



# 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

October 2023



## Get to the Library!

In October, the Eastern Shore of Virginia Regional Library & Heritage Center surpassed the total count of library cards that had been given out for the 2022-2023 year in Accomack. Last year, the Accomack location gave 477 cards away throughout the year. Since opening at the end of August, the new Regional Library has already placed 488 new library cards in the hands of Shore residents. The explosion of new library cards is mirrored by the increased attendance at library programs.

Northampton Free Library has also seen a modest increase to programs from the same time period last year. We're still working hard to try to provide innovative programming choices for patrons in the library's service area.

In addition to increased program attendance, the new space available at the Regional Library has been embraced by the community. We've seen 38 reservations for meetings and activities from groups outside of the library in the past two months alone. Those are just the scheduled uses!

## DIRECTORS' UPDATE

Miranda Wisor, Director



There has been no shortage of activities and programs going on in the library system over the past month. In this report, you'll read about reference services provided to Shore residents, the planned addition of a new digital resource, outreach work done, and lots of fun programs within our libraries. It's been an exciting time!

All of these services take time to plan, time to provide, and most of all, the dedication of the men and women working for the Eastern Shore Public Library. The work of any one of us relies on the contributions of all of us. Whether it's getting a book on the shelf or setting up a table at an Ag Fair, many people are involved in making those things happen and making them a success.



## DIRECTORS' UPDATE CONTINUED

Ensuring that all Eastern Shore Public Library employee have the opportunity to continue learning is also vital to the success of the library system. Libraries have changed immensely in the past few decades. The opportunity to gain greater understanding of what our peer institutions are doing enables the library system to continue to provide the highest quality services to residents of the Eastern Shore. I am pleased that we were able to send four ESPL employees to this year's Virginia Library Association conference in Chantilly, Virginia. Sharon Silvey from Cape Charles Public Library was also in attendance.

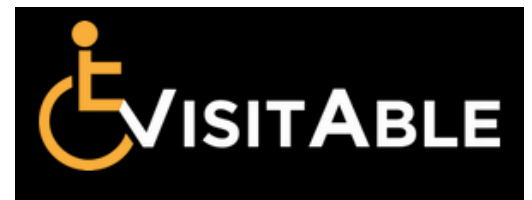


This year was the 100th anniversary of the conference with Jason Reynolds as the keynote speaker. He is a New York Times bestselling author and poet, and his works have been the recipients of a Newbery Honor, a Printz Honor, and a Coretta Scott King Honor Award. This was the first in-person conference that ESPL employees have been able to attend since 2019. It offered attendees the opportunity to learn from peers, meet with library vendors, and talk to colleagues from across the state. Their individual conference reports are included in this document.

To ensure that all library system employees are given opportunities to learn, we are also planning a full-day In Service training on Monday, December 18th. In Service enables staff to learn and ask questions about new or changing practices. With the addition of Cybrarian for managing our public computers, adding Kanopy to our digital services, and updates to many procedures throughout the library system, this training time is vital for our staff.

There have been a number of questions in the previous months regarding service animals and disability services in the library. For this reason, I am working to arrange training from VisitAble as part of our In Service training day. One in four American adults

have a disability of some kind. Training from VisitAble is endorsed by the Library of Virginia. The training is normally \$45 per person but is available for free to ESPL employees thanks to sponsorship by Eastern Shore Healthy Communities. VisitAble teaches organizations strategies for improving experiences for visitors with disabilities. The training will provide a certificate of completion at the end of the course.



## Employee Handbook Updates

Included in this Board Packet, you'll find updates to two pages of the current ESPL Employee Handbook. The update to section 4.11 covers holiday observances. Edits to this page were to more closely align the library system's observation of holidays with the state and local counties schedules. Also added are steps that will be taken in the event the Governor announces additional holidays. Omitted from the proposal are half-day observances from the state that precede some major holidays such as Thanksgiving and Christmas Eve.

An employee dress code draft is also included in the packet. The dress code is referenced as Appendix B in the current employee handbook. No current version of a dress code can be located and therefore this document is being presented without viewable edits.

## Welcome Nan Carmack

Nan Carmack is Director of Library Development and Networking with the Library of Virginia. She will be present at the next Board of Trustees meeting to offer training to attendees. The training, *Board Success*, is provided in part as a commitment to continual Board Training as outlined in the 2022-2027 Strategic Plan. Nan will also be available to answer questions about libraries in Virginia.

## Landscaping at the Regional Library

The Eastern Shore Public Library Foundation has expressed interest in planting of trees in front of the Eastern Shore of Virginia Regional Library and Heritage Center and of installing some kind of a divider between the library's parking lot and Dollar General's parking lot. The Soroptimists club sponsored trees to be planted through the Foundation. In discussion with Andy Nunnally, Deputy Director of Facilities with Accomack County, there is a concern that large trees in the parking area will create a potential hazard from falling limbs as the trees mature. Any trees planted in the space will need to be wind and drought resistant and trees with large spreads will need to have lower limbs trimmed regularly to avoid loss of usability of the sidewalk and parking area. Jay Davenport is the Foundation representative who is working to coordinate species and locations with Hortico. Discussion of this topic will be included as part of the next Board of Trustees meeting.





# Heritage Center

Christopher Pote, Heritage Center Manager



Catching up. That has been theme of the past month. August and September were about the move and all things shiny and new. Recently, focus has shifted to catching up on paperwork, reference queries, and reestablishing contact with potential donors and speakers, as well as buttoning up the remaining furniture and equipment installations. The Heritage Center is fully operational; this is very exciting.

The past couple of weeks, Judith Grier has been busily preparing the collection materials that remain in Onley for transport to their permanent home. As you may recall, the Heritage Center had been working out of the old Farmers & Merchants Bank in Onley for the past year. Prior the library move in Parksley, we were able to move about half of the Heritage Center's collections. Forced to pause for the entirety of the library relocation, we are gearing up to finally have all material together and accessible in one, permanent location. Thank you, Judith, for this important work.



Lastly, I'd like to thank Candy Perdue for her work these past couple of weeks. One long-outstanding project that we are tackling is the inventory, organization, and disposition of the HC's surplus books collection. We receive hundreds of books annually, and although the vast majority are duplicate to the Eastern Shore Room's holdings, it is important that we go through them to determine if all branches has appropriate copies, and the Heritage Center has at least one use, one preservation, and one surplus copy of important titles, if possible. Candy, in conjunction with Judith, spent hours organizing and inventorying so that we can take the next appropriate steps. This was no small task, and the work is greatly appreciated. Thank you, Candy.



On November 30 at 5:30pm, Heritage Center Manager Christopher Pote will be providing a preservation workshop called Heirloom Clinic in the Dennis Custis Lecture Hall. He will briefly present about preservation strategies people can do at home for handling, display, and preservation of paper-based heirlooms. People are welcome to bring in up to two items (photographs, correspondence, etc.) for a preservation consult, time permitting.





## Coming Soon: Kanopy, a New Video Streaming Service

Beginning later this month, anyone with an Eastern Shore Public Library (ESPL) card will be able to enjoy over 35,000 free films and videos from Kanopy. Thanks to the generous support of local donors, Friends of the Library groups throughout the ESPL system, and a mid-year increase in state aid, library patrons will have access to high-quality films from around the globe that inspire, educate and entertain.

As use of the ESPL's eBook and eAudio collections continues to rise, offering free access to a streaming video service is the next step in meeting the educational and entertainment needs of the Shore community. Kanopy's unique selection offers something for everyone, from award winning indie films to important and timely documentaries, to foreign films, popular cinema, and more.

Kanopy also features over 500 Spanish language titles for native Spanish speakers, as well as for individuals working on improving their Spanish language skills. In addition to videos and films for teens and adults, ESPL will offer unlimited access to Kanopy Kids. This collection for younger viewers includes a carefully curated collection of children's programming that supports early literacy, STEM education, and even foreign language learning.

Viewers can access Kanopy anytime and anywhere from their desktop or laptop computer, through mobile and tablet apps for Apple and Android devices, and by using SmartTV apps like Roku, Apple TV, and Fire Stick. The viewing experience is easy-to-use and completely advertisement free.

At the beginning of each month, ESPL patrons will receive a ticket allotment that can be used to view videos and films. Each Kanopy title or series is labeled to show how many tickets a title will use and how long the viewing period will be (in days) once the viewer presses play.

Details about creating a Kanopy account and exploring this incredible new world of streaming cinema will be posted on the library's website and Facebook page once Kanopy has gone live later in November. With an ESPL library card, which can be applied for at any of the four ESPL locations in Parksley, Nassawadox, Cape Charles, or Chincoteague Island, or on the library's website, an entire new world of viewing possibilities will be available throughout the Shore!





# Marketing & Digital Strategies

Megan Gallipeau



The tech inventory project is progressing. All computers in libraries in Chincoteague, Parksley, and Nassawadox are now reflected on the inventory. I also deaccessioned some outdated equipment that no longer runs supported software. This included eight assorted e-readers that had been purchased approximately eight years ago to provide library employees an opportunity to practice with the machines so that we could better assist our patrons.



This month was challenging at the Regional Library as several of the public computers in the Regional Library stopped working or were suddenly unable to connect to the internet. Most of the machines in use are over eight years old and well beyond warranty coverage. We tried to supplement the two available computers by repurposing two laptops for in-house public use. We ordered two new desktop computers for the public area and they should arrive soon. The Foundation also sponsored two new staff workstations. When the new computers arrive, existing staff work stations will be reformatted for public use. That should bring our computer lab back up to six working desktop computers.



