



Library System Report

EASTERN SHORE OF VIRGINIA • PUBLIC LIBRARY SYSTEM

Regional Library and Heritage Center • Cape Charles Memorial Library • Chincoteague Island Library • Northampton Free Library

December 2024

Director's Update



Upcoming January Highlights @ Regional Library & Northampton Free

- 9th: Teen Creative Writing: Mythology & Fairytale Reinterpretation - ESRL
- 10th: Stuffie Sleepover & Storytime - ESRL
- 15th: Memory Café - ESRL
- 15th: Kids' Game Day - ESRL
- 16th: STEM Night for kids, Looking at stars with Telescopes - ESRL
- 16th: Adult Craft Night - NFL
- 20th: LIBRARIES CLOSED
- 23rd: STEM: Telescopes101
- 23rd: STEM Night for kids, Looking at stars with Telescopes - NFL
- 25th: The Nature Conservancy Family Nature Day - ESRL
- 30th: Family Movie Night: *Inside Out 2* - ESRL
- Tech Help: Every Tuesday - NFL
- Teen Gaming Night: Every Tuesday - ESRL
- Storytime Anytime: Every Monday & Wednesday - Northampton Free

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



Christopher Pote,
System Director

The end of the calendar year is always a good time for reflection. ESPL has had quite the successful year seeing more patronage than ever before. I credit our amazing, dedicated staff for powering through the tough times with a singular focus: How can we best serve our patrons? Through the turmoil of multiple director changes and the continued challenges of facility relocations, ESPL staff never once complained or lost focus that our patrons come first and we're here to serve them. Thank you to all ESPL employees and volunteers that make this such a wonderful organization; I am honored to be your director.

New Archivist for ESVA Heritage Center

The ESVA Heritage Center is honored to announce that Luke Kelly is joining the team as Archivist in January. Luke is from the Eastern Shore, has degrees from Radford and George Mason Universities, and has been working professionally with the history of the Shore for years, with his most recent position being at the ESVA Historical Society. The search committee was thrilled with the quantity and quality of the candidates that applied for the position, but Luke and his education and experience stood out above the rest. Luke is a great addition to the team, augments the Heritage Center greatly, and I look forward to working with him closely.

The ultimate goal of the Heritage Center is to have three full-time staff in order to best serve the communities of the Shore. In addition to Local History and Reference Manager, Jazmine Collins, Luke's hire get us two-thirds of the way there. Preserving the rich cultural history and heritage of Shore is a gargantuan task, and making this material publicly accessible takes a team with specialized skills. And I am thrilled to report that the team is coming together nicely.

If you're interested in donating materials of cultural or historical import, or are interested in conducting research in the Heritage Center, Jazmine and Luke can be reached at heritage@espl.org or by phone at (759) 709-6639.



Feature Films at Your Local Library

As I mentioned briefly last month, the ESPL has purchased a license through Swank Motion Pictures, Inc. that allows us to show. This license allows ESPL to publicly show any movie that we own from most of the major studios: MGM, Warner Bros., Columbia, Dreamworks, Disney, Sony, and many, many more.

To start, we will be hosting monthly movie nights in the Dennis Custis Lecture Hall. For our grand premier, we will be hosting Family Movie Night while showing *Inside Out 2* on Thursday, January 30 @ 6PM. Disney and Pixar's "Inside Out 2" returns to the mind of newly minted teenager Riley just as headquarters is undergoing a sudden demolition to make room for something entirely unexpected: new Emotions! Joy, Sadness, Anger, Fear and Disgust, who've long been running a successful operation by all accounts, aren't sure how to feel when Anxiety shows up. And it looks like she's not alone.

Also coming soon, we will be allowing library patrons to host and schedule their own movie events. So the next time you want to have a Little Mermaid themed birthday party with the movie and popcorn, why not do it at your local library? For more information, please stop by the Regional Library in Parksley, or we can be reached by email (youthservices@espl.org) or through our contact form: <https://espl.org/contact/>



EASTERN SHORE OF VIRGINIA

Heritage Center

esplheritage.org

Jazmine Collins, Reference Manager & Local History

In the holiday spirit for December, the Heritage Center displayed a number of cookbooks from both the Eastern Shore Room Collection and the archives, which included several church cookbooks including recent acquisitions, Pungoteague Community Church's *Taste and See* and Parksley Baptist Church's *Blessing's Remembered*, donated last year. Each of the cookbooks featured bookmarks highlighting a sweet treat. Two of our most recognizable cookbooks, *Housekeeper's Companion* and the *Parish House Cookbook*, were given special recognition in the display's signage to ensure that the absence of eye-catching covers did not cause these local favorites to be overlooked.

Staff devoted a significant period of December to becoming more familiar with entering individuals in the MilesFiles. The process is arduous, but the database is an invaluable resource and its capabilities in generating family charts and relationship connections deserves further exploration and promotion. Staff will continue to regularly add to the MilesFiles and maintain its standards of accuracy in source material. Heritage Center staff met with a potential donor to view a significant collection of documents, pamphlets, and photographs that center around African American education on the Eastern Shore. The individual is a retired educator from a family of educators hailing from Northampton County—which include an aunt, Mary Nottingham Smith, and an uncle in whose honor the Solomon D. Spady Cultural Arts Museum was recently dedicated in Delray, Florida. An agreement to donate has not been reached at this time, but the Heritage Center has been welcomed to scan the collection and help come up with a plan for preservation while the family decides long term plans for housing.

