



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

August 2023



A New Look

August brought many changes including new name badges for all library system employees. The new badges will help us enhance service at our library locations by offering a visibly recognizable sign to patrons that a person wearing the badge is a library employee. When a patron has a question, they'll know who in the building will be available and able to assist them. The new badges also match the library system's new branding and serve to remind patrons on the shore that although we have multiple library locations, together we are one library system dedicated to serving all residents of Accomack and Northampton Counties.

DIRECTORS' UPDATE

Miranda Wisor, Director



August was a month marked by projects on top of projects keeping the library system somehow busier than usual despite having one facility closed to the public for most of the month. The physical and practical details of moving the contents and services of the library in Accomack to the new facility in Parksley were gargantuan, but I'm thrilled to say that we've done it, we're open, and we are providing library services once again. A few challenges continue to linger as we work toward full operations at the Regional Library and Heritage Center but for the most part, those challenges have had minimal impact on patron use of the facility. Overall, responses from the library's



DIRECTORS' UPDATE CONTINUED

venders have been prompt and helpful. We have also benefited from a very positive collaborative relationship with Public Works with Accomack County and county staff have been exceedingly helpful when questions or concerns about the facility arise.

During the closure, Northampton Free Library extended hours to provide greater services to the Shore. Branch Manager Connor Buyrn worked with librarians Tiffany Flores and Megan Gallipeau to plan refreshed programs for Northampton Free Library as new programs were also planned for the Regional Library to match the availability of the enhanced space.

To enable this enhancement of programs available at both locations, I've worked with Tiffany Flores and Megan Gallipeau to shift their position duties to better match the needs of the library system. Tiffany was the library system's former Children's Librarian before being moved to Administrative Assistant last December. Tiffany has shifted again to serve the library system as our Programs & Outreach Librarian. A position better aligned with her training and experience. Tiffany will lead other library system employees in planning and organizing programs in our Nassawadox and Parksley locations and plan our outreach initiatives. Tiffany will not lead all programs, but instead will lead other library employees in planning, organizing, and presenting programs at the library. Megan has been our Children's Librarian since she began with the library system in January, but Megan is shifting her attention to the system's marketing and technology needs as our Marketing & Digital Strategies Librarian. These changes don't mean that the library system is abandoning programming for young children; those services will still be provided through work by multiple library employees. Megan will retain some programming duties but will also focus on ensuring that the programs and events in Northampton Free Library and the Eastern Shore of Virginia Regional Library & Heritage Center are adequately advertised and she will serve as liaison to vendors and contractors for our technological needs. The shift in duties for both librarians do not represent a difference in classification or pay grade at this time. These changes enable us to better utilize the spaces and expertise that we have available in order to provide enhanced programs and services to all library patrons.

The library staff's excitement is palpable. After so much time of planning and preparing to move, it is now behind us. As we continue to clean up the last lingering details of transferring locations for one of our libraries, we can begin redirecting efforts back to the services that are the core of the work that we do by sharing resources, providing experiences, and fueling discoveries.

Welcome Teresa!

Teresa Wright began working as a temporary Branch Manager at the Chincoteague Island Library in June when a vacancy occurred at the location. Teresa agreed to work at the library through its busiest season to assist the volunteers there with the many programs and events. Teresa's work enabled the library system to conduct a search to fill the position permanently. Following a search and interviews with several strong candidates, Teresa rose to the top of the applicant pile. We are pleased to re-welcome Teresa to the Eastern Shore Public Library System as the part-time Branch Manager at Chincoteague Island Library.

New Staff Resource

Sharing the most recent version of documents and forms between employees and between library locations has been a challenge for the library system. In August, the library system added a staff-only page to our website that is password protected. We have begun using this page to host documents that may be important to all staff at different times to ensure that everyone has access to current information. Available information includes our Incident Report form, Time Off Request Slips, the Employee Handbook, and more.

Find It Virginia for FY24 (October 1, 2023-September 30, 2024)

The Library of Virginia has announced the continuation of all resources provided by the state for the next year with the exception of Entrepreneurial Learning Initiative. The database was licensed with ARPA/CARES Act funds and the state does not have funding to renew the resource next year.

Resources that will continue to be provided include: Homework Help, which offers 24/7 tutoring services to students of the Eastern Shore; Transparent Language Online, which offers language lessons for learners of any age to more than 100 world languages; Gale Legal Forms, which offers customizable fillable legal forms for common legal needs; Explora for personal or school related research on various topics; Magzter, providing digital magazines; and much more.

These resources and more can be found on the library system's website.



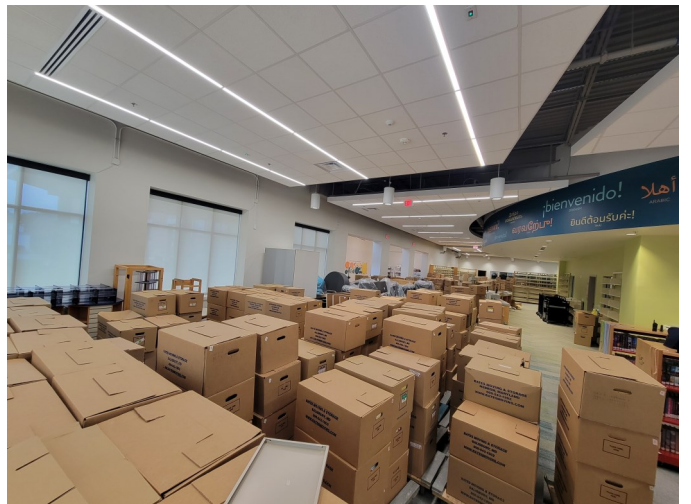
Heritage Center

Christopher Pote, Heritage Center Manager



The Eastern Shore of Virginia Heritage Center is open for business. We're processing material, answering reference questions, accepting collections, and welcoming patrons to use our collections in the Katharine H.S. Edmonds Eastern Shore Room. The Brooks Miles Barnes Archives Room is filling up with its permanent residents.

All of this work commenced this last week, as manager Christopher Pote was able to begin to shift focus back to the Heritage Center. The previous three weeks were concentrated strictly on the physical relocation of the entire Accomac facility. Bates Moving worked non-stop for over a week removing books from shelves, breaking down shelving, reinstalling shelving, and putting books up. Over 3,500 hundred boxes of books were moved. And this is not to mention the truckload after truckload of furniture and office materials. Each item needing to find its way to a pre-designated location or office. There's still some buttoning-up to do. But with the collaboration and hard work of our entire, amazing staff, we did it!





Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



After years of planning, preparation, and anticipation, the move of the Accomac library to Parksley has been completed. With the expert assistance of Bates Moving, the collection shelving that was gleaned from Maryland's Kent County Public Library, as well as much of the Accomac library's existing shelving, was installed. Bates Moving also successfully carried out the relocation of nearly 75,000 books, audiobooks, and video recordings from Accomac to Parksley.

A few adjustments to the shelving and collection layout plans were needed during the move as unanticipated challenges, such as support columns that were wider in reality than on the construction diagrams, were encountered. These issues were addressed through thoughtful collaboration between the moving company and library staff, and adaptations to the original plans were implemented.

