



# 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

September 2024



## Upcoming October Highlights @ Regional Library & Northampton Free

- **1st: Teen Gaming\* & Craft Night - ESRL**
- **8th: Native American Lecture & Craft for kids - ESRL**
- **10th: Adult Craft, autumn wreaths - NFL**
- **14th: LIBRARIES CLOSED**
- **16th: Memory Café - ESRL**
- **17th: STEM Night, leaf pressing - NFL**
- **17th: Teen Creative Writing - ESRL**
- **22nd: Dennis Custis Lecture "Henry Wise and Friends" - ESRL**
- **24th: Kids' Costume & Candy Parade - ESRL**
- **26th: Touch Tanks presented by VIMS - ESRL**
- **31st: Halloween Costume Prize - NFL**
- **Tech Help: Every Tuesday - Northampton Free**
- **\*Teen Gaming Night: Every Tuesday - ESRL**
- **Storytime Anytime: Every Monday & Wednesday - Northampton Free**

For more information: [espl.org](http://espl.org); (757) 787-3400

## Director's Update



**Christopher Pote,**  
System Director

Library card sign-up month in September was a huge success. Many people signed up for new accounts, and we are thrilled that they are now able to enjoy all of the services we provide free of charge: video games, movies, book, ebooks, and so much more. We are also thrilled that four individuals with new accounts won gift cards. The libraries of the Eastern Shore strive to provide services our citizenry needs. If you have ideas or suggestions for services or programs you would like added to our lineup, please feel free to email your thoughts and ideas to: [espl@espl.org](mailto:espl@espl.org).

## New Director Support

Taking a new role within an organization comes with a learning curve. As interim system director, my major concern was the short-term, day-to-day operations of the library: Did we open on time? Has everyone gotten paid? Are we prepared for today's program? Once I was appointed permanent system director, my focus changed entirely. Now I am much more concerned about the big picture and long-term planning: annual budgets, state aid, health insurance, staffing, and compliance. It is with this purview, that I am most grateful for the support system around me. First, the staff. Our amazing crew of people know how to do their jobs well, to go above what is required so that what is needed is accomplished, and they are lifted up and empowered to manage the day-to-day operations. I couldn't do it without them, and I hope to put them all in a position to be able to perform at their best.

Outside of the buildings, the support has also been tremendous. Every constituent I meet has been overtly supportive. And the Library of Virginia, our compliance agent, has a whole team of staff to support public library directors. There are also director-led groups such as the Virginia Public Library Directors Association and, locally, the Tidewater Area Library Directors Conference. I've been attending as many meetings, webinars, and workshops as time will allow.

Lastly, of course, are the Board of Trustees, the ESPL Foundation, and the ESPL Friends, who support me daily. I am so grateful to have such a cadre of great-minded people on which to lean.



## Heritage Center Archivist Position Open

The Eastern Shore of Virginia Heritage Center is seeking an experienced, detail-oriented, dynamic, and tech-savvy leader, with proven processing skills, for the position of Archivist. Reporting directly to the System Director, the Archivist is responsible for managing all arrangement and description procedures and policies as well as donor relations. The Archivist will work collaboratively with other Heritage Center staff in planning and implementing programming, exhibits, and outreach initiatives.

Serving both Accomack and Northampton Counties, the Heritage Center is comprised of the Eastern Shore Room for local history research, a modern archives facility with dedicated processing space, Memory Lab, gallery space, and a lecture hall.

We are seeking candidates with strong processing and planning skills, demonstrated ability to communicate effectively with donors and patrons, as well as experience with and working knowledge of collection management systems. The ability to conduct outreach and work some nights and weekends required. Master's Degree in Archives Management, Library Science, Museum Studies, Public History, or U.S History required, and at least three years of professional archives experience; knowledge of U.S. and Virginia history, especially that of Accomack and Northampton Counties, preferred.

Interested individuals can send a cover letter, resume, and three references to [espl@espl.org](mailto:espl@espl.org).

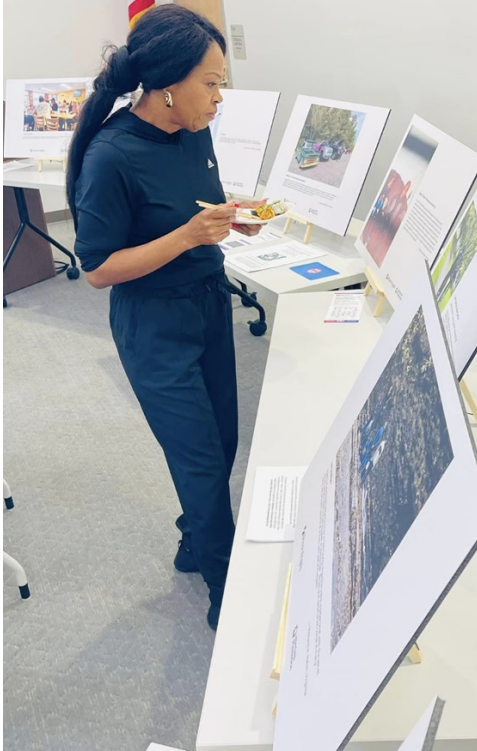


EASTERN SHORE OF VIRGINIA

# Heritage Center

[esplheritage.org](http://esplheritage.org)

Jazmine Collins, Reference Manager & Local History



The Heritage Center hosted the Braver Lens Heritage and Legacy Storytelling and Photography Exhibit on September 18<sup>th</sup>. Braver Angels is a volunteer led group that seeks to lessen polarity, strengthen civic engagement, and open discourse across red and blue lines in the American political atmosphere at the local community level. Participants in the Braver Angel's project used photographs based on prompted themes as a platform to discuss personal perspectives and explore commonality. Jazmine Collins shared her experiences with Braver Angels and facilitated much of the conversation. The Braver Lens Heritage and Legacy Storytelling and Photography Exhibit is currently on display in the library.

September was a month of transition for the Heritage Center. The Heritage Center Advisory Committee, group of local historians and individuals integral in the Center's creation charged with advising Heritage Center staff, met on September 13<sup>th</sup> and discussed updated job positions of the Reference Manager and Archivist.