Dennis Custis gave the second part of his lecture "Henry Wise and Friends" on December 22, picking up with Wise's tenure as the U.S. Ambassador to Brazil and detailing Henry Wise's time as Governor of Virginia, his reaction to John Brown's raid on Harper's Ferry, and his Civil War service and relationships with General Robert E. Lee along with other Virginia statesmen. Upcoming lectures will include Grayson Chesser in February and Ted Corbett in March.

Before the holiday closings, the Director announced that our new archivist, Luke Kelly, will be starting in the new year. Merry tidings indeed!





Graphic Novels : Perennially Popular and Ever Expanding

Now that the Main branch of the ESPL has been operating in the new facility in Parksley for over a year, Technical Services staff are evaluating the current layout of the materials collection in relation to patron interests and circulation activity. One subcollection that continues to be extremely popular with readers of all ages is Graphic Novels.

Graphic novels are similar to comic books in that they use sequential art and text to tell a story. Graphic novels can be fiction, non-fiction, history, fantasy, or anything in-between, and offer a rich reading experience. Research has shown that graphic novels enhance reading comprehension and vocabulary, serve as a bridge for reluctant readers, increase critical thinking skills, and can be particularly effective for English as a Second Language (ESL) learners.

For the past several years, ESPL librarians have recognized both the benefits of reading graphic novels and the ever increasing patron interest in this format. When selecting materials for the library, special attention has been given to increase the selection of highly reviewed and popular items for readers to choose from.

In 2024, the teen and adult graphic novel collection saw a Turnover Rate (number of circulations divided by size of the collection) of 1.35, while the children's graphic novel collection had a turnover rate of 2.35. In comparison, the adult fiction collection's turnover rate is .93.

ESPL Librarians also evaluate Relative Use for each subcollection to help determine how to best allocate financial resources. The goal is to have a 1:1 ratio between a subcollection's circulation and it's size when compared to the entire collection. Teen and adult graphic novels have a 3:2 ratio, while the children's graphic novel collection has a 3:1 ratio. Clearly, circulation statistics support continued growth of the library's graphic novel collections for all ages.

In order to accommodate the expanding selections of graphic novels, Technical Services and Circulation staff have been hard at work to create shelving space for these collections. New shelving has been purchased and located under the windows at the front of the library to house board books and early readers for some of the library's youngest patrons. This move freed up space to expand the children's graphic novels.

Staff have also embarked on a project to move the Young Adult graphic novels into the Teen Room and out of the general graphic novel collection. This new location should help boost the circulation of these items even more, as they will be more easily discovered by teens browsing the Young Adult fiction and manga collections, or just hanging out in the Teen Room.





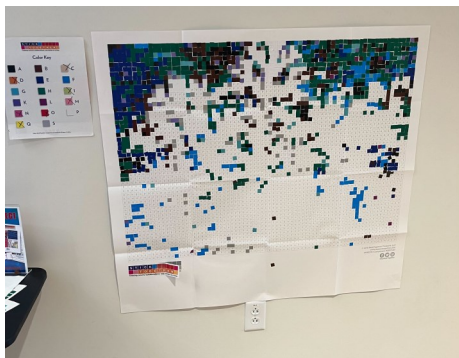
Programs & Outreach Report

Tiffany Flores, Programs and Outreach Librarian

December began with a wonderful visit from Santa and Mrs. Claus. During their visit, they listened to the children's Christmas wishes and gave them a book and a candy cane. 57 children attended with an estimated 30 parents. Additionally, Children's storytimes had a total of 23 attendees across 3 story programs. Chincoteague Bay Field Station's story time had good attendance, as well. Chincoteague Bay Field Station has decided to schedule future storytimes on Wednesday mornings. Despite the winter lull, teen programming has remained consistent. Teen Gaming and additional Tuesday teen programs had 11 attendees while Teen Creative Writing had regular participation. During this month's Author talk, Dr. Fournier presented his new book. He engaged his attendees in discussion about the medical world. Finally, Dennis Custis presented part 2 of the Henry Wise and Friends lecture which had 21 attendees.



Additionally, passive programming has been successful. This month the library put out a Stick Together sticker poster. This poster is, essentially, a paint-by-number but with stickers. Patrons can place stickers on a grid and slowly reveal an image. So far, patrons have completed a third of the poster which will remain up until completed. Additionally, puzzles have been very popular this month. Both the teens and adults finished their respective Holiday-themed puzzles and Tiffany has put out new ones. Puzzles have been so popular that the library is planning to do a puzzle competition in the Spring.



This month a pre-k class from Accomack Elementary School visited to listen to a story and created ornaments based on Mo Williams's books. Maria Burns led the storytime and craft. 20 students visited the library and were able to participate in a program. The hope is that these kids will go home and encourage their parents to bring them back. In

addition to this one's success, another pre-k group will be visiting the library in January for storytime and play. The feedback has been teachers want these children to know what the library has to offer beyond reading materials. Tiffany hopes that these field trips help families understand that the library is about coming together and having fun.



