



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

July 2024



Upcoming Highlights for August @ Regional Library & Northampton Free

- 7th: Crochet Stitch-A-Long - ESRL
- 8th: Tech Help - ESRL
- 8th: Teen Creative Writing - ESRL
- 8th: Evening Story Time - Northampton Free
- 10th: Author Talk - Rebecca Freeman discussing *How to Capture a Women's Heart & Keep It!* - ESRL
- 13th: Teen Gamin & Craft Night - ESRL
- 15th: Romance Book Club - ESRL
- 16th: Craft: Embroidery Bookmarks - ESRL
- 17th: Crafters' and Hobbyists' Supply Swap - ESRL
- 27th: Teen Gaming & Manga Book Club - ESRL
- 29th: Craft: Embroidery Bookmarks - Northampton Free
- Tech Help: Every Tuesday - Northampton Free
- Storytime Anytime: Every Monday & Wednesday - Northampton Free

For more information: espl.org; (757) 787-3400

Director's Update



Christopher Pote,
System Director

July marks the beginning of a new fiscal year, and therefore, the compilation of all things year-end for the past fiscal year. This work provides the opportunity to look over the past year and assess the successes and failures. Highlighted by the opening of the new Regional Library & Heritage Center, the Eastern Shore Public System also saw changes in leadership and growth in our core services across the system. Before diving into the reports of specific departments and the branch and affiliate libraries, the following page provides a snapshot of how ESPL serves our communities.



EASTERN SHORE OF VIRGINIA

Public Library System

FISCAL YEAR 2024 USE SNAPSHOT

Circulation

106,306

Books

83,386

Audio

1,603

Video

8,113

In-House Use

2,984

Internet Use

50,270

Computer Use

7,479

iPad Use

676

AWE Computer use

691

WiFi Connections

41,424

Database Use

54,542

MilesFiles

28,700

Libby

11,304

Past Perfect

2,459

Magster

2,295

Other

9,784

Visits

107,010*

Card Holders

11,375

New Cards Added

2,104

Program Attendance

10,668

Social Media Reach

121,073

*Figure submitted for FY23 was miscalculated: FY24 represents 45% increase in patronage across the entire system



EASTERN SHORE OF VIRGINIA

Heritage Center

esplheritage.org

The Heritage Center hosted Kellee Green Blake's lecture More Inborn Strength on July 18th, the second part of a lecture series about women of the Revolutionary era. Part one, Inborn Strength, highlighted three women of Accomack County. In part two, Blake helped the audience understand the lives of three Northampton County women of different social stations; Anne Eyre Mifflin Roberts, Betsey York, and Elizabeth Southall, using details gleaned from various primary source records and her research and the backdrop of the War for Independence to create a narrative of their lives and struggles.



In July, Heritage Center staff reviewed our statistics for the previous fiscal year that ended June 30th. The Heritage Center had a 43% increase in reference assistance to patrons compared to the previous year. This statistic specifically applies to researchers or individuals using the Eastern Shore Room and Archives; it does not include attendance of Heritage Center events or programs in the Lecture Hall. Even though access to the Heritage Center was unavailable for several months during the library's relocation, and access to the archives was further limited, visits to the Eastern Shore Room increased by 20% percent and the number of email contacts has doubled compared to the previous year. Although some patrons do not require help when visiting the Heritage Center, our staff provides direct reference assistance or research help to more than 75% of the Heritage Center's visitors. Some of our online resources, such as Ancestry, decreased in usage. This confirms the Heritage Center's need to prioritize promotion and marketing through social media and highlighting collections on our website.

Jazmine Collins, Circulation and Reference Manager



Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



All about Patron Requests

Patron requests are one way that the library keeps a finger on the pulse of the community's interests. By knowing which titles our customers are interested in, our librarians can customize our book orders and prioritize our cataloging queues to get in-demand items into the hands of our readers as quickly as possible.

Patron requests arrive through multiple sources: by email, through the request form on the library's website, and through the library catalog, ShoreCat. Over the past year, 12,596 items were requested from the collections of the four ESPL libraries. Books were the most requested material format, with 11,786 requests for the printed word. 601 video recordings and 192 audiobooks were requested.

Of the 12,596 requests, over 8,000 were entered directly into the ShoreCat catalog by library patrons themselves. Library staff entered the remainder on behalf of library users, but the rate at which patrons are searching the catalog and submitting their own requests speaks to ShoreCat's ease of use and the digital skills of library patrons.

Items from the library's Fiction collection were requested the most with over 3,000 requests. New Books followed closely with over 2,800 requests. Nonfiction titles were requested over 1,500 times, Mysteries 790, Video Recordings 533, Large Print 433, and Graphic Novels 215.

Titles from the Children's Collection were also frequently requested, with over 600 Picture Books, 470 Fiction, 340 Nonfiction and 211 Graphic Novels reserved by and for our young readers.

Analyzing the request data reveals another pattern of library use on a Shore-wide scale: over 6,900 of the patron requests required the transfer of the requested items from one ESPL library location to another. The strength of our regional system is evident as our shared resources allow each of the four libraries to better meet the needs and interests of Shore readers than it would be possible to do alone.



Programs & Outreach Report

Tiffany Flores

July was a good month of programming filled with a lot of collaborations and successful events.

Chincoteague Bay Field Station's monthly story time attendees made fish suncatchers. On July 12th Tiffany went to the Brownsville Preserve for a special story time featuring a nature walk. Attendees were able to learn about local insects and flora by taking a walk at Brownsville's Pollinator Trail. They even managed to find a frog! This month's STEM programming focused on making fossils using Plaster of Paris and modeling clay. The children that attended used shells to make a variety of neat fossils.

The Regional Library hosted its first-ever Smash Brothers Tournament on July 17th! The participants were able to play Super Smash Brothers Ultimate competitively for prizes. Even after the competition, the kids wanted to continue playing. Tiffany looks forward to hosting regular video game competitions. Maria Burns hosted a Beaded Earring craft program. The attendees greatly enjoyed the craft.



With the summer heat at its peak, outreach opportunities greatly slowed down throughout July. Even so, plans were made for August, September, and October as many opportunities arose throughout July. August is already packed with seven outreach events we will be tabling at and promoting library resources.

Tiffany has been able to focus a lot of her time and energy this month on planning the Makerspace and creating the policy for it. Most of her time has been researching, drafting, and editing the policy so that it can be reviewed. On top of the policy, Tiffany has been making headway on plans to organize the space, purchase supplies, and ensure procedures are in place for when it opens.



Northampton Free Library

Connor Buyn, Branch Manager



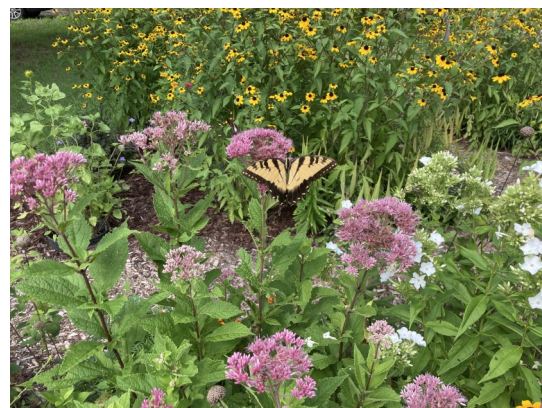
Northampton Free Library offered a full calendar of public programs in the month of July, with Story Time Anytime available on every Monday and Wednesday and Tech Help available by request on every Tuesday. The library also hosted an adult seashell wind chime building craft night and a children's STEM activity focused on make-your-own seashell fossils. A nature hike and story time was also offered at the nearby Brownsville Preserve. The month's most popular event was the special Llama Llama Storytime hosted on Saturday, July 20th – the program was well attended and each child got to adopt and take home their own stuffed llama.



August will see another exciting lineup of programs for patrons of all ages. There is already a bit of a buzz about the make-your-own banana cream pie cooking program scheduled for 6:00 PM on the very first day of the month. This event is free, but space is limited and pre-registration is required. Visit the Northampton Free Library Facebook page or ask a member of library staff for more information.

On the following Thursday, August 8th, there will be another afternoon story time for children starting at 4:00 PM. Snacks will be provided. Finally, there will be an adult craft on Thursday, August 29th at 6:00 PM. Attendees will learn how to cross-stitch their own yarn bookmarks. This program will also be free, but registration will be required. But that's not all! Each attendee to a Northampton Free Library program during the month of August will be entered into a raffle to win a back-to-school gift basket.

In other news, the pollinator garden outside Northampton Free Library is now bursting with color at the height of the summer season. Bees, butterflies, and birds of all kinds have been visiting the garden daily to enjoy native wildflowers like Joe-Pye weed and black-eyed Susan. In addition to maintaining the pollinator garden, the Eastern Shore Master Gardeners are continuing to partner with Northampton Free Library to host a book display and a free seed box inside the building.