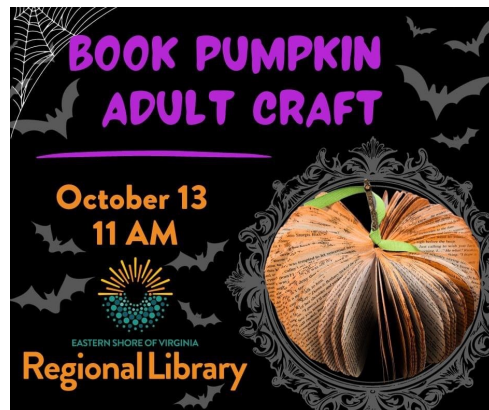
We have begun sending notices of upcoming events to the Eastern Shore Community Services Board. We sent out e-newsletters to public schools in Accomack and Northampton counties and to individuals who have signed up in the past to receive notice of upcoming library events. With more frequent posts, our social media has seen an increased engagement. Work is continuing to try to expand our marketing reach for library programs and services.

November 15th at 10:00 a.m. the library will be having Trunk-or-Treats as they host a fall program and refreshments in the adult library room.



Click here to read the latest Library System Monthly Reports. For more of our monthly events, visit our calendar here!

The Eastern Shore Public Library System







# Programs & Outreach Report

Tiffany Flores

The regional library had a busy month offering a variety of programming including Storytime Anytime, a STEM activity, weekly craft times, Hometown Heroes, and A Storytime and Candy Parade. Participation is starting to pick up for some of these programs. Monday craft times are starting to see participation from local homeschool families, the monthly STEM activities are beginning to have more participants, and Hometown Heroes is seeing more participation. The most successful program this month was the Candy Parade and Storytime serving approximately 150 people with a special story time and trick-or-treating experience in the library. The Friends of the Eastern Shore Public Library and The Eastern Shore Public Library Foundation both assisted with handing out candy to the children.



In addition to the kid programming, Teens were able to participate in weekly Teen Gaming programs and a Halloween eyeball craft that was held during craft time. The eyeball craft had 9 participants. Also, two adult craft programs were held which included a Crochet Stitch Along and a Book Pumpkin craft. While the Stitch Along had no attendance, the Book Pumpkin craft had 12 attendees.

Northampton Free Library offered a variety of programming this month including Storytime Anytime, Bedtime Storytime, a Crochet Stitch Along, a Lego competition, Tech Help, and an Heirloom Clinic Program. While participation is low, the library will continue to offer programming and modify it to







## Programs & Outreach Report Continued...

Tiffany Flores

meet the needs of the community. To encourage engagement, Tech Help will now be on demand all day Tuesday and an all-day Hot Cider and Mulling Spices program will be held on November 24th. Additional passive programming will be planned for December including kid's take-and-make kits which have been a huge success in the past.

October brought on the fall festivities! Between the Agricultural Fair in Machipango, the Nurse-Family Partnership Graduation at the Eastern Shore Agricultural Research and Extension Center, and the Hall of Treats at Accawmacke Elementary School, Eastern Shore Public Library remained busy throughout the month. All events were successful, providing an estimated 375 people with information about the library, upcoming programs, and resources. Additionally, free books were provided at these events. The Agricultural Fair, while windy and wet, was a great way to reach a large number of community members and provide them with a variety of resources. The Nurse-Family Partnership Graduation event was a great chance to provide Haitian and Latino families with information and discuss what the library provides. And, finally, Accawmacke's Hall of Treats provided the library with the chance to reach families of small children and encourage them to attend library programming while handing out books and treats.



Tiffany Flores and Megan Gallipeau continue their work on the STEM Community of Practice provided by Virginia Partnership for Out-of-School Time (VPOST). Their monthly meetings have proven to be informative in providing information about the grant program and meeting with the committee members. Grant stipends should be received soon to pay for library materials related to STEM. October's STEM program had 4 children show up with their parents and participate in the activity. Participants engineered and crafted spider

webs out of pipe cleaners and yarn and tested their webs to see if they could hold a spider. Northampton Free Library has yet to see attendance for their STEM programs but efforts will continue to be made.



# Northampton Free Library

Connor Buyn, Branch Manager



Northampton Free Library entered the quieter autumn season in October, with some of the library's wonderful volunteers taking advantage of the cooler weather to provide critical yardwork outside the building. Inside, the Friends of Northampton Free Library group arranged for the library's carpets and bathroom floors to be professionally cleaned.

NFL offered a wide range of programs in the month of October and will continue into November with Storytime Anytime available all day on Mondays and Wednesdays. On Thursday, November 2nd, the library will host an autumn wreath craft activity starting at 5:00 PM. Tech Help Tuesdays will begin on November 14th, and continue on every Tuesday throughout November and December. Patrons can request basic tech services help with either personal devices or the library's computers at any time on Tuesdays. NFL invites children to a Bedtime Storytime at 6:00 PM on Thursday, November 16th, and will provide a children's STEM craft at 10 AM on Saturday, November 18th. Finally, there will be an all-day open hot apple cider bar on Friday, November 24th. Patrons can stop by for a cup of hot apple cider with fixings, and also put together a bag of seasonal mulling spices to use at home.

Northampton Free Library is also participating in the SPCA's Supply Drive for the entire month of November. Library patrons are encouraged to drop off items from the SPCA's shelter wish list, including dish soap, paper towels, and Purine One dog food among other items.

Library staff engaged in a bit of good-natured competition in October by decorating pumpkins. Patrons were invited to vote for the best-dressed gourd at each location. NFL patrons expressed a preference for simpler stylings by giving the nod to Tim's pumpkin, at right. Scary Potter, at left, has contested the results.







# Cape Charles Memorial Library

Sharon Silvey, Library Manager



This month I was able to attend the 2023 Virginia Library Association (VLA) Annual conference, held in Chantilly, Virginia. Librarians of all types and specialties from all over Virginia were able to “Come Together” and celebrate with and learn from each other. Keynote speaker, Jason Reynolds, was an inspiration. Winner of many awards and doer of good deeds, Mr. Reynolds spoke of libraries as a “space for community, a space to communicate off-line” and encouraged us all to have “healthy discourse and civil conversations” and to remember it is “okay to disagree, but not disengage.” Important words for us all.

Through participation in the Community of Practice for STEM at the Library, Cape Charles Memorial Library received 10 James Webb Space Telescope Kits via the Center of Science and Industry. The kits are full of hands-on STEM activities including building a model rocket, building a model of the James Webb Space Telescope, and creating a model nebula. Staff is excited to begin planning some great STEM programs!



Staff visited Kiptopeke Elementary School and Cape Charles Christian School in October and read the book Pumpkin Jack by Will Hubbell. The story tells of a young boy who puts his decomposing jack-o-lantern in his backyard garden, watching as it turns from pumpkin to seed to pumpkin again. As part of the visit, CCML staff brought along a pumpkin, some soil, and an air-tight container and created a yearlong science and STEM project! Students will be able to observe and learn all about pumpkin life cycles and decomposition.



Staff also hosted five story times this month for ages 0 to 4. Children and their caretakers listen to stories, sing songs, create fun crafts, and play! Story times are wonderful ways to introduce socialization and the importance of reading. Program is held each Tuesday at 10:30 am and is free and open to all.

CCML would like to thank Mr. Bill Dyas for leading our Owl Prowl programs this year. With over 20 attendees, Mr. Dyas led the last Owl Prowl of the year this past month. We look forward to continuing this popular program next year.







# Chincoteague Island Library

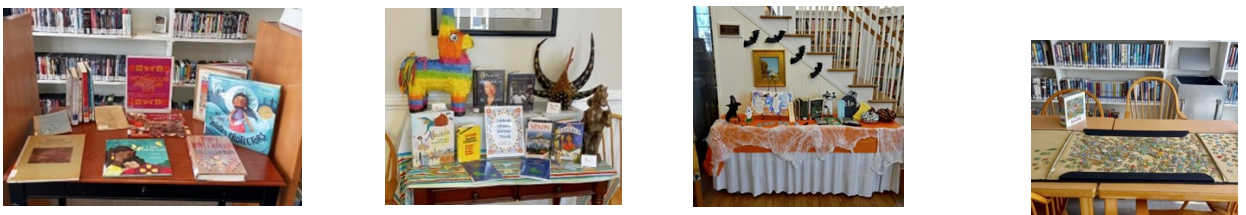


**Tales 4 Tots** began the month with a visit to the Chincoteague Volunteer Firehouse hosted by firefighter, Denise Bowden. After reading 2 stories, she showed the children the equipment, helped them to climb onboard a fire truck, and sent them home with activity bags. Thirty children and their parents attended. On October 19, Officer Geno from the Chincoteague Police Department came and read two stories, talked to them about being a police officer, and showed them the police car with the lights and sirens. The children then made their own police car. On October 24, library volunteer, Beverly Gorsuch, read Halloween stories. The children dressed up in their costumes and took home Halloween activity bags. Twenty-five children have attended these last two events.



Our basket raffle drawing was held on October 9. Chincoteague resident, Kay Gelty, won the adult basket, Salisbury resident, Sara Taylor, won the children’s basket. Close to 1,000 tickets were sold. We will be having another basket raffle in place by Valentine’s Day weekend when the library participates in the Main Street Merchants’ “Death by Chocolate.” The raffle will again run through Oyster Festival Weekend.

Book displays this month included Indigenous Peoples’ Day, Hispanic Heritage Month, and Halloween. The library windows were also decorated for fall.



The library opened its doors for the Chincoteague Cultural Alliance’s newly instituted 2<sup>nd</sup> Friday Art Stroll. We also participate each year in the Main Street Merchants’ Main Street Trick or Treat held on Halloween from 4 to 7 p.m. Our volunteers dress up in costumes and hand out gently used children’s books and candy on the library’s front porch.