Once the collections and shelving were in place, library staff carried out shelf reading projects to ensure that library materials had been relocated in the proper order. Improvements to the shelving were begun to remove the difficult-to-adjust suspended metal wire book supports and replace them with sturdy steel bookends. Additionally, book stands were placed throughout the collections to provide areas to display books. Some shifting of the collections was also carried out so that items are more evenly spaced to allow for easier browsing and shelving.



Now that the patron-facing areas of the library have been readied, Technical Services staff are setting up their workspaces. Desk contents and computers are unpacked and in place, and book processing and cataloging have begun. With the addition of a two new tables, which provide a larger work area intentionally designed for the department's workflow, staff can now unpack, prepare, and process materials to be cataloged for all four Shore libraries more comfortably and efficiently. In the new modern and bright work area, the Technical Services department will be better able to carry out their best work and provide a steady stream of new collection items for ESPL patrons.



Youth Services

Megan Gallipeau, Youth Services Librarian

Active Programming:

We had our last story hour in the Accomac building on Thursday, August 3rd, which was attended by two children. When we reopened in Parksley, the end of summer reading party was attended by four young people, who enjoyed the games, prizes, and pizza party that was held in the teen room. Print calendars of upcoming programs for all ages were shared.

Outreach:

We attended the community health partners outreach after Accomac closed, and reached around 100 visitors. Many visitors expressed interest in the opening of the Parksley building at the end of August.

We were able to give away many books to children and teens. The cookbooks we received from First Book seemed to be especially popular with local adults, which could indicate interest in future cookbook giveaways, or cooking programs.

Summer Reading Program:

The summer reading program wrapped up with a prize drawing on August 29th. There were separate participation tracks for children and teens. Prizes were awarded to participants in both age groups. A top reading child and top reading teen received a \$50 Barnes and Noble gift card, and two children and one teen received a \$25 Amazon gift card.





Programs & Outreach Report

Tiffany Flores

On August 8th, Tiffany Flores and Megan Gallipeau participated in the National Health Center Week (NHCW) by tabling at the Atlantic Community Health Center event. This event saw a steady stream of adults and children who were interested in the free books and informational flyers the library had to offer. Megan and Tiffany were able to distribute a variety of resources, namely library e-resource flyers and information on Medline Plus. This event was successful, serving about 150 people. Eastern Shore Regional Library also attended other NHCW events this week. Miranda Wisor and Jazmine Collins attended the Onley Community Health Center and Eastville Community Health Center events and saw equal success.

Schools will be back in session soon! As part of this exciting time, the Eastern Shore Regional Library was invited to attend Occohannock Elementary School's Open House on August 31st. During this event, Miranda Wisor and Tiffany Flores were able to reach many families about library services and encourage parents to sign up for library cards by using a form brought to the event. While turnout was lower than expected, the event was successful in that it reached many families that didn't have library cards and provided them with the tools needed to get started.

As a part of August's program planning, Tiffany Flores and Megan Gallipeau applied for the **Coastal Virginia Informal STEM Learning at the Library, Community of Practice** project. This project allows library staff across the state of VA to meet and discuss STEM programming in public libraries. The goal of this group is to learn from each other while developing programming that develops STEM awareness, literacy, and skill development. Both Megan and Tiffany got accepted into the program. Megan Gallipeau will be representing the Eastern Shore Regional Library and Tiffany will be representing Northampton Free Library. Starting in September, both librarians will be attending regular meetings and developing programs. They have already scheduled to do sensory bottles as a STEM program for young people in September at both library locations.





Northampton Free Library

Connor Buyn, Branch Manager



August was Northampton Free Library's busiest month of 2023 so far, with more than 1,200 patron visits. The library provided extended hours to 8:00 PM on three Tuesdays in August to provide additional time for patrons who still needed library services while the move to Parksley was under way.

On August 8th, NFL hosted the Chincoteague Bay Field station for a children's event focused on fish. Several live sea creatures were brought to the library for patrons to learn about and enjoy. Outside the building, NFL's dedicated pair of barn swallows successfully raised their second brood of the season. Several patrons have mentioned that they enjoyed the opportunity to watch the chicks grow up and take flight.



Much effort was dedicated this month to developing a full program calendar for September. On each Monday throughout the next month, a member of staff at NFL will be providing story time on demand at any time of the day. On September 7th and 28th, both Thursdays, another member of staff will be available to provide basic technology assistance to library patrons between 12:00 and 1:00 PM. Personal devices are welcome, though library staff cannot make repairs to damaged devices. On Thursday, September 14th, Northampton Free Library will host our first Bedtime Storytime event at 6:00 PM. Young patrons are welcome to visit in pajamas and hear a story read by library staff. Snacks will be provided. On Saturday, September 16th, deputies with the Northampton County Sheriff's Department will visit to read stories to children as part of our new Hometown Heroes series of events. The event will start at 11:30 AM. Between 4:00 and 5:00 PM on Tuesday, September 19th, NFL will host a science and technology focused sensory bottle creation event for children. Finally, between 5:00 and 6:00 PM on Thursday, September 28th, the library will host an arts and crafts event for all ages – patrons will be able to produce their own mug decorated with a marbled pattern.





Cape Charles Memorial Library

Sharon Silvey, Library Manager



The month of August 2023 set record attendance at Cape Charles Memorial Library! Last year, the month of August saw 1,612 people visit CCML and this year we had 2,103 visitors – almost 500 more guests!

Our summer reading program came to an end in mid-August; early statistics show we had over 60 registered participants for the reading program and close to 100 prizes were earned by those who partook.

Programs this month included Cascading Carlos the Juggler, another beach seining collaboration with the staff of UVA’s Coastal Research Center, a handful of story & craft programs, and an owl prowl.

During the summer months, CCML had a display case full of local artifacts discovered by metal detector enthusiast Bill Dyas. Also in the display case was a child’s metal detector, donated by Gone Diggin’, a dedicated group whose mission “is to create a love for history through content creation and the sharing of ethical searches for treasures and historical artifacts.” Throughout the summer, local children were encouraged to enter the drawing for the metal detector. The lucky winners were thrilled and excited and look forward to exploring with their prize.

We would like to thank our Friends of Cape Charles Memorial Library group for their ongoing support. Over the summer they have held monthly book sales to support the library and recently financed 3 new computers for our computer lab.





Chincoteague Island Library



Children's Summer Programs

Tales 4 Tots Storytime ended on August 10 with a picnic. Attendance this summer averaged 20 children each week. The program will resume on September 21 and run through December 21. The Young Explorers' Program finished for the summer on August 10 with a behind the scenes visit to the Island Theatre. The most popular program was the visit from CES art teacher, Jacqui Gilfoyle, who provided the art supplies and instruction for painting shells.



Summer Reading Program—Lubbock's Learners. The program ended on August 12, and the wrap-up party was held on August 24. Sixty-five students signed up for the program. Each student who completed 100 minutes of reading could place a slip in the raffle jar for a Kindle Fire tablet and Chincoteague Monopoly game or choose a prize from the prize box. All students who returned their reading logs of reading bingo cards were eligible for a bag of school supplies which included gift certificates from Mr. Whippy's, Island Creamery, and Refuge Golf. Winners were James Bueno, Ezekiel Zanin, Landon Shue, and Amelia Zanin.