Cape Charles Memorial Library

Sharon Silvey, Library Manager



Cape Charles Memorial Library set an all-time attendance record during the month of July 2024 with over 4,100 visitors and more than 850 attendees to our summer programs! Staff has done an incredible job creating and leading our programs, with lots of smiles and laughter!



RECYCLING PROGRAM
with Northampton Extension 4-H
July 9, 2024
Cape Charles Memorial Library



Storytime with Barrier Islands Center
7.16.2024
Cape Charles Memorial Library



US COAST GUARD - CAPE CHARLES
7.18.2024
Cape Charles Memorial Library



Community Helpers
7.11.2024
Cape Charles Memorial Library



Creature Catch, ID, & Release
6.25.2024
Coastal Research Center &
Cape Charles Memorial Library



Storytime
7.16.2024
Cape Charles Memorial Library

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Cape Charles Memorial Library

Sharon Silvey, Library Manager



Juu Bae
The Book of JUUU (Author Chat & Book Signing)
7.8.2024
Cape Charles Memorial Library



Community Helpers
7.11.2024
Cape Charles Memorial Library



STEM (Coding) Program with PBS Education
7.10.2024
Cape Charles Memorial Library



Mollusc Egg
(unknown species)
hiding in slime

Creature Catch, ID, & Release
6.25.2024
Coastal Research Center &
Cape Charles Memorial Library



NATURE DETECTIVES
Virginia Living Museum
7.2.2024
Cape Charles Memorial Library

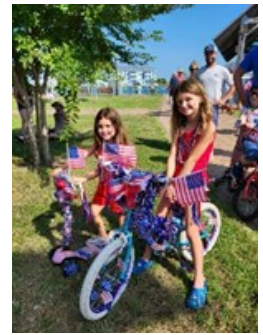


Chincoteague Island Library

Linda Ryan, for the Board of Directors



July on Chincoteague Island: Ponies...seasonal visitors...movies...concerts...programs. The Island and our little library have been experiencing record numbers of adults and children enjoying this special time of the year. Our July activities began with the 4th of July Parade and ended with having one of Misty's descendants visiting our library and a performance at the Island Theatre by magician Rob Westcott.



July 4th Family Parade was a tremendous success. Board President and Master of Ceremony, Paul Miller, welcomed everyone and thanked Lou Bender (Uncle Sam) who helped to organize the event. Following the parade, prizes were awarded to the oldest participant, the youngest participant, and the family with the most participants. Cupcakes and bottled water were also available.



Library Displays and Author Visits: The library has been decked out with patriotic bunting for Independence Day. Chincoteague Ponies and Misty's Birthday are the main themes of the indoor displays. Special thanks to Christopher Pote for sharing these special posters from the Heritage Center.

Lettie Teague, author of Dear Readers and Riders, visited the library and enjoyed the displays. Allison Clark read her book, Pony Swim, to our Tales 4 Tots children; and author, Kris Barnes, entertained library patrons and visitors with excerpts from her book, Kelly's Pond.

Summer Reading: Forty-nine students have enrolled in the summer reading program, Lubbock's Learners, which began on June 17 and will run through August 12. The students are busy reading and filling in their slips to enter the drawing for Kindle Fires which will take place at the wrap-up party on August 22.

Continued on next page...



Chincoteague Island Library

Linda Ryan, for the Board of Directors



Tales 4 Tots Storytime and Young Explorers: Sea Creatures, shell painting, pony stories and pony visits have been keeping our Island children and visitors entertained. On July 11, twenty-two children attended Young Explorers and twenty-one children attended Tales 4 Tots. On July 18, thirty-three children attended Young Explorers and thirty-two children attended Tales 4 Tots. On August 1, both groups of children will be visiting the Museum of Chincoteague. These programs will wrap up on August 8. Tales 4 Tots will begin again in September.



STEM Program for Adults and Children 8 years old and older: Field trip to the Virginia Spaceport on Wallops Island on July 17 at 1 p.m. Many thanks to our library manager, Teresa Wright, for organizing this special event. Twenty-one people were given an informational tour of the facilities. Plans are in the works for another tour at the end of August.



Additionally, we are all so pleased to be the recipient of a grant from the Eastern Shore Public Library Foundation to upgrade our computers and tech services. Thanks to volunteer, Maureen Teague, and library manager, Teresa Wright, for preparing the grant materials.

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

August 13, 2024, 1:00PM

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 July 9, 2024
4. Old Business
 - a. Staff COLA increases
 - b. Facilities Committee report (Poyer)
5. Finance Committee
6. Financial Report (Pote)
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
8. Library Director's System Report (Pote)
9. New Business
 - a. Approval of new Trustees roster
 - b. Vice Chair Nomination (Nominating Committee)
 - c. MakerSpace Policy – 1st Reading
 - d. New Donor Bench
 - e. Founding donors recognition (Russell)
 - f. Gary Heintzelman Board service recognition
10. Personnel Committee (Rose-Jensen)
11. ESPL Foundation (Custis)
12. Additional Comments
13. Next Meeting: Tuesday, September 10, 2024, at 1:00p.m. at Eastern Shore of Virginia Regional Library & Heritage Center, 24313 Bennett St., Parksley, VA
14. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

7.9.23 | 1 PM | Eastern Shore Regional Library & Heritage Center: Parksley, VA
Meeting called to order by Chair, David Poyer

Attendance

Present:

Grayson Chesser, Dennis Custis, Joyce Holland, James Lilliston *ex-officio* (Zoom), Michael Mason, David Poyer (*Chair*), Frank Russell, Maureen Teague

Absent:

Currently there is one vacant board member seat, Carl Rose-Jensen

In Attendance:

Jay Davenport, Tiffany Flores, Kasey Grier, Jamie Johnson, Judy Malarkey, Charle Ricci

Call to Order

The meeting was called to order by David Poyer at 1PM. A quorum was present.

New Trustee Welcome

Maureen Teague was welcomed as a new Board of Trustees member and introduced herself to the Board.

Public Comments

- Judy Malarkey presented the Friends of the Eastern Shore Public Library June 2024 report

Approval of Minutes of June 11, 2024

Joyce Holland moved that the June 11, 2024 meeting minutes be approved. Dennis Custis seconded. Motion passed unanimously.

Old Business

Recognition of Prior Board of Trustees Chair, Joyce Holland (D. Poyer)

David Poyer shared a letter with the Board written in acknowledgement of all of Joyce Holland's excellent contributions to the Library System as Chair of the Board of Trustees. The letter is attached.

Dennis Custis moved to accept the letter of recognition. Grayson Chesser seconded. Motion passed unanimously.

Finance Committee (M. Mason)

Michael Mason shared that the Finance Committee has not met recently-no report.

Financial Report (C. Pote)

Christopher Pote provided an update on the Library System financials:

- FY2024 is over and the Library System operated on a roughly \$90,000 deficit.
 - We over budgeted our grants income by \$151,049
 - The biggest overage was in the Equipment line
 - Several services were prepaid for FY 25: insurance \$15,231; Atrium (catalog) \$8,000; SOVALUe (ebooks): totaling \$28,731

At the conclusion of this portion of C. Pote's report, Michael Mason indicated to the group that it was important to acknowledge that while these expenditures appeared to be a budgetary deficit, they were in fact pre-planned costs to be incurred as part of the moving process and were spent out of ESPL reserves.

- First quarter FY25 disbursement requests have been made and received by both Accomack and Northampton counties.
 - Disbursements from the state should be made in the next week or two.
 - The allocation for Accomack is \$798,025; Northampton = \$239,100; and state aid = \$408,124 for a total of \$1,445,249

C. Pote's goal is to not change any large initiatives that the previous director had planned and to still provide all staff other than himself with a 5% COLA increase in July.

Branch and Friends Reports

- a) CAPE CHARLES MEMORIAL LIBRARY: Included in the Library Director's System report.
- b) CHINCOTEAGUE ISLAND LIBRARY: Included in the Library Director's System report.
- c) NORTHAMPTON FREE LIBRARY: Included in the Library Director's System report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Given by Judy Malarkey during the Public Comments section (report attached to minutes).