And...for the cooler months, we have a community puzzle in our front room for visitors and patrons to come in to help complete the puzzle. Additionally, thanks to the generosity of one of our patrons, we will be selling gently used puzzles. This has been a big hit with our residents and visitors.



# **EASTERN SHORE PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**

**November 14, 2023, 1:00 PM**

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

### **Agenda**

1. Call to Order
2. Public Comments
3. Approval of Minutes of October 10, 2023
4. Old Business
  - a. 2<sup>nd</sup> Reading: Update of Collection Development Policy
5. Finance Committee (Mason)
6. Financial Report (Wisor)
  - a. Proposed update to FY2023-2024 budget
7. Branch and Friend's Reports
  - a. Cape Charles Memorial Library (included in System Report)
  - b. Chincoteague Island Library (included in System Report)
  - c. Northampton Free Library (included in System Report)
  - d. ESPL Friend's Report (Rochester)
8. Library Director's System Report (Wisor)
9. New Business
  - a. Trustee Training provided by Nan Carmack, Director, Library Development and Networking, Library of Virginia
  - b. Proposed update to ESPL Holidays Observed (Section 4.11 of Employee Policy Manual)
  - c. Proposed update to ESPL Dress Code (Appendix B of Employee Policy Manual)
  - d. Discussion of landscaping at 24313 Bennett St., Parksley, VA
10. Personnel Committee (Rose-Jensen)
  - a. Distribution of Library Director 6-month evaluation document
11. ESPL Foundation (Custis)
12. Additional Comments
13. Next Meeting: Tuesday, December 12, 2023 at 5 pm, Chincoteague Island Library, 4077 Main Street, Chincoteague, VA.
14. Adjournment



# MINUTES

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

10.10.23 | 6 PM | Northampton Free Library: Nassawadox, VA  
*Meeting called to order by Chair, Joyce Holland*

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### Attendance

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**Present:**

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

**Absent:** James Lilliston (*non-voting*)

**In Attendance:** Jay Davenport, Margaret Donahue-Lynch, Jenny Floyd, Lenore Hart, Paul Muhly, Connor Buyn, Jazmine Collins, Charle Ricci

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### Call to Order

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The meeting was called to order by Chair, Joyce Holland at 6:00 P.M. A quorum was present.

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### Public Comments

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Frank Russell inquired if the library's state or county level funding would be reduced if the library augmented its income through fundraising. Mike Mason explained that the appropriations received would not be impacted by any additional income received. David Poyer noted that any fundraising would be carried out by library friends groups, which are 501(c)3 entities, and not the library itself.

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### Approval of Minutes

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David Poyer moved that the September 12, 2023 meeting minutes be approved. Frank Russell seconded. The motion passed unanimously.

### Old Business

Frank Russell mentioned that he had previously asked about a plaque installed on the Parksley building with the names of past and present library trustees. Consensus of the board is for F. Russell to proceed with acquiring an estimate.

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### Finance Committee (M. Mason)

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Mike Mason shared that the next financial planning committee meeting will be held on October 23<sup>rd</sup>. Representation from Northampton County will be present.



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## Financial Report (M. Wisor)

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- Second quarter payments have been requested from Accomack and Northampton Counties. Second quarter State Aid was received today. The Profit and Loss Statements show that finances are where they should be at this point in the fiscal year. Some one-time expenses related to the new building have been paid and we are awaiting reimbursement through the NEH grant funding.
- Notice has been sent that we will be vacating the rented Onley Bank building by January 2024. This will result in a monthly savings of \$1,600 once the rental agreement has ended.
- State Aid budget has been passed and includes an increase of \$43,000 over the previous year. This increase is reflected in the second quarter payment received today. The primary goal of the next Finance Committee meeting will be preparing an updated FY24 budget for the board to consider in November. Miranda Wisor received a draft copy of the state aid estimate for FY25, which reflects an additional increase.
- Mike Mason noted the \$158,000 loss for first quarter, and found a number of one-time costs due to equipment, the library move, and annual payments to insurance companies, which explained the loss.
- M. Mason inquired as to why state aid increased by the additional \$43,000. M. Wisor explained that we began the fiscal year with a fiscally conservative estimate of funding to be provided from the State Library. The State Library expected to receive 60-70% of their budget request for public libraries, but they ended up receiving 85%. Public libraries are not yet fully funded as defined by the state library but are getting closer.

Dennis Custis moved for the approval of the Financial Report. Frank Russell seconded. No objections were made. The motion passed unanimously.

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## Branch and Friends Reports

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David Poyer welcomed everyone to the Northampton Free Library, which began as a volunteer organization in 1993 staffed with volunteers and housed on Railroad Avenue in a small building with home-built shelves. Fundraising for a larger facility began in 2001. With grant funding and County support, the current building was constructed and opened in 2006, when it became a branch of the ESPL library system. The land behind the building has been gifted to the library for potential expansion in the future.

- a) CAPE CHARLES MEMORIAL LIBRARY: Included in Library Director's System Report.
- b) CHINCOTEAGUE ISLAND LIBRARY: Included in Library Director's System Report.
- c) NORTHAMPTON FREE LIBRARY: Included in Library Director's System Report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Friends' Bookworm Newsletter distributed to trustees by Donahue-Lynch.

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## Library Director's System Report (M. Wisor)

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- Miranda Wisor noted that the naming requests that the board submitted to Accomack County Board of Supervisors were approved at September 22<sup>nd</sup> meeting.
- Bibliostat, the annual state report, has opened and library staff will be working on compiling and entering data over next six to eight weeks.
- The regional library is seeing early success with attendance at events in Parksley and the NFL. M. Wisor is pleased with attendance at teen events in Parksley. At NFL, Storytime Anytime has been popular.

- The library has been successful in partnering with local businesses and organizations to provide free programming in the library, which enhances what the library can offer on its own. Upcoming scheduled programs include a financial literacy classes hosted by Atlantic Bank, monthly yoga classes, a Barrier Island Center film screening, weekly ESL classes, and an all-ages performance of the Nutcracker.
- The library is working to expand marketing of events. When the regional library opened, monthly printed event calendars were created. These calendars and event promotions are being posted on digital display screens in Parksley, through announcements on local news outlets, and on social media. Library staff are working to find other avenues to get the word out about what's happening at the library, such as placing notices in high-traffic areas in the community, such as post offices.
- M. Wisor visited WESR on September 24<sup>th</sup> to promote Library Card Sign-Up Month.
- Onancock Lion's club approached the library with a donation to make reading more accessible to individuals with visual impairment. M. Wisor has sent some ideas to the club for consideration. In the meantime, the library is adding text to voice plug-ins on public computers.
- Included in the board packet are two quotes for computer lab management software and M. Wisor brought a third quote that just arrived today. M. Wisor and staff will be attending a demo tomorrow. The software would cover ESPL computers at the Parksley, Nassawadox, and Chincoteague locations. It would require patrons to log in with their library card number or a guest pass. The software will also allow for more robust reporting of statistics regarding computer usage.
- A successful search has been held for part-time Information Specialists I. Two individuals were selected: one to replace Will Rinaldo and the second to replace Candy Perdue who left to attend college and pursue full-time retirement respectively. C. Perdue has been a steady, dependable force in the library and has recently been essential to organizing the Eastern Shore Room storage collection.
- Joyce Holland asked Margaret Donahue-Lynch about the Friends' outreach service at the Onancock laundromat. M. Donahue-Lynch reports that they have needed to refill the bookshelves of free materials 4 to 5 times as the service is tremendously popular.
- M. Wisor reported that the security cameras are operational at Parksley and that both she and Chris Pote receive notifications if there is an issue with the cameras' functionality.

## New Business

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### Amendment to 2023 Closing and Paid Holidays

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Miranda Wisor explained that this amendment would add Christmas Eve and New Year's Eve observed holidays to the library calendar, which are days typically afforded to library staff. These days were most likely overlooked at this time last year because both holidays fall on Saturday.

Carl Rose-Jensen motioned that the Christmas Eve and New Year's Eve holidays be added to the employee's holiday calendar. Gary Heintzelman seconded. No objections were made. The motion passed unanimously.

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### 2024 Closing and Paid Holidays

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Miranda Wisor noted that the 2024 holiday calendar is the same as the current year's calendar, but with dates adjusted for the 2024 calendar year. Mike Mason inquired as to the source of the list of paid holidays, which

are almost identical to the list of State holidays. M. Wisor explained that these holidays are listed specifically in the employee handbook, which is currently under revision. If the governor granted an additional holiday, the board would need to approve the closing. M. Mason explained that the County aligns their holiday schedule with the state-level calendar generated by the Department of Health and Human Services. M. Mason suggested aligning the library's list of paid holidays with the state calendar and adding verbiage regarding how to address additional holidays granted by the governor to the employee handbook. Joyce Holland suggested that M. Wisor bring the section of the employee manual regarding holidays to the next board meeting for a first reading.

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### **1<sup>st</sup> Reading: Updated Collection Development Policy**

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Miranda Wisor reported that there are no substantial changes to the previous version of the policy other than to remove the statement that the policy would be reviewed and updated every two years. Beyond that, the rewrites were mainly to change to a more positive tone and improve procedural descriptions of collection maintenance.

- Mike Mason asked about acknowledgements for gifts or donations of materials. M. Wisor noted that acknowledgement is provided upon request.
- Charle Ricci, Acquisitions and Collections Management Librarian, added that library staff are currently working on a donation guidelines form which states that all donations become property of the library at the time of the donation. M. Wisor will ensure that the language regarding gifts in the Collection Development policy is included on the donation guidelines form.
- M. Wisor noted that a separate Collection Development policy is being written for the Heritage Center, which will be presented to the board in the near future.

