.org or leave comments anonymously at the suggestions box inside the building.



January 2024 will have a more relaxed programming schedule with Storytime Anytime continuing on Mondays and Wednesdays and Tech Help continuing on Tuesdays. Both events are available all day by request at the front desk. At 6:00 PM on Thursday, January 11th, Northampton Free Library will host a STEM program for children focused on the night sky. Weather permitting, attendees will be able to take a stargazing walk and use a telescope. A related craft activity will also be provided. On the following Thursday, January 18th, NFL will host a Bedtime Storytime event with snacks provided, also starting at 6:00 PM. Finally, patrons of all ages are welcomed to visit the library to build snow globes on Thursday, January 25th at 6:00 PM.

In maintenance news, work on several interior and exterior light fixtures took place in December and will continue into January. The removal of some of the landscaping rock around the outside wall of the library is also underway, and some maintenance on the public bathroom door is planned for January.

2024
NORTHAMPTON FREE LIBRARY

01 JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
CLOSED	10AM-5PM	10AM-5PM	10AM-5PM	10AM-5PM	10AM-5PM	9AM-1PM
1 <i>Happy New Year</i>	2 CLOSED	3 TECH HELP ANYTIME	4 STORY TIME ANYTIME	5	6	7
8 STORY TIME ANYTIME	9 TECH HELP ANYTIME	10 STORY TIME ANYTIME	11 STEM STARGAZING 6PM	12	13	14
15 CLOSED	16 TECH HELP ANYTIME	17 STORY TIME ANYTIME	18 <i>Zzzz</i> BEDTIME STORYTIME 6PM	19	20	21
22 STORY TIME ANYTIME	23 TECH HELP ANYTIME	24 STORY TIME ANYTIME	25 ADULT CRAFT 6PM	26	27	28
29 STORY TIME ANYTIME	30 TECH HELP ANYTIME	31 STORY TIME ANYTIME	<i>2024</i>			

JANUARY HIGHLIGHTS

- ALL MONTH LONG**
Take & Make children's crafts
- STEM STARGAZING 1/11**
Join us for a children's program exploring the wonder of the night sky.
- Bedtime Storytime 1/18**
Wind down with a bedtime snack and story time.
- Adult Craft 1/25**
Create your own snow globe.



Cape Charles Memorial Library

Sharon Silvey, Library Manager



The month of December was calm and festive at Cape Charles Memorial Library. We started the month by participating in another Festive Friday, where we had over 150 visitors in a two-hour period! CCML staff and Board spent the evening greeting guests and assisting the younger visitors with holiday crafts. One mom shared that CCML was her children's favorite spot to visit during Festive Fridays – we love that!

Through Eastern Shore Public Libraries, all staff at Cape Charles were able to participate in and complete *Disability Etiquette and Inclusion Training* through VisitAble. All Cape Charles staff were also able to attend an all day in-service at the Eastern Shore Regional Library in Parksley. Representatives from the Eastern Shore Health District spoke and shared the many resources available to Eastern Shore residents.

CCML staff attended *Stronger Together: Collective Impact and Climate Action Program* webinar, as well as our monthly STEM Community of Practice webinar. We look forward to using what we are learning for many programs in 2024.

Weekly story time was held three times this month. We ended the year with a special pajama time Story Time program which was so much fun! All attendees wore their pj's, listened to stories (with shadow puppets!), made cute crafts, and received a small gift bag.

We wish you all a wonderful New Year full of good books and joy!





Chincoteague Island Library



No update from Chincoteague Island Library was provided by the completion of this Board Packet on January 3, 2024.

An update will be presented, if available, at the Board of Trustees meeting on January 9, 2024.

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

January 9, 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 November 14, 2023
4. Approval of Minutes of December 12, 2023
5. Old Business
 - a. 2nd Reading: ESPL Holidays Observed (Section 4.11 of Employee Policy Manual)
 - b. 2nd Reading: ESPL Dress Code (Appendix B of Employee Policy Manual)
 - c. 2nd Reading: ESPL Bylaws
 - d. 2nd Reading: Reconsideration Policy
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
 - c. Northampton Free Library (included in System Report)
 - d. ESPL Friend's Report
9. Library Director's System Report (Wisor)
10. New Business
 - a. Financial Disclosure Statement
11. Personnel Committee (Rose-Jensen)
12. ESPL Foundation (Custis)
13. Additional Comments
14. Next Meeting: Tuesday, February 13, 2024 at 1 pm, Eastern Shore of Virginia Regional
Library & Heritage Center 24313 Bennett St., Parksley, VA
15. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

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

Meeting called to order by Chair, Joyce Holland

Attendance

Present:

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

Absent:

Gary Heintzelman, Jay Lilliston

In Attendance:

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

Call to Order

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

Public Comments

No public comments were made.