Jazmine Collins was officially installed in her new role as Reference Manager & Local History. She is responsible for assisting patrons of the Eastern Shore Room and Barnes Archives with their research needs. She is also leading reference services for the library at large. The Archivist position opening has been posted and resumes are being gathered. The search committee meets soon to go over candidates and schedule initial interviews. We are excited to fill this position as this work has not been performed since Christopher Pote began serving as System Director.

**Programming announcement:** Please join us on Tuesday, October 22nd @ 6PM to hear Dennis Custis lecturing on "Henry Wise and Friends". Open and free to all!





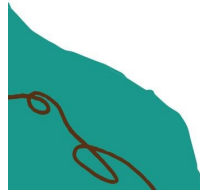


# Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



## Presented by the Friends of the Eastern Shore Public Library through the Better World Books Early Literacy Grant



Earlier this year, the Friends of the Eastern Shore Public Library (ESPL) applied for, and were awarded, a \$3,000 Early Literacy Grant from Better World Books. The ESPL Friends and Better World Books (BWB) have long enjoyed a mutually beneficial partnership through which the Friends ship donated and withdrawn books from the library to BWB and then receive a commission for items sold by BWB.

In addition to the support provided to non-profits through sales commissions, Better World Books offers annual literacy grants, with a focus this year of “supporting early reader projects that make a significant impact on young minds and contributing to building a foundation for a lifelong love of reading”.

The ESPL Friends’ grant application aligned perfectly with the parameters of the grant and centered on a plan to provide books for the library’s collections, manipulatives for play and learning during library programs, and books for giveaways, all for children ages 0 – 5. Additionally, the Friends specified that books purchased for the library and for giveaways were to be written in Spanish, Haitian Creole, or bilingual editions in Spanish, Haitian Creole, and English.

When the Friends received notice that ESPL had been selected to receive the Early Literacy Grant, library staff began preparations right away to select books that would build stronger library collections for local families whose first language is not English, and to plan interactive and educational programs for babies, toddlers, and preschoolers.

While Outreach and Programming Librarian Flores focused on the items related to programs and giveaways, Acquisitions Librarian Charle Ricci selected and ordered over 100 books for the youngest library patrons in Spanish, Haitian Creole, and bilingual language editions.

The books have now arrived and are receiving bookplates, covers, labels, and barcodes in our Technical Services department. Next, they will be cataloged and then placed on the shelves in the Spanish, Bilingual, and Haitian Creole collections in the children’s area.

It’s always wonderful to see new books arrive and be processed for circulation, but this batch of titles is even more special than usual due to the source of funding used to purchase them: a dedicated group of Friends who are committed to building literacy and learning among all members of the Eastern Shore community.



# Programs & Outreach Report

Tiffany Flores, Programs and Outreach Librarian



The Regional Library celebrated its first year on September 7<sup>th</sup> by setting out free books, cupcakes, and goodies for patrons. Over 100 patrons celebrated with us. As part of our Pre-K programming, we are regularly hosting storytimes. So far this has seen success. Additionally, the Pre-K STEM Play had a great start to this new program. Teen programming is also going well. With a new school year in full swing, the Teen Room has seen new teens join in on programming. Game nights and Teen Creative Writing are doing well with regular participants and new attendees weekly. Adult programming was also widely successful this month. The Pinball movie night had better attendance than any movie night, so far. The Hobbit Door Wreath was huge! The craft reservation filled up and the event was packed with individuals making wreaths. Additionally, the monthly Crochet Stitch-a-Long has moved to Tuesday night. The consensus was this was more accessible for patrons. The library hosted a Percy Jackson Party in celebration of the release of the new book *Percy Jackson and the Wrath of the Triple Goddess*. Among this program's many participants included one very excited 10-year-old boy who spent hours participating in the activities, eating snacks, and discussing all his favorite parts about the series.

The Regional Library attended the Veterans Hike and promoted VetNow and additional resources. This event reached 100 individuals. Additionally, the library hosted the Nurse-Family Partnership's yearly graduation on September 24<sup>th</sup>. This event is to celebrate the 2-year-olds who finished the program and provide families with resources and supplies including diapers and clothes. Every year the library has supported the event by attending as a vendor. But this year the library was very happy to host it, and we provided library tours to the families in attendance. This program easily had more than 75 individuals who got to see what the library has to offer. In preparation for the Memory Café launching in October, Tiffany Flores attended the Fearless Caregiver Conference to promote the café and library resources. Many people stopped by the table and were very excited about the program coming to the library.

During the Summer, the Friends of the Library applied and received a grant from Better World Books which aimed to support early literacy in ages 0-5. For programming, this means purchasing literacy toys that encourage play and learning. One of Tiffany's main focuses for the year is to invite more opportunities for learning through play. This will provide a good start to supporting this goal. These will be used predominately during storytimes but their portable nature means we can transport them to Pre-K classes and support Pre-k groups that visit the library. The manipulatives were used on September 27<sup>th</sup> for a class of pre-k students. The children had fun learning through play. They made animal sounds and identified colors, shapes, and numbers. The teachers were very impressed with the items and even asked how to obtain some for their classes!





# Northampton Free Library

Connor Buyn, Branch Manager



Northampton Free Library had 17 new library cards for the month of September. More than 30 new library card requests were made online and processed for their respective branches, two being non-resident guests from other parts of Virginia that were specifically interested in accessing the systems eResources. September programming attendance was low compared to other months, but the age range of adult program participants has broadened. The name plate bookmark program on September 26<sup>th</sup> required little preparation and participants were happy to make more than one bookmark with the supplies on hand. Many patrons were eager to see October's program calendar.



- Guest author Jazmine Collins





# Cape Charles Memorial Library

Sharon Silvey, Library Manager



During the month of September, the American Library Association celebrates Library Card Sign-Up Month. According to their website, *The campaign started in 1987 as a response to then Secretary of Education William Bennett, who stated, "Let's have a campaign ... Every child should obtain a library card and use it."* This year, Cape Charles Memorial Library offered those who signed up for a library card to enter a raffle to win either a bundle of children's books, a \$25 Cape Charles gift card, or a \$25 K-Coast gift card. As we love all our visitors, patrons could also enter the raffle by checking out a book or attending a library program. The drawing is scheduled for October 1, 2024. Good luck to the over 115 entrants!