August Cooperative Events at the Island Theatre included Eva Watters, Celtic harpist and storyteller (for adults) and juggler Geoff Marsh, the One-Man Circus (for the children).

We are very excited to welcome our new library manager, Teresa Wright. She has been working with the patrons and volunteers all summer and has done a fantastic job.

We've had some issues with our Broadband internet connection but have been doing our best to keep things going. Our annual newsletter, The Chincoteague Island Library Review, is at the printers. Many fall programs are being planned to include author visits and monthly book clubs.



EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

September 12, 2023, 1:00 PM

Meeting Location: ESPL Regional Library and Heritage Center, 24313 Bennett St., Parksley,
VA.

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes of August 8, 2023
4. Old Business
 - a. Reserve Fund Update
 - b. Correction: Board of Trustees Meetings Calendar
5. Finance Committee (Mason)
6. Financial Report (Wisor)
 - a. Approve updated 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. Policy Handbook Revision Notice
10. Personnel Committee (Rose-Jensen)
11. ESPL Foundation (Custis)
12. Continuing Education
 - a. Presentation by Reagan Thalacker, Library of Virginia
13. Additional Comments
14. Next Meeting: Tuesday, October 10, 2023 at 6 pm, Northampton Free Library, 7745 Seaside Road, Nassawadox, VA.
15. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

8.8.2023 | 1 PM | ESV Regional Library and Heritage Center, 24313 Bennett St.,
Parksley, VA.

Meeting called to order by Chair, Joyce Holland

Attendance

Present:

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

Absent:

None

In Attendance:

Margaret Donahue Lynch, Tiffany Flores, Megan Gallipeau, Paul Muhly, Colette Nelson, Chris Pote, Janet Rochester

Call to Order

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

Public Comments

C. Pote remarked that he had an update to provide on the cornerstone install for the new building. Holland asked that the report be given later on in the meeting.

No additional public comments were made.

Approval of Minutes

Dennis Custis moved that the July 11, 2023 meeting minutes be approved. David Poyer seconded. The motion passed unanimously.

Old Business

2nd Reading: Meeting Room Use Policy (M. Wisor)

Miranda Wisor reported that changes to the Meeting Room Use policy were highlighted in yellow. These changes addressed the Board's concerns from the previous meeting. If any concerns were missed, a third reading could be held.

Joyce Holland commented that the section on additional fees (page 3) covers David Poyer's concerns. J. Holland asked if "duly constituted continuing political groups" (page 2) would mean, for instance, that the

Accomack Republican Party could meet there for their regular meeting. M. Wisor answered, "Yes as long as the room was available."

Dennis Custis moved to accept the amended Meeting Room Use Policy. David Poyer Seconded. The motion passed unanimously.

Finance Committee (M. Mason)

Mike Mason reported that they held their 1st meeting for the FY 24 Fiscal Year Budget. He reported that Miranda Wisor provided a draft of a budget and they were working to finalize it. He expects to have a final draft of the budget by the September meeting.

Financial Report (M. Wisor)

Miranda Wisor commented that each member has an updated Finance Report.

- The only change is that the state aid payment for \$16,000 on the *Profit and Loss* report had been mistakenly attributed to Northampton County; this has been corrected.
- M. Wisor reported that the first quarter deposits have been received from Accomack and Northampton Counties and from the State.
- Last month, Mike Mason asked about the positive balance for "Compensated Absences" under "Other Current Liabilities" on the FY23 Balance Sheet. The balance in that line reflected a leave balance liability based on vacation and sick leave balances for staff.
- As of July 15th, the library system's vacation leave liability was \$17,949.27. Those funds reflect unpaid vacation leave should the library system suddenly close and need to payout leave balances. The library's sick leave liability was \$23,999.60, but those funds are only paid upon retirement. M. Wisor is not anticipating any retirements from ESPL in the near future.
- When M. Wisor spoke with Karen Crockett's office and the library system's auditor, they explained that the liabilities in that section of the report should be expected to be positive. Negatives reflect a lack of funds to cover liabilities.
- M. Mason commented that the last budget was wrong. He understood that M. Wisor explained that some entries had been posted to the wrong year in error, which had caused the issue. Most of his concerns have been fixed or addressed in July's Financial Report. He still thinks that it is odd that the Accounts Payable is negative and suspects there is an issue with how some transactions were classified. M. Wisor hopes that, in the next audit, she can meet with the auditor to get an explanation.
- On July 28th, \$152,144.52 was debited via account transfer from the library's operating budget. The funds were returned on July 31st via account transfer. The discrepancy was found by Karen Crockett's office on August 1st. M. Wisor spoke to the Accomack County Treasurer's Office. The transfer had been to pay for work completed on the building in Parksley. The funds should have been transferred from a different account but were pulled from the library's main operating budget in error. When the error was discovered, the funds were returned to the library's operating budget. Although the debit coincided with payroll, staff were unaffected.
- There was a charge of \$53,997 to our Professional Library Services line in July. That was a bill from SpaceSavers to pay for shelving and storage in the Heritage Center. The amount is reimbursable from the NEH grant, but M. Wisor has asked Karen Crockett's office to transfer the charge to Equipment for cleaner accounting purposes. The Board should see this reflected on next month's financial report.

- The committed county contributions on the Profit & Loss report are inaccurate. Those numbers reflect the budget that was approved prior to the final allocation commitment from Accomack and Northampton Counties. The approved budget contribution from Accomack County was \$758,673 and from Northampton County was \$165,842. M. Wisor is anticipating an updated FY24 consideration and approval by our next meeting.
- At the advice of Kim Armentrout from the Library of Virginia, M. Wisor requested and received an extension from the state for completing our Budget for Expenditures Report for Fiscal Year 2024 because the updated budget to be considered next month will include edits to State Aid expenditures.
- M. Mason asked if the purpose of the report was to detail how the library intends to spend its state allocations for FY24 or does it have other implications. M. Wisor explained that it would likely impact the state budget allocations for the library system. The state library calculations run several years ahead. This report makes sure the library uses its funds appropriately.
- M. Mason asked if the purpose is to ensure the library is spending funds that have been awarded appropriately. M. Wisor answered yes. M. Mason then asked if it's a matter of spending down the funds. M. Wisor explained that no but the Bibliostat report begins in the next month and gathers local contributions and affects continual budget allocations. This report has a bearing on the financial aid the library receives in five years.
- The library system's audit will take place on Wednesday, September 20th. Michael Aukump has sent a "wishlist" of items he intends to review. M. Wisor has forwarded the list to Karen Crockett's office and has begun uploading documents that come directly from the library system
- Gary Heintzelman commented that he knows the state of Virginia has a surplus of funds and wants to know if the library would be able to receive some. Discussion ensued.

Dennis Custis motioned to approve the financial report. David Poyer Seconded. The motion passed unanimously.

Nominating Committee (D. Poyer)

Joyce Holland reported that David Poyer and Dennis Custis met for the Nominating Committee. D. Poyer reported that D. Custis is nominated as the Foundation Liaison and M. Mason as the Vice Chair. Both have graciously agreed to serve.

David Poyer motioned to accept the nominations of those who agreed to serve. Frank Russell Seconded. Mike Mason abstained. Motion passed unanimously.