Approval of Minutes

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

The motion passed unanimously.

Old Business

2nd Reading: Update of Collection Development Policy.

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

Finance Committee (Mason)

No report presented.

Financial Report (Wisor)

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

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

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

Library Director's Report (Wisor)

System Director Miranda Wisor reported major changes:

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

New Business

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

- Presentation slides presented by Nan Carmack.

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

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

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

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

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

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

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

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

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

Personnel Committee (Rose-Jensen)

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

ESPL Foundation (Custis)

The Foundation talked about landscaping. No other news.

Additional Comments

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

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

Next Meeting

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

Adjournment

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

DRAFT



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

12.12.23 | 1 PM | Eastern Shore of VA Regional Library and Heritage Center
Meeting called to order by Dennis Custis

Attendance

Present:

Dennis Custis, Larry J. Giddens, Sr., Frank Russell, Carl Rose-Jensen, Miranda Wisor (*Non-voting*)

Absent:

Joyce Holland, Gary Heintzelman, Captain David Poyer USNR (Ret.), Grayson Chesser, Mike Mason, James Lilliston (*non-voting*)

In Attendance:

Jay Davenport, Tiffany Flores, Stewart Hall, Judy Malarkey, Paul Muhly, Colette Nelson, Christopher Pote, Jeremy Shifflett

Call to Order

The meeting was called to order by Dennis Custis at 01:01 p.m. A quorum was not present.

Public Comments

Report From the Friends of the Eastern Shore Public Library [J. Malarkey]:

Judy Malarkey reported on behalf of Janet Rochester that they had a very successful Santa visit event at the Regional Library; 86 children had a wonderful visit with Santa and received a new book. Many participating families were visiting for the first time and were issued library cards.

Along with the \$2000 the Friends have pledged to cover expenses of Kanopy; they are now pledging \$500 to the Haitian Creole project. Their pledge will go towards the purchase of Haitian Creole materials to be given to the ESL class participants. They will, as always, be supporting the Summer Reading Program for the Regional Library and the Northampton Free Library.

Their Book Shop has been a resounding success, making \$100- \$150 per week since it opened. They had a very successful Small Business Saturday sale. They are currently adding new books and have added classics and holiday books in time for the holidays.

The Friends continue to support Tech Services with processing new and discarded materials for all four branches. Donations and discarded materials are sorted for the Book Ship, Better World Books (BWB), and their community outreach locations.

They are also keeping the Library's Community Outreach locations stocked with great books and refilling them on a weekly basis.

Their current president, Lillian Waldenmaier, is moving to Alabama. Their former president, Janet Rochester, will be Acting President until their Vice President, Margaret Donahue Lynch, returns from Florida in April. A new president will be voted on in July 2024.

The Friends would like to thank the Trustees for their continued support and they wish you all Happy Holidays and a Happy New Year.

Frank Russell asked what they believed led to the increase in sales. J. Rochester explained that she believed the new traffic has led to such a big increase. Discussion about the Friends Book Shop ensued.

Approval of Minutes

No edits to the Minutes were presented. Minutes could not be approved due to a lack of quorum.

Old Business

2nd Reading: ESPL Holidays Observed (Section 4.11 of Employee Policy Manual)

Carl Rose-Jensen reported that he was pleased with the overall readability of the policies.

A motion was not presented due to a lack of quorum.

2nd Reading: ESPL Dress Code (Appendix B of Employee Manual)

No report was presented.

A motion was not presented due to a lack of quorum.

Finance Committee (M. Mason)

No report was presented.

Financial Report (M. Wisor)

Miranda Wisor reported:

- The Library had good growth in the contingency fund this month: \$310.98.
- The Library's overall budget is looking good as we near the mid-year mark. Most all of the account lines that are showing elevated spending represent one-time-only expenses.
- A draft of the Library's Fiscal Year 2023 audit was distributed. There were no surprises in the report; the Library System underspent last year as a result of the delayed move to Parksley. We've already seen many of those expenses in Fiscal Year 2024. M. Wisor did want to highlight the growth in Compensated Absences Liability. In FY2022 the liability was \$17,458 and that grew to \$20,513 in FY2023. That figure includes only the liability for vacation payout and does not include the payout of sick leave upon retirement.
- The Library received notice today that our payroll software with Quickbooks is increasing the cost of direct deposit for each payment to each employee from \$1.75 per paycheck to \$4.00 per paycheck. The increase will take effect in January 2024. Our payroll fees will go from about \$882 annually to \$2,016 annual cost in order to pay staff.