Northampton Free Library

Connor Buyn, Branch Manager

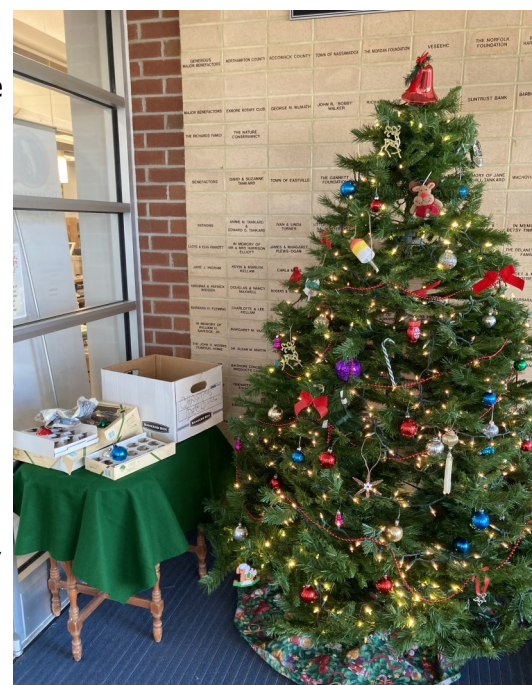


December saw Northampton Free Library offer a variety of holiday-themed displays, decorations, and public programs. The library hosted a children's story time on December 5th and a LEGO building competition for kids on December 12th. Contestants showed off their winter-wonderland themed builds and vied for wintry LEGO sets to take home as prizes. On December 19th, the library hosted an adult arts and crafts activity centered on handmade Christmas tree ornaments. Participants learned how to make miniature crab-pot buoys and rustic clothespin stars to decorate their trees at home. Anyone who attended was also entered into a raffle for a free gift basket. Our popular Tech Help Tuesdays program also continued throughout the month. Finally, library patrons were invited to participate in some seasonal cheer by helping us decorate our Christmas tree provided by the Friends of Northampton Free Library.



In January, Northampton Free Library will host a series of dark-sky and winter-themed public programs. On Thursday, January 9th, the library will host a special evening story-time for kids starting at 4:30 PM. Snacks will be provided. Adult patrons are invited to join us to learn how to make DIY snowflake earrings on the following Thursday, January 16th for an arts and crafts program to start at 6:00 PM. This program is free, but sign up in advance is required. Keep an eye on the Northampton Free Library Facebook page for more information or ask at the front desk. Finally, January's STEM program for kids will take place on Thursday, January 23rd starting at 6:00 PM. Weather permitting, attendees will meet up at the library and then move to the field out back to do some stargazing with a real telescope! Tech Help Tuesdays will also continue to be offered all day long on every Tuesday throughout the month of January.

Northampton Free Library will be closed on Monday, January 20th in observance of Martin Luther King Jr. Day.





Cape Charles Memorial Library

Sharon Silvey, Library Manager



The month of December was full of festive fun! Cape Charles Memorial Library staff spent time decorating our building for the holiday season, creating a warm and cozy environment. We transformed our Thankful Tree into a Winter Wishes Tree, inviting patrons to write their wishes on a snowflake and hang them on the tree.

Cape Charles Memorial Library participated in Festive Friday events on December 6 and December 13 and had close to 300 people come through our building each of these evenings. Leading up to the events, CCML staff designed several crafts for young participants to create. We had a "Letters to Santa" station, complete with stationery, envelopes, and a special North Pole gold seal. A children's outreach specialist with PBS (WHRO - Norfolk) attended one evening, distributing free activities to the children. Live music by Alex Palmer was provided on the other evening. Many thanks to our Library Board and students from Northampton High School for volunteering their time.



Cape Charles Memorial Library
Festive Friday



Cape Charles Memorial Library
Festive Friday

Additional programs this month included a weekly Story Time, Dungeons & Dragons, and STEM Club. Beginning in January, we hope to add a Crochet & Knit club to our list of monthly programs. The Crochet & Knit club will be for all skill levels and activities will be provided for children who attend with their caregivers.



Cape Charles Memorial Library
Maureen (staff) Richard (Board)
Sharon (manager) Olivia (staff)



Chincoteague Island Library

Linda Ryan, for the Board of Directors



In December, our little library played a major role in Island festivities. First, the Annual Tree Lighting and Visit from Santa Claus took place in the park adjacent to the library. The Downtown Merchants provided hot chocolate for all in attendance, the master of ceremonies performed his duties on the library porch, and the deejay set-up his equipment next to the library porch. After Santa threw the switch to light the tree, he came into the library to visit with the children.



Next, the reviewing stand for the Chincoteague Chamber of Commerce's Annual Christmas Parade was held on the front porch of the library. The judges then went into the library to make their choices for the awards for the floats, bands, and fire companies.



Our holiday displays, both inside and outside the library reflect our commitment to partnering with our Island community and its organizations.

Adult Programs: The Chincoteague Writers' Group held a very successful first meeting and will meet twice monthly. This program is open to writers of all skill levels and genres.

Eastern Shore Community College representative, Liz Walraven, was on hand at the library to provide information, answer questions, and assist with registration.





Chincoteague Island Library

Linda Ryan, for the Board of Directors



Adult Programs (continued): Our Thursday book club held its annual planning meeting to choose the topics for the upcoming year. Following the planning session, all the participants enjoyed a holiday lunch at Bill's Seafood Restaurant. The Tuesday evening book club hosted an author presentation with Brooks Yeager discussing the books Chilly Winds and Jaguars' Claw.

Tales 4 Tots Storytime: Volunteer Beverly Gorsuch read two Micky Mouse Christmas stories in our first December Tales 4 Tots Storytime. Following the songs and stories, the children made Mickey or Minnie Mouse hand puppets.