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### **Resolution of Appreciation – Friends of the Eastern Shore Public Library**

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Joyce Holland asked trustees to review the resolution of appreciation for the Friends of the Eastern Shore Public Library.

Frank Russell moved to pass the resolution with improvements to formatting and spelling corrections. David Poyer seconded. The motion passed unanimously.

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### **Resolution of Appreciation – Friends of Northampton Free Library**

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Joyce Holland asked trustees to review the resolution of appreciation for the Friends of the Northampton Free Library.

Mike Mason moved to pass the resolution. Carl Rose-Jensen seconded. The motion passed unanimously.

J. Holland noted that the friends are so valuable to each of the libraries in the system and this is a way to let them know how much they are appreciated.

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### **Closed Session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-37 I (A) (1)**

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Joyce Holland, Chair: I entertain a motion for a closed meeting.



Carl Rose-Jensen moved that the Board enter closed session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-371(A)(1): "Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals."

Dennis Custis seconded. The motion was unanimously passed.

J. Holland, Chair: We are now in a closed session. The discussion in the meeting is confidential.

Closed meeting ends. Certification of Closed Meeting:

Holland, Chair: "Do you certify that the matters discussed in the closed session just held were covered in the motion by which the Library Board entered closed session, and were excluded from the open meeting requirements of the Freedom of Information Act?"

Roll call vote.

Holland, Chair: Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters of discussion during the closed session.

Mike Mason motioned to temporarily increase the ESPL Director's salary by a total of \$6,653.09 to be paid out in semi-monthly installments through 6/28/2024. The purpose of this temporary salary adjustment is to correct a discrepancy between the compensation package formally offered by the Trustees and that which was received by the Director. Grayson Chesser seconded. The motion passed unanimously.

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

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Carl Rose-Jensen noted that all topics to be covered by the personnel committee were discussed previously during the meeting. Joyce Holland thanked the personnel committee for their hard work.

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### **ESPL Foundation (D. Custis)**

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No updates presented.

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### **Additional Comments**

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Frank Russell asked if the regional library is offering a seminar or workshop regarding how to instruct people to sue their employers for discrimination. Jazmine Collins explained that a representative from the Equal Employment Opportunity Commission sets up an outreach table monthly at the regional library. F. Russell expressed the opinion that this type of outreach could hinder future donations from the business class. Carl Rose-Jensen explained that the EEOC assists people in learning how to protect themselves. M. Mason noted that no training is involved, information is only given to patrons who approach the table and make a request.

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### **Next Meeting**

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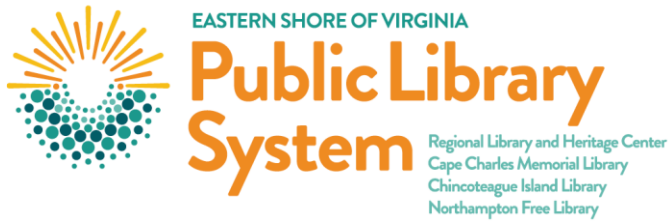
## Adjournment

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Frank Russell moved to adjourn the meeting. Larry Giddens seconded. The motion passed unanimously.

The meeting adjourned at 7:20 p.m. by Chair, Joyce Holland.

DRAFT



## **Updated Budget Narrative**

Budgeting for Fiscal Year 2023/2024 continues to offer significant challenges but in this iteration, we having the majority of our direct move related expenses behind us. These were mainly one-time-only expenses. The major changes to this proposed budget are to update the budget to reflect the State Aid award change and offer a slight reduction to the spending plan for the previous year's carryover funds.

## **Staff**

The budget reflects a 2% COLA for all library employees except for the Director effective December 1, 2023. An earlier COLA of 5% for FY24 was implemented in December 2022. The modest increase reflected in this updated budget will help to bring the library in line with Accomack County practices as the library system's fiscal agent.

Because there are restrictions on using State Aid to pay staff salaries, adjustments were made from elsewhere in the budget to free funding to cover this increase. Associated increases to payroll expenses and retirement contributions are also reflected.

## **Materials**

The budget update provides additional funding for library materials. The major adjustment to the materials budget is a 28% increase for electronic resources. Providing books and related materials is the primary purpose of a public library. Increased availability of e-resources has been a common request that we receive from the public. Additional funding here will help us meet that community need.

## **Stability**

Based on the information in hand today, the mid-year increase in state funding to the library is expected to be reoccurring.

			FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>40000 · INCOME</b>								
41000 · Government Income								
		41010 · Accomack County	637,380			121,293		758,673
		41011 · Accomack County On Behalf (non-operating)	4,300					4,300
		41020 · Northampton County	92,413			73,429		165,842
		41030 · State Aid		292,133				292,133
		Other Govt:						
		41040 - ARPA - tech support						
		41040 NH Tourism grant						
		41040 State Allocation					135,250	135,250
		41040 Northampton Capital					-	-
		41040 NEH Challenge Grant					200,000	200,000
<b>Total 41000 · Government Income</b>			<b>734,093</b>	<b>292,133</b>	<b>-</b>	<b>194,722</b>	<b>335,250</b>	<b>1,556,198</b>
42000 · Contributions								
		42010 · ESPL Friends			5,000			5,000
		42020 · NFL Friends			4,000			4,000
		42030 · Contributions Unrestricted	1,000					1,000
		42040 · Contributions Restricted			5,500			5,500
		42050 · Legacies & Bequests			100			100
		42060 - Adopt-a-Book			500			500
		42070 · ESPL Foundation	40,000			15,000		55,000
<b>Total 42000 · Contributions</b>			<b>41,000</b>		<b>15,100</b>	<b>15,000</b>		<b>71,100</b>
43000 · Reimbursements								-
		43010 · NFL Book Endowment			5,000			5,000
		43020 · Island			2,000			2,000
		43030 · Cape Charles			14,000			14,000
		43040 · Book Replacement			100			100
		43000 - Other			500			500
<b>Total 43000 · Reimbursements</b>					<b>21,600</b>			<b>21,600</b>



				FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
44000 · Fines & Fees									-
	44010 · Fines			-					-
	44020 · Photocopying			3,500					3,500
	44030 · Fax			-					-
	44040 · Interlibrary Loan			50					50
<b>Total 44000 · Fines &amp; Fees</b>				<b>3,550</b>					<b>3,550</b>
45000 · Endowments									-
	45090 · Miscellaneous Endowments					-			-
	Edmonds Endowment					2,000			2,000
	Mariner Endowment						15,000		15,000
	Milner Endowment								-
	45090 · Miscellaneous Endowments					-			-
<b>Total 45000 · Endowments</b>						2,000	15,000		<b>17,000</b>
<b>46000 - Private Grants</b>						2,000			<b>2,000</b>
49000 · Miscellaneous Income									-
	49020 · Driver Education Test Proctorin			200					200
	49000 · Miscellaneous Income - Other			100					100
<b>Total 49000 · Miscellaneous Income</b>				<b>300</b>					<b>300</b>
<b>Total 40000 · INCOME</b>				<b>778,943</b>	<b>292,133</b>	<b>40,700</b>	<b>224,722</b>	<b>335,250</b>	<b>1,671,748</b>
<b>Total Income</b>				<b>778,943</b>	<b>292,133</b>	<b>40,700</b>	<b>224,722</b>	<b>335,250</b>	<b>1,671,748</b>
<b>Expense</b>									
<b>60000 · EXPENSES</b>									
61000 · Operations									-
	61100 · Building								-
	61101 · Building Maintenance - ESPL			6,512					6,512
	61102 · Building Maintenance, NFL			15,000					15,000
	61102 · Building Maintenance, Parksley			28,700			9,800		38,500
<b>Total 61100 · Building</b>				<b>50,212</b>	<b>-</b>		<b>9,800</b>		<b>60,012</b>
	61200 · Utilities								-
	61201 · Fuel Oil			-					-
	61202 · Electricity - Accomac			2,000					2,000

			FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
		<i>Column Reference Number</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		Electricity - NFL	9,000					9,000
		Electricity - Parksley	32,000			8,000		40,000
		61203 · Telephone	4,300			1,700		6,000
		Telephone - NFL	-					-
		61204 · Water/Sewer (Parksley)	2,448			952		3,400
		<b>Total 61200 · Utilities</b>	<b>49,748</b>	-	-	<b>10,652</b>		<b>60,400</b>
		<b>61300 · Vehicle Operation</b>	<b>5,000</b>				<b>30,000</b>	<b>35,000</b>
		61400 · Insurance						-
		61401 · Insurance, Building	4,300					4,300
		61402 · Insurance, Vehicles	-					-
		61403 · Insurance, Boiler	-					-
		61404 · Insurance, Liability	-					-
		61407 · Insurance, Workers Comp	-					-
		61408 · Insurance, Public Officials	-					-
		61408 · Insurance, Crime	-					-
		61408 · Insurance, Excess & Misc	-					-
		61408 · Insurance, Cybersecurity	-					-
		General insurance	10,800			4,200		15,000
		<b>Total 61400 · Insurance</b>	<b>15,100</b>	-	-	<b>4,200</b>	-	<b>19,300</b>
		61500 · Computer						-
		61510 · Computer Hardware - State Aid					-	-
		Computer Hardware	-					-
		61513 · Online Services,	-	18,800		7,820		26,620
		61514 · Internet Services, State		7,992		3,108		11,100
		61515 · Computer Software	0					-
		61516 · Computer Software, State Aid	0	7,818				7,818
		61517 · Computer Maintenance		9,000		1,000		10,000
		61518 · Technology	4,550			1,274	17,200	23,024
		61500 · Computer - Other						-
		<b>Total 61500 · Computer</b>	<b>4,550</b>	<b>43,610</b>	-	<b>13,202</b>	<b>17,200</b>	<b>78,562</b>
		<b>Total 61000 · Operations</b>	<b>124,610</b>	<b>43,610</b>	-	<b>37,854</b>	<b>47,200</b>	<b>253,274</b>

			FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
								-
	62000 · Equipment							-
		62200 · Equipment		32000	1,000		51,050	84,050
		62300 · Equipment Maintenance						-
		62310 · Contractual Services		10000				10,000
		Contractual Services - ESPL/Parksley						-
		Contractual Services - NFL						-
		62300 · Equipment Maintenance - Other						-
	<b>Total 62000 · Equipment</b>		-	<b>42,000</b>	<b>1,000</b>	-	<b>51,050</b>	<b>94,050</b>
								-
	63000 · Programs							-
		63100 · Adult		1,000	2,000			3,000
		63200 · Youth		2000	4,000			6,000
		63300 · Outreach					3,000	3,000
		63400 - Foundation Restricted Funds			5,000			5,000
		63000 · Programs - Other			1,000			1,000
	<b>Total 63000 · Programs</b>		-	<b>3,000</b>	<b>12,000</b>	-	<b>3,000</b>	<b>18,000</b>
								-
	64000 · Personnel							-
		64010 · Salaries - Director		73,033		18,670		91,703
		64020 · Salaries - Other	303,937			112,961		416,898
		64030 · Hourly Employees	182,776					182,776
		64050 · Payroll Expenses (8.9%)	49,817			11,715		61,533
		64070 · Retirement	26,600			9,955		36,555
		64080 · Insurance						-
		64083 · Insurance, Life						-
		64084 · Insurance, Gen, Liability						-
		64085 · Insurance, Medical						-
		64086 · Insurance, Dental						-
		Total 64080 · Insurance					79,000	79,000
		64090 · Liability Reserve	7,500			3,000		10,500



			FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		64100 - Staff and Volunteer Appreciation	3,000					3,000
<b>Total 64000 - Personnel</b>			<b>573,630</b>	<b>73,033</b>		<b>156,301</b>	<b>79,000</b>	881,965
		65000 - Supplies						-
		65100 - Custodial	14,688			5,712		20,400
		65300 - Library Supplies	-	19,369		-	22,582	41,951
		Library - non-state aid	8,854			2,479		11,333
		65400 - Youth Program Supplies		3,000				3,000
		65000 - Supplies - Other	-					-
<b>Total 65000 - Supplies</b>			<b>23,542</b>	<b>22,369</b>		<b>8,191</b>	<b>22,582</b>	<b>76,684</b>
		66000 - Materials						-
		66310 - System Materials						-
		66311 - Books, State Aid		60,521				60,521
		less HC online		2,600				2,600
		66312 - Periodicals, State Aid		1,500				1,500
		66313 - Continuations, State Aid		500				500
		66314 - Microforms, State Aid		500				500
		66315 - Electronic Resources, State Aid		21,500				21,500
		66317 - AV, State Aid		7,500				7,500
		66320 - Cape Charles Contract #15		2,000				2,000
		Total 66310 - System Materials	-	96,621				96,621
		66350 - Affiliates						-
		66351 - Books, Affiliates			17,000			17,000
		Total 66350 - Affiliates			17,000			17,000
		66900 - Restricted	7,000		5,000			12,000
		Other			5,000			5,000
<b>Total 66000 - Materials</b>			<b>7,000</b>	<b>96,621</b>	<b>27,000</b>	-		<b>130,621</b>
		67000 - Other						-
		67100 - Postage	3,000					3,000

				FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		67200 · Travel & Meals			6,000		2,000		8,000
		67300 · Dues		2,500			1,000		3,500
		67000 · Other - Other							-
<b>Total 67000 · Other</b>				<b>5,500</b>	<b>6,000</b>	-	<b>3,000</b>		<b>14,500</b>
		68000 · Miscellaneous							-
		68100 · Bank Fees		1,000					1,000
		68300 · Refunds		300					300
		68600 · Continuing Education			4,500		1,000		5,500
		MLS Fellowship - State Aid			-				-
		68700 - Tangier			1,000				1,000
		68000 · Miscellaneous - Other		921				3,250	4,171
		Moving expenses (mover; printing; publicity)						91,000	91,000
<b>Total 68000 · Miscellaneous</b>				<b>2,221</b>	<b>5,500</b>	-	<b>1,000</b>	<b>94,250</b>	<b>102,971</b>
		Rent - Onley					4,356	11,520	15,876
<b>69000 · Professional Services</b>									-
		69001 · Professional Services, Financial		16,440			5,760		22,200
		69002 · Professional, Library Services		18,000			5,040	21,000	44,040
		69003 - Erate Consultant		4,040			1,680		5,720
		69004 - Auditor		3,960			1,540	5,648	11,148
		69000 · Professional Services - Other				700			700
<b>Total 69000 · Professional Services</b>				<b>42,440</b>	-	<b>700</b>	<b>14,020</b>	<b>26,648</b>	<b>83,808</b>
<b>Total Expense</b>				<b>778,943</b>	<b>292,133</b>	<b>40,700</b>	<b>224,722</b>	<b>335,250</b>	<b>1,671,749</b>
<b>Net Ordinary Income</b>				(0)	-	-	(0)	-	(1)
<b>Other Expense</b>									
		8010 · Reserve		10,500					
		8020 · Miscellaneous	Restricted carryover						
			Carryover (prior year)	-			-		-
<b>Balance</b>									<b>(1)</b>
		State aid (see 41030)							

				FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
			<i>Column Reference Number</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
			<b>How State Aid Allocated:</b>		FY2023-2024				
			<b>Books &amp; Materials</b>		97,621				
			<b>Salaries</b>		73,033				
			<b>Internet Access</b>		43,610				
			<b>Equipment</b>		32,000				
			<b>Furniture</b>		0				
			<b>Supplies</b>		25,369				
			<b>Other</b>		10,500				
			<b>Contractual Services</b>		10,000				
			<b>Fellowship</b>						
					292,133				





## Eastern Shore Public Library Collection Development Policy

### Purpose of the Policy

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

Library staff *regularly/continually*:

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

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

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### Mission Statement

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

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

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

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

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

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

### **Intellectual Freedom and Censorship**

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

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

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

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

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

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

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

### Criteria for Selecting Materials and the Selection Process

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

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

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

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

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



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

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

### Guidelines for Selection and Use of Materials

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

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

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

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

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

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

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

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

Patron Request for Purchase Consideration

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

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

Gifts

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

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

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

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

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

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~~church and cemetery records~~

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

### Patron Request for Purchase Consideration

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

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

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### Patron Request for Reconsideration

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

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

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

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

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#### MUSTIE:

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

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

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

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

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

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

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## 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 &amp; 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  
**Balance Sheet**  
As of October 31, 2023

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LGIP - Investment Account #1155	67,956.73
Petty Cash	415.75
<b>Truist - Operating #2396</b>	
Liability Reserve	24,756.07
Truist - Operating #2396 - Other	377,116.00
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<b>Total Truist - Operating #2396</b>	401,872.07
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<b>Total Checking/Savings</b>	470,244.55
<b>Other Current Assets</b>	
1300 · Prepaid Expenses	8,665.73
1600 · Deferred Outflows	82,186.00
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<b>Total Other Current Assets</b>	90,851.73
<hr/>	
<b>Total Current Assets</b>	561,096.28
<b>Fixed Assets</b>	
Equipment Purchases	97,804.92
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	230,583.42
1520 · Vehicles	22,000.00
1550 · Accumulated Depreciation	-447,893.91
<hr/>	
<b>Total Fixed Assets</b>	567,953.63
<hr/>	
<b>TOTAL ASSETS</b>	<b>1,129,049.91</b>
<hr/> <hr/>	
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-11,427.00
<hr/>	
<b>Total Accounts Payable</b>	-11,427.00
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	5,605.40
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	-658.83
2300 · Anthem, Dental	-15.19
2360 · AFLAC	227.10
2380 · Compensated Absences	17,458.46
2400 · Net Pension Liability	-30,776.00
2500 · Deferred Inflows	144,852.00
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<b>Total Other Current Liabilities</b>	136,692.99
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<b>Total Current Liabilities</b>	125,265.99
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<b>Total Liabilities</b>	125,265.99

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Accrual Basis

Eastern Shore Public Library

**Balance Sheet**

As of October 31, 2023

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	<u>Oct 31, 23</u>
<b>Equity</b>	
1110 · Retained Earnings	479,714.13
3000 · Opening Bal Equity	489,567.32
Net Income	34,502.47
	<hr/>
<b>Total Equity</b>	1,003,783.92
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,129,049.91</b>
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**Eastern Shore Public Library**  
**Profit & Loss**  
 October 2023

	Oct 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>41000 · Government Income</b>	
41010 · Accomack County	189,668.25
41030 · State Aid	76,632.33
	266,300.58
<b>Total 41000 · Government Income</b>	266,300.58
<b>42000 · Contributions</b>	
42060 · Adopt-A-Book	75.00
42000 · Contributions - Other	1,000.00
	1,075.00
<b>Total 42000 · Contributions</b>	1,075.00
<b>43000 · Reimbursements</b>	
43020 · Island	532.14
43030 · Cape Charles	4,494.33
	5,026.47
<b>Total 43000 · Reimbursements</b>	5,026.47
<b>Total 40000 · INCOME</b>	272,402.05
<b>Total Income</b>	272,402.05
<b>Gross Profit</b>	272,402.05
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61101 · Building Maintenance	148.03
61102 · Building Maintenance, NFL	1,702.93
61104 · Building Maintenance - Parksley	1,139.82
	2,990.78
<b>Total 61100 · Building</b>	2,990.78
<b>61200 · Utilities</b>	
61202 · Electricity	203.42
61202.1 · Electricity - NFL	466.99
61202.2 · Electricity - Parksley	1,485.24
61203 · Telephone	594.54
61204 · Water/Sewer - Parksley	463.85
	3,214.04
<b>Total 61200 · Utilities</b>	3,214.04
61300 · Vehicle Operation	152.41
61400 · Insurance (VRSA)	1,183.00
<b>61500 · Computer</b>	
61513 · Online Services	410.01
61514 · Internet Services, State	1,753.80
61515 · Computer Software	413.00
61517 · Computer Maintenance	564.00
	3,140.81
<b>Total 61500 · Computer</b>	3,140.81