M. Wisor reported that she asked Robert Meek from Karen Crocket's office if there was a reason for the increase and he reported that it was a universal increase. F. Russell commented that the increase was rather large. Dennis Custis asked if the increase was affecting the county as well. M. Wisor could not speak to whether Accomack County was seeing a similar increase as the Library's payroll management software was separate from Accomack County. F. Russell asked for more research into the matter. M. Wisor agreed and explained she had been doing research on other options but they were all more expensive than the current increase.

Branch and Friends Reports

- a) CAPE CHARLES MEMORIAL LIBRARY: In System Report.
- b) CHINCOTEAGUE ISLAND LIBRARY: In System Report.
- c) NORTHAMPTON FREE LIBRARY: In System Report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Friends Report was given during public comment.

Library Director's System Report (M. Wisor)

Miranda Wisor reported:

- Summer Reading Program planning is underway. Library staff are dreaming big this year. The Library is hoping to have a multi-library kick-off event to start the program. The library has already scheduled performers for Northampton and Accomack Counties.
- E-Rate bids are expected by the end of the month. E-Rate is a federal program available to libraries and schools to provide reduced-cost telecommunication services and hardware. We currently have a contract with Eastern Shore Communications that is due to expire next summer.
- The Library soon needs to prepare an RFP to identify next year's auditor of the Library accounts. M. Wisor has ESPL's previous RFP and Accomack County's RFP for an auditor to use as a guide in drafting the Library's next request.
- The Library is outgrowing its current technology support service. M. Wisor has identified a company that services many towns and businesses on the Eastern Shore, including the Town of Parksley, called Cloud Server Techs. As of right now, it looks like the increase in service cost will be minimal and sustainable in the current budget plan, but M. Wisor needs to review the contracted coverage more closely.
- The System van has needed several trips to the repair shop in the past few months. The van's odometer is at 97,000 miles. It is used for both outreach events and courier service to the four libraries twice a week.
- There have been questions about the contingency fund. M. Wisor wanted to inform the Board that those funds are currently set aside to cover any needed repairs or other contingencies for the first year occupying the new library space. Those funds are currently being used for necessary updates and repairs. The Library is still far from the one-year mark that those funds were intended for.

Dennis Custis asked about the STEM grant that was mentioned in the System Report. M. Wisor explained that all library locations have been accepted into the STEM grant program which allows for organizations to coordinate programming. As part of their commitment, the Library has to provide one STEM program a

month and develop STEM kits that are similar to the nature backpacks. Kits will include books and STEM toys or activities.

D. Custis asked who donated the additions to the Mapp-LeCato Collection. Christopher Pote reported that the materials were donated by Elizabeth Chase, Bill Guerrant, and Hugh Arnett and their families. C. Pote explained further that the original donated collection, several years ago, was the Zillah Mapp Winn Papers. Because of subsequent donations, in particular the most recent, the decision was made to rename it “The Mapp-LeCato Collection”.

New Business

1st Reading: ESPL Bylaws

No report was presented.

A motion was not presented due to a lack of quorum.

1st Reading: Reconsideration Policy

No report was presented.

A motion was not presented due to a lack of quorum.

Personnel Committee (C. Rose-Jensen)

Carl Rose-Jensen reported that the Personnel Committee met on December 11th to discuss the final review of M. Wisor. 100% of the questionnaires have been returned and were overwhelmingly positive. The results were that the Board was more than satisfied with M. Wisor’s performance.

Additionally, the front desk has done well in the transition from Accomac to Parksley. C. Rose-Jensen complemented the staff with a job well done.

ESPL Foundation (D. Custis)

Jay Davenport reported they will have a meeting on Thursday, December 14th.

Dennis Custis reminded attendees that the Basket drawing will be held on December 20th.

Additional Comments

Frank Russell provided a few additional comments:

- F. Russell needs names for the plaque at the Regional Library to recognize all donations of time, talent and fiscal nature that contributed to the construction of the regional Library. M. Wisor has agreed get him a list of names of former Board members. The Friends agreed to provide the names of people in their organization.
- He commented that the Parksley Town Website could host information about the Library and upcoming events. M. Wisor reported that events are being sent to Lauren Lewis and some have been posted to the website
- F. Russell asked if the circulating STEM bags were being funded by the STEM grant. M. Wisor explained that, yes that was the case.