Branch and Friends Reports (M. Wisor)

- CAPE CHARLES MEMORIAL LIBRARY: See System Report.
 - CHINCOTEAGUE ISLAND LIBRARY: See System Report.
 - NORTHAMPTON FREE LIBRARY: See System Report.
 - ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Janet Rochester reported she is no longer the president of the Friends group; Lillian Waldenmaier will be taking over as president. They have been busy assisting the library with the move and have set up their bookstore. J. Rochester reported they will continue to support the library in programming when it resumes. Joyce Holland thanked Rochester for her tenure.
- M. Wisor reported that the summer is an incredibly busy time for Public Libraries with summer reading programs and it's just been made more so by the move.

- J. Holland commented that it was amazing to see the number of participants especially in the Cape Charles and Chincoteague locations. She hopes to see these kinds of numbers at the Parksley location.
- M. Wisor is hopeful that the new space will see an increase in foot traffic.
- J. Holland asked the Board if everyone had seen Chris Pote's report to the Board of Supervisors. M. Wisor shared this will be sent every month as a way to provide a short update to both county Boards

Library Director's System Report (M. Wisor)

- Miranda Wisor apologized for the 20 email attachments that the Board received as part of the Board Packet this month. M. Wisor is working on getting the software needed to combine multiple PDF files so that, hopefully, next month she'll be able to send a single attachment including all documents for consideration.
- M. Wisor reported that the library has received multiple applications for the vacancy at Chincoteague Island Library. She anticipates hiring a permanent person in the position soon. M. Wisor stated that Theresa Wright, the temporary manager at CIL for the summer, has been doing a fine job during a very busy season.
- M. Wisor was notified that ESPL employee, Will Rinaldo, has been accepted into a college program in Colorado. His last day of employment will be September 2nd. W. Rinaldo has been with the library system since January 2022 working shifts in Accomac and Nassawadox. The library staff wishes him much success in Colorado.
- M. Wisor has been impressed with the hard work, focus, and dedication of all staff this summer. Summers are an incredibly busy time for libraries in general; this year was made more hectic by working to provide standard services while simultaneously preparing for a gargantuan move. As part of her report, she showcased the immense amount of work that Charle Ricci has put into planning the move by presenting her multi-layered, detailed, and color-coded maps.
- The library is planning a Grand Opening celebration in Parksley on Friday, September 8th. M. Wisor is pleased to share that Chairperson Coker of Northampton County BOS and the Vice-Chairperson Phillips of the Accomack County BOS have agreed to say a few words at the opening of the celebration. In a previous notice that M. Wisor sent this Board, she reported that Chairperson Crockett from Accomack County would offer remarks, but unfortunately, he is no longer available. M. Wisor was very pleased that Vice-Chairperson Phillips has agreed to offer a few remarks. M. Wisor was sure that the board would like to extend a personal invitation to all Supervisors of both counties. M. Wisor asked for guidance on how the Board would like those invitations sent. M. Wisor recommended a mailed invitation accompanied by a notice to both county's Administration Offices as she assumes the Administration Offices assist the County Supervisors in maintaining their calendars.
- The Board suggested that written invitations be mailed out to their personal addresses. M. Wisor also asked is the Board could provide her with a list of invitees.
- At our September meeting, Reagan Thalacker from the Library of Virginia will be joining us. R. Thalacker will lead a brief training focused on Library Board Success.
- J. Holland commented that she will be sending staff donuts from the Board of Trustees to celebrate their hard work. M. Wisor recommended that they also sign a card at the next meeting, to be left in the staff break room to thank them for all their hard work.

New Business

Consider Naming Applications (M. Wisor)

Miranda Wisor explained that the Board of Trustees was approving the naming applications to go to the Board of Supervisors.

David Poyer motioned that all four naming opportunities be approved. Dennis Custis seconded. No objections were raised. Frank Russell abstained. The motion passed unanimously.

Approve Housekeeping contract for Parksley Location (M. Wisor)

- Miranda Wisor met with the representatives of two cleaning companies and requested quotes from both companies. She explained that the company the Board recommended does not provide janitorial services. M. Wisor requested quotes for bi-weekly services. She recommends Blue Touch because, while more expensive, they offer bi-weekly services while the other company does not. Each Contract is for 1 year. M. Wisor was concerned about the fact that Blue Touch only accepts Direct Deposit as payment but she was able to work it out with the company and they are willing to be paid by check.
- M. Wisor reported that Blue Touch is \$400 a week and, while significantly higher, they offer more services. D. Poyer commented that it seemed like a fair price for the size of the building. Mason agreed.

David Poyer motioned to accept the contract from Blue Touch. Dennis Custis Seconded. The motion passed unanimously.

- Mike Mason asked if the cleaning would happen after hours or in the morning. M. Wisor answered that it would occur in the morning and she would be present to supervise.

Approve Meeting Locations for FY2024 (M. Wisor)

Joyce Holland reported that before Covid-19, the Board made an effort to meet at all library locations.

- J. Holland is concerned that the 7 p.m. meeting time presented in Meeting Rotation Option 1 would be too late. She explained that, in the past, all meetings were held at 1 p.m. even at other locations.
- M. Wisor explained that, in order to try and preserve the meeting date as every Second Tuesday, the meeting times had to change. The other locations do not have an available meeting room space during open hours and, in order to not disrupt library services, meetings would have to be held after hours. Alternatively, they could choose to close the library at 1:00 p.m. to hold their meetings.
- Frank Russell commented that a 1 p.m. public meeting is hard for working people to make, and that hosting the meeting later may allow more of the public to attend the meeting.
- M. Wisor reported that the second option was to keep the 1 p.m. meeting time and host them all at the same location. Discussion ensued.
- David Poyer commented that it was important to see all the locations. Dennis Custis remarked that the way it was done in the past didn't offer enough space to conduct the meeting. M. Wisor explained that Northampton Free Library's meeting room was not big enough to host the meeting, Cape Charles' upstairs does not offer handicap accessibility, and Chincoteague Island Library is willing to accommodate but they have to close in order to rearrange the space to accommodate the group size.
- D. Poyer asked if it would be more convenient to meet at 5 p.m. M. Wisor explained that to maintain the same date and not close the library early, the meeting times were for after hours. J. Holland commented that it was only once a year and not a regular occurrence.

David Poyer moved to approve the Once a year meetings at the satellite locations. Frank Russell Seconded. No objections were raised. The motion passed unanimously.

M. Wisor will send the updates to both counties.

Reserve Fund Consideration (M. Wisor)

Miranda Wisor reported that the Reserve fund represents funds that were intended to pay for the roof at the Accomac Library or arising emergencies at the facilities. Right now the funds are in a non-interest accruing account; M. Wisor would like the Board to consider transferring these funds into an account that will earn interest.

- David Poyer asked what the amount was. M. Wisor stated that it was about \$65,000. J. Holland explained that the Library had been putting \$10,000 a year into this fund. Frank Russell asked what account the funds came out of. M. Wisor explained that it came out of the Operations Budget.
- James Lilliston commented that the money was in a secure spot. J. Lilliston explained that the funds can't be moved to any account; it has to be a state account and it cannot have risk. He explained that he had two options: LGIP and VIP. He explained they only deal with Local Government Investment Pulls (LGIP) and Virginia Investment Pulls (VIP) which would be what they need.
- J. Lilliston recommended LGIP but believes both are good services with a 4% interest rate. M. Wisor asked if these accounts would be liquid. Mike Mason explained that it would be liquid as long as notice is given before 10:00 a.m. on the day it is needed.