On December 12, we held a holiday sing-a-long in addition to our stories and crafts. Members of the praise team from Christ United Methodist Church led the children in songs. Volunteer Aaron Reams read two Christmas stories, the children then made gingerbread ornaments, and received a special gingerbread cookie as their treat. Tales 4 Tots will resume after the holidays on Thursday, January 9 with a pajama party.



We are looking forward to a productive 2025 with many new programs being planned. Happy New Year from all of us at the Chincoteague Island Library!

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

January 14, 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 December 10, 2024
4. Old Business
5. Financial Report (Pote)
6. Library Director's System Report (Pote)
7. Committee Reports
 - a. Finance Committee (Chesser)
 - b. Personnel Committee (Rose-Jensen)
 - c. Trustee Training Committee (Holland)
 - d. Facilities Committee (Poyer)
8. Branch and Friends' 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 Friends' Report
9. New Business
10. ESPL Foundation (Custis)
11. Additional Comments
12. Next Meeting: Tuesday, February 11, @ 1:00p.m. at Eastern Shore of Virginia Regional Library & Heritage Center, 24313 Bennett St., Parksley, VA
13. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

12.10.24 | 5 PM | Chincoteague Island Library
Chincoteague, VA

Meeting called to order by Chair, David Poyer

ATTENDANCE

Present:

Grayson Chesser, Janet Justis, M.K. Miles, Christopher Pote (*Non-Voting*), David Poyer (*Chair*), Carl Rose-Jensen (*Zoom*), Frank Russell (*Zoom*), Maureen Teague

Absent:

Dennis Custis, Joyce Holland, James Lilliston

In Attendance:

Jamie Johnson, Harriet Lonergan, Teresa Wright

CALL TO ORDER

The meeting was called to order by Chair, David Poyer at 5PM; A quorum was present.

PUBLIC COMMENTS

Harriet Lonergan, a resident of Wallops Island, asked the Board if there is anyone on the Board of Trustees who represents Chincoteague Island. She requested that if there is not such a person, that one be added. Chair David Poyer explained that the Boards of Supervisors of Accomack and Northampton counties appoint the members to the library system's Board of Trustees.

APPROVAL OF MINUTES [November 12, 2024]

Maureen Teague moved that the 11.12.24, meeting minutes be approved with the edit listed below. Grayson Chesser seconded. Motion passed unanimously.

In the 11.12.24 BOT meeting minutes, bullet item 4 under the Financial Report Reads:

- Budget revisions are in progress, and C. Pote is trying to convene a meeting of the Finance Committee to discuss where the System is but **have** been unable to get a response from the Northampton County representative. The meeting is tentatively scheduled for the afternoon of 11/26.

The highlighted “have” should say “has”.

OLD BUSINESS

No old business was shared.

FINANCIAL REPORT [C. Pote]

Christopher Pote provided a snapshot of the System’s finances:

- The system’s finances are in good shape considering we’re halfway through the fiscal year.
- Otherwise, there is no update other than what will be reporting during the Finance Committee’s Report.

LIBRARY DIRECTOR’S SYSTEM REPORT [C. Pote]

Staffing Update

- The archivist position has been filled. Luke Kelly, most recently the Collections Manager at Shore History, was the unanimous choice of the search committee and has accepted the position. He begins on January 6. We are very happy to be adding him to the team.

Building Update

- Continued remedy work on the HVAC was scheduled for today (12/10), but I have received no update as to the work performed.
- The quarterly inspection of the fire suppression system is taking place tomorrow (12/11).
- One AED device has been installed in Parksley.

COMMITTEE REPORTS

Finance Committee (G. Chesser)

Grayson Chesser shared that the Finance Committee met:

- They received the initial audit report findings and there were no red flag items that required immediate attention.
- They would like to keep a portion of the funds from the Agnes West Hancock donation for emergencies. The saved monies would be added to the LGIP account which earns 5% interest. The benefit of saving it in this account is that the library can access that money immediately if needed.

Christopher Pote shared additional updates from the committee meeting:

- C. Pote explained that the audit is under the final review stage and once the final report is received, he will share it with the Board.
- Michael Mason didn't see anything concerning or worth noting with our fiscal year budget to date.
- M. Mason recommended that as much money as the library and Board feel comfortable with saving in the LGIP fund is best because then the money will earn interest until it is needed.
- C. Pote will bring a recommended breakdown of how the bequest funds should be used to the next meeting but plans to split it into the following categories: Archivist Endowment, Programming, the Heritage Center and savings.
- M. Mason indicated that Northampton County needs to rectify their deficiencies in FY '26, the deficit is now around \$30,000.
- Accomack County would like the library budget request by December 20th.

Personnel Committee (C. Rose-Jensen)

Carl Rose-Jensen announced that the committee will be meeting in January where they will decide on their new focus project.

Trustee Training Committee Report (J. Justis)

Janet Justis thanked the Board for attending the training session held at the last meeting. The next training session will be held at the February meeting.

Facilities Committee Report (D. Poyer)

David Poyer shared several facilities updates:

- VDOT installed a new handicap access ramp at Northampton Free Library last week.
- The committee completed a facilities site visit of the Chincoteague Island Library (CIL) last week:
 - Maureen Teague participated
 - A few minor items were identified that need to be addressed
 - Overall, the building looked very good, and the CIL Board was provided with a few items of note to increase building safety.

BRANCH AND FRIENDS REPORTS

Cape Charles Memorial Library (C.Pote)

Included in the written Library Director's System Report.