- F. Russell reported that John Bowden owns a world-class baseball memorabilia collection and asked that the Library consider inheriting it. Christopher Pote asked for his contact information so that he could schedule a consultation with him. C. Pote noted this could be a very good opportunity to bring an exhibit into the Library.

Colette Nelson asked if she could be involved in the work of the Plaque. F. Russell agreed. Discussion about who would be included ensued.

Next Meeting

Tuesday, 1.9.2023 at 1pm, Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley VA

Adjournment

The meeting adjourned at 1:27 p.m. by Dennis Custis.

Eastern Shore Public Library

4.11 Holiday Pay and Emergency Closings

Holiday Pay

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

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

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

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

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

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

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

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

Floating Holidays

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

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Emergency Closings

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

Eastern Shore Public Library

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

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

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

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

ESPL Dress Code

Purpose

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

Guidelines

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

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

Employees should wear ESPL branded clothing to all outreach events.

Violations

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

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

EASTERN SHORE PUBLIC LIBRARY

BYLAWS

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

ARTICLE I

Name, Locations and Constituency

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

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

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

ARTICLE II

Governance

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

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

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

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

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

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

ARTICLE III

Meetings

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

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

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

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

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

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

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

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

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

ARTICLE IV

Amendments

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

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

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

EASTERN SHORE PUBLIC LIBRARY



Material Reconsideration Procedure

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

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

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

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

EASTERN SHORE PUBLIC LIBRARY

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

Material Reconsideration Committee Guidelines

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

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

Sample Reconsideration Committee Report

Title _____

Author/Producer _____

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

EASTERN SHORE PUBLIC LIBRARY

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

Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members:

Date:

Note: This report is forwarded to:

Eastern Shore Public Library
Profit & Loss
 December 2023

	Dec 23
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42030 · Contributions Unrestricted	227.00
42060 · Adopt-A-Book	150.00
42070 · ESPL Foundation	1,658.35
42000 · Contributions - Other	-1,000.00
	1,035.35
Total 42000 · Contributions	1,035.35
43000 · Reimbursements	
43030 · Cape Charles	1,258.34
	1,258.34
Total 43000 · Reimbursements	1,258.34
44000 · Fines & Fees	
44010 · Fines	92.91
44020 · Photocopying	2,393.65
44030 · Fax	12.31
44040 · Inter Library Loan	46.00
	2,544.87
Total 44000 · Fines & Fees	2,544.87
46000 · Private Grants	100.00
	100.00
Total 40000 · INCOME	4,938.56
Total Income	4,938.56
Gross Profit	4,938.56
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61102 · Building Maintenance, NFL	472.34
61104 · Building Maintenance - Parksley	195.00
	667.34
Total 61100 · Building	667.34
61200 · Utilities	
61202 · Electricity	167.65
61202.1 · Electricity - NFL	386.31
61204 · Water/Sewer - Parksley	109.50
61200 · Utilities - Other	1,259.42
	1,922.88
Total 61200 · Utilities	1,922.88
61300 · Vehicle Operation	162.93
61500 · Computer	
61513 · Online Services	17.26
61514 · Internet Services, State	1,053.34
61516 · Computer Software, State	1,497.50
	2,568.10
Total 61500 · Computer	2,568.10

Eastern Shore Public Library
Profit & Loss
December 2023

	<u>Dec 23</u>
Total 61000 · Operations	5,321.25
62000 · Equipment	
62300 · Equipment Maintenance	155.63
Total 62000 · Equipment	155.63
64000 · Personnel	
64010 · Salaries - Director	7,347.18
64020 · Salaries - Other	31,065.00
64030 · Hourly Employees	14,877.26
64050 · Payroll Expenses	4,756.33
64070 · Retirement (VRS)	2,830.93
64080 · Insurance	
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
Total 64080 · Insurance	5,822.06
Total 64000 · Personnel	66,698.76
65000 · Supplies	
65100 · Custodial	1,600.00
65500 · Archival Supplies	1,906.86
Total 65000 · Supplies	3,506.86
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	2,520.23
66312 · Periodicals, State Aid	402.00
66315 · Electronic Resources, State Aid	2,020.82
66320 · Cape Charles Contract #15	95.63
Total 66310 · System Materials	5,038.68
66350 · Affiliates	
66351 · Books, Affiliates	1,052.02
Total 66350 · Affiliates	1,052.02
66900 · Restricted	684.34
Total 66000 · Materials	6,775.04
67000 · Other	
67200 · Travel & Meals	30.59
67300 · Dues	180.00
Total 67000 · Other	210.59
68000 · Miscellaneous	
68100 · Bank Fees	280.04
Total 68000 · Miscellaneous	280.04