Frank Russell moved to relocate funds into an LGIP account. Dennis Custis Seconded. The motion passed unanimously.

Cornerstone Plans (C. Pote)

Chris Pote will proceed with the install by Wilkins Doughty Funeral Home by September 8th.

- J. Holland asked if the Board would be comfortable in giving permission to the Opening Committee to determine if the Masonic Lodge Ceremony is feasible.

David Poyer moved that the Opening committee be given permission to determine if the Masonic Lodge Ceremony is feasible. Dennis Custis Seconded. Motion passed unanimously.

Personnel Committee (Rose-Jensen)

No report presented.

ESPL Foundation (J. Holland)

Joyce Holland reported that the Foundation is working with the Opening committee.

- The Donor Gala will be held on September 6th. J. Holland reported they were working on a way to unveil the Donor wall.

- Colette Nelson reported that invitations had been sent out; she would like RSVPs sent to her so she can keep a count of attendees. So far, 85 people had said yes to attending.
- C. Nelson reported that the Zero Turn Mower Fundraiser had ended and the drawing had been held the week prior. She reported the Foundation was currently in a lull, however their annual Basket Drawing will begin in August.

Additional Comments

F. Russell presented the following notes to the board:

- He has asked the businesses to install white fences in the back ally.
- He applied for a grant to restore the old shirt factor.
- He asked the Board to consider installing a brass plaque with all Trustee names including past serving members. He suggested it could also be made into an event.
- Russell also suggested that the Board should look into options to generate cash flow outside of Government funding. He suggested that the fundraiser he recommended at the last meeting could be done to honor Robert Bloxom. J. Holland requested that F. Russell send a written request to the Board.

Next Meeting

Tuesday, 09.12.23 | ESV Regional Library and Heritage Center, 24313 Bennett St., Parksley, VA.

Adjournment

Gary Heintzelman moved to adjourn the meeting. Frank Russell seconded. The motion passed unanimously.
The meeting was adjourned at 2:20 p.m. by Chair, Joyce Holland.

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

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP - Investment Account	67,500.00
Petty Cash	415.75
Truist - Operating #2396	
Liability Reserve	24,756.07
Truist - Operating #2396 - Other	306,151.76
Total Truist - Operating #2396	<u>330,907.83</u>
Total Checking/Savings	398,823.58
Other Current Assets	
1300 · Prepaid Expenses	8,665.73
1600 · Deferred Outflows	82,186.00
Total Other Current Assets	<u>90,851.73</u>
Total Current Assets	489,675.31
Fixed Assets	
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
Total Fixed Assets	<u>567,953.63</u>
TOTAL ASSETS	<u><u>1,057,628.94</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-11,427.00
Total Accounts Payable	-11,427.00
Credit Cards	
Cardmember Services Visa	-288.51
Total Credit Cards	-288.51
Other Current Liabilities	
2100 · Payroll Liabilities	5,616.18
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	-333.03
2300 · Anthem, Dental	20.30
2360 · AFLAC	196.20
2380 · Compensated Absences	17,458.46
2400 · Net Pension Liability	-30,776.00
2500 · Deferred Inflows	144,852.00

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

	<u>Aug 31, 23</u>
Total Other Current Liabilities	137,034.16
Total Current Liabilities	<u>125,318.65</u>
Total Liabilities	125,318.65
Equity	
1110 · Retained Earnings	479,657.81
3000 · Opening Bal Equity	489,567.32
Net Income	<u>-36,914.84</u>
Total Equity	<u>932,310.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,057,628.94</u></u>

Eastern Shore Public Library
Profit & Loss
August 2023

	<u>Aug 23</u>
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	
41020 · Northampton County	41,460.50
Total 41000 · Government Income	<u>41,460.50</u>
44000 · Fines & Fees	
44010 · Fines	130.94
44020 · Photocopying	1,208.71
44040 · Inter Library Loan	36.00
44000 · Fines & Fees - Other	20.90
Total 44000 · Fines & Fees	<u>1,396.55</u>
Total 40000 · INCOME	<u>42,857.05</u>
Total Income	<u>42,857.05</u>
Gross Profit	42,857.05
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	175.00
61102 · Building Maintenance, NFL	1,399.58
Total 61100 · Building	<u>1,574.58</u>
61200 · Utilities	
61202 · Electricity	1,173.70
61202.1 · Electricity - NFL	533.12
61202.2 · Electricity - Parksley	723.42
61203 · Telephone	651.43
61204 · Water/Sewer - Parksley	14.00
Total 61200 · Utilities	<u>3,095.67</u>
61300 · Vehicle Operation	148.73
61500 · Computer	
61513 · Online Services	382.03
61514 · Internet Services, State	458.80
Total 61500 · Computer	<u>840.83</u>
Total 61000 · Operations	5,659.81
62000 · Equipment	
62100 · Equipment, General	33,913.99
62300 · Equipment Maintenance	
62310 · Contractual Services	2,163.09
62300 · Equipment Maintenance - Other	43.19
Total 62300 · Equipment Maintenance	<u>2,206.28</u>

Eastern Shore Public Library
Profit & Loss
August 2023

	<u>Aug 23</u>
62000 · Equipment - Other	-54,578.61
Total 62000 · Equipment	-18,458.34
63000 · Programs	
63200 · Youth	915.66
Total 63000 · Programs	915.66
64000 · Personnel	
64010 · Salaries - Director	6,750.00
64020 · Salaries - Other	32,478.10
64030 · Hourly Employees	16,252.52
64050 · Payroll Expenses	4,908.93
64070 · Retirement (VRS)	2,910.76
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	8,446.54
64086 · Insurance, Dental (Anthem)	160.18
Total 64080 · Insurance	8,606.72
Total 64000 · Personnel	71,907.03
65000 · Supplies	
65200 · Office	53.86
65300 · Library	38.94
65400 · Youth Program Supplies	-107.88
65500 · Archival Supplies	354.76
Total 65000 · Supplies	339.68
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	399.53
66312 · Periodicals, State Aid	515.57
66317 · AV, State Aid	104.85
66320 · Cape Charles Contract #15	205.45
Total 66310 · System Materials	1,225.40
66350 · Affiliates	
66351 · Books, Affiliates	492.24
Total 66350 · Affiliates	492.24
66900 · Restricted	16.20
Total 66000 · Materials	1,733.84
67000 · Other	
67100 · Postage	4.86
67200 · Travel & Meals	308.92
Total 67000 · Other	313.78
68000 · Miscellaneous	
68500 · Advertising	150.00

Eastern Shore Public Library
Profit & Loss
August 2023

	<u>Aug 23</u>
68000 · Miscellaneous - Other	91,367.50
Total 68000 · Miscellaneous	91,517.50
69000 · Professional Services	
69001 · Professional Services,Financial	1,475.00
69002 · Professional, Library Services	7,419.00
69003 · Erate Consultant	4,955.04
69000 · Professional Services - Other	5,019.00
Total 69000 · Professional Services	18,868.04
Total 60000 · EXPENSES	172,797.00
Total Expense	172,797.00
Net Ordinary Income	-129,939.95
Net Income	-129,939.95