Chincoteague Island Library (C.Pote)

Included in the written Library Director's System Report.

Northampton Free Library (C.Pote)

Included in the written Library Director's System Report.

ESPL Friends of the Eastern Shore Public Library (M. Teague)

Maureen Teague shared the Friends report as a member of the Friends:

- They hosted Santa at the Parksley library this past Saturday, 12.7.24 and had great community participation
- The bookstore is producing an income of about \$95 per week
- The Better World Books grant is open now and the Friends will be discussing applying for it again for this coming year

NEW BUSINESS

David Poyer presented a message of gratitude to the library staff on behalf of the Board (see attached).

Janet Justis moved to approve the message as written. Maureen Teague seconded. Motion passed unanimously.

ESPL FOUNDATION

The Foundation's annual appeal is running and to please donate if you haven't already done so.

ADDITIONAL COMMENTS

No additional comments.

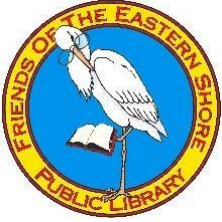
NEXT MEETING

Tuesday, 1.14.25 at 1PM | Facility: Eastern Shore Regional Library & Heritage Center 24313 Bennett Street Parksley, VA 23421

ADJOURNMENT

Frank Russell moved to adjourn the meeting. Grayson Chesser seconded. The motion passed unanimously.

The meeting adjourned at 5:38PM by David Poyer.



Friends of the Eastern Shore Public Library P.O. Box 545 Parksley, Virginia 23421

December 10, 2024– Report to Board of Trustees Submitted by Margaret Donahue Lynch



SANTA AT THE LIBRARY!

Saturday, December 7th from 10am to noon the Friends sponsored Santa and some of his elves at the Children’s Room at the Regional Library in Parksley. He had an age-appropriate book for each child from newborn to age 12 and candy canes for all.

He also had some repeat customers, see left.



The Friends will continue processing unneeded donations and library materials for sale in our bookstore for an average profit of \$95/ week. This effort enables us to support many library activities, so we ask that you please:



Patronize our bookstore!

Thank you and Happy Holidays!

Friends of the Eastern Shore Public Library is a 501(c)(3) organization.
PLEASE DONATE <https://www.friendsespl.org>



Eastern Shore Public Library
Profit & Loss
 December 2024

	Dec 24
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42010 · ESPL Friends	5,000.00
42030 · Contributions Unrestricted	145.75
42060 · Adopt-A-Book	35.38
	5,181.13
Total 42000 · Contributions	5,181.13
43000 · Reimbursements	
43030 · Cape Charles	1,532.98
	1,532.98
Total 43000 · Reimbursements	1,532.98
44000 · Fines & Fees	
44010 · Fines	8.50
44020 · Photocopying	717.50
44040 · Inter Library Loan	16.00
44000 · Fines & Fees - Other	23.96
	765.96
Total 44000 · Fines & Fees	765.96
49000 · Miscellaneous Income	25.00
	25.00
Total 40000 · INCOME	7,505.07
Total Income	7,505.07
Gross Profit	7,505.07
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61102 · Building Maintenance, NFL	1,023.23
61104 · Building Maintenance - Parksley	507.62
	1,530.85
Total 61100 · Building	1,530.85
61200 · Utilities	
61202.1 · Electricity - NFL	290.55
61202.2 · Electricity - Parksley	926.06
61203 · Telephone	30.01
61203.1 · Telephone - NFL	594.54
61204 · Water/Sewer - Parksley	149.78
	1,990.94
Total 61200 · Utilities	1,990.94
61300 · Vehicle Operation	59.70
61500 · Computer	
61511 · Computer Hardware, State	555.06
61514 · Internet Services, State	264.10
61518 · Technology	1,313.95
	2,133.11
Total 61500 · Computer	2,133.11

Eastern Shore Public Library
Profit & Loss
December 2024

	<u>Dec 24</u>
Total 61000 · Operations	5,714.60
62000 · Equipment	
62200 · Equipment, State	4,169.95
62300 · Equipment Maintenance	
62310 · Contractual Services	2,489.65
Total 62300 · Equipment Maintenance	2,489.65
Total 62000 · Equipment	6,659.60
63000 · Programs	
63100 · Adult	-48.99
63200 · Youth	122.31
63300 · Outreach	447.08
63000 · Programs - Other	27.95
Total 63000 · Programs	548.35
64000 · Personnel	
64010 · Salaries - Director	9,134.85
64020 · Salaries - Other	34,820.80
64030 · Hourly Employees	19,019.40
64050 · Payroll Expenses	5,656.50
64070 · Retirement (VRS)	2,422.55
64080 · Insurance	
64083 · Insurance, Life (VRS)	-0.07
64084 · Insurance, Gen, Liability (VRS)	-0.03
64085 · Insurance, Medical (Anthem)	5,826.24
64086 · Insurance, Dental (Anthem)	123.74
Total 64080 · Insurance	5,949.88
64100 · Staff & Volunteer Appreciation	263.87
Total 64000 · Personnel	77,267.85
65000 · Supplies	
65100 · Custodial	2,958.78
65200 · Office	1,577.56
65300 · Library	8,309.40
65400 · Youth Program Supplies	347.91
65500 · Archival Supplies	-235.98
Total 65000 · Supplies	12,957.67
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	2,800.24
66312 · Periodicals, State Aid	414.00
66315 · Electronic Resources, State Aid	6,980.44
66317 · AV, State Aid	981.67
66320 · Cape Charles Contract #15	241.44
Total 66310 · System Materials	11,417.79
66350 · Affiliates	