CCML is excited to announce that we are one of 300 libraries across the country to receive a Thinking Money for Kids grant through the American Library Association and the FINRA Investor Foundation. Library Manager, Sharon Silvey, is currently attending training webinars and is excited to launch programs this fall. Programming will focus on financial education for children.

In late summer, CCML staff created an interest survey for a Dungeons & Dragons group. We had so much interest, two groups were formed – one for teens (ages 12 – 17) and one for adults (18+)! Library staff researched and worked tirelessly for the "Session Zero Kick Off Event" held in late September. If you were not able to make this event, there is still time to register. Teens will meet on the first Wednesday of each month and Adults will meet on the third Wednesday of each month. Meetings for each group are from 5:15 pm until 8:15 pm.

Next month looks fun with the start of STEM Club, which will meet October 9 and October 24 at 10:30 a.m. This program will be geared towards children ages 5 and older. For our very first program, *Sound Science*, participants will explore how the air around us allows sound to pass through to our ears.

CCML will also be hosting our first ever Fall mini-Fest! This event will be held on Wednesday, October 30 from 10:30 a.m. until 1 p.m. We will have local community partners, games, and snacks. Programs at Cape Charles Memorial Library are always FREE and always OPEN to all.

## CAPE CHARLES MEMORIAL LIBRARY PRESENTS... **DUNGEONS AND DRAGONS**

Join in on adventures led by staff and volunteers from *Tales From the Yawning Portal* in one of our two groups:

- |   |   |
|---|---|
| <b>TEEN GROUP (Ages 12 – 17)</b>                            | <b>ADULT GROUP (Ages 18+)</b>                               |
| • Meets 1st Wednesday of every month, starting October 2024 | • Meets 3rd Wednesday of every month, starting October 2024 |
| • Meetings run from 5:15 PM to 8:15 PM                      | • Meetings run from 5:15 PM to 8:15 PM                      |



Session Zero Kick Off Event  
September 25, 2024  
5:15 PM to 7:15 PM



Those interested in participating in one of our groups are invited to come, learn about the campaign, and make their character!





# Chincoteague Island Library

Linda Ryan, for the Board of Directors



**September is National Library Card Sign-up Month:** To encourage residents and visitors to obtain library cards, we offered a free raffle ticket for each person who signed up. In addition, children were photographed with our “First Library Card” Sign which was posted on the library’s Facebook page. To date, 153 patrons have received new library cards. During the week of September 9 to September 13, 179 residents, visitors, and patrons availed themselves of our facility.



**Tales 4 Tots:** Fall into Reading” —our 2024 fall preschool story time-- began on Thursday, September 19 with a visit from Miss Ellen Richardson and the Accomack County School Bus she drives. Miss Ellen, who has driven the school bus for 48 years, explained the rules to the children and talked about school bus safety. Her visit was followed by songs, stories and crafts about school buses. Twenty-five children and nineteen adults attended.



The following week, library board member and volunteer, Bryce VanStavern, read airplane stories, showed the children a model airplane, how to fly a paper plane, and donned the appropriate gear to fly in an open plane. The children then painted their own model wooden airplane.

Upcoming events for this program include a visit to the Chincoteague Firehouse and visits from our very own mail carrier and police officers.





# Chincoteague Island Library

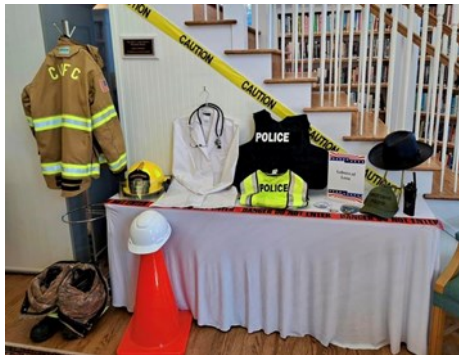
Linda Ryan, for the Board of Directors



**Grant for Technology:** Thanks to a generous grant from the Eastern Shore Public Library Foundation, our library has new computers and a new learning center for children. We are in the process of getting the computers up and running; and the learning center is being well used by our younger patrons.



**Window and Book Displays:** Staff and volunteers have been busy changing our window and book displays. This month the Chincoteague Police Department and the Chincoteague Volunteer Fire Company generously donated gear to help us honor the heroes of 9/11 with a “Labor of Love” display inside the library. The window display, “Out of This World,” has been enjoyed by visitors and passersby.



**Building Maintenance:** After the building was repainted this spring, we found that the Main Street windows need major repair. The library board is in the process of obtaining bids for the repair. Additionally, the board determined that, in the interest of safety and security for our staff and volunteers, cameras should be installed throughout the library. The cameras are being installed this week.

**Fundraising:** Our annual newsletter and appeal is in the process of being completed. It should be in the mail sometime in October. The annual basket raffle drawing will be held on October 14. As a non-profit library dependent upon private donations, these happenings as well as our annual sunset cruise are our main source of funds for the year.

We are all—part-time staff, volunteers, and board members, looking forward to a busy fall and winter, If we are able to accomplish all we do with a minimum of staffing (only 23 hours per week), imagine what we could accomplish if we had paid staffing for all of the hours the library is open to the public.

**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**October 15, 2024, 6:00PM**

Meeting Location: Northampton Free Library  
7745 Seaside Rd., Nassawadox, VA 23413

**Agenda**

1. Call to Order
2. Public Comments
3. Approval of Minutes of September 17, 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, November 12, 2024, at 1:00p.m. at Eastern Shore Regional Library & Heritage Center, 23413 Bennett Street, Parksley, VA 23421
13. Adjournment



# MINUTES

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

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9.17.24 | 1 PM | Eastern Shore Regional Library & Heritage Center  
Parksley, VA

*Meeting called to order by Vice Chair, Janet Justis*

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### Attendance

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**Present:**

Dennis Custis, Joyce Holland, Janet Justis, M.K. Miles, David Poyer (*Zoom*), Carl Rose-Jensen, (*Zoom*), Frank Russell, Maureen Teague, Christopher Pote (*ex-officio*)

**Absent:**

Grayson Chesser, James Lilliston (*ex-officio*)

**In Attendance:**

Maria Burns, Tiffany Flores, Kasey Grier, Jamie Johnson, Paul Muhly, Colette Nelson, Charle Ricci

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### Call to Order

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The meeting was called to order by Janet Justis at 1 p.m. A quorum was present.