Library Director's System Report (C. Pote)

Christopher Pote's system report began with a recap of the many successful Library System events that occurred in June 2024:

- June 15 SummerFest
- June 15 Juneteenth – Northampton

- June 18 – Clara Small lecture about Harriet Tubman
- June 22 Juneteenth – Accomack
- June 26-29 – GHOTES

- July 2 – C. Pote held an All-Staff Meeting –to set the tone for his directorship
 - Staff were told that the next 3 months would be a learning phase. C. Pote wants to learn as much as he can about staff and their roles during this time.
 - C. Pote assigned staff to submit to him: 3 things ESPL does well, and 3 things ESPL does not do well and/or a service/procedure that should be implemented
 - C. Pote is scheduling one-on-one conversations all staff and a site visit to Northampton Free Library on 7/19
 - C. Pote will also complete site visits to Chincoteague 7/12/24 and Cape Charles 7/26/24
- C. Pote has met with 2 officials from the Library of Virginia as part of the new director orientation and is scheduled to meet with several more.
 - The first meeting was with Reagen Thalacker about overall LVA assistance and C. Pote’s role as Secretary of the Board, in particular on-boarding new trustees.
 - C. Pote held Maureen Teague’s new Board member on-boarding meeting on Friday 7/5/24.
 - Yesterday C. Pote met with Kim Armentrout about state aid and Bibliostat, which is the year-end statistical and financial report the library system must report to LVA which by November.
- The year-end statistics were not yet completed for July, but C. Pote will have those stats by the August meeting.
- United for Libraries virtual conference is coming up; C. Pote emailed the details to the BOT. United for Libraries is an advocacy group for Trustees, Foundations, and Friends groups. July 30 is the virtual session for Trustees, and will cover the following topics:
 - Advocacy: The Importance of Leveraging Your Community
 - Preparing for Troubling Times: Tips for Trustees
 - Rising to the Challenge: The Trustee's Role in the "Culture Wars"
 - Securing Tomorrow: Effective Succession Strategies for Library Boards
 - Valuing Your Library: Beyond Cost-Benefit Analysis
- C. Pote is also encouraging the Foundation and Friends to participate and has been informed that Margaret Donahue-Lynch (of the Friends) has already registered.

Chair, David Poyer encouraged the BOT to participate in the United for Libraries virtual conference on 7/30/24.

- Eastern Shore Communications has switched internet providers from Eastern Shore Broadband Authority to Spectrum’s fiber optic network.
- The sign at Fischer’s Corner is completely gone. C. Pote brought this issue to the attention of the BOT in case a need was felt to replace the sign. C. Pote will follow up with Paul Muhly as it is

believed that he has already investigated this issue with VDOT and may be able to advise how to move forward.

- Kellee Blake is presenting in the Regional Library Lecture Hall on 7/18 at 6:30pm – “Inborn Strength Part II, Revolutionary Women of Northampton County”.
- The next fire systems inspection is scheduled for 7/16/24.

FY25 Budget:

- C. Pote submitted the FY25 budget. *Please note, the version originally attached to the board packet contained accurate data, but an incorrect header.* The spreadsheet and the board packet have been amended to reflect the accurate titles and corrected hard copies were provided.
- The majority of the FY25 budget draft was completed by previous System Director, Miranda Wisor, but C. Pote made the requisite adjustments to the decrease in anticipated income.
- Aside from confirmed allocations, C. Pote has been conservative with income considering last fiscal year’s issue, with an anticipated operating budget of \$1,491,899.
- The biggest change this year is personnel costs. Both M. Wisor & C. Pote have broached this in the past, but this budget accounts for:
 - 5% COLA increase for all current staff, and
 - The addition of 3 new positions:
 - The plan is to move Jazmine Collins to the Heritage Center full-time
 - Backfill Jazmine Collins’ Circulation Manager position
 - Add 1 FT position: in Tech Services
 - Add 1 FT position: an Archivist to replace C. Pote

It’s important to note, these positions are budgeted as beginning July 1, with conservative estimates for insurance and retirement expenses, so the actual expenditure will be less, freeing up some funds for other initiatives and/or emergencies.

C. Pote suggested that the Regional Library & Heritage Center work to host the next Heritage Fest. Frank Russell agreed to work with C. Pote to plan the event so that it would work with the schedule of the town of Parksley.

New Business

Approval of Trustees Roster

The new Trustee Roster was submitted for approval.

Joyce Holland moves to accept the roster. Frank Russell seconds. Motion carries unanimously.

Approved roster attached.

Facilities Committee Report (D. Poyer)

David Poyer would like to revive the Facilities Committee and make it more active. The plan is to host quarterly informal inspections checking on fire safety, access, drills, security, etc. Frank Russell volunteered to join the committee. D. Poyer discussed security with Larry Giddens (a former Accomack County Sheriff), who also agreed to join the committee for quarterly security checks.

Northampton Free Library (NFL) Prospectus Phase II Report (D. Poyer)

David Poyer explained that NFL was built in 2005 and opened in Feb. 2006. The architects' plans at the time included a future phase II expansion

- Land has since been donated that will allow for the expansion.
- An architect recently inspected the building with D. Poyer and Connor Buyrn to look for any new items that should be considered.
- D. Poyer shared a proposed phase II scope of work (attached).
- Foundation President, Kasey Grier, shared that the Foundation will be happy to be a partner in this project. The Foundation is very focused on adding more trustees from Northampton County to their Board to help with this project. The Foundation doesn't want to be responsible for the construction process in this project like they were in Parksley; they want to play a supporting role and focus on fundraising.

Joyce Holland moves to proceed with preliminary planning for the Phase II expansion of the Northampton Free Library and authorize the Facilities Committee to work with the Foundation, the County, architects, etc... Frank Russell seconds. Motion passes unanimously.

FY 2025 Budget

Christopher Pote requested the immediate approval of a 5% COLA increase for all staff.

Michael Mason shared that he would feel comfortable approving a 3% increase today but would need to see more data to justify the additional 2% in terms of keeping the library staff range in line with the County employees.

Joyce Holland moves to approve a 3% COLA raise today and refer the additional 2% requested COLA raise to the Finance Committee for review. Frank Russell seconds. Motion passes unanimously.

Michael Mason moves to approve the FY 2025 budget, inclusive of a 3% COLA. Joyce Holland seconds. Motion passed unanimously.

Personnel Committee (C. Rose-Jensen)

Carl Rose-Jensen was not present to report: no report.

Foundation Report (D. Custis)

Dennis Custis shared that the Foundation is still focused on selling tickets for the Zero-Turn lawnmower drawing taking place on July 16, 2024.

Additional Comments

Frank Russell shared an update on the plaque project:

- A sub-committee is now working on a bench in lieu of the originally planned plaque.
- The bench will appear to be made of a stack of books, with the backrest of the bench containing a brief history of the first library on the Eastern Shore and acknowledging the people who worked on and helped to raise the funds for the new library in Parksley.

Next Meeting

Tuesday, 8.13.24 | 1PM Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley, VA.

Adjournment

Dennis Custis moved to adjourn the meeting. Frank Russell seconded. The motion passed unanimously.

The meeting adjourned at 2:16 p.m. by Chair, David Poyer.



Report to Board of Trustees Submitted by Judy Malarkey

Our latest newsletter the Bookworm was mailed in June to all Friends members and extra copies placed on our displays.

SUMMERFEST: ESPL's 2024 SUMMER READING PROGRAM KICK-OFF

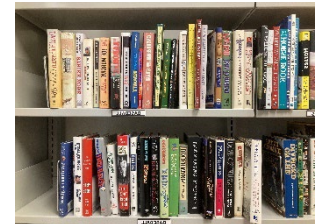
Friends helped make the summer fest event a great success!



Better World Books Literacy Grant.

Better World Books (www.betterworldbooks.com), Earlier this month, we received word that the Friends had been awarded \$3000 (\$1000 more than requested!) from BWB to fund programming for an Early Literacy Program targeting ages birth to age 5. It is hoped that this program will develop early literacy in English, Bi-Lingual Spanish, and Haitian-Creole.

Our bookshop averaged \$95/week over the past 10 months; an extra source of income allowing us to think about which needs of the Regional Library System are most suited to the funding that the friends can offer. Items the Friends have funded in the past include, computer hardware, special supplies of various descriptions, e-books, and programming. We are always happy to help anywhere there is a need.



STEM Activities funding

Our goal is to assist the library in planning events that enhance STEM learning and bring children to the library. The Friends have set aside \$750 for manipulatives encouraging early learning to the preschool population.

The Friends said Farewell to Janet Rochester as she moved on to her new life in Williamsburg. Janet is our wonderful past president, now our President Emeritus.

The Friends thank you for your support!



Friends of the Eastern Shore Public Library is a 501(c)(3) organization.

President: Margaret Donahue Lynch, Vice-President: Vacant,

Treasurer: Carol Callander, Secretary: Kate Baird

Directors: Liz Bochicchio, Judy Malarkey, Sharyn McQuaid, Betsy Reich, Maureen Teague, President Emeritus Janet Rochester Emeritus Ann Scott

THE CURRENT NORTHAMPTON FREE LIBRARY BUILDING (PHASE I) IN NASSAWADOX VA WAS CONSTRUCTED IN 2005 AND INAUGURATED IN FEB 2006. ARCHITECT'S PLANS AT THAT TIME PROVIDED FOR FUTURE EXPANSION. SINCE THEN, PROPERTY HAS BEEN DONATED BY SHELTON ESTATE TO ALLOW FOR SUCH EXPANSION TO THE EASTWARD.