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Accrual Basis

Eastern Shore Public Library

Profit & Loss

December 2023

	<u>Dec 23</u>
69000 · Professional Services	
69001 · Professional Services,Financial	1,600.00
69002 · Professional, Library Services	2,610.00
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Total 69000 · Professional Services	4,210.00
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Total 60000 · EXPENSES	87,158.17
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Total Expense	87,158.17
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Net Ordinary Income	-82,219.61
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Net Income	-82,219.61
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Eastern Shore Public Library Profit & Loss Budget vs. Actual July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	379,336.50	762,973.00	-383,636.50	49.7%
41011 · Accomack County On Behalf	0.00	0.00	0.00	0.0%
41020 · Northampton County	82,921.00	165,842.00	-82,921.00	50.0%
41030 · State Aid	138,868.33	292,133.00	-153,264.67	47.5%
41040 · Grants	0.00	335,250.00	-335,250.00	0.0%
Total 41000 · Government Income	601,125.83	1,556,198.00	-955,072.17	38.6%
42000 · Contributions				
42010 · ESPL Friends	0.00	5,000.00	-5,000.00	0.0%
42020 · NFL Friends	0.00	4,000.00	-4,000.00	0.0%
42030 · Contributions Unrestricted	227.00	1,000.00	-773.00	22.7%
42040 · Contributions Restricted	4,002.99	5,500.00	-1,497.01	72.8%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	675.00	500.00	175.00	135.0%
42070 · ESPL Foundation	1,658.35	55,000.00	-53,341.65	3.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	6,563.34	71,100.00	-64,536.66	9.2%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,800.00	5,000.00	800.00	116.0%
43020 · Island	676.42	2,000.00	-1,323.58	33.8%
43030 · Cape Charles	8,605.95	14,000.00	-5,394.05	61.5%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	500.00	-500.00	0.0%
43000 · Reimbursements - Other	0.00	0.00	0.00	0.0%
Total 43000 · Reimbursements	15,082.37	21,600.00	-6,517.63	69.8%
44000 · Fines & Fees				
44010 · Fines	238.85	0.00	238.85	100.0%
44020 · Photocopying	4,259.53	3,500.00	759.53	121.7%
44030 · Fax	12.31	0.00	12.31	100.0%
44040 · Inter Library Loan	84.00	50.00	34.00	168.0%
44000 · Fines & Fees - Other	21.23	0.00	21.23	100.0%
Total 44000 · Fines & Fees	4,615.92	3,550.00	1,065.92	130.0%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	2,000.00	-2,000.00	0.0%
45020 · General (Merrill Lynch)	0.00	0.00	0.00	0.0%
45090 · Miscellaneous Endowments	149.40	15,000.00	-14,850.60	1.0%
Total 45000 · Endowments	149.40	17,000.00	-16,850.60	0.9%
45500 · GASB 68 Benefit	0.00	0.00	0.00	0.0%
46000 · Private Grants	100.00	2,000.00	-1,900.00	5.0%
49000 · Miscellaneous Income				
49020 · Driver Education Test Proctorin	0.00	200.00	-200.00	0.0%
49000 · Miscellaneous Income - Other	0.00	100.00	-100.00	0.0%
Total 49000 · Miscellaneous Income	0.00	300.00	-300.00	0.0%
Total 40000 · INCOME	627,636.86	1,671,748.00	-1,044,111.14	37.5%
Total Income	627,636.86	1,671,748.00	-1,044,111.14	37.5%
Gross Profit	627,636.86	1,671,748.00	-1,044,111.14	37.5%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	1,768.03	6,512.00	-4,743.97	27.2%
61102 · Building Maintenance, NFL	4,142.82	15,000.00	-10,857.18	27.6%
61104 · Building Maintenance - Parksley	1,705.84	38,500.00	-36,794.16	4.4%
61105 · Rent	8,000.00	15,876.00	-7,876.00	50.4%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	15,616.69	75,888.00	-60,271.31	20.6%
61200 · Utilities				
61201 · Fuel Oil	0.00	0.00	0.00	0.0%
61202 · Electricity	3,042.11	2,000.00	1,042.11	152.1%
61202.1 · Electricity - NFL	2,517.84	9,000.00	-6,482.16	28.0%
61202.2 · Electricity - Parksley	3,510.61	40,000.00	-36,489.39	8.8%
61203 · Telephone	2,496.94	6,000.00	-3,503.06	41.6%
61204 · Water/Sewer - Parksley	816.35	3,400.00	-2,583.65	24.0%
61200 · Utilities - Other	2,298.33			
Total 61200 · Utilities	14,682.18	60,400.00	-45,717.82	24.3%
61300 · Vehicle Operation	1,140.75	35,000.00	-33,859.25	3.3%
61400 · Insurance (VRSA)				
61401 · Insurance, Building	0.00	4,300.00	-4,300.00	0.0%
61400 · Insurance (VRSA) - Other	15,628.00	15,000.00	628.00	104.2%