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### Nominating Committee

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A hard copy of committee assignments was distributed. (see attached)

Joyce Holland moved that the nominating committee be moved to the top of the agenda. Frank Russell seconded. Motion passed unanimously.

Dennis Custis shared that the Nominating Committee met and decided that Janet Justis was the best candidate for the position of Vice Chair.

Joyce Holland moved that Janet Justis be elected as Vice Chair of the Board of Trustees. Frank Russell seconded. Motion passed unanimously.



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## Public Comments

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Paul Muhly provided an update on the library signage located on Route 13:

- The initial library signage that P. Muhly submitted to VDOT was denied due to not being compliant with their guidelines
- He submitted updated signage ideas following the VDOT guidelines to the ESPL Foundation
- Christopher Pote now has the documentation that P. Muhly provided
- P. Muhly indicated that the next steps would be for the ESPL Foundation to apply for the signage

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## Approval of Minutes of August 13, 2024

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Dennis Custis moved that the August 13, 2024, meeting minutes be approved. Frank Russell seconded. Motion passed unanimously.

## Old Business

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### Facilities Committee Report (J. Justis)

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Janet Justis presented David Poyer's report to the committee:

- The Facilities Committee conducted the first of a planned series of quarterly inspections of the library system locations to meet the Board of Trustees' oversight responsibilities and to ensure the safety of both staff and patrons.
- The first site visit was conducted at the Cape Charles Memorial Library on 8.22.24. Christopher Pote, Larry Giddens, David Poyer, Sharon Silvey & the Chair of the CCML Friends Group were present for the inspection.
- Several points of possible concerns from fire preparedness and safety issues for the building were identified and were given to Sharon Silvey.

Maureen Teague asked if CIL will receive a copy of the findings when their inspection is conducted in November.

- Christopher Pote explained that the President of the Board of Chincoteague Island Library will receive a copy of the inspection findings once completed.

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## 2<sup>nd</sup> Reading: MakerSpace Policy

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Dennis Custis moved that the MakerSpace Policy be accepted as written. Joyce Holland seconded. Motion passed unanimously.

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## Finance Committee

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No Report.

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## Financial Report (C. Pote)

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Christopher Pote shared the following highlights:

- A new contract has been negotiated with Blue Touch Cleaning, the contractor that cleans the ESRL in Parksley (beginning the week of 9/16/24). The new weekly rate will be \$475 (an increase of \$75), which includes cleaning the back staff area once a week.
- After attempting to secure a new accounting firm to conduct the ESPL system audit, an agreement was made with the auditor from last year, Dunham, Aukamp, and Rhodes who verbally agree to complete the audit under the necessary time constraints. They will be sending a letter of engagement.
- LGIP statements were distributed; the account sits at \$71,455.23--the latest dividend was \$326.34
- On 8/23/24 the ESPL State Aid budget was submitted.

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## Branch and Friends Reports

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- 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: Included in the Library Director's System report.

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## Library Director's System Report (C. Pote)

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Christopher Pote provided several System updates:

- Building Update
  - HVAC: Accomack County Public Works Department participated in a conference call in early September with the completion contractor (Landmark) and the mechanical sub-contractor (Noland). As a result, an onsite meeting is being scheduled for a walk-through to look at any on-going issues with the possibility of the equipment manufacturer and/or distributor on hand. Noland is supposed to propose dates/times for the meeting to take place.
  - The side entrance door by the Heritage Center has not yet been repaired. Last month C. Pote thought that the needed part was in, and the work just needed to be scheduled, but the part is actually on back order.
- Emergency Preparedness
  - Northampton Free Library
    - Northampton Fire & Rescue will meet with pertinent staff to go over fire safety, conduct a fire drill, and show us how to conduct drills in the future. Date, TBD.
    - Northampton's Sherrif's Office can provide option-based training for emergencies, such as an active shooter drill. This would be an all-day training that includes class sessions and scenario walkthroughs.
  - Regional Library & Heritage Center
    - C. Pote & Jamie Johnson met with Parksley Fire Chief, Willie Kirkpatrick, on 8/20 & 9/10, to plan fire safety training for the staff. Considering its size and the fact that it's new, Chief Kirkpatrick is scheduling a walkthrough for the afternoon of 10/5. He

invited the fire companies from Parksley, Bloxom, Onancock, and Tasley to tour the facility and to familiarize everyone with the space and the fire suppression systems.

- After the walkthrough, they will show us how to properly run a fire drill, and they will assist ESRL&HC with the first fire drill.
  - C. Pote was put in contact with Lt. Bobby Taylor of Accomack County Sheriff's Department for something similar to what Northampton is providing in terms of active shooter and other emergency preparedness, but there has not been a response yet.
  - The fire safety systems inspection for ESRL&HC is scheduled for 10/4.
  - C. Pote and J. Johnson have been added as the points of contact for ESRL&HC for 911 purposes; there was previously no point of contact.
  - CSB will be providing staff with REVIVE! training and participants will learn how to use Narcan, and will receive a dose each, once trained. Dates are being scheduled.
  - Point of clarification from conversation at the August meeting: CIL has an AED provided by the town, not CCML. AEDs are not very expensive though so adding one to each library location is being researched.
- Staffing Changes:
    - Jazmine Collins has been transferred to the Heritage Center as Reference Manager & Local History.
    - Jamie Johnson has been promoted to Circulation Manager.
    - Maria Burns is taking on additional administrative duties for the time being.
    - The Archivist job description is written, and will hopefully be posted this week.
  - The Regional Library & Heritage Center's birthday party was Saturday, September 7<sup>th</sup>. It was celebrated via a passive program with tables set out including cupcakes, goodie bags, library stickers, books and balloons. There were 80-90 people in attendance throughout the day.
  - This summer the Mariner-Barnes Archivist endowment received a significant gift from Curtis, Lynn, and Tom Badger in the form of Norfolk Southern stock. This gift realized over \$53,000. This is significant for the Heritage Center.
  - On 9/1, C. Pote attended the Tidewater Area Library Director's Conference. It was the first in-person attendance of a director's meeting, and he enjoyed meeting with other directors and getting to see another facility. The Librarian of Virginia, Dennis Clark, was in attendance so C.Pote was able to meet him and discuss ESPL. ESPL will host a TALDC meeting in the future.
  - On 8/15 Charle Ricci and C. Pote attended a workshop on content challenges. It was very helpful and informative, and they were able to walk away from the workshop knowing that ESPL's current policy for content challenges is in excellent shape.
  - On 9/4 ESRL & HC hosted a Virginia Retirement System (VRS) information session for all Shore agencies/organizations that utilize VRS. It was very informative, and half of the participants signed up for library cards when the session ended.
  - September is library card sign-up month. All four libraries are having giveaways for new library card sign ups. C. Pote went to WESR and advertised the following on the radio:
    - CCML- enter to win one of three drawings if you sign up for a new card, check out a book, or attend a program