IN CONSULTATION WITH CONNOR BUYRN AND BASED ON INPUTS FROM NFL FRIENDS, PATRONS, AND MORE RECENTLY FROM THE ESPL FOUNDATION AND ARCHITECT NED EICHMAN OF CAPE CHARLES, RECOMMEND THE FOLLOWING FOR PHASE II:

1. New metal roof to replace 20-year-old asphalt shingles.
2. Expansion via two new wings. The N wing, extending fifty feet farther east from existing 6' push-out, will contain student study rooms of varying sizes. The S wing, also extending east, will contain a meeting and event room for up to forty people. The current small meeting room will be repurposed.
3. A flagstoned or brick-paved outdoor reading area for patrons between the new wings, with a water feature and overhead sun shade or pergola.
4. Update of 20-year-old HVAC heat pump with more efficient system, possibly including solar power and geothermal heat pumps.
5. Update of security cameras and monitors.
6. New carpeting in Phase I area.

Additional needs that may lie outside the scope of a Phase II project include expanded parking and an expanded systemwide book delivery service.

A more detailed description of the proposed Phase II improvements is attached.

Respectfully submitted,

Dave Poyer, Board member, Northampton Free Library; Chair, ESPL Board of Trustees.

Detailed description of proposed Phase II NFL

The first item is replacing existing 20-year-old asphalt-shingled roof with standing seam metal roof in a silvery reflective color. Metal roofing can be installed on top of shingles if underlayment is in good condition. Roofing of new additions will match.

Second, add two extensions on the east side of the existing building. These include a gable-roofed extension from the northeast of the building to the eastward, with an exterior North-South dimension of 25 feet (to match the existing structure), and an East-West dimension of 50 feet. This extension includes a central east-west hall with an entrance door connection to the existing adjacent space, several small rooms with windows on either side for student study areas, a multi-use seating space at the east end, and a fire exit. This area has a conventional ceiling with overhead LED lighting.

Third, a gable-roofed southern extension, also extending to the East, with an exterior North-South dimension of 25 feet and an East-West dimension of 62 feet. This will contain one large multiuse 40-person-capacity meeting/event room with a west entrance door to the existing space, an exterior exit, and an exit and brick stair down to the Terrace. This room has a cathedral ceiling with dropped LED lighting.

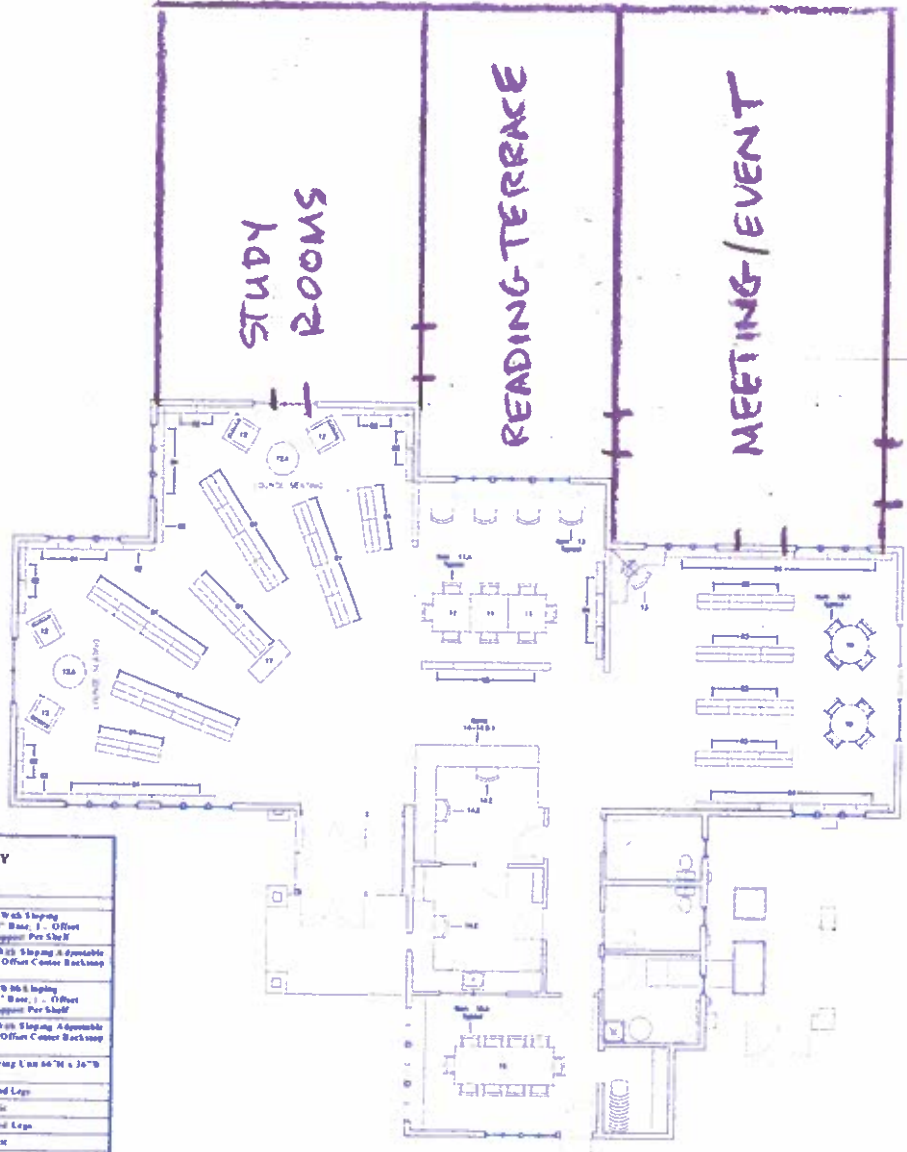
The exterior materials and details of the additions match those of the existing building. The eastern ends of both extensions align, leaving a terrace area between them with a North-South dimension of 18 feet and an East-West dimension of 50-62 feet. This outdoor reading area is paved with flagstone or brick with an overhead trellis or pergola structure and a fountain or other water feature. A fence or wall to exclude wildlife will close it off to the eastward.

The additions total 2800 square feet and the covered outdoor reading area is about 900 square feet.

Update and extend the current HVAC system to the new additions, either with a high efficiency air exchange heat pump or a geothermal heating and cooling system. Also consider solar power placed on the S facing areas of the roof to take advantage of federal grants and reduce future utility expenses.

Update current camera and security system.

Recarpet the Phase I part of the building.



**EASTERN SHORE PUBLIC LIBRARY
EQUIPMENT SCHEDULE**

ITEM NO.	PART NO.	DESCRIPTION
01	WA92102	Easy Double Face Weld Frame Shelving Unit With Slipping Adjustable Base 90"W x 16"W x 16" Shelf; 24" Base; 1 - Offset Center Backstop Per Level; 1 - BSMR Book Support Per Shelf
02	WA91101	Easy Single Face Weld Frame Shelving Unit With Slipping Adjustable Base 90"W x 16"W x 16" Shelf; 17" Base; 1 - Offset Center Backstop Per Level; 1 - BSMR Book Support Per Shelf
03	WA62102	Easy Double Face Weld Frame Shelving Unit With Slipping Adjustable Base 66"W x 16"W x 16" Shelf; 24" Base; 1 - Offset Center Backstop Per Level; 1 - BSMR Book Support Per Shelf
04	WA61101	Easy Single Face Weld Frame Shelving Unit With Slipping Adjustable Base 66"W x 16"W x 16" Shelf; 17" Base; 1 - Offset Center Backstop Per Level; 1 - BSMR Book Support Per Shelf
05	WPa120	Easy Single Face Weld Frame Periodical Shelving Unit 66"W x 16"W x 12" Shelf; 12" Base
10	93-139-500	Bredon Marm Series 41" Round Table w/ Wood Legs
10 A	NE-313-500	Bredon Marm Series Wood Chair; Grade 3 Fabric
11	93-137-500	Bredon Marm Series 42" Square Table w/ Wood Legs
11 A	NE-312-500	Bredon Marm Series Wood Chair; Grade 3 Fabric
12	LS-103-500	Bredon L-3 Series Single Seat Lounge Chair
12 A	93-036-500	Bredon Marm Series 36" Round Lounge Table
13	93-002-500	Bredon Go Series Task Chair w/ Arms; Grade 3 Fabric
14-14 D-1	93 Series	Bredon Marm Series C-Desk/Desk Components
14 E	03-000-500	Bredon Field Series Resolving Task Spring
15	93-134-500	Bredon Marm Series 90"L x 48"W Conference Table
15 A	NE-372-500	Bredon Marm Series Wood Chair; Grade 3 Fabric
16	Kingley	Kingley Book Return - Item 10 A Book Call (1000 5000)
17	00-417-500	Bredon Field Series 48"W x 24"W x 60-61.5-500 Lgh W

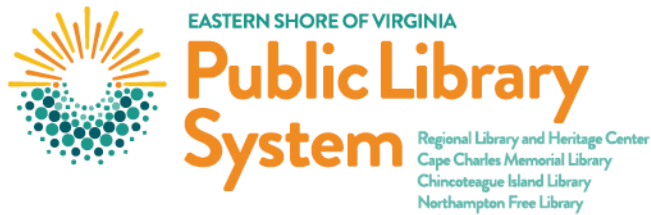
REFERENCE PLAN
SCALE: 1/4" = 1'-0"

MELOS, INC.
 Library Furniture, Shelving and Accessories
 7331 DUDIE ROAD
 MARSHALL, VA 20110
 PHONE 757.221.9611 FAX 757.226.8282

Job No. EASTERN SHORE PUBLIC LIBRARY
 Date: SEPTEMBER 14, 2005
 Drawn by: JAC
 Project No.