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

	Oct 23
<b>Total 61000 · Operations</b>	10,681.04
<b>62000 · Equipment</b>	
62100 · Equipment, General	-19,468.86
62200 · Equipment, State	1,893.86
<b>62300 · Equipment Maintenance</b>	
62310 · Contractual Services	44.27
62300 · Equipment Maintenance - Other	241.02
	285.29
<b>Total 62300 · Equipment Maintenance</b>	285.29
<b>Total 62000 · Equipment</b>	-17,289.71
<b>63000 · Programs</b>	
63300 · Outreach	2,281.07
	2,281.07
<b>Total 63000 · Programs</b>	2,281.07
<b>64000 · Personnel</b>	
64010 · Salaries - Director	9,248.21
64020 · Salaries - Other	32,478.10
64030 · Hourly Employees	13,410.31
64050 · Payroll Expenses	4,918.61
64070 · Retirement (VRS)	2,910.76
<b>64080 · Insurance</b>	
64085 · Insurance, Medical (Anthem)	5,992.97
64086 · Insurance, Dental (Anthem)	191.41
	6,184.38
<b>Total 64080 · Insurance</b>	6,184.38
<b>Total 64000 · Personnel</b>	69,150.37
<b>65000 · Supplies</b>	
65100 · Custodial	1,207.32
65200 · Office	539.05
65300 · Library	3,281.81
65500 · Archival Supplies	-354.76
	4,673.42
<b>Total 65000 · Supplies</b>	4,673.42
<b>66000 · Materials</b>	
<b>66310 · System Materials</b>	
66311 · Books, State Aid	6,724.47
66313 · Continuations, State Aid	129.13
66315 · Electronic Resources, State Aid	4,855.88
66317 · AV, State Aid	1,440.13
66320 · Cape Charles Contract #15	428.88
66310 · System Materials - Other	-4,002.99
	9,575.50
<b>Total 66310 · System Materials</b>	9,575.50
<b>66350 · Affiliates</b>	
66351 · Books, Affiliates	2,655.69
	2,655.69
<b>Total 66350 · Affiliates</b>	2,655.69

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

	<u>Oct 23</u>
66900 · Restricted	2,535.13
<b>Total 66000 · Materials</b>	<b>14,766.32</b>
67000 · Other	
67100 · Postage	13.94
67200 · Travel & Meals	246.27
67210 · Travel - State Aid	760.92
67300 · Dues	350.00
<b>Total 67000 · Other</b>	<b>1,371.13</b>
68000 · Miscellaneous	
68100 · Bank Fees	123.79
68600 · Continuing Education	350.00
<b>Total 68000 · Miscellaneous</b>	<b>473.79</b>
69000 · Professional Services	
69001 · Professional Services, Financial	1,600.00
69002 · Professional, Library Services	5,633.00
69000 · Professional Services - Other	256.00
<b>Total 69000 · Professional Services</b>	<b>7,489.00</b>
<b>Total 60000 · EXPENSES</b>	<b>93,596.43</b>
<b>Total Expense</b>	<b>93,596.43</b>
<b>Net Ordinary Income</b>	<b>178,805.62</b>
<b>Net Income</b>	<b>178,805.62</b>

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

	Jul - Oct 23	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	379,336.50	758,673.00	-379,336.50	50.0%
41011 · Accomack County On Behalf	0.00	4,300.00	-4,300.00	0.0%
41020 · Northampton County	41,460.50	165,842.00	-124,381.50	25.0%
41030 · State Aid	138,868.33	248,944.00	-110,075.67	55.8%
41040 · Grants	0.00	339,000.00	-339,000.00	0.0%
<b>Total 41000 · Government Income</b>	<b>559,665.33</b>	<b>1,516,759.00</b>	<b>-957,093.67</b>	<b>36.9%</b>
<b>42000 · Contributions</b>				
42010 · ESPL Friends	0.00	5,000.00	-5,000.00	0.0%
42020 · NFL Friends	0.00	4,000.00	-4,000.00	0.0%
42030 · Contributions Unrestricted	0.00	1,000.00	-1,000.00	0.0%
42040 · Contributions Restricted	0.00	5,500.00	-5,500.00	0.0%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	300.00	500.00	-200.00	60.0%
42070 · ESPL Foundation	0.00	55,000.00	-55,000.00	0.0%
42000 · Contributions - Other	1,000.00	0.00	1,000.00	100.0%
<b>Total 42000 · Contributions</b>	<b>1,300.00</b>	<b>71,100.00</b>	<b>-69,800.00</b>	<b>1.8%</b>
<b>43000 · Reimbursements</b>				
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	6,489.88	14,000.00	-7,510.12	46.4%
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>12,966.30</b>	<b>21,600.00</b>	<b>-8,633.70</b>	<b>60.0%</b>
<b>44000 · Fines &amp; Fees</b>				
44010 · Fines	130.94	0.00	130.94	100.0%
44020 · Photocopying	1,208.71	3,500.00	-2,291.29	34.5%
44030 · Fax	0.00	0.00	0.00	0.0%
44040 · Inter Library Loan	36.00	50.00	-14.00	72.0%
44000 · Fines & Fees - Other	20.90	0.00	20.90	100.0%
<b>Total 44000 · Fines &amp; Fees</b>	<b>1,396.55</b>	<b>3,550.00</b>	<b>-2,153.45</b>	<b>39.3%</b>
<b>45000 · Endowments</b>				
45010 · Edmonds (UBS)	0.00	2,000.00	-2,000.00	0.0%
45020 · General (Merrill Lynch)	0.00	0.00	0.00	0.0%
45090 · Miscellaneous Endowments	149.40	15,000.00	-14,850.60	1.0%
<b>Total 45000 · Endowments</b>	<b>149.40</b>	<b>17,000.00</b>	<b>-16,850.60</b>	<b>0.9%</b>
45500 · GASB 68 Benefit	0.00	0.00	0.00	0.0%
46000 · Private Grants	0.00	2,000.00	-2,000.00	0.0%
<b>49000 · Miscellaneous Income</b>				
49020 · Driver Education Test Proctorin	0.00	200.00	-200.00	0.0%
49000 · Miscellaneous Income - Other	0.00	100.00	-100.00	0.0%
<b>Total 49000 · Miscellaneous Income</b>	<b>0.00</b>	<b>300.00</b>	<b>-300.00</b>	<b>0.0%</b>
<b>Total 40000 · INCOME</b>	<b>575,477.58</b>	<b>1,632,309.00</b>	<b>-1,056,831.42</b>	<b>35.3%</b>
<b>Total Income</b>	<b>575,477.58</b>	<b>1,632,309.00</b>	<b>-1,056,831.42</b>	<b>35.3%</b>
<b>Gross Profit</b>	<b>575,477.58</b>	<b>1,632,309.00</b>	<b>-1,056,831.42</b>	<b>35.3%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	1,768.03	6,512.00	-4,743.97	27.2%
61102 · Building Maintenance, NFL	3,584.62	15,000.00	-11,415.38	23.9%
61104 · Building Maintenance - Parksley	1,399.80	38,500.00	-37,100.20	3.6%
61105 · Rent	0.00	15,876.00	-15,876.00	0.0%
61100 · Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 · Building</b>	<b>6,752.45</b>	<b>75,888.00</b>	<b>-69,135.55</b>	<b>8.9%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	0.00	0.00	0.00	0.0%
61202 · Electricity	2,785.90	2,000.00	785.90	139.3%
61202.1 · Electricity - NFL	1,800.44	9,000.00	-7,199.56	20.0%
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	597.35	3,400.00	-2,802.65	17.6%
<b>Total 61200 · Utilities</b>	<b>11,191.24</b>	<b>60,400.00</b>	<b>-49,208.76</b>	<b>18.5%</b>
61300 · Vehicle Operation	687.77	35,000.00	-34,312.23	2.0%
<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%
<b>Total 61400 · Insurance (VRSA)</b>	<b>15,628.00</b>	<b>19,300.00</b>	<b>-3,672.00</b>	<b>81.0%</b>