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

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Total 61400 · Insurance (VRSA)	15,628.00	19,300.00	-3,672.00	81.0%
61500 · Computer				
61510 · Computer Hardware	857.15	0.00	857.15	100.0%
61511 · Computer Hardware, State	2,196.00	0.00	2,196.00	100.0%
61513 · Online Services	4,788.65	26,620.00	-21,831.35	18.0%
61514 · Internet Services, State	4,183.54	11,100.00	-6,916.46	37.7%
61515 · Computer Software	413.00	0.00	413.00	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%
Total 61500 · Computer	15,695.84	78,562.00	-62,866.16	20.0%
Total 61000 · Operations	62,763.46	269,150.00	-206,386.54	23.3%
62000 · Equipment				
62100 · Equipment, General	20,807.42	0.00	20,807.42	100.0%
62200 · Equipment, State	12,635.24	84,050.00	-71,414.76	15.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	12,740.65	10,000.00	2,740.65	127.4%
62300 · Equipment Maintenance - Other	1,309.61	0.00	1,309.61	100.0%
Total 62300 · Equipment Maintenance	14,050.26	10,000.00	4,050.26	140.5%
62000 · Equipment - Other	-580.93	0.00	-580.93	100.0%
Total 62000 · Equipment	46,911.99	94,050.00	-47,138.01	49.9%
63000 · Programs				
63100 · Adult	172.65	3,000.00	-2,827.35	5.8%
63200 · Youth	1,206.67	6,000.00	-4,793.33	20.1%
63300 · Outreach	2,383.88	3,000.00	-616.12	79.5%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63000 · Programs - Other	332.09	1,000.00	-667.91	33.2%
Total 63000 · Programs	4,095.29	18,000.00	-13,904.71	22.8%
64000 · Personnel				
64010 · Salaries - Director	44,114.75	91,703.00	-47,588.25	48.1%
64020 · Salaries - Other	193,722.09	416,898.00	-223,175.91	46.5%
64030 · Hourly Employees	88,006.70	182,776.00	-94,769.30	48.2%
64050 · Payroll Expenses	29,076.78	61,533.00	-32,456.22	47.3%
64070 · Retirement (VRS)	17,384.62	36,555.00	-19,170.38	47.6%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.31	0.00	-0.31	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.17	0.00	-0.17	100.0%
64085 · Insurance, Medical (Anthem)	36,781.73	0.00	36,781.73	100.0%
64086 · Insurance, Dental (Anthem)	1,102.09	0.00	1,102.09	100.0%
64080 · Insurance - Other	0.00	79,000.00	-79,000.00	0.0%
Total 64080 · Insurance	37,883.34	79,000.00	-41,116.66	48.0%
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%
Total 64000 · Personnel	414,110.24	881,965.00	-467,854.76	47.0%
65000 · Supplies				
65100 · Custodial	6,936.93	20,400.00	-13,463.07	34.0%
65200 · Office	5,064.89	0.00	5,064.89	100.0%
65300 · Library	9,010.28	53,284.00	-44,273.72	16.9%
65400 · Youth Program Supplies	756.76	3,000.00	-2,243.24	25.2%
65500 · Archival Supplies	1,938.32	0.00	1,938.32	100.0%
Total 65000 · Supplies	23,707.18	76,684.00	-52,976.82	30.9%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	24,273.89	63,121.00	-38,847.11	38.5%
66312 · Periodicals, State Aid	917.57	1,500.00	-582.43	61.2%
66313 · Continuations, State Aid	205.29	500.00	-294.71	41.1%
66314 · Microforms, State Aid	0.00	500.00	-500.00	0.0%
66315 · Electronic Resources, State Aid	11,162.19	21,500.00	-10,337.81	51.9%
66317 · AV, State Aid	2,289.19	7,500.00	-5,210.81	30.5%
66318 · Other Non-Book, State Aid	16.26	0.00	16.26	0.0%
66320 · Cape Charles Contract #15	1,192.59	2,000.00	-807.41	59.6%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
Total 66310 · System Materials	40,056.98	96,621.00	-56,564.02	41.5%
66350 · Affiliates				
66351 · Books, Affiliates	11,456.25	17,000.00	-5,543.75	67.4%
Total 66350 · Affiliates	11,456.25	17,000.00	-5,543.75	67.4%
66900 · Restricted	4,933.79	17,000.00	-12,066.21	29.0%
Total 66000 · Materials	56,447.02	130,621.00	-74,173.98	43.2%
67000 · Other				