SHEET NO. SHELVING & FURNITURE LAYOUT
 SCALE: 1/4" = 1'-0"
 DATE: SEPTEMBER 14, 2005
 DRAWN BY: JAC
 CHECKED BY:

A-1



July 09, 2024

Dear Joyce,

On behalf of the Eastern Shore of Virginia Public Library System's Board of Trustees, permit me to extend our deepest gratitude and heartfelt congratulations on the completion of your term as Chair. Your exemplary leadership over the past two years has been nothing short of extraordinary.

Safely navigating the system through the tumultuous period of the COVID-19 pandemic presented unprecedented challenges. Your foresight and adaptability ensured that our services continued seamlessly, providing essential resources to our community during times of isolation and uncertainty. Your leadership was instrumental in maintaining our commitment to serving our patrons all around the Shore, and now, with the Heritage Center, many other states as well.

The construction of the new library in Parksley, VA, stands as a testament to your vision and dedication. This state-of-the-art facility is a beacon of learning and community engagement. It and the Heritage Center would not exist today without your unwavering resolve and meticulous attention to detail.

More recently, your skillful negotiation of several complicated contracts and selection of a new library director again showcased your remarkable diplomacy and tenacity. You navigated our discussions with grace, securing outcomes that will benefit our two counties for decades to come.

As a model of grace, politesse, and aplomb, you have set a high bar for future leadership! We are profoundly grateful for your service and wish you and JT all the best in your future endeavors.

Warm regards,

David Poyer
Chairman, Eastern Shore Public Library System Board of Trustees

**Eastern Shore Public Library
Board of Trustees, 2024-2025**

July 2024

Chairman: Capt. David Poyer
Vice Chairman: Michael Mason
Treasurer: James Lilliston
Secretary: Christopher Pote

Dennis Custis [2nd term, ends June 30, 2028]
6 Lake Street
Onancock, VA 23417
denniscustis@gmail.com
(757) 787-4209

Janet Justis [1st term, ends June 30, 2027]
20238 Market St.
Onancock, VA 23417
3svag1rl@gmail.com
(757) 685-5133

Moody "M.K." Miles [1st term, ends June 30, 2027]
P.O. Box 37
Saxis, VA 23427
Mkmiles3@gmail.com
(703) 328-2898

Carl Rose-Jensen [1st term, ends June 30, 2025]
PO Box 74
4388 Willis Wharf Rd.
Willis Wharf, VA 23486
rosejensen55@gmail.com
(757) 442-3927

Maureen Teague [1st term, ends June 30, 2028]
30357 Hopeland Rd.
Bloxom, VA 23308
teague.maureen@gmail.com
(603) 325-2230

Frank Russell [1st term, ends June 30, 2026]
P.O. Box 306
Parksley, VA 23421
Frussell@parksley.org
(757) 665-6161

Joyce Holland [2nd term, ends June 30, 2027]
PO Box 15
Nassawadox, VA 23413
joyce trustee@gmail.com
(757) 693-7759

James Lilliston, Serves as Treasurer to the Board
(non-voting)
P.O. Box 296
Accomac, VA 23301
jlilliston@co.accomack.va.us
(757) 787-5740

Grayson Chesser [1st term, ends June 30, 2027]
P.O. Box 12
Sanford, VA 23426
757-824-9666
757-894-5396

Christopher Pote, System Director, Serves as
Secretary to the Board (non-voting)
PO Box 25
Parksley, VA 23421
cpote@espl.org
(757) 787-3400

Captain David Poyer, USNR (Ret.) [2nd term, ends
June 30, 2028]
7018 Wild Flower Ln.
Franktown, VA 23354
david@poyer.com
(757) 442-3013 (home)

* Trustees serve 4-year terms.

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Eastern Shore of Virginia Regional Library and Heritage Center Makerspace Policy and Guidelines

Use and Reservations

Everyone is welcome to use the Eastern Shore of Virginia Regional Library and Heritage Center Makerspace. The Makerspace is available on a first-come, first-served basis: patrons can reserve it for specific tools/technology in advance. Library patrons may reserve the Makerspace room up to two weeks in advance for a max of 3 hours per day per customer. Reservations can be made in person or by phone.

Users of the Makerspace are REQUIRED to meet the following criteria:

1. *Possess an ESPL library card.*
2. *Complete the orientation and training class for appropriate equipment.*
3. *Reviewed the Makerspace Policy and read and signed the Makerspace Liability Form.*

Library patrons 15 and older may use the Makerspace without adult supervision. Library patrons aged 14 and under require adult supervision from a parent/guardian. Both must be trained in the equipment use and present in the Makerspace at all times.

To obtain access to the Makerspace, a library patron must first check in at the front desk and present a library card. Reservations for the room will be held for up to 15 minutes after the initial start time.

A maximum of 6 people are allowed in the Makerspace at any given time.

Makerspace Hours

The Makerspace closes one hour before the library closes. Projects, print jobs, etc. cannot be left running or suspended while the Makerspace is closed. All projects must be completed prior to the Makerspace closing. The Library is not responsible for projects that are unable to be completed within this time frame. Patrons are responsible for all material costs for any finished, incomplete, and/or failed projects.

Equipment and Projects

- All equipment available in the Makerspace may be used free of charge.
- All Library equipment must stay in the Library.
- The library is NOT responsible for any files (digital or print) left behind by customers. Patrons must save their work on a flash drive. Flash drives can be purchased at the front desk.
- Any files on Makerspace equipment will be deleted at the end of the day.
- Computers in the Makerspace must only be used for Makerspace purposes.

Makerspace Orientation and Training

To use Makerspace equipment, patrons must complete equipment orientation and training for each device they wish to use. Patrons cannot use equipment they are not trained to use.

Patrons can schedule orientation and training in-person or over the phone. Training is offered by specific staff and is based on their availability.

Staff must add a note to patron accounts stating which training orientation they completed.

Equipment	Orientation Training Time
Button Press	30 minutes
3D Printer	1 hour
Sewing Machine	1 hour
Insert Cricket Device Here	1 hour
Huion art Tablet	1 hour

Eastern Shore of Virginia Regional Library and Heritage Center reserves the right to halt, delete, or disallow the creation of items that are:

- Prohibited by local, state, or federal law;
- Violate the terms of use of the manufacturer;
- Obscene or otherwise inappropriate for the library environment;
- In violation of another's intellectual property rights;
- Looks like, functions as, or appears to function as weapons, knives, or parts thereof.

Library staff can provide limited assistance in using the equipment and software, if requested.

Behavior Guidelines

By using the Makerspace, patrons agree to adhere to this Makerspace Policy and all relevant policies including the Patron Behavior Policy, the Customer Service Policy, the Public Access Computer and Internet Use Policy, etc. Users of the Makerspace are expected to clean up after themselves. Any accidents, including damage to Library equipment, must be reported immediately.

Supplies and Supply Guidelines

- Patrons may bring in their supplies to use with the equipment as long as it is non-toxic and compatible with the equipment provided.
- Library staff must approve all user-supplied materials and consumables before they are used with equipment. Some materials may produce dangerous fumes or cause

damage to the machines. Library staff may reject certain projects, materials, tools, etc.

- Supplies provided by the library may be available for purchase. Purchasing guidelines are available on request; pricing is subject to change.
- Patrons are responsible for paying all material costs associated with the Makerspace even if the project fails or is incomplete.
- Patrons must stay with ongoing projects including print jobs at all times.
- Patrons should notify staff when they are finished in the room.