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

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
<b>61500 · Computer</b>				
61510 · Computer Hardware	51.55	0.00	51.55	100.0%
61511 · Computer Hardware, State	0.00	0.00	0.00	0.0%
61513 · Online Services	1,766.42	27,300.00	-25,533.58	6.5%
61514 · Internet Services, State	3,130.20	11,100.00	-7,969.80	28.2%
61515 · Computer Software	413.00	0.00	413.00	100.0%
61516 · Computer Software, State	0.00	7,818.00	-7,818.00	0.0%
61517 · Computer Maintenance	1,128.00	10,000.00	-8,872.00	11.3%
61518 · Technology	0.00	23,024.00	-23,024.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
<b>Total 61500 · Computer</b>	<b>6,489.17</b>	<b>79,242.00</b>	<b>-72,752.83</b>	<b>8.2%</b>
<b>Total 61000 · Operations</b>	<b>40,748.63</b>	<b>269,830.00</b>	<b>-229,081.37</b>	<b>15.1%</b>
<b>62000 · Equipment</b>				
62100 · Equipment, General	18,452.75	0.00	18,452.75	100.0%
62200 · Equipment, State	1,893.86	108,996.00	-107,102.14	1.7%
62300 · Equipment Maintenance				
62310 · Contractual Services	8,516.15	24,000.00	-15,483.85	35.5%
62300 · Equipment Maintenance - Other	475.34	0.00	475.34	100.0%
<b>Total 62300 · Equipment Maintenance</b>	<b>8,991.49</b>	<b>24,000.00</b>	<b>-15,008.51</b>	<b>37.5%</b>
62000 · Equipment - Other	-580.93	0.00	-580.93	100.0%
<b>Total 62000 · Equipment</b>	<b>28,757.17</b>	<b>132,996.00</b>	<b>-104,238.83</b>	<b>21.6%</b>
<b>63000 · Programs</b>				
63100 · Adult	83.97	3,400.00	-3,316.03	2.5%
63200 · Youth	1,157.71	6,000.00	-4,842.29	19.3%
63300 · Outreach	2,346.97	6,600.00	-4,253.03	35.6%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63000 · Programs - Other	322.93	1,000.00	-677.07	32.3%
<b>Total 63000 · Programs</b>	<b>3,911.58</b>	<b>22,000.00</b>	<b>-18,088.42</b>	<b>17.8%</b>
<b>64000 · Personnel</b>				
64010 · Salaries - Director	29,498.21	89,011.00	-59,512.79	33.1%
64020 · Salaries - Other	130,812.40	403,437.00	-272,624.60	32.4%
64030 · Hourly Employees	59,047.56	179,442.00	-120,394.44	32.9%
64050 · Payroll Expenses	19,539.13	57,415.00	-37,875.87	34.0%
64070 · Retirement (VRS)	11,642.98	35,551.00	-23,908.02	32.8%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.15	0.00	-0.15	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.09	0.00	-0.09	100.0%
64085 · Insurance, Medical (Anthem)	24,795.23	0.00	24,795.23	100.0%
64086 · Insurance, Dental (Anthem)	719.27	0.00	719.27	100.0%
64080 · Insurance - Other	0.00	63,000.00	-63,000.00	0.0%
<b>Total 64080 · Insurance</b>	<b>25,514.26</b>	<b>63,000.00</b>	<b>-37,485.74</b>	<b>40.5%</b>
64090 · Liability Reserve	0.00	10,500.00	-10,500.00	0.0%
64100 · Staff & Volunteer Appreciation	0.00	3,000.00	-3,000.00	0.0%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 64000 · Personnel</b>	<b>276,054.54</b>	<b>841,356.00</b>	<b>-565,301.46</b>	<b>32.8%</b>
<b>65000 · Supplies</b>				
65100 · Custodial	2,414.89	20,400.00	-17,985.11	11.8%
65200 · Office	3,181.22	0.00	3,181.22	100.0%
65300 · Library	8,140.08	84,794.00	-76,653.92	9.6%
65400 · Youth Program Supplies	627.32	3,000.00	-2,372.68	20.9%
65500 · Archival Supplies	0.00	0.00	0.00	0.0%
<b>Total 65000 · Supplies</b>	<b>14,363.51</b>	<b>108,194.00</b>	<b>-93,830.49</b>	<b>13.3%</b>
<b>66000 · Materials</b>				
66310 · System Materials				
66311 · Books, State Aid	17,905.73	63,121.00	-45,215.27	28.4%
66312 · Periodicals, State Aid	515.57	4,000.00	-3,484.43	12.9%
66313 · Continuations, State Aid	188.79	500.00	-311.21	37.8%
66314 · Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 · Electronic Resources, State Aid	4,915.68	15,500.00	-10,584.32	31.7%
66317 · AV, State Aid	2,208.34	6,500.00	-4,291.66	34.0%
66318 · Other Non-Book, State Aid	16.26	0.00	16.26	0.0%
66320 · Cape Charles Contract #15	704.83	2,000.00	-1,295.17	35.2%
66310 · System Materials - Other	-4,002.99	0.00	-4,002.99	100.0%
<b>Total 66310 · System Materials</b>	<b>22,452.21</b>	<b>91,621.00</b>	<b>-69,168.79</b>	<b>24.5%</b>
66350 · Affiliates				
66351 · Books, Affiliates	8,570.84	17,000.00	-8,429.16	50.4%
<b>Total 66350 · Affiliates</b>	<b>8,570.84</b>	<b>17,000.00</b>	<b>-8,429.16</b>	<b>50.4%</b>
66900 · Restricted	3,274.57	17,000.00	-13,725.43	19.3%
<b>Total 66000 · Materials</b>	<b>34,297.62</b>	<b>125,621.00</b>	<b>-91,323.38</b>	<b>27.3%</b>
<b>67000 · Other</b>				
67100 · Postage	704.05	3,000.00	-2,295.95	23.5%
67200 · Travel & Meals	1,905.04	8,000.00	-6,094.96	23.8%



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

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
67210 · Travel - State Aid	760.92	0.00	760.92	100.0%
67300 · Dues	1,694.00	3,500.00	-1,806.00	48.4%
67000 · Other - Other	0.00	102.00	-102.00	0.0%
<b>Total 67000 · Other</b>	<b>5,064.01</b>	<b>14,602.00</b>	<b>-9,537.99</b>	<b>34.7%</b>
<b>68000 · Miscellaneous</b>				
68100 · Bank Fees	123.79	1,000.00	-876.21	12.4%
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 · Tangler	0.00	3,000.00	-3,000.00	0.0%
68000 · Miscellaneous - Other	91,367.50	84,670.00	6,697.50	107.9%
<b>Total 68000 · Miscellaneous</b>	<b>92,098.27</b>	<b>94,470.00</b>	<b>-2,371.73</b>	<b>97.5%</b>
<b>69000 · Professional Services</b>				
69001 · Professional Services, Financial	6,150.00	19,200.00	-13,050.00	32.0%
69002 · Professional, Library Services	23,901.97	41,040.00	-17,138.03	58.2%
69003 · Erate Consultant	4,955.04	7,000.00	-2,044.96	70.8%
69004 · Auditor	5,500.00	5,500.00	0.00	100.0%
69000 · Professional Services - Other	5,629.50	700.00	4,929.50	804.2%
<b>Total 69000 · Professional Services</b>	<b>46,136.51</b>	<b>73,440.00</b>	<b>-27,303.49</b>	<b>62.8%</b>
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
<b>Total 60000 · EXPENSES</b>	<b>541,431.84</b>	<b>1,682,509.00</b>	<b>-1,141,077.16</b>	<b>32.2%</b>
<b>Total Expense</b>	<b>541,431.84</b>	<b>1,682,509.00</b>	<b>-1,141,077.16</b>	<b>32.2%</b>
<b>Net Ordinary Income</b>	<b>34,045.74</b>	<b>-50,200.00</b>	<b>84,245.74</b>	<b>-67.8%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7010 · Interest Income	456.73			
<b>Total Other Income</b>	<b>456.73</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>456.73</b>	<b>0.00</b>	<b>456.73</b>	<b>100.0%</b>
<b>Net Income</b>	<b>34,502.47</b>	<b>-50,200.00</b>	<b>84,702.47</b>	<b>-68.7%</b>

2023 Virginia Library Association Annual Conference

Attendee Name: Charle Ricci

**Monday, October 22<sup>nd</sup>**

10:00 A.M.	Keynote Speaker: Jason Reynolds
1:00 P.M.	Cardinal Cup Author Spotlight: L.M. Elliott
2:00 P.M.	Censorship, Community & Collaboration
4:00 P.M.	Lightning Talks: Collection Management Reports Made Easy

**Tuesday, October 23<sup>rd</sup>**

9:00 A.M.	We've Lost the Battle, Can We Win the War? (Censorship)
10:00 A.M.	Reorganizing & Relocating a Collection
11:15 A.M.	Graphic Bibliographies: Sparking Difficult Conversations with Readers' Advisory
1:15 P.M.	Back to Square One: Revitalizing Reading for Pleasure

Something that I learned at the conference that I'd like to bring back to ESPL:

In the Censorship, Community & Collaboration session, I learned of the importance of collecting insight from members of demographic groups that the library is trying to reach in order to provide better service to the entire community. Temporary focus groups offer an opportunity to gather advice and gain understanding from minority or marginalized individuals without placing a large burden on their time. The collaborative relationship that is created through these focus groups can often lead to these individuals becoming advocates and allies of the library, and vice versa.

Graphic bibliographies would be an excellent addition to our current readers' advisory services. These curated lists of themed topics could get materials into the hands of those patrons reluctant to ask for help, especially for sensitive subjects like domestic abuse or gender identity.

Information from a vendor that I think we should consider adding to resources available at ESPL:

Tiffany, Megan and I plan to meet with a representative from Playaway about their pre-loaded audiobook players. The Playaways could help meet the needs of audiobook listeners who do not have the internet capabilities to stream eAudios, but who no longer have access to a CD player. Cost will be a factor in this decision, as the Playaways are significantly more expensive than physical audiobooks.