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

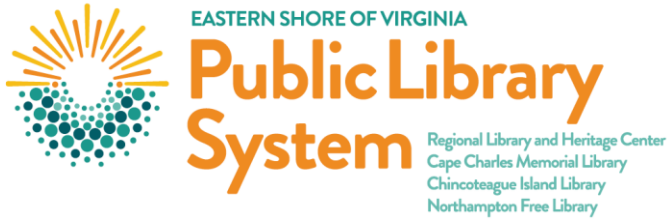
	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
67100 · Postage	845.99	3,000.00	-2,154.01	28.2%
67200 · Travel & Meals	1,935.63	8,000.00	-6,064.37	24.2%
67210 · Travel - State Aid	2,135.51	0.00	2,135.51	100.0%
67300 · Dues	1,884.00	3,500.00	-1,616.00	53.8%
67000 · Other - Other	0.00	0.00	0.00	0.0%
Total 67000 · Other	6,801.13	14,500.00	-7,698.87	46.9%
68000 · Miscellaneous				
68100 · Bank Fees	717.33	1,000.00	-282.67	71.7%
68300 · Refunds	36.98	300.00	-263.02	12.3%
68500 · Advertising	150.00	0.00	150.00	100.0%
68600 · Continuing Education	420.00	5,500.00	-5,080.00	7.6%
68700 · Tangier	0.00	1,000.00	-1,000.00	0.0%
68000 · Miscellaneous - Other	91,367.50	95,171.00	-3,803.50	96.0%
Total 68000 · Miscellaneous	92,691.81	102,971.00	-10,279.19	90.0%
69000 · Professional Services				
69001 · Professional Services, Financial	9,350.00	22,200.00	-12,850.00	42.1%
69002 · Professional, Library Services	22,121.97	44,040.00	-21,918.03	50.2%
69003 · Erate Consultant	4,955.04	5,720.00	-764.96	86.6%
69004 · Auditor	5,500.00	11,148.00	-5,648.00	49.3%
69000 · Professional Services - Other	7,409.50	700.00	6,709.50	1,058.5%
Total 69000 · Professional Services	49,336.51	83,808.00	-34,471.49	58.9%
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	756,864.63	1,671,749.00	-914,884.37	45.3%
Total Expense	756,864.63	1,671,749.00	-914,884.37	45.3%
Net Ordinary Income	-129,227.77	-1.00	-129,226.77	12,922,777.0%
Other Income/Expense				
Other Income				
7010 · Interest Income	774.45			
Total Other Income	774.45			
Other Expense				
61103 · Capital	0.00	0.00	0.00	0.0%
8020 · Miscellaneous	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	774.45	0.00	774.45	100.0%
Net Income	-128,453.32	-1.00	-128,452.32	12,845,332.0%

Eastern Shore Public Library
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
LGIP - Investment Account #1155	68,274.45
Petty Cash	
Main	100.00
NFL	100.00
Total Petty Cash	200.00
Truist - Operating #2396	
Liability Reserve	20,512.64
Truist - Operating #2396 - Other	210,295.19
Total Truist - Operating #2396	230,807.83
Total Checking/Savings	299,282.28
Other Current Assets	
1300 · Prepaid Expenses	21,609.08
1400 · Security Deposit	1,600.00
Total Other Current Assets	23,209.08
Total Current Assets	322,491.36
Fixed Assets	
Equipment Purchases	97,804.92
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	568,040.09
1520 · Vehicles	22,000.00
1550 · Accumulated Depreciation	-486,134.07
Total Fixed Assets	867,170.14
Other Assets	
1600 · Deferred Outflows	63,258.00
1700 · Right-to-use Asset	20,800.00
Total Other Assets	84,058.00
TOTAL ASSETS	1,273,719.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,506.26
Total Accounts Payable	10,506.26
Credit Cards	
Cardmember Services Visa	-2,379.09
Total Credit Cards	-2,379.09