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Eastern Shore of Virginia Regional Library and Heritage Center Makerspace Liability Waiver

Protection of Patron Intellectual Property

While the Eastern Shore of Virginia Regional Library and Heritage Center encourages patrons to use the Makerspace equipment and services for innovation and invention, due to the public nature of its facilities, the Library cannot guarantee the security of patrons' intellectual property rights such as copyright or trade secrets. Projects are produced within view of the public, and the Library may photograph and/or record the printing process and publish such photographs and/or recordings in any type of media.

Patrons using the Library's Makerspace equipment and services must accept the risk that their intellectual property may be exposed to or copied by others. The library reserves the right to delete patrons' designs, models, or files on library computers at any time. By utilizing Makerspace equipment, the patron agrees to assume all responsibility for all matters related to the production of an item.

Indemnification

By using the Library's Makerspace equipment/services, you agree to release from, indemnify, and hold harmless the Eastern Shore of Virginia Regional Library and Heritage Center, its officers, employees, board members, agents, and representatives from and against any and all suits, claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to your use of Makerspace equipment and services, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent.

Disclaimer of Liability and Warranty

By using the Library's Makerspace equipment and services, you agree to assume the risk of, and acknowledge that the Eastern Shore of Virginia Regional Library and Heritage Center disclaims all liability for, any and all injuries (including death) resulting from use of equipment and/or items created using equipment owned by the Library. You also agree that objects produced may contain certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of and acknowledge that the Eastern Shore of Virginia Regional Library and Heritage Center disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the Library's Makerspace services.

THE EASTERN SHORE PUBLIC LIBRARY AND HERITAGE CENTER DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESSED OR IMPLIED, ASSOCIATED WITH ITEMS PRODUCED AND/OR DESIGNED USING ITS EQUIPMENT.

Patron Name: _____

Patron Signature: _____

Date: _____

If applicable:

Parent/ Guardian Name: _____

Parent/Guardian Signature: _____

Child's Name: _____

Date: _____

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ADDENDUM A

Application for Naming / Re-naming

Please follow the instructions below when submitting an application for naming a County-owned property.

1. Complete the application by providing detailed information about the proposed name. Please include supplemental information such as articles, letters of support, and signature list with the application.
2. Applications shall be directed to the Office of the County Administrator in order for the application to be considered.

Proposed Name: GRANITE BENCH to be inscribed:

IN MEMORY OF MIGUEL ANGEL BIZZOTTO & JUSTIN KILLEEN-BIZZOTTO WE LOVE AND MISS YOU CK & KELLY

If proposing the name of an individual, please include a biographical description of nominee:

The bench is in memory of Miguel Angel Bizzotto who owned a successful restaurant in Onancock for many years. It also honors his son Justin. This bench has been purchased by his widow, Colleen C. Killeen.

Describe the individual's involvement and distinction in Accomack County:

Miguel Bizzotto was an artisan and restaurateur in Onancock for many years. The restaurant, Bizzotto's Café, contributed to the success of downtown Onancock as a destination for visitors and residents alike.

Describe the individual's connection to the property, facility, street, or structure, if any:

If proposing a name that is not an individual, summarize the reason(s) for the name, including any and all connection with the geographical, cultural, historical or ecological features indigenous to the site or to the immediate vicinity of the site:

Date: July 30, 2024

Name of requester: Katherine C. Grier, President, Eastern Shore Public Library Foundation

Address: PO Box 626, Parksley, VA 23421

Phone Number: 757-787-2500

Please provide any additional information with the application, e.g., newspaper articles, letters of recommendation, etc.

Direct questions to:

Accomack County Administrator
23296 Courthouse Rd.
Accomac, VA 23301
(757) 787-5700

Signature List (Optional)

APPLICATION FOR THE NAMING OR RE-NAMING OF COUNTY-OWNED PROPERTIES, INCLUDING STREETS, STRUCTURES, FACILITIES, LANDSCAPING FEATURES, FURNITURE, BUILDINGS, AND INTERIOR SPACES THEREOF

To: Accomack County Administrator
23296 Courthouse Rd.
Accomac, VA 23301

I/We, the undersigned, do hereby petition the County of Accomack, VA to approve the naming or re-naming of the County-owned property described as:

Legal Description: (Please print or type):

Eastern Shore Public Library

General Location or Street Address:

24313 Bennett Street, Parksley, VA 23421

Please Check Appropriate Application Category:

Naming or Re-naming of a County-Owned Street

Existing Name:
Proposed Name:
Proposed Re-name, if applicable:

County-Owned Property—Park or Library

Existing Name:
Proposed Name: Granite Bench to be inscribed as articulated on page one of this application.
Proposed Re-name, if applicable:

Other County-Owned Property (other than park, library, or street)

Existing Name:
Proposed Name:
Proposed Re-name, if applicable:

Eastern Shore Public Library
Profit & Loss
 July 2024

	Jul 24
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	
41020 · Northampton County	59,775.00
41030 · State Aid	102,031.00
	161,806.00
Total 41000 · Government Income	161,806.00
42000 · Contributions	
42030 · Contributions Unrestricted	700.00
42040 · Contributions Restricted	373.23
42060 · Adopt-A-Book	50.00
	1,123.23
Total 42000 · Contributions	1,123.23
43000 · Reimbursements	
43010 · NFL Book Endowment	6,120.00
43020 · Island	302.50
	6,422.50
Total 43000 · Reimbursements	6,422.50
44000 · Fines & Fees	
44010 · Fines	28.00
	28.00
Total 44000 · Fines & Fees	28.00
Total 40000 · INCOME	169,379.73
Total Income	169,379.73
Gross Profit	169,379.73
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61102 · Building Maintenance, NFL	218.94
61104 · Building Maintenance - Parksley	5,533.94
	5,752.88
Total 61100 · Building	5,752.88
61200 · Utilities	
61202.1 · Electricity - NFL	323.36
61202.2 · Electricity - Parksley	997.21
61203 · Telephone	624.55
61204 · Water/Sewer - Parksley	285.30
	2,230.42
Total 61200 · Utilities	2,230.42
61300 · Vehicle Operation	164.14
61500 · Computer	
61513 · Online Services	10,504.53
61514 · Internet Services, State	264.10
61518 · Technology	968.99
	11,737.62

Eastern Shore Public Library
Profit & Loss
 July 2024

	Jul 24
Total 61500 · Computer	11,737.62
Total 61000 · Operations	19,885.06
62000 · Equipment	
62200 · Equipment, State	379.99
62300 · Equipment Maintenance	
62310 · Contractual Services	1,833.76
Total 62300 · Equipment Maintenance	1,833.76
Total 62000 · Equipment	2,213.75
63000 · Programs	
63200 · Youth	53.46
Total 63000 · Programs	53.46
64000 · Personnel	
64010 · Salaries - Director	8,780.00
64020 · Salaries - Other	28,553.24
64030 · Hourly Employees	15,710.11
64050 · Payroll Expenses	4,778.23
64070 · Retirement (VRS)	2,218.60
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	5,222.56
64086 · Insurance, Dental (Anthem)	111.44
Total 64080 · Insurance	5,334.00
Total 64000 · Personnel	65,374.18
65000 · Supplies	
65100 · Custodial	1,941.95
65200 · Office	251.51
65300 · Library	6,562.84
65500 · Archival Supplies	460.53
Total 65000 · Supplies	9,216.83
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	5,285.13
66313 · Continuations, State Aid	22.93
66317 · AV, State Aid	46.94
66320 · Cape Charles Contract #15	251.20
Total 66310 · System Materials	5,606.20
66350 · Affiliates	
66351 · Books, Affiliates	2,365.80
Total 66350 · Affiliates	2,365.80
66900 · Restricted	1,538.71
Total 66000 · Materials	9,510.71

Eastern Shore Public Library
Profit & Loss
July 2024

	<u>Jul 24</u>
67000 · Other	
67200 · Travel & Meals	543.78
Total 67000 · Other	543.78
68000 · Miscellaneous	
68100 · Bank Fees	305.13
68000 · Miscellaneous - Other	219.41
Total 68000 · Miscellaneous	524.54
69000 · Professional Services	
69001 · Professional Services,Financial	1,600.00
69002 · Professional, Library Services	600.00
Total 69000 · Professional Services	2,200.00
Total 60000 · EXPENSES	109,522.31
Total Expense	109,522.31
Net Ordinary Income	59,857.42
Other Income/Expense	
Other Income	
7010 · Interest Income	325.42
Total Other Income	325.42
Net Other Income	325.42
Net Income	60,182.84