2023 Virginia Library Association Annual Conference

Attendee Name: Jazmine Collins

**Monday, October 23<sup>rd</sup>**

10:00 A.M.	Keynote Speaker
1:00 P.M.	Teleservices in Public Libraries
2:00 P.M.	Library Security: Best Practices to keep Staff and Customers Safe
4:00 P.M.	Deal with it: Failure and Complaint at Work

**Tuesday, October 24<sup>th</sup>**

9:00 A.M.	Community at our Core: Washington and Lee University Special Collection and Archives and Community Partners Coming Together to Increase Access to Historic Collections
10:00 A.M.	Bespoke: Crafting a Makerspace for your community
11:15 A.M.	Outreach from Embedded Libraries to Community Demographics
1:15 P.M.	A Rural Library on the Front Lines; an 8 month battle

Something that I learned at the conference that I'd like to bring back to ESPL:

- Teleservices: Many of the libraries that got telehealth booths last year, such as the presenting library, installed some kind of permanent set-up for Zoom or telehealth meetings, we did not because we were not sure of what would be needed and decided to leave the option open for future reconsideration. Now that we are in the new building, the Talkbox does not get very regular use any longer and we do now have meeting rooms. It may be a good idea to designate a laptop to the Talkbox, ramp up how we advertise the booth, and maybe discuss with Rural Health or other local health care organizations if they would have any suggestions as to who in our community may benefit the most from its use. Chesapeake Public Library mentioned that their next push is to connect with the Chamber of Commerce, Workforce Development, the VEC, etc. to try to promote the Talkbox as a station for virtual interviews.

Information from a vender that I think we should consider adding to resources available at ESPL:

- Virginia Relay is considering implementing a program that will offer a TTY phone to be placed in public libraries for patron's to use when necessary. I think that whether ESRL wants to consider one depends entirely on the type of TTY phone.

2023 Virginia Library Association Annual Conference

Attendee Name: Megan Gallipeau

**Monday, October 22<sup>nd</sup>**

10:00 A.M.	Keynote Speaker: Jason Reynolds
1:00 P.M.	What's Happening in National Policy and Advocacy
2:00 P.M.	Celebrating All of your Library History: A Public Awareness Campaign
4:00 P.M.	Dementia Friendly Libraries

**Tuesday, October 23<sup>rd</sup>**

9:00 A.M.	Creating Visual Displays
10:00 A.M.	Bespoke: Crafting a makerspace for your community
11:15 A.M.	Libraries Bringing Communities Together
1:15 P.M.	A Rural Library on the Front Lines: an 8 month battle

**Something that I learned at the conference that I'd like to bring back to ESPL:**

I really thought that the caregiver kit suggestion from Dementia Friendly Libraries, based on the Henrico Library's caregiver kits, were a great idea. We're in an aging community and I've heard for years that we're teetering on the edge of an elderly care availability crisis, and these packs would help support family members going through an already difficult experience. They work the same way as our nature backpacks, with flashcards, AV materials, and nonfiction books with pictures for family members to go through with their family member suffering from dementia. They're designed to help create conversations with the family and keep the person suffering from dementia from being as isolated.

**Information from a vender that I think we should consider adding to resources available at ESPL:**

I saw two items I thought would be useful to our community:

Brainfuse: CollegeNow – The service isn't through Library of Virginia yet, but it offers the same functions as JobNow but for applying to colleges, including college essay review and college interview coaching.

Career Online High School – an accredited high school that is an alternative to a GED for adult learners. The program is 18 credits (the program can take up to 14 transfer credits), takes about a year, and students graduate with a high school diploma. The majority of participants in the program are in their mid 30's, and the rep shared with me that they currently have scholarships available. The program takes 8-10 hours per week as a time commitment from the student.

2023 Virginia Library Association Annual Conference

Attendee Name: Tiffany Flores

**Monday, October 23<sup>rd</sup>**

10:00 A.M.	Keynote Speaker
1:00 P.M.	What's Happening in National Policy & Advocacy
2:00 P.M.	Let's Make Friends! Building Connection and Community Through Outreach
4:00 P.M.	Mobilizing Makerspaces: Creating Space-Efficient Makerspaces and Effective Measurements for Staff, Stats, and Stakeholders.

**Tuesday, October 24<sup>th</sup>**

9:00 A.M.	Design for All: Canva Skills for Non-Designers.
10:00 A.M.	Neurodiversity 101: An Insider's Perspective
11:15 A.M.	LVA On the Go: A new Outreach Initiative.
1:15 P.M.	Back to Square One: Revitalizing Reading for Pleasure

**Something that I learned at the conference that I'd like to bring back to ESPL:**

- Revitalizing Building for Pleasure: This lecture taught me a lot about how to encourage teens and adults to read for fun. It was very helpful to see the variety of programming they were doing to encourage reading for pleasure. One of the programs I enjoyed was the adult 'Book tasting' where people could come to explore multiple books. They also discussed a variety of reading challenges and ensuring kids, teens, and adults had options. Overall, this gave me a lot of ideas about how we might support our community in pleasure reading and engage with them in ways I hadn't thought about before. It also allowed Charle and I time to brainstorm together about adult programming.
- Neurodiversity 101: Out of all the lectures I did, this is the one I found the most helpful in that it reframed neurodiversity in a more open and accepting mindset and taught me tools and methods to help those who are neurodivergent. One of the tips I found helpful was about how to frame questions when someone is overstimulated or in a space of mentally shutting down. They suggested that instead of asking "How can I help" ask yes or no questions because they may be easier to answer. Additionally, I learned about Binaural Beats and Brown Noise, which are both sound frequencies that help ADHD and autistic individuals focus. Overall, it was a refreshing lecture on neurodiversity that covered everything from new language surrounding the topic and common traits of Autism and ADHD.

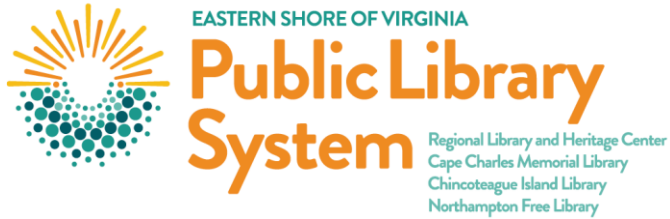
**Information from a vendor that I think we should consider adding to resources available at ESPL:**



Smart Horizons CareerOnline High School: This is a resource that offers adults the opportunity to take courses and receive an accredited high school diploma (different from a GED). Their curriculum consists of language arts, social studies, math, science, and career path courses. The program is an 18-credit course with the ability to transfer up to 14 credits from a high school. Generally, the program takes 18 months to complete. I thought this would be something that may be good to consider for those who don't have their high school diploma.

Contact Information:

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- Lindsey Weiss: [lweiss@shcoe.org](mailto:lweiss@shcoe.org)
- Website: [shcoe.org](http://shcoe.org)



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

October was an exciting time at the Eastern Shore of Virginia Regional Library & Heritage Center. Foot traffic in the building continues to grow. After little more than two months of operation, the new library has distributed more new library cards to shore residents than were given out the entire previous year. We have provided 488 new library cards since opening. Between July 2022 and June 2023, the library in Accomac distributed 477 new library cards.

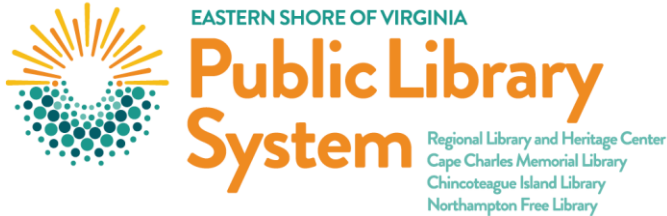
We have also been able to fill space and social connection needs in the community. Since opening, the library has approved 38 room reservations from community members and groups and hosted many more unscheduled room uses. In the past month, the library offered 20 educational and entertainment programs for individuals of various ages. Our Eyeball Craft for teens on the 10<sup>th</sup> was a spooky success. On October 13<sup>th</sup>, we hosted an adult craft program inviting people to learn how to give new life to old books by turning them into pumpkins. We received requests to provide more programming like it in the future and are working to plan similar events. The highlight of October was our Storytime & Candy Parade on October 26<sup>th</sup>. Over 150 people attended the event; many of whom commented that it was their first visit to the new library and that they will be back. It was thrilling to see so many excited children and happy families roaming the library. We were pleased to also be able to offer a presence at several outreach events on the shore this month including Accawmacke Elementary Hall of Treats.



In November, we are looking forward to many more programs. Available programs will include a financial literacy session on the 17<sup>th</sup> offering guidance in planning for your financial future. On the 21<sup>st</sup>, we will host a STEM activity for school aged children. We'll round out the month with an Heirloom Clinic on the 30<sup>th</sup> where archivist Christopher Pote will offer advice about how you can protect family photos and heirlooms for future generations.

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

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



## Report to the Northampton County Board of Supervisors for November 2023.

Northampton Free Library entered a quieter period in October providing time for some much needed restoration of the facility and property. Some of the library's wonderful volunteers took advantage of the cooler weather to provide critical yardwork outside the building. Inside, the Friends of Northampton Free Library group arranged for the library's carpets and bathroom floors to be professionally cleaned. This was a much needed project to remove stains and grime that remained following the HVAC leak last July. The floors look great!

We were able to provide a presence at several outreach opportunities this month including the Agricultural Fair in Machipango. The Agricultural Fair, while windy and wet, was a great way to reach a large number of community members and provide them with a variety of resources. Attendees received information about library services and programs. We were also able to give out free books to many people at the event.



Attendance at library programs dropped in October. Despite the decrease in participation, the library has a number of seasonal and educational events scheduled for November. On Thursday, November 2nd, the library will host an autumn wreath craft activity starting at 5:00 PM. Patrons can request basic tech services help with either personal devices or the library's computers at any time on Tuesdays for Tech Help Tuesdays. Northampton Free Library invites children to a Bedtime Storytime at 6:00 PM on Thursday, November 16th, and will provide a children's STEM craft at 10 AM on Saturday, November 18th. Finally, there will be an all-day open hot apple cider bar on Friday, November 24th. Library visitors can stop by for a cup of hot apple cider and also put together a bag of seasonal mulling spices to use at home.



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

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