Eastern Shore Public Library
Profit & Loss
December 2024

	<u>Dec 24</u>
66351 · Books, Affiliates	1,825.88
Total 66350 · Affiliates	1,825.88
66900 · Restricted	611.79
Total 66000 · Materials	13,855.46
67000 · Other	
67200 · Travel & Meals	169.02
67300 · Dues	100.00
Total 67000 · Other	269.02
68000 · Miscellaneous	
68100 · Bank Fees	286.66
Total 68000 · Miscellaneous	286.66
69000 · Professional Services	
69001 · Professional Services, Financial	1,600.00
69002 · Professional, Library Services	750.00
Total 69000 · Professional Services	2,350.00
Total 60000 · EXPENSES	119,909.21
Total Expense	119,909.21
Net Ordinary Income	-112,404.14
Other Income/Expense	
Other Expense	
8020 · Miscellaneous	2.49
Total Other Expense	2.49
Net Other Income	-2.49
Net Income	<u><u>-112,406.63</u></u>

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	399,012.50	798,025.00	-399,012.50	50.0%
41011 · Accomack County On Behalf	0.00	4,300.00	-4,300.00	0.0%
41020 · Northampton County	119,550.00	239,100.00	-119,550.00	50.0%
41030 · State Aid	204,062.00	408,124.00	-204,062.00	50.0%
41040 · Grants	0.00	0.00	0.00	0.0%
Total 41000 · Government Income	722,624.50	1,449,549.00	-726,924.50	49.9%
42000 · Contributions				
42010 · ESPL Friends	10,786.30	3,800.00	6,986.30	283.9%
42020 · NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 · Contributions Unrestricted	1,776.62	1,000.00	776.62	177.7%
42040 · Contributions Restricted	423.23	5,500.00	-5,076.77	7.7%
42050 · Legacies & Bequests	90,633.51	100.00	90,533.51	90,633.5%
42060 · Adopt-A-Book	362.98	500.00	-137.02	72.6%
42070 · ESPL Foundation	949.99	0.00	949.99	100.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	104,932.63	12,900.00	92,032.63	813.4%
43000 · Reimbursements				
43010 · NFL Book Endowment	6,120.00	5,000.00	1,120.00	122.4%
43020 · Island	926.12	2,000.00	-1,073.88	46.3%
43030 · Cape Charles	5,725.94	14,000.00	-8,274.06	40.9%
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	12,772.06	21,600.00	-8,827.94	59.1%
44000 · Fines & Fees				
44010 · Fines	710.59	0.00	710.59	100.0%
44020 · Photocopying	6,497.08	7,500.00	-1,002.92	86.6%
44030 · Fax	11.40	0.00	11.40	100.0%
44040 · Inter Library Loan	174.40	50.00	124.40	348.8%
44000 · Fines & Fees - Other	49.80	0.00	49.80	100.0%
Total 44000 · Fines & Fees	7,443.27	7,550.00	-106.73	98.6%
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	35.00	100.00	-65.00	35.0%
Total 49000 · Miscellaneous Income	35.00	300.00	-265.00	11.7%
Total 40000 · INCOME	847,807.46	1,491,899.00	-644,091.54	56.8%
Total Income	847,807.46	1,491,899.00	-644,091.54	56.8%
Gross Profit	847,807.46	1,491,899.00	-644,091.54	56.8%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	0.00	0.00	0.00	0.0%
61102 · Building Maintenance, NFL	3,402.04	15,000.00	-11,597.96	22.7%
61104 · Building Maintenance - Parksley	10,695.37	19,200.00	-8,504.63	55.7%
61105 · Rent	0.00	0.00	0.00	0.0%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	14,097.41	34,200.00	-20,102.59	41.2%
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	2,308.21	7,000.00	-4,691.79	33.0%
61202.2 · Electricity - Parksley	6,919.11	20,000.00	-13,080.89	34.6%