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

Ordinary Income/Expense	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	189,668.25	797,601.00	-607,932.75	23.8%
41020 · Northampton County	41,460.50	253,618.00	-212,157.50	16.3%
41030 · State Aid	62,236.00	248,944.00	-186,708.00	25.0%
41040 · Grants	0.00	260,000.00	-260,000.00	0.0%
Total 41000 · Government Income	293,364.75	1,560,163.00	-1,266,798.25	18.8%
42000 · Contributions				
42010 · ESPL Friends	0.00	5,000.00	-5,000.00	0.0%
42020 · NFL Friends	0.00	4,000.00	-4,000.00	0.0%
42030 · Contributions Unrestricted	0.00	1,000.00	-1,000.00	0.0%
42040 · Contributions Restricted	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	175.00	500.00	-325.00	35.0%
42070 · ESPL Foundation	0.00	55,000.00	-55,000.00	0.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	175.00	71,100.00	-70,925.00	0.2%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,800.00	5,000.00	800.00	116.0%
43020 · Island	144.28	2,000.00	-1,855.72	7.2%
43030 · Cape Charles	208.81	14,000.00	-13,791.19	1.5%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	500.00	-500.00	0.0%
43000 · Reimbursements - Other	0.00	0.00	0.00	0.0%
Total 43000 · Reimbursements	6,153.09	21,600.00	-15,446.91	28.5%
44000 · Fines & Fees				
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%
Total 44000 · Fines & Fees	1,396.55	3,550.00	-2,153.45	39.3%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	2,000.00	-2,000.00	0.0%
45020 · General (Merrill Lynch)	0.00	0.00	0.00	0.0%
45090 · Miscellaneous Endowments	149.40	15,000.00	-14,850.60	1.0%
Total 45000 · Endowments	149.40	17,000.00	-16,850.60	0.9%
45500 · GASB 68 Benefit	0.00	0.00	0.00	0.0%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
46000 · Private Grants	0.00	2,000.00	-2,000.00	0.0%
49000 · Miscellaneous Income				
49020 · Driver Education Test Proctorin	0.00	200.00	-200.00	0.0%
49000 · Miscellaneous Income - Other	0.00	100.00	-100.00	0.0%
Total 49000 · Miscellaneous Income	0.00	300.00	-300.00	0.0%
Total 40000 · INCOME	301,238.79	1,675,713.00	-1,374,474.21	18.0%
Total Income	301,238.79	1,675,713.00	-1,374,474.21	18.0%
Gross Profit	301,238.79	1,675,713.00	-1,374,474.21	18.0%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	1,600.00	4,000.00	-2,400.00	40.0%
61102 · Building Maintenance, NFL	1,795.83	15,000.00	-13,204.17	12.0%
61104 · Building Maintenance - Parksley	64.98	96,746.00	-96,681.02	0.1%
61105 · Rent	0.00	16,000.00	-16,000.00	0.0%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	3,460.81	131,746.00	-128,285.19	2.6%
61200 · Utilities				
61201 · Fuel Oil	0.00	0.00	0.00	0.0%
61202 · Electricity	1,756.39	2,000.00	-243.61	87.8%
61202.1 · Electricity - NFL	917.67	9,000.00	-8,082.33	10.2%
61202.2 · Electricity - Parksley	2,025.37	60,000.00	-57,974.63	3.4%
61203 · Telephone	1,307.86	6,000.00	-4,692.14	21.8%
61204 · Water/Sewer - Parksley	24.00	2,400.00	-2,376.00	1.0%
Total 61200 · Utilities	6,031.29	79,400.00	-73,368.71	7.6%
61300 · Vehicle Operation	308.42	5,000.00	-4,691.58	6.2%
61400 · Insurance (VRSA)	14,445.00	15,000.00	-555.00	96.3%
61500 · Computer				
61510 · Computer Hardware	0.00	0.00	0.00	0.0%
61511 · Computer Hardware, State	0.00	0.00	0.00	0.0%
61513 · Online Services	1,208.03	27,300.00	-26,091.97	4.4%
61514 · Internet Services, State	917.60	11,100.00	-10,182.40	8.3%
61515 · Computer Software	0.00	0.00	0.00	0.0%
61516 · Computer Software, State	0.00	1,000.00	-1,000.00	0.0%
61517 · Computer Maintenance	564.00	10,000.00	-9,436.00	5.6%
61518 · Technology	0.00	29,550.00	-29,550.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Total 61500 · Computer	2,689.63	78,950.00	-76,260.37	3.4%
Total 61000 · Operations	26,935.15	310,096.00	-283,160.85	8.7%
62000 · Equipment				
62100 · Equipment, General	33,913.99	0.00	33,913.99	100.0%
62200 · Equipment, State	0.00	137,000.00	-137,000.00	0.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	7,865.83	14,000.00	-6,134.17	56.2%
62300 · Equipment Maintenance - Other	193.19	0.00	193.19	100.0%
Total 62300 · Equipment Maintenance	8,059.02	14,000.00	-5,940.98	57.6%
62000 · Equipment - Other	-580.93	0.00	-580.93	100.0%
Total 62000 · Equipment	41,392.08	151,000.00	-109,607.92	27.4%
63000 · Programs				
63100 · Adult	0.00	3,427.00	-3,427.00	0.0%
63200 · Youth	915.66	6,000.00	-5,084.34	15.3%
63300 · Outreach	65.90	6,600.00	-6,534.10	1.0%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63000 · Programs - Other	0.00	1,000.00	-1,000.00	0.0%
Total 63000 · Programs	981.56	22,027.00	-21,045.44	4.5%
64000 · Personnel				
64010 · Salaries - Director	13,500.00	89,230.00	-75,730.00	15.1%
64020 · Salaries - Other	64,956.20	394,586.00	-329,629.80	16.5%
64030 · Hourly Employees	30,564.27	179,442.00	-148,877.73	17.0%
64050 · Payroll Expenses	9,748.19	56,647.00	-46,898.81	17.2%
64070 · Retirement (VRS)	5,821.50	36,504.00	-30,682.50	15.9%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.05	0.00	-0.05	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.03	0.00	-0.03	100.0%
64085 · Insurance, Medical (Anthem)	13,160.26	0.00	13,160.26	100.0%
64086 · Insurance, Dental (Anthem)	348.28	0.00	348.28	100.0%
64080 · Insurance - Other	0.00	51,750.00	-51,750.00	0.0%
Total 64080 · Insurance	13,508.46	51,750.00	-38,241.54	26.1%
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%
Total 64000 · Personnel	138,098.62	821,659.00	-683,560.38	16.8%
65000 · Supplies				
65100 · Custodial	814.01	5,000.00	-4,185.99	16.3%
65200 · Office	1,625.35	0.00	1,625.35	100.0%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
65300 · Library	2,381.00	85,203.00	-82,822.00	2.8%
65400 · Youth Program Supplies	-107.88	2,000.00	-2,107.88	-5.4%
65500 · Archival Supplies	354.76	0.00	354.76	100.0%
Total 65000 · Supplies	5,067.24	92,203.00	-87,135.76	5.5%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	7,758.44	63,121.00	-55,362.56	12.3%
66312 · Periodicals, State Aid	515.57	4,000.00	-3,484.43	12.9%
66313 · Continuations, State Aid	0.00	500.00	-500.00	0.0%
66314 · Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 · Electronic Resources, State Aid	32.89	3,500.00	-3,467.11	0.9%
66317 · AV, State Aid	188.19	6,500.00	-6,311.81	2.9%
66320 · Cape Charles Contract #15	205.45	2,000.00	-1,794.55	10.3%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
Total 66310 · System Materials	8,700.54	79,621.00	-70,920.46	10.9%
66350 · Affiliates				
66351 · Books, Affiliates	4,284.11	16,500.00	-12,215.89	26.0%
Total 66350 · Affiliates	4,284.11	16,500.00	-12,215.89	26.0%
66900 · Restricted	134.68	17,000.00	-16,865.32	0.8%
Total 66000 · Materials	13,119.33	113,121.00	-100,001.67	11.6%
67000 · Other				
67100 · Postage	235.78	3,000.00	-2,764.22	7.9%
67200 · Travel & Meals	1,254.71	7,000.00	-5,745.29	17.9%
67210 · Travel - State Aid	0.00	0.00	0.00	0.0%
67300 · Dues	1,090.00	4,000.00	-2,910.00	27.3%
67000 · Other - Other	0.00	102.00	-102.00	0.0%
Total 67000 · Other	2,580.49	14,102.00	-11,521.51	18.3%
68000 · Miscellaneous				
68100 · Bank Fees	0.00	1,000.00	-1,000.00	0.0%
68300 · Refunds	36.98	300.00	-263.02	12.3%
68500 · Advertising	150.00	0.00	150.00	100.0%
68600 · Continuing Education	70.00	5,500.00	-5,430.00	1.3%
68700 · Tangier	0.00	3,000.00	-3,000.00	0.0%
68000 · Miscellaneous - Other	91,367.50	3,670.00	87,697.50	2,489.6%
Total 68000 · Miscellaneous	91,624.48	13,470.00	78,154.48	680.2%
69000 · Professional Services				
69001 · Professional Services, Financial	4,550.00	19,200.00	-14,650.00	23.7%
69002 · Professional, Library Services	12,093.97	104,135.00	-92,041.03	11.6%