- NFL- a drawing for one \$25 gift card for kids that sign up for a new library card and a \$50 gift card for adults, both to Walmart
- ESRL & HC- same as NFL
- CIL- free entry into their Island Treasurers Giveaway basket for new sign-ups
- On 9/13 the Heritage Center Advisory Committee held its quarterly meeting and had good conversations.
- On 9/26 & 27 C. Pote will be attending the Library of Virginia's annual Director's Meeting in Richmond.

## New Business

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### Founding Donors Recognition (F. Russell)

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Frank Russell shared that the committee had looked at recognizing founding donors with a bench, but then decided to switch to a commemorative plaque as there are many benches already located outside of the library. The committee is continuing to work on this project.

Joyce Holland explained that the original intent of the plaque was to honor all Trustees that contributed to the building of the new Eastern Shore Regional Library & Heritage Center in Parksley from the start of the process through its opening.

- Conversation ensued as to whether different recognitions should be made for other members of the community who were great contributors to the process of creating the new regional library in Parksley.
- Christopher Pote indicated his interest in recording the history of all the contributors and work that went into the building of the Eastern Shore Regional Library & Heritage Center in Parksley.

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### Trustee Training Committee Report (J. Holland)

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Joyce Holland explained that the committee is proposing quarterly session to run approximately 15 minutes each and be part of the regular meeting agendas.

- Training sessions for this fiscal year; 11/12/24, 2/11/25, 5/13/25
- The First session will deal with basic Trustee responsibilities, with the hopes of having a Library of Virginia representative present.
- The committee welcomes suggestions from the Board for any topics that would be helpful to have covered in training.
- The committee encourages Trustees to spend some extra time with the *Virginia Public Library Trustee Handbook*, which was received as a part of the orientation process.

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### Personnel Committee (Rose-Jensen)

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Carl Rose-Jensen explained that the committee has not met so there is no report.

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### ESPL Foundation (Custis)

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Dennis Custis shared that at the last Foundation Board meeting, the Foundation celebrated three board members as they stepped down from their long-serving positions: Frank Hall, Kim Miles & John Edwards.

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### **Additional Comments**

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No comments.

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### **Next Meeting**

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Tuesday, 10.8.24 6PM | Northampton Free Library: 7745 Seaside Road, Nassawadox, VA 23413

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### **Adjournment**

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Joyce Holland moved to adjourn the meeting. Dennis Custis seconded. The motion passed unanimously.

The meeting adjourned at 1:54 p.m. by Vice Chair, Janet Justis.



Report to Board of Trustees Submitted by Margaret Donahue Lynch

As decided upon at our last meeting, the Friends proposed to Library System Director Chris Pote, Technical Services Librarian Charle Ricci, and Programs & Outreach Librarian Tiffany Flores the following allocation of our financial support for FY 2025:

- \$2,000 to support the Maker-Space startup (as committed by vote of the Friends board at the May 2024 meeting)
- \$3,000 for the Children's Summer Reading Program in 2025
- \$ 750 to support STEM Activity in 2025
- \$5,000 to support the program(s) most recommended by staff

Possibilities include:

- **The Shelf** streaming service that provides adult programming in Spanish. COST- \$2000 per year with a one-time set-up fee of \$700.
- **Video Game Collection.** Currently there are 20 games for use on Nintendo Switch. Patrons are allowed one game per card for a two week check out period. COST- \$50-\$60 per game.
- Any funds remaining will be dedicated to the programs chosen by staff as most worthy, e.g., continue Kanopy, fund Children's programming for The Shelf, etc.

The Friends are, as always, eager to support the library collection and the growth of programming and program attendance. Our new and beautiful location in Parksley makes it even more significant that we can do so in fiscal 2025, and all the more important that we are able to contribute to the future. Therefore, although we will always do our best, The Friends cannot guarantee this level of support on a yearly basis.



Some of the Friends attended the Climate Equity Conference held in the meeting room in August.



*Our Bookstore is celebrating a year in operation!*

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: **Kate Baird**,

Treasurer: **Carol Callander**, Secretary: **Maureen Teague**

Directors: **Pat Bloxom**, **Liz Bochicchio**, **Judy Malarkey**, **Sharyn McQuaid**, **Betsy Reich**, **Susan Vreeland**,