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	0.00	798,025.00	-798,025.00	0.0%
41011 · Accomack County On Behalf	0.00	4,300.00	-4,300.00	0.0%
41020 · Northampton County	59,775.00	239,100.00	-179,325.00	25.0%
41030 · State Aid	102,031.00	408,124.00	-306,093.00	25.0%
41040 · Grants	0.00	0.00	0.00	0.0%
Total 41000 · Government Income	161,806.00	1,449,549.00	-1,287,743.00	11.2%
42000 · Contributions				
42010 · ESPL Friends	0.00	3,800.00	-3,800.00	0.0%
42020 · NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 · Contributions Unrestricted	700.00	1,000.00	-300.00	70.0%
42040 · Contributions Restricted	373.23	5,500.00	-5,126.77	6.8%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	50.00	500.00	-450.00	10.0%
42070 · ESPL Foundation	0.00	0.00	0.00	0.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	1,123.23	12,900.00	-11,776.77	8.7%
43000 · Reimbursements				
43010 · NFL Book Endowment	6,120.00	5,000.00	1,120.00	122.4%
43020 · Island	302.50	2,000.00	-1,697.50	15.1%
43030 · Cape Charles	0.00	14,000.00	-14,000.00	0.0%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	0.00	500.00	-500.00	0.0%
Total 43000 · Reimbursements	6,422.50	21,600.00	-15,177.50	29.7%
44000 · Fines & Fees				
44010 · Fines	28.00	0.00	28.00	100.0%
44020 · Photocopying	0.00	7,500.00	-7,500.00	0.0%
44030 · Fax	0.00	0.00	0.00	0.0%
44040 · Inter Library Loan	0.00	50.00	-50.00	0.0%
44000 · Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 44000 · Fines & Fees	28.00	7,550.00	-7,522.00	0.4%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 · General (Merrill Lynch)	0.00	0.00	0.00	0.0%
45090 · Miscellaneous Endowments	0.00	0.00	0.00	0.0%
Total 45000 · Endowments	0.00	0.00	0.00	0.0%
45500 · GASB 68 Benefit	0.00	0.00	0.00	0.0%
46000 · Private Grants	0.00	0.00	0.00	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	169,379.73	1,491,899.00	-1,322,519.27	11.4%
Total Income	169,379.73	1,491,899.00	-1,322,519.27	11.4%
Gross Profit	169,379.73	1,491,899.00	-1,322,519.27	11.4%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	0.00	0.00	0.00	0.0%
61102 · Building Maintenance, NFL	218.94	15,000.00	-14,781.06	1.5%
61104 · Building Maintenance - Parksley	5,533.94	19,200.00	-13,666.06	28.8%
61105 · Rent	0.00	0.00	0.00	0.0%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	5,752.88	34,200.00	-28,447.12	16.8%
61200 · Utilities				
61201 · Fuel Oil	0.00	0.00	0.00	0.0%
61202 · Electricity	0.00	0.00	0.00	0.0%
61202.1 · Electricity - NFL	323.36	7,000.00	-6,676.64	4.6%
61202.2 · Electricity - Parksley	2,321.29	20,000.00	-17,678.71	11.6%

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
61203 · Telephone	624.55	6,000.00	-5,375.45	10.4%
61204 · Water/Sewer - Parksley	429.50	3,400.00	-2,970.50	12.6%
Total 61200 · Utilities	3,698.70	36,400.00	-32,701.30	10.2%
61300 · Vehicle Operation	260.64	5,000.00	-4,739.36	5.2%
61400 · Insurance (VRSA)				
61401 · Insurance, Building	0.00	0.00	0.00	0.0%
61400 · Insurance (VRSA) - Other	0.00	16,000.00	-16,000.00	0.0%
Total 61400 · Insurance (VRSA)	0.00	16,000.00	-16,000.00	0.0%
61500 · Computer				
61510 · Computer Hardware	0.00	4,000.00	-4,000.00	0.0%
61513 · Online Services	10,504.53	26,620.00	-16,115.47	39.5%
61514 · Internet Services, State	264.10	12,000.00	-11,735.90	2.2%
61515 · Computer Software	0.00	0.00	0.00	0.0%
61516 · Computer Software, State	0.00	7,818.00	-7,818.00	0.0%
61517 · Computer Maintenance	0.00	16,000.00	-16,000.00	0.0%
61518 · Technology	968.99	2,720.00	-1,751.01	35.6%
Total 61500 · Computer	11,737.62	69,158.00	-57,420.38	17.0%
Total 61000 · Operations	21,449.84	160,758.00	-139,308.16	13.3%
62000 · Equipment				
62100 · Equipment, General	0.00	0.00	0.00	0.0%
62200 · Equipment, State	379.99	31,000.00	-30,620.01	1.2%
62300 · Equipment Maintenance				
62310 · Contractual Services	1,833.76	12,000.00	-10,166.24	15.3%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	1,833.76	12,000.00	-10,166.24	15.3%
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 · Equipment	2,213.75	43,000.00	-40,786.25	5.1%
63000 · Programs				
63100 · Adult	0.00	1,500.00	-1,500.00	0.0%
63200 · Youth	53.46	7,000.00	-6,946.54	0.8%
63300 · Outreach	0.00	0.00	0.00	0.0%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63500 · Restricted Programs - Other	0.00	1,000.00	-1,000.00	0.0%
63000 · Programs - Other	0.00	0.00	0.00	0.0%
Total 63000 · Programs	53.46	14,500.00	-14,446.54	0.4%
64000 · Personnel				
64010 · Salaries - Director	8,780.00	105,000.00	-96,220.00	8.4%
64020 · Salaries - Other	28,553.24	452,756.00	-424,202.76	6.3%
64030 · Hourly Employees	15,710.11	180,000.00	-164,289.89	8.7%
64050 · Payroll Expenses	4,778.23	68,085.00	-63,306.77	7.0%
64070 · Retirement (VRS)	2,218.60	65,000.00	-62,781.40	3.4%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.07	0.00	-0.07	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.04	0.00	-0.04	100.0%
64085 · Insurance, Medical (Anthem)	5,222.56	0.00	5,222.56	100.0%
64086 · Insurance, Dental (Anthem)	111.44	0.00	111.44	100.0%
64080 · Insurance - Other	0.00	91,820.00	-91,820.00	0.0%
Total 64080 · Insurance	5,333.89	91,820.00	-86,486.11	5.8%
64090 · Liability Reserve	0.00	10,000.00	-10,000.00	0.0%
64100 · Staff & Volunteer Appreciation	0.00	3,000.00	-3,000.00	0.0%
Total 64000 · Personnel	65,374.07	975,661.00	-910,286.93	6.7%
65000 · Supplies				
65100 · Custodial	2,341.95	26,000.00	-23,658.05	9.0%
65200 · Office	431.46	0.00	431.46	100.0%
65300 · Library	7,035.41	33,467.00	-26,431.59	21.0%
65400 · Youth Program Supplies	0.00	3,000.00	-3,000.00	0.0%
65500 · Archival Supplies	460.53	0.00	460.53	100.0%
Total 65000 · Supplies	10,269.35	62,467.00	-52,197.65	16.4%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	5,285.13	61,437.00	-56,151.87	8.6%
66312 · Periodicals, State Aid	0.00	500.00	-500.00	0.0%
66313 · Continuations, State Aid	22.93	500.00	-477.07	4.6%