**Eastern Shore Public Library
Profit & Loss Budget vs. Actual**

Accrual Basis

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
61203 · Telephone	1,933.67	6,000.00	-4,066.33	32.2%
61203.1 · Telephone - NFL	1,783.62			
61204 · Water/Sewer - Parksley	1,040.78	3,400.00	-2,359.22	30.6%
Total 61200 · Utilities	13,985.39	36,400.00	-22,414.61	38.4%
61300 · Vehicle Operation	609.16	5,000.00	-4,390.84	12.2%
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%
61511 · Computer Hardware, State	2,411.22			
61513 · Online Services	22,956.50	26,620.00	-3,663.50	86.2%
61514 · Internet Services, State	1,584.60	12,000.00	-10,415.40	13.2%
61515 · Computer Software	475.00	0.00	475.00	100.0%
61516 · Computer Software, State	2,262.65	7,818.00	-5,555.35	28.9%
61517 · Computer Maintenance	0.00	16,000.00	-16,000.00	0.0%
61518 · Technology	8,020.23	2,720.00	5,300.23	294.9%
Total 61500 · Computer	37,710.20	69,158.00	-31,447.80	54.5%
Total 61000 · Operations	66,402.16	160,758.00	-94,355.84	41.3%
62000 · Equipment				
62100 · Equipment, General	0.00	0.00	0.00	0.0%
62200 · Equipment, State	4,549.94	31,000.00	-26,450.06	14.7%
62300 · Equipment Maintenance				
62310 · Contractual Services	7,699.50	12,000.00	-4,300.50	64.2%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	7,699.50	12,000.00	-4,300.50	64.2%
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 · Equipment	12,249.44	43,000.00	-30,750.56	28.5%
63000 · Programs				
63100 · Adult	180.46	1,500.00	-1,319.54	12.0%
63200 · Youth	3,615.39	7,000.00	-3,384.61	51.6%
63300 · Outreach	890.57	0.00	890.57	100.0%
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	888.62	0.00	888.62	100.0%
Total 63000 · Programs	5,575.04	14,500.00	-8,924.96	38.4%
64000 · Personnel				
64010 · Salaries - Director	52,757.12	105,000.00	-52,242.88	50.2%
64020 · Salaries - Other	180,683.83	452,756.00	-272,072.17	39.9%
64030 · Hourly Employees	104,362.00	180,000.00	-75,638.00	58.0%
64050 · Payroll Expenses	30,304.08	68,085.00	-37,780.92	44.5%
64070 · Retirement (VRS)	13,642.80	65,000.00	-51,357.20	21.0%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	28.00			
64083 · Insurance, Life (VRS)	-0.38	0.00	-0.38	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.17	0.00	-0.17	100.0%
64085 · Insurance, Medical (Anthem)	31,939.04	0.00	31,939.04	100.0%
64086 · Insurance, Dental (Anthem)	680.94	0.00	680.94	100.0%
64080 · Insurance - Other	0.00	91,820.00	-91,820.00	0.0%
Total 64080 · Insurance	32,647.43	91,820.00	-59,172.57	35.6%
64090 · Liability Reserve	4,166.65	10,000.00	-5,833.35	41.7%
64100 · Staff & Volunteer Appreciation	337.82	3,000.00	-2,662.18	11.3%
Total 64000 · Personnel	418,901.73	975,661.00	-556,759.27	42.9%
65000 · Supplies				
65100 · Custodial	13,974.12	26,000.00	-12,025.88	53.7%
65200 · Office	4,223.98	0.00	4,223.98	100.0%
65300 · Library	18,924.51	33,467.00	-14,542.49	56.5%
65400 · Youth Program Supplies	718.62	3,000.00	-2,281.38	24.0%
65500 · Archival Supplies	1,072.48	0.00	1,072.48	100.0%
65000 · Supplies - Other	-120.98			
Total 65000 · Supplies	38,792.73	62,467.00	-23,674.27	62.1%
66000 · Materials				

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July through December 2024

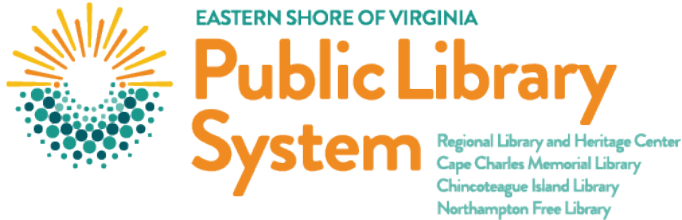
	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
66310 · System Materials				
66311 · Books, State Aid	28,348.83	61,437.00	-33,088.17	46.1%
66312 · Periodicals, State Aid	414.00	500.00	-86.00	82.8%
66313 · Continuations, State Aid	205.91	500.00	-294.09	41.2%
66314 · Microforms, State Aid	0.00	500.00	-500.00	0.0%
66315 · Electronic Resources, State Aid	13,668.86	25,500.00	-11,831.14	53.6%
66317 · AV, State Aid	2,347.90	7,500.00	-5,152.10	31.3%
66318 · Other Non-Book, State Aid	10.26			
66320 · Cape Charles Contract #15	1,497.39	2,000.00	-502.61	74.9%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
Total 66310 · System Materials	46,493.15	97,937.00	-51,443.85	47.5%
66350 · Affiliates				
66351 · Books, Affiliates	11,148.93	17,000.00	-5,851.07	65.6%
Total 66350 · Affiliates	11,148.93	17,000.00	-5,851.07	65.6%
66900 · Restricted	4,617.09	17,000.00	-12,382.91	27.2%
66000 · Materials - Other	-219.87			
Total 66000 · Materials	62,039.30	131,937.00	-69,897.70	47.0%
67000 · Other				
67100 · Postage	271.58	3,000.00	-2,728.42	9.1%
67200 · Travel & Meals	3,385.23	8,000.00	-4,614.77	42.3%
67300 · Dues	1,028.00	3,500.00	-2,472.00	29.4%
67000 · Other - Other	350.00			
Total 67000 · Other	5,034.81	14,500.00	-9,465.19	34.7%
68000 · Miscellaneous				
68100 · Bank Fees	1,747.27	1,000.00	747.27	174.7%
68300 · Refunds	0.00	300.00	-300.00	0.0%
68500 · Advertising	0.00	0.00	0.00	0.0%
68600 · Continuing Education	104.62	7,800.00	-7,695.38	1.3%
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	2,071.30	10,100.00	-8,028.70	20.5%
69000 · Professional Services				
69001 · Professional Services, Financial	9,600.00	20,000.00	-10,400.00	48.0%
69002 · Professional, Library Services	3,788.59	14,800.00	-11,011.41	25.6%
69003 · Erate Consultant	2,495.75	5,720.00	-3,224.25	43.6%
69004 · Auditor	5,775.00	10,000.00	-4,225.00	57.8%
69000 · Professional Services - Other	0.00	0.00	0.00	0.0%
Total 69000 · Professional Services	21,659.34	50,520.00	-28,860.66	42.9%
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	632,725.85	1,463,443.00	-830,717.15	43.2%
Total Expense	632,725.85	1,463,443.00	-830,717.15	43.2%
Net Ordinary Income	215,081.61	28,456.00	186,625.61	755.8%
Other Income/Expense				
Other Income				
7010 · Interest Income	1,552.60			
Total Other Income	1,552.60			
Other Expense				
61103 · Capital	0.00	0.00	0.00	0.0%
8020 · Miscellaneous	72.34	0.00	72.34	100.0%
Total Other Expense	72.34	0.00	72.34	100.0%
Net Other Income	1,480.26	0.00	1,480.26	100.0%
Net Income	216,561.87	28,456.00	188,105.87	761.0%