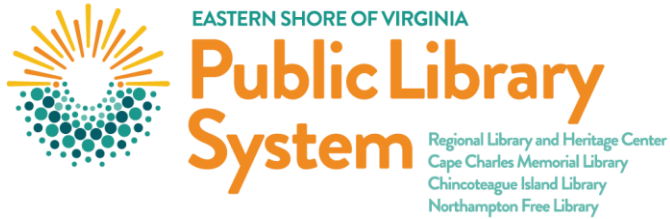
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09/05/23

Accrual Basis

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
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	5,073.50	1,700.00	3,373.50	298.4%
Total 69000 · Professional Services	32,172.51	137,535.00	-105,362.49	23.4%
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	351,971.46	1,675,213.00	-1,323,241.54	21.0%
Total Expense	351,971.46	1,675,213.00	-1,323,241.54	21.0%
Net Ordinary Income	-50,732.67	500.00	-51,232.67	-10,146.5%
Other Income/Expense				
Other Expense				
61103 · Capital	0.00	0.00	0.00	0.0%
8020 · Miscellaneous	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-50,732.67	500.00	-51,232.67	-10,146.5%



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

The move into the new Eastern Shore of Virginia Regional Library & Heritage Center is now complete. Library services in Parksley initiated on Saturday, August 26th and the new Heritage Center opened on Monday, August 28th. Library employees in Parksley have been thrilled to see so many happy faces coming in the doors.

The move was anticipated to take approximately three weeks to complete. Services at the Accomack location ceased on Saturday, August 5th and the move began on Monday, August 7th. Bate's Moving Company from Hebron, MD helped library staff pack up the building and transport books, shelves, equipment, and more to Parksley. Other library vendors have been hard at work getting other services such as Wi-Fi, security, and printing started in the Parksley location. The collaborative working relationship with Facilities Services from Accomack County Public Works has been a very positive working relationship for the library system. We have been and continue to be grateful for the responsiveness and communication that we have received from the department.

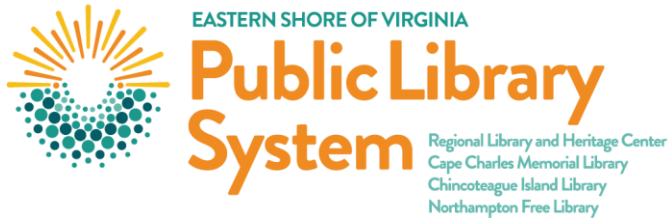


In addition to be a very busy time for moving the library, the staff at Eastern Shore Regional Library have been working hard to prepare a refreshed programming calendar for the library beginning in September. The library will be offering Story Time Anytime every Monday and a 'Hometown Hero' Story Time each month featuring a civil servant from Accomack County. The library was also awarded participation in the Coastal Virginia Informal STEM Learning at the Library, Community of Practice project. This project allows library staff across the state of VA to meet and discuss STEM programming in public libraries and provide resources to assist libraries in offering STEM based programs and services. Beginning in September, the regional library will offer one STEM based program for school-aged children each month.

We are also working to provide programming for all ages each month. We'll be hosting weekly games for teens during after-school hours. September events for adults will include the Dennis Custis Inaugural Lecture and an author visit from Susan Friedland to talk about her new book *Margurite, Misty, and Me*.

In addition to being available on the library's website, print programs of all library events and programs for the month 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 September 2023.

The move into the new Eastern Shore of Virginia Regional Library and Heritage Center is now complete. Library services in Parksley initiated on Saturday, August 26th and the Heritage Center opened on Monday, August 28th. Library employees in Parksley have been thrilled to see so many happy faces coming in the doors.

During the closure of the library in Accomac for the move, Northampton Free Library extended hours on Tuesdays until 8:00p.m. to be more available to library patrons on the Shore until the Regional Library opened. August proved to be Northampton Free Library's busiest month of the year so far with more than 1,200 library visits and more than 1,700 materials borrowed.

On August 8th, NFL hosted the Chincoteague Bay Field station for a children's event focused on fish. Several live sea creatures were brought to the library for patrons to learn about and enjoy.

August was also a busy time as library staff worked together to refresh Northampton Free Library's programs calendar. We've noticed a decrease in attendance to our standard children's story time and so that is being discontinued. Instead, we will offer an evening 'bedtime story time' and one Saturday a month the library will offer "Hometown Hero" story time where a civil servant from Northampton County will lead the library's story time. We anticipate these times will be more convenient for families with young children. The library was also awarded participation in the Coastal Virginia Informal STEM Learning at the Library, Community of Practice project. This project allows library staff across the state of VA to meet and discuss STEM programming in public libraries and provided resources to assist libraries in offering STEM based programs and resources. Beginning in September, Northampton Free Library will offer once STEM based programs for school-aged children each month.