President Emeritus **Janet Rochester** Emeritus **Ann Scott**



Eastern Shore Public Library  
**Profit & Loss**  
September 2024

	<u>Sep 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>42000 · Contributions</b>	
42010 · ESPL Friends	3,000.00
42030 · Contributions Unrestricted	101.05
42060 · Adopt-A-Book	72.60
42070 · ESPL Foundation	350.00
	<hr/>
<b>Total 42000 · Contributions</b>	3,523.65
<b>43000 · Reimbursements</b>	
43020 · Island	251.34
43030 · Cape Charles	3,011.34
	<hr/>
<b>Total 43000 · Reimbursements</b>	3,262.68
<b>44000 · Fines &amp; Fees</b>	
44010 · Fines	57.95
	<hr/>
<b>Total 44000 · Fines &amp; Fees</b>	57.95
	<hr/>
<b>Total 40000 · INCOME</b>	6,844.28
	<hr/>
<b>Total Income</b>	6,844.28
	<hr/>
<b>Gross Profit</b>	6,844.28
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61102 · Building Maintenance, NFL	1,024.33
61104 · Building Maintenance - Parksley	305.78
	<hr/>
<b>Total 61100 · Building</b>	1,330.11
<b>61200 · Utilities</b>	
61202.1 · Electricity - NFL	489.82
61202.2 · Electricity - Parksley	1,373.97
61203 · Telephone	624.55
61204 · Water/Sewer - Parksley	147.99
	<hr/>
<b>Total 61200 · Utilities</b>	2,636.33
<b>61300 · Vehicle Operation</b>	118.85
<b>61500 · Computer</b>	
61514 · Internet Services, State	264.10
61515 · Computer Software	475.00
61516 · Computer Software, State	482.65
61518 · Technology	1,363.95
	<hr/>
<b>Total 61500 · Computer</b>	2,585.70
	<hr/>
<b>Total 61000 · Operations</b>	6,670.99
<b>62000 · Equipment</b>	

Eastern Shore Public Library  
**Profit & Loss**  
September 2024

	<u>Sep 24</u>
62300 · Equipment Maintenance	
62310 · Contractual Services	377.63
<b>Total 62300 · Equipment Maintenance</b>	<u>377.63</u>
<b>Total 62000 · Equipment</b>	377.63
63000 · Programs	
63200 · Youth	637.61
63300 · Outreach	57.96
63000 · Programs - Other	80.67
<b>Total 63000 · Programs</b>	<u>776.24</u>
64000 · Personnel	
64010 · Salaries - Director	8,412.27
64020 · Salaries - Other	30,150.67
64030 · Hourly Employees	16,723.03
64050 · Payroll Expenses	4,960.00
64070 · Retirement (VRS)	2,261.03
64080 · Insurance	
64083 · Insurance, Life (VRS)	-0.03
64085 · Insurance, Medical (Anthem)	5,222.56
64086 · Insurance, Dental (Anthem)	111.44
<b>Total 64080 · Insurance</b>	<u>5,333.97</u>
64090 · Liability Reserve	833.33
64100 · Staff & Volunteer Appreciation	33.95
<b>Total 64000 · Personnel</b>	<u>68,708.25</u>
65000 · Supplies	
65100 · Custodial	1,958.49
65200 · Office	564.94
65300 · Library	2,866.86
65400 · Youth Program Supplies	29.99
65500 · Archival Supplies	514.15
<b>Total 65000 · Supplies</b>	<u>5,934.43</u>
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	4,048.26
66313 · Continuations, State Aid	66.50
66317 · AV, State Aid	465.62
66320 · Cape Charles Contract #15	224.93
<b>Total 66310 · System Materials</b>	<u>4,805.31</u>
66350 · Affiliates	
66351 · Books, Affiliates	2,368.65
<b>Total 66350 · Affiliates</b>	<u>2,368.65</u>
66900 · Restricted	133.35

Eastern Shore Public Library  
**Profit & Loss**  
September 2024

	<u>Sep 24</u>
Total 66000 · Materials	7,307.31
67000 · Other	
67200 · Travel & Meals	392.95
Total 67000 · Other	392.95
68000 · Miscellaneous	
68100 · Bank Fees	298.64
Total 68000 · Miscellaneous	298.64
69000 · Professional Services	
69001 · Professional Services,Financial	1,600.00
69002 · Professional, Library Services	600.00
69003 · Erate Consultant	2,495.75
Total 69000 · Professional Services	4,695.75
Total 60000 · EXPENSES	95,162.19
Total Expense	95,162.19
Net Ordinary Income	-88,317.91
Other Income/Expense	
Other Expense	
8020 · Miscellaneous	69.85
Total Other Expense	69.85
Net Other Income	-69.85
Net Income	<u><u>-88,387.76</u></u>



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

July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · INCOME</b>				
41000 · Government Income				
41010 · Accomack County	199,506.25	798,025.00	-598,518.75	25.0%
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%
<b>Total 41000 · Government Income</b>	<b>361,312.25</b>	<b>1,449,549.00</b>	<b>-1,088,236.75</b>	<b>24.9%</b>
42000 · Contributions				
42010 · ESPL Friends	3,786.30	3,800.00	-13.70	99.6%
42020 · NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 · Contributions Unrestricted	885.05	1,000.00	-114.95	88.5%
42040 · Contributions Restricted	423.23	5,500.00	-5,076.77	7.7%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	122.60	500.00	-377.40	24.5%
42070 · ESPL Foundation	949.99	0.00	949.99	100.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
<b>Total 42000 · Contributions</b>	<b>6,167.17</b>	<b>12,900.00</b>	<b>-6,732.83</b>	<b>47.8%</b>
43000 · Reimbursements				
43010 · NFL Book Endowment	6,120.00	5,000.00	1,120.00	122.4%
43020 · Island	553.84	2,000.00	-1,446.16	27.7%
43030 · Cape Charles	3,011.34	14,000.00	-10,988.66	21.5%
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%
<b>Total 43000 · Reimbursements</b>	<b>9,685.18</b>	<b>21,600.00</b>	<b>-11,914.82</b>	<b>44.8%</b>
44000 · Fines & Fees				
44010 · Fines	460.72	0.00	460.72	100.0%
44020 · Photocopying	3,340.40	7,500.00	-4,159.60	44.5%
44030 · Fax	8.60	0.00	8.60	100.0%
44040 · Inter Library Loan	94.50	50.00	44.50	189.0%
44000 · Fines & Fees - Other	17.51	0.00	17.51	100.0%
<b>Total 44000 · Fines &amp; Fees</b>	<b>3,921.73</b>	<b>7,550.00</b>	<b>-3,628.27</b>	<b>51.9%</b>
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%
<b>Total 45000 · Endowments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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%
<b>Total 49000 · Miscellaneous Income</b>	<b>0.00</b>	<b>300.00</b>	<b>-300.00</b>	<b>0.0%</b>
<b>Total 40000 · INCOME</b>	<b>381,086.33</b>	<b>1,491,899.00</b>	<b>-1,110,812.67</b>	<b>25.5%</b>
<b>Total Income</b>	<b>381,086.33</b>	<b>1,491,899.00</b>	<b>-1,110,812.67</b>	<b>25.5%</b>
<b>Gross Profit</b>	<b>381,086.33</b>	<b>1,491,899.00</b>	<b>-1,110,812.67</b>	<b>25.5%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	0.00	0.00	0.00	0.0%
61102 · Building Maintenance, NFL	1,903.81	15,000.00	-13,096.19	12.7%
61104 · Building Maintenance - Parksley	6,145.50	19,200.00	-13,054.50	32.0%
61105 · Rent	0.00	0.00	0.00	0.0%
61100 · Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 · Building</b>	<b>8,049.31</b>	<b>34,200.00</b>	<b>-26,150.69</b>	<b>23.5%</b>
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	1,345.78	7,000.00	-5,654.22	19.2%
61202.2 · Electricity - Parksley	3,695.26	20,000.00	-16,304.74	18.5%