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July 2024 through June 2025

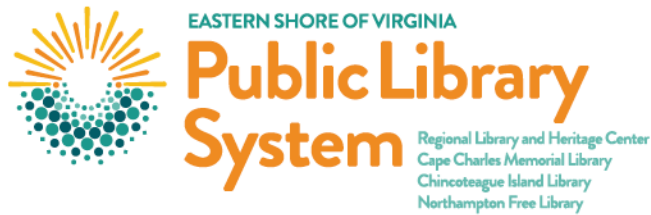
	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
66314 · Microforms, State Aid	0.00	500.00	-500.00	0.0%
66315 · Electronic Resources, State Aid	0.00	25,500.00	-25,500.00	0.0%
66317 · AV, State Aid	46.94	7,500.00	-7,453.06	0.6%
66320 · Cape Charles Contract #15	251.20	2,000.00	-1,748.80	12.6%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
Total 66310 · System Materials	5,606.20	97,937.00	-92,330.80	5.7%
66350 · Affiliates				
66351 · Books, Affiliates	2,365.80	17,000.00	-14,634.20	13.9%
Total 66350 · Affiliates	2,365.80	17,000.00	-14,634.20	13.9%
66900 · Restricted	1,538.71	17,000.00	-15,461.29	9.1%
Total 66000 · Materials	9,510.71	131,937.00	-122,426.29	7.2%
67000 · Other				
67100 · Postage	0.00	3,000.00	-3,000.00	0.0%
67200 · Travel & Meals	543.78	8,000.00	-7,456.22	6.8%
67300 · Dues	0.00	3,500.00	-3,500.00	0.0%
Total 67000 · Other	543.78	14,500.00	-13,956.22	3.8%
68000 · Miscellaneous				
68100 · Bank Fees	305.13	1,000.00	-694.87	30.5%
68300 · Refunds	0.00	300.00	-300.00	0.0%
68500 · Advertising	0.00	0.00	0.00	0.0%
68600 · Continuing Education	0.00	7,800.00	-7,800.00	0.0%
68700 · Tangier	0.00	1,000.00	-1,000.00	0.0%
68000 · Miscellaneous - Other	219.41	0.00	219.41	100.0%
Total 68000 · Miscellaneous	524.54	10,100.00	-9,575.46	5.2%
69000 · Professional Services				
69001 · Professional Services, Financial	3,200.00	20,000.00	-16,800.00	16.0%
69002 · Professional, Library Services	600.00	14,800.00	-14,200.00	4.1%
69003 · Erate Consultant	0.00	5,720.00	-5,720.00	0.0%
69004 · Auditor	0.00	10,000.00	-10,000.00	0.0%
69000 · Professional Services - Other	0.00	0.00	0.00	0.0%
Total 69000 · Professional Services	3,800.00	50,520.00	-46,720.00	7.5%
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	113,739.50	1,463,443.00	-1,349,703.50	7.8%
Total Expense	113,739.50	1,463,443.00	-1,349,703.50	7.8%
Net Ordinary Income	55,640.23	28,456.00	27,184.23	195.5%
Other Income/Expense				
Other Income				
7010 · Interest Income	325.42			
Total Other Income	325.42			
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	325.42	0.00	325.42	100.0%
Net Income	55,965.65	28,456.00	27,509.65	196.7%

Eastern Shore Public Library
Balance Sheet
 As of July 31, 2024

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	
LGIP - Investment Account #1155	71,128.89
Petty Cash	
Main	103.04
NFL	76.87
Total Petty Cash	179.91
Truist - Operating #2396	
Liability Reserve	31,924.64
Truist - Operating #2396 - Other	283,681.62
Total Truist - Operating #2396	315,606.26
Total Checking/Savings	386,915.06
Other Current Assets	
1300 · Prepaid Expenses	21,609.08
1400 · Security Deposit	1,600.00
Total Other Current Assets	23,209.08
Total Current Assets	410,124.14
Fixed Assets	
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	568,040.09
1516 · Equipment Purchases	97,804.92
1520 · Vehicles	51,680.00
1550 · Accumulated Depreciation	-486,134.07
Total Fixed Assets	896,850.14
Other Assets	
1600 · Deferred Outflows	63,258.00
1700 · Right-to-use Asset	20,800.00
Total Other Assets	84,058.00
TOTAL ASSETS	1,391,032.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,506.26
Total Accounts Payable	10,506.26
Credit Cards	
Atlantic Union Credit Card	495.66
Total Credit Cards	495.66

Eastern Shore Public Library
Balance Sheet
As of July 31, 2024

	<u>Jul 31, 24</u>
Other Current Liabilities	
2100 · Payroll Liabilities	4,691.95
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	826.64
2300 · Anthem, Dental	53.09
2310 · Garnishment	91.08
2360 · AFLAC	165.30
2380 · Compensated Absences	20,512.97
2400 · Net Pension Liability	67,309.00
2500 · Deferred Inflows	39,997.00
2700 · Lease Liability	20,800.00
	<hr/>
Total Other Current Liabilities	154,447.08
	<hr/>
Total Current Liabilities	165,449.00
	<hr/>
Total Liabilities	165,449.00
	<hr/>
Equity	
1110 · Retained Earnings	675,833.12
3000 · Opening Bal Equity	489,567.32
Net Income	60,182.84
	<hr/>
Total Equity	1,225,583.28
	<hr/>
TOTAL LIABILITIES & EQUITY	1,391,032.28
	<hr/> <hr/>



Report to the Accomack County Board of Supervisors – August 2024

Fiscal Year 2024 was an exciting year for the Eastern Shore Public Library System. The long-awaited Regional Library and Heritage Center opened to the public and the community has been enjoying it ever since.

Despite changes in leadership, the mission of being a community partner and providing resources to all communities of the Shore remains undeterred. Your continued funding and support of the library is vital to this mission; thank you. If there is ever a service or initiative that you think would be a good fit for the library, please do not hesitate to ask.

Attached, you'll find the FY24 snapshot for the entire library system. Below, I share with you a summary specifically for the Regional Library & Heritage Center in Parksley and how that compares to the last year in Accomac:

- Circulated 60,720 items to cardholders, saving Accomack County residents more than \$926,307*. This is a circulation increase of 33% compared to FY23.
- Gave out 1,262 new library cards = 264% growth.
- Saw 3,370 uses of library computers and 24,544 Wi-Fi uses = 140% & 317% growth, respectively.
- Hosted 54,542 accesses of library databases = 17% growth
- Added 5,611 new titles to the collection = 13% growth.
- Was visited by 57,933 people = 285% growth. Please note, the figure reported for FY23 of 77,316 visitations was miscalculated; the accurate visitation was 20,322 which constituted a growth of 135% over FY22.
- Offered programs to 4,725 attendees encouraging exploration, literacy, imagination, and life-long learning = 207% growth.
- Hosted 289 visits to the Eastern Shore Room and answered 778 research questions from visitors and researchers from across the country.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote".

Christopher P. Pote,

System Director

*Figure based on average book price taken from SLJ 2023 Average Book Prices established by figures from Follett and Baker & Taylor.



EASTERN SHORE OF VIRGINIA

Public Library System

FISCAL YEAR 2024 USE SNAPSHOT

Circulation

106,306

Books

83,386

Audio

1,603

Video

8,113

In-House Use

2,984

Internet Use

50,270

Computer Use

7,479

iPad Use

676

AWE Computer use

691

WiFi Connections

41,424

Database Use

54,542

MilesFiles

28,700

Libby

11,304

Past Perfect

2,459

Magster

2,295

Other

9,784

Visits

107,010*

Card Holders

11,375

New Cards Added

2,104

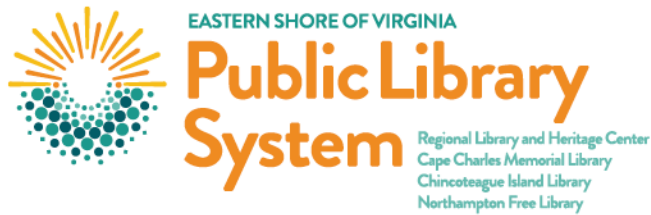
Program Attendance

10,668

Social Media Reach

121,073

*Figure submitted for FY23 was miscalculated; FY24 represents 45% increase in patronage across the entire system.



Report to the Northampton County Board of Supervisors – August 2024

Fiscal Year 2024 was an exciting year for the Eastern Shore Public Library System. The long-awaited Regional Library and Heritage Center in Parksley opened to the public and the community has been enjoying it ever since.

Despite changes in leadership, the mission of being a community partner and providing resources to all communities of the Shore remains undeterred, and growing the patronage and reach of Northampton Free Library in Nassawadox is a priority in the coming years. Your continued funding and support is vital to this mission; thank you. If there is ever a service or initiative that you think would be a good fit for the library, please do not hesitate to ask.

Attached, you'll find a FY24 snapshot for the entire library system. Below, I am happy to share with you a summary specifically for Northampton Free Library:

- Circulated 15,972 items to cardholders, saving Northampton County residents more than \$254,493*.
- Gave out 230 new library cards.
- Saw 2,298 uses of library computers and 9,585 Wi-Fi uses.
- Hosted 54,542 accesses of library databases.
- Added 799 new titles to the collection.
- Was visited by 11,138 people.
- Offered programs to 230 attendees including weekly story times to encourage exploration, literacy, imagination, and life-long learning. This is a four-fold increase over just two years ago.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote".

Christopher P. Pote,

System Director

*Figure based on average book price taken from SLJ 2023 Average Book Prices established by figures from Follett and Baker & Taylor.



EASTERN SHORE OF VIRGINIA

Public Library System

FISCAL YEAR 2024 USE SNAPSHOT

Circulation

106,306

Books

83,386

Audio

1,603

Video

8,113

In-House Use

2,984

Internet Use

50,270

Computer Use

7,479

iPad Use

676

AWE Computer use

691

WiFi Connections

41,424

Database Use

54,542

MilesFiles

28,700

Libby

11,304

Past Perfect

2,459

Magster

2,295

Other

9,784

Visits

107,010*

Card Holders

11,375

New Cards Added

2,104

Program Attendance

10,668

Social Media Reach

121,073

*Figure submitted for FY23 was miscalculated; FY24 represents 45% increase in patronage across the entire system.