Northampton Free Library is also working to offer more programs for adults. Two Thursdays in September, the library will offer Tech Help sessions for patrons who need dedicated help learning to use their devices. At the end of the month, the library is also hosting a make-and-take craft for patrons who register for the event in advance. Depending on interest, we anticipate making these programs regular offerings at Northampton Free Library.

In addition to being available on the library's website, print programs of all library events and programs for the month are available for pick-up at Northampton Free Library.

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

			FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>			1	2	3	4	5	6
Ordinary Income/Expense								
Income								
40000 · INCOME								
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		248,944				248,944
		Other Govt:						
		41040 - ARPA - tech support						
		41040 NH Tourism grant						
		41040 State Allocation					139,000	139,000
		41040 Northampton Capital					-	-
		41040 NEH Challenge Grant					200,000	200,000
Total 41000 · Government Income			734,093	248,944	-	194,722	339,000	1,516,759
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
Total 42000 · Contributions			41,000		15,100	15,000		71,100
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
Total 43000 · Reimbursements					21,600			21,600

				FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>				1	2	3	4	5	6
44000 · Fines & Fees									-
	44010 · Fines			-					-
	44020 · Photocopying			3,500					3,500
	44030 · Fax			-					-
	44040 · Interlibrary Loan			50					50
Total 44000 · Fines & Fees				3,550					3,550
45000 · Endowments									-
	45090 · Miscellaneous Endowments					-			-
	Edmonds Endowment					2,000			2,000
	Mariner Endowment						15,000		15,000
	Milner Endowment								-
	45090 · Miscellaneous Endowments					-			-
Total 45000 · Endowments						2,000	15,000		17,000
46000 - Private Grants						2,000			2,000
49000 · Miscellaneous Income									-
	49020 · Driver Education Test Proctorin			200					200
	49000 · Miscellaneous Income - Other			100					100
Total 49000 · Miscellaneous Income				300					300
Total 40000 · INCOME				778,943	248,944	40,700	224,722	339,000	1,632,309
Total Income				778,943	248,944	40,700	224,722	339,000	1,632,309
Expense									
60000 · EXPENSES									
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
Total 61100 · Building				50,212	-		9,800		60,012
	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>	1	2	3	4	5	6
		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
		Total 61200 · Utilities	49,748	-	-	10,652		60,400
		61300 · Vehicle Operation	5,000				30,000	35,000
		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
		Total 61400 · Insurance	15,100	-	-	4,200	-	19,300
		61500 · Computer						-
		61510 · Computer Hardware - State Aid					-	-
		Computer Hardware	-					-
		61513 · Online Services,	-	18,800		8,500		27,300
		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						-
		Total 61500 · Computer	4,550	43,610	-	13,882		62,042
		Total 61000 · Operations	124,610	43,610	-	38,534		206,754

			FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>			1	2	3	4	5	6
								-
	62000 · Equipment							-
		62200 · Equipment		9746	1,000		98,250	108,996
		62300 · Equipment Maintenance						-
		62310 · Contractual Services		10000				10,000
		Contractual Services - ESPL/Parksley	7,000			5,000		12,000
		Contractual Services - NFL	2,000					2,000
		62300 · Equipment Maintenance - Other						-
	Total 62000 · Equipment		9,000	19,746	1,000	5,000	98,250	132,996
								-
	63000 · Programs							-
		63100 · Adult		1,000	2,000		400	3,400
		63200 · Youth		2000	4,000			6,000
		63300 · Outreach				1,000	5,600	6,600
		63400 - Foundation Restricted Funds			5,000			5,000
		63000 · Programs - Other			1,000			1,000
	Total 63000 · Programs		-	3,000	12,000	1,000	6,000	22,000
								-
	64000 · Personnel							-
		64010 · Salaries - Director		62,236		26,775		89,011
		64020 · Salaries - Other	301,862			101,575		403,437
		64030 · Hourly Employees	179,442					179,442
		64050 · Payroll Expenses (8.9%)	48,375			9,040		57,415
		64070 · Retirement	26,600			8,951		35,551
		64080 · Insurance						-
		64083 · Insurance, Life						-
		64084 · Insurance, Gen, Liability						-
		64085 · Insurance, Medical						-
		64086 · Insurance, Dental						-
		Total 64080 · Insurance					63,000	63,000
		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>			1	2	3	4	5	6
		64100 - Staff and Volunteer Appreciation	3,000					3,000
Total 64000 - Personnel			563,779	62,236		149,341	63,000	838,356
		65000 - Supplies						-
		65100 - Custodial	14,688			5,712		20,400
		65300 - Library Supplies	-	12,231		-	59,582	71,813
		Library - non-state aid	8,854			2,479	1,648	12,981
		65400 - Youth Program Supplies		3,000				3,000
		65000 - Supplies - Other	-					-
Total 65000 - Supplies			23,542	15,231		8,191	61,230	108,194
		66000 - Materials						-
		66310 - System Materials						-
		66311 - Books, State Aid		60,521				60,521
		less HC online		2,600				2,600
		66312 - Periodicals, State Aid		4,000				4,000
		66313 - Continuations, State Aid		500				500
		66314 - Microforms, State Aid						-
		66315 - Electronic Resources, State Aid		15,500				15,500
		66317 - AV, State Aid		6,500				6,500
		66320 - Cape Charles Contract #15		2,000				2,000
		Total 66310 - System Materials	-	91,621				91,621
		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
Total 66000 - Materials			7,000	91,621	27,000	-		125,621
		67000 - Other						-
		67100 - Postage	3,000					3,000

				FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
<i>Column Reference Number</i>				1	2	3	4	5	6
		67200 · Travel & Meals			6,000		2,000		8,000
		67300 · Dues		2,500			1,000		3,500
		67000 · Other - Other		102					102
Total 67000 · Other				5,602	6,000	-	3,000		14,602
		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			3,000				3,000
		68000 · Miscellaneous - Other		3,670					3,670
		Moving expenses (mover; printing; publicity)						81,000	81,000
Total 68000 · Miscellaneous				4,970	7,500	-	1,000	81,000	94,470
		Rent - Onley					4,356	11,520	15,876
69000 · Professional Services									-
		69001 · Professional Services, Financial		13,440			5,760		19,200
		69002 · Professional, Library Services		18,000			5,040	18,000	41,040
		69003 - Erate Consultant		5,040			1,960		7,000
		69004 - Auditor		3,960			1,540		5,500
		69000 · Professional Services - Other				700			700
Total 69000 · Professional Services				40,440	-	700	14,300	18,000	73,440
Total Expense				778,943	248,944	40,700	224,722	339,000	1,632,309
Net Ordinary Income				(0)	-	-	(0)	-	(0)
Other Expense									
		8010 · Reserve		10,500					
		8020 · Miscellaneous	Restricted carryover						
			Carryover (prior year)	-			-		-
Balance									(0)
			State aid (see 41030)						

				FY 2023-2024 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
			<i>Column Reference Number</i>	1	2	3	4	5	6
			How State Aid Allocated:		FY2023-2024				
			Books & Materials		94,621				
			Salaries		62,236				
			Internet Access		43,610				
			Equipment		9,746				
			Furniture		0				
			Supplies		18,231				
			Other		10,500				
			Contractual Services		10,000				
			Fellowship						
					248,944				