Eastern Shore Public Library
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
Other Current Liabilities	
2100 · Payroll Liabilities	761.55
2110 · Direct Deposit Liabilities	-239.81
2240 · FICA	-39.74
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	-1,360.03
2300 · Anthem, Dental	-38.85
2310 · Garnishment	414.21
2360 · AFLAC	227.10
2380 · Compensated Absences	20,512.97
2400 · Net Pension Liability	67,309.00
2500 · Deferred Inflows	39,997.00
2700 · Lease Liability	20,800.00
	<hr/>
Total Other Current Liabilities	148,343.45
	<hr/>
Total Current Liabilities	156,470.62
	<hr/>
Total Liabilities	156,470.62
Equity	
1110 · Retained Earnings	756,134.88
3000 · Opening Bal Equity	489,567.32
Net Income	-128,453.32
	<hr/>
Total Equity	1,117,248.88
	<hr/>
TOTAL LIABILITIES & EQUITY	1,273,719.50
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Report to the Accomack County Board of Supervisors for January 2024.

As we turn the page on 2023, the Eastern Shore Public Library System looks back on a very busy year with a spirit of gratitude and reflection. We celebrate the milestones that have shaped our journey and extend our heartfelt appreciation to the invaluable supporters, dedicated volunteers, and steadfast partners who have made it all possible.

Eastern Shore Public Library started the year in a period of transition. The search for a new library director was ongoing. The library in Accomack and the Heritage Center was preparing for a move to Parksley. As the year progressed, despite the extra projects, the library system was able to host a successful Summer Reading Program.

August brought the end of Summer Reading and a temporary closure for the much anticipated move. Since reopening, the Eastern Shore of Virginia Regional Library and Heritage Center in the new location, the library's success has been enormous. We have seen an explosion in new library cards; issuing more new cards in three months than the library distributed the whole of the previous year.

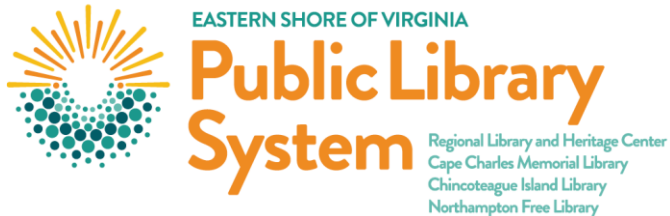
The addition of program space has enabled the library system to add a wide selection of programming for children, teens, adults, and families and to accommodate school visits. We've hosted more than 1,100 attendees to programs since reopening. In December alone, we hosted over twenty programs for residents of the Eastern Shore. Programs included a ballet performance, STEM activities for children, a visit from author David Poyer, and much more!

The new Heritage Center space enables the library system to properly store donated materials of historical and cultural significance to the Eastern Shore and make those items available to researchers. This year alone, the Heritage Center has been able to assist with more than 200 research inquiries. Since reopening, many of the programs hosted at the new library have focused on the history of the Eastern Shore of Virginia including a lecture by Dennis Custis and a clinic to teach attendees how to properly care for their own family heirlooms.

We have even more programs planned for January including a creative writing workshop and a new teen book club. As we prepare to move into 2024, we are excited for the possibilities that a new year holds for the library system.

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





Report to the Northampton County Board of Supervisors for January 2024.

As we turn the page on 2023, the Eastern Shore Public Library System looks back on a very busy year with a spirit of gratitude and reflection. We celebrate the milestones that have shaped our journey and extend our heartfelt appreciation to the invaluable supporters, dedicated volunteers, and steadfast partners who have made it all possible.

Eastern Shore Public Library started the year in a period of transition. The search for a new library director was ongoing. The library system was working hard to prepare to move one of its libraries to a new location. As the year progressed, despite the extra projects, the library system was able to host a successful Summer Reading Program.

The Northampton Free Library was also beginning to face challenges to gain attendance to its in-library programs. In person programming, including children's programming, was struggling to rebound as the world continued to reopen following the pandemic. This led us to change our approach to programming at the location. We made storytimes for children available by request each week so that families can find the right time for them to visit the library to hear a story. Following the summer programs, we also started a bedtime storytime once a month that includes a small snack for attendees. Overtime, these changes are starting to show increased attendance.



We've also encountered mixed success with adult programming at Northampton Free Library. Our visit from the State Archeologist early in the year was a great success. Craft programs for adults such as marble mug making and book page wreath making have been popular. Driving consistent attendance at other adult programming has been more challenging.



While we continue to work on expanding our program offerings and reach more Eastern Shore residents through advertising our programs, circulation of materials at Northampton Free Library remains strong. The library circulated about 16,000 titles in 2023. We have even more programs planned for January including multiple Tech Help clinics and a STEM stargazing program for children. As we prepare to move into 2024, we are excited for the possibilities that a new year holds for the library system.



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