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

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP - Investment Account #1155	72,356.07
Petty Cash	
Main	121.91
NFL	76.87
Total Petty Cash	198.78
Truist - Operating #2396	
Liability Reserve	31,924.64
Truist - Operating #2396 - Other	429,239.02
Total Truist - Operating #2396	461,163.66
Total Checking/Savings	533,718.51
Other Current Assets	
1300 · Prepaid Expenses	28,317.48
1400 · Security Deposit	1,600.00
Total Other Current Assets	29,917.48
Total Current Assets	563,635.99
Fixed Assets	
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	800,050.16
1516 · Equipment Purchases	97,804.92
1520 · Vehicles	51,680.00
1550 · Accumulated Depreciation	-580,956.70
Total Fixed Assets	1,034,037.58
Other Assets	
1600 · Deferred Outflows	73,814.00
Total Other Assets	73,814.00
TOTAL ASSETS	1,671,487.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,500.00
Total Accounts Payable	5,500.00
Credit Cards	
Atlantic Union Credit Card	-6,591.98
Total Credit Cards	-6,591.98
Other Current Liabilities	

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

	<u>Dec 31, 24</u>
2100 · Payroll Liabilities	745.73
2270 · Minnesota Life	0.05
2280 · State Unemployment Tax	-26.27
2290 · Anthem, Medical	-162.57
2300 · Anthem, Dental	7.93
2360 · AFLAC	165.30
2380 · Compensated Absences	26,325.52
2400 · Net Pension Liability	118,709.00
2500 · Deferred Inflows	21,947.00
Total Other Current Liabilities	<u>167,711.69</u>
Total Current Liabilities	<u>166,619.71</u>
Total Liabilities	166,619.71
Equity	
1110 · Retained Earnings	798,738.67
3000 · Opening Bal Equity	489,567.32
Net Income	216,561.87
Total Equity	<u>1,504,867.86</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,671,487.57</u></u>



Report to the Accomack County Board of Supervisors – January 2025

The ESVA Heritage Center is proud to announce the hiring of its new Archivist, Luke Kelly. Luke is from Accomack County, has degrees from Radford and George Mason Universities, and has been working professionally with the history of the Shore for years, with his most recent position being at the ESVA Historical Society. The search committee was thrilled with the quantity and quality of the candidates that applied for the position, but Luke, his education, and experience stood out above the rest. Luke is a wonderful addition to the team, augments the Heritage Center greatly, and I very much look forward to working with him.

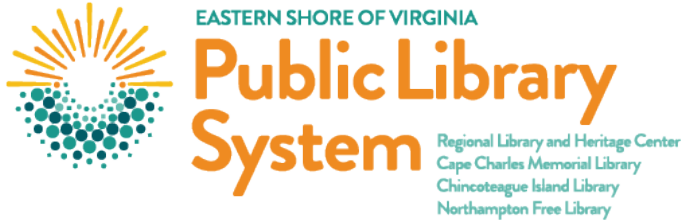
The ultimate goal of the Heritage Center is to have three full-time staff in order to best serve the communities of the Shore. In addition to Local History and Reference Manager, Jazmine Collins, Luke brings us two-thirds of the way there. Preserving the rich cultural history and heritage of Shore is a gargantuan task, and making this material publicly accessible takes a team with specialized skills. I am thrilled to report that the team is coming together nicely.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote", with a long horizontal flourish extending to the right.

Christopher P. Pote,
System Director



Report to the Northampton County Board of Supervisors – January 2025

The ESVA Heritage Center is proud to announce the hiring of its new Archivist, Luke Kelly. Luke is from the Shore and lives in Northampton County, has degrees from Radford and George Mason Universities, and has been working professionally with the history of the Shore for years, with his most recent position being at the ESVA Historical Society. The search committee was thrilled with the quantity and quality of the candidates that applied for the position, but Luke, his education, and experience stood out above the rest. Luke is a wonderful addition to the team, augments the Heritage Center greatly, and I very much look forward to working with him.

The ultimate goal of the Heritage Center is to have three full-time staff in order to best serve the communities of the Shore. In addition to Local History and Reference Manager, Jazmine Collins, Luke brings us two-thirds of the way there. Preserving the rich cultural history and heritage of Shore is a gargantuan task, and making this material publicly accessible takes a team with specialized skills. I am thrilled to report that the team is coming together nicely.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote", written over a horizontal line.

Christopher P. Pote,
System Director