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

July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
61203 · Telephone	1,843.64	6,000.00	-4,156.36	30.7%
61204 · Water/Sewer - Parksley	577.49	3,400.00	-2,822.51	17.0%
<b>Total 61200 · Utilities</b>	<b>7,462.17</b>	<b>36,400.00</b>	<b>-28,937.83</b>	<b>20.5%</b>
61300 · Vehicle Operation	384.49	5,000.00	-4,615.51	7.7%
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%
<b>Total 61400 · Insurance (VRSA)</b>	<b>0.00</b>	<b>16,000.00</b>	<b>-16,000.00</b>	<b>0.0%</b>
61500 · Computer				
61510 · Computer Hardware	0.00	4,000.00	-4,000.00	0.0%
61513 · Online Services	10,990.50	26,620.00	-15,629.50	41.3%
61514 · Internet Services, State	792.30	12,000.00	-11,207.70	6.6%
61515 · Computer Software	475.00	0.00	475.00	100.0%
61516 · Computer Software, State	547.65	7,818.00	-7,270.35	7.0%
61517 · Computer Maintenance	0.00	16,000.00	-16,000.00	0.0%
61518 · Technology	3,978.38	2,720.00	1,258.38	146.3%
<b>Total 61500 · Computer</b>	<b>16,783.83</b>	<b>69,158.00</b>	<b>-52,374.17</b>	<b>24.3%</b>
<b>Total 61000 · Operations</b>	<b>32,679.80</b>	<b>160,758.00</b>	<b>-128,078.20</b>	<b>20.3%</b>
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	2,696.42	12,000.00	-9,303.58	22.5%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 62300 · Equipment Maintenance</b>	<b>2,696.42</b>	<b>12,000.00</b>	<b>-9,303.58</b>	<b>22.5%</b>
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
<b>Total 62000 · Equipment</b>	<b>3,076.41</b>	<b>43,000.00</b>	<b>-39,923.59</b>	<b>7.2%</b>
63000 · Programs				
63100 · Adult	128.04	1,500.00	-1,371.96	8.5%
63200 · Youth	968.46	7,000.00	-6,031.54	13.8%
63300 · Outreach	443.49	0.00	443.49	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	80.67	0.00	80.67	100.0%
<b>Total 63000 · Programs</b>	<b>1,620.66</b>	<b>14,500.00</b>	<b>-12,879.34</b>	<b>11.2%</b>
64000 · Personnel				
64010 · Salaries - Director	26,002.27	105,000.00	-78,997.73	24.8%
64020 · Salaries - Other	87,257.15	452,756.00	-365,498.85	19.3%
64030 · Hourly Employees	51,289.12	180,000.00	-128,710.88	28.5%
64050 · Payroll Expenses	14,755.28	68,085.00	-53,329.72	21.7%
64070 · Retirement (VRS)	6,698.23	65,000.00	-58,301.77	10.3%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	28.00			
64083 · Insurance, Life (VRS)	-0.17	0.00	-0.17	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.08	0.00	-0.08	100.0%
64085 · Insurance, Medical (Anthem)	15,667.68	0.00	15,667.68	100.0%
64086 · Insurance, Dental (Anthem)	334.32	0.00	334.32	100.0%
64080 · Insurance - Other	0.00	91,820.00	-91,820.00	0.0%
<b>Total 64080 · Insurance</b>	<b>16,029.75</b>	<b>91,820.00</b>	<b>-75,790.25</b>	<b>17.5%</b>
64090 · Liability Reserve	2,499.99	10,000.00	-7,500.01	25.0%
64100 · Staff & Volunteer Appreciation	73.95	3,000.00	-2,926.05	2.5%
<b>Total 64000 · Personnel</b>	<b>204,605.74</b>	<b>975,661.00</b>	<b>-771,055.26</b>	<b>21.0%</b>
65000 · Supplies				
65100 · Custodial	6,378.42	26,000.00	-19,621.58	24.5%
65200 · Office	1,246.04	0.00	1,246.04	100.0%
65300 · Library	11,174.08	33,467.00	-22,292.92	33.4%
65400 · Youth Program Supplies	242.34	3,000.00	-2,757.66	8.1%
65500 · Archival Supplies	1,308.46	0.00	1,308.46	100.0%
<b>Total 65000 · Supplies</b>	<b>20,349.34</b>	<b>62,467.00</b>	<b>-42,117.66</b>	<b>32.6%</b>
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	15,527.00	61,437.00	-45,910.00	25.3%
66312 · Periodicals, State Aid	0.00	500.00	-500.00	0.0%

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

July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
66313 · Continuations, State Aid	89.43	500.00	-410.57	17.9%
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	648.09	7,500.00	-6,851.91	8.6%
66320 · Cape Charles Contract #15	695.09	2,000.00	-1,304.91	34.8%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66310 · System Materials</b>	<b>16,959.61</b>	<b>97,937.00</b>	<b>-80,977.39</b>	<b>17.3%</b>
<b>66350 · Affiliates</b>				
66351 · Books, Affiliates	6,823.83	17,000.00	-10,176.17	40.1%
<b>Total 66350 · Affiliates</b>	<b>6,823.83</b>	<b>17,000.00</b>	<b>-10,176.17</b>	<b>40.1%</b>
<b>66900 · Restricted</b>	<b>1,966.67</b>	<b>17,000.00</b>	<b>-15,033.33</b>	<b>11.6%</b>
<b>Total 66000 · Materials</b>	<b>25,750.11</b>	<b>131,937.00</b>	<b>-106,186.89</b>	<b>19.5%</b>
<b>67000 · Other</b>				
67100 · Postage	248.22	3,000.00	-2,751.78	8.3%
67200 · Travel & Meals	1,252.15	8,000.00	-6,747.85	15.7%
67300 · Dues	928.00	3,500.00	-2,572.00	26.5%
67000 · Other - Other	350.00	0.00	0.00	0.0%
<b>Total 67000 · Other</b>	<b>2,778.37</b>	<b>14,500.00</b>	<b>-11,721.63</b>	<b>19.2%</b>
<b>68000 · Miscellaneous</b>				
68100 · Bank Fees	925.35	1,000.00	-74.65	92.5%
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%
<b>Total 68000 · Miscellaneous</b>	<b>1,249.38</b>	<b>10,100.00</b>	<b>-8,850.62</b>	<b>12.4%</b>
<b>69000 · Professional Services</b>				
69001 · Professional Services, Financial	4,800.00	20,000.00	-15,200.00	24.0%
69002 · Professional, Library Services	1,838.59	14,800.00	-12,961.41	12.4%
69003 · Erate Consultant	2,495.75	5,720.00	-3,224.25	43.6%
69004 · Auditor	0.00	10,000.00	-10,000.00	0.0%
69000 · Professional Services - Other	0.00	0.00	0.00	0.0%
<b>Total 69000 · Professional Services</b>	<b>9,134.34</b>	<b>50,520.00</b>	<b>-41,385.66</b>	<b>18.1%</b>
<b>69005 · Depreciation Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 60000 · EXPENSES</b>	<b>301,244.15</b>	<b>1,463,443.00</b>	<b>-1,162,198.85</b>	<b>20.6%</b>
<b>Total Expense</b>	<b>301,244.15</b>	<b>1,463,443.00</b>	<b>-1,162,198.85</b>	<b>20.6%</b>
<b>Net Ordinary Income</b>	<b>79,842.18</b>	<b>28,456.00</b>	<b>51,386.18</b>	<b>280.6%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7010 · Interest Income	651.76	0.00	651.76	100.0%
<b>Total Other Income</b>	<b>651.76</b>	<b>0.00</b>	<b>651.76</b>	<b>100.0%</b>
<b>Other Expense</b>				
61103 · Capital	0.00	0.00	0.00	0.0%
8020 · Miscellaneous	69.85	0.00	69.85	100.0%
<b>Total Other Expense</b>	<b>69.85</b>	<b>0.00</b>	<b>69.85</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>581.91</b>	<b>0.00</b>	<b>581.91</b>	<b>100.0%</b>
<b>Net Income</b>	<b>80,424.09</b>	<b>28,456.00</b>	<b>51,968.09</b>	<b>282.6%</b>

Eastern Shore Public Library  
**Balance Sheet**  
As of September 30, 2024

	<u>Sep 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LGIP - Investment Account #1155	71,455.23
<b>Petty Cash</b>	
Main	100.00
NFL	76.87
<b>Total Petty Cash</b>	176.87
<b>Truist - Operating #2396</b>	
Liability Reserve	31,924.64
Truist - Operating #2396 - Other	298,697.15
<b>Total Truist - Operating #2396</b>	330,621.79
<b>Total Checking/Savings</b>	402,253.89
<b>Other Current Assets</b>	
1300 · Prepaid Expenses	21,609.08
1400 · Security Deposit	1,600.00
<b>Total Other Current Assets</b>	23,209.08
<b>Total Current Assets</b>	425,462.97
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	896,850.14
<b>Other Assets</b>	
1600 · Deferred Outflows	63,258.00
1700 · Right-to-use Asset	20,800.00
<b>Total Other Assets</b>	84,058.00
<b>TOTAL ASSETS</b>	<b>1,406,371.11</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	10,506.26
<b>Total Accounts Payable</b>	10,506.26
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	757.02
2270 · Minnesota Life	0.05
2280 · State Unemployment Tax	-26.27
2290 · Anthem, Medical	1,816.64

10:27 AM

10/03/24

Accrual Basis

Eastern Shore Public Library

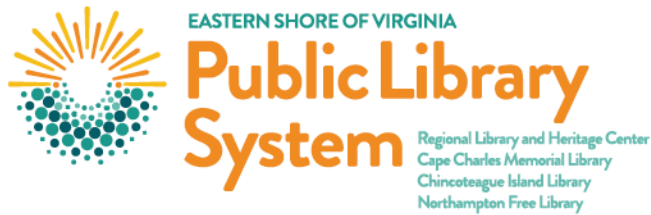
Balance Sheet

As of September 30, 2024

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	<u>Sep 30, 24</u>
2300 · Anthem, Dental	98.61
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
<b>Total Other Current Liabilities</b>	<u>151,430.32</u>
<b>Total Current Liabilities</b>	<u>161,936.58</u>
<b>Total Liabilities</b>	161,936.58
<b>Equity</b>	
1110 · Retained Earnings	674,443.12
3000 · Opening Bal Equity	489,567.32
Net Income	80,424.09
<b>Total Equity</b>	<u>1,244,434.53</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,406,371.11</u></u>





## Report to the Accomack County Board of Supervisors – October 2024

Responsible stewardship of the assets of the public library system is one of my core functions, if not the most important function, of my role as Director. There are three broad categories of oversight and protection I consider: people, property, and collections.

People are by far the most important asset of any well-run organization. It is my job to make sure staff are not only safe at their jobs but put in position that they can best perform and serve the communities of the Eastern Shore, and to provide safe community space for our patrons. Under my leadership, we then all work together to protect and maintain the property, budget, and facilities of the system. And in doing so, we are able to take care of the collections we have been charged to curate.

Therefore, in the coming weeks we will be conducting the following for Eastern Shore Regional Library & Heritage Center for staff in order to protect our patrons and each other, our facilities, and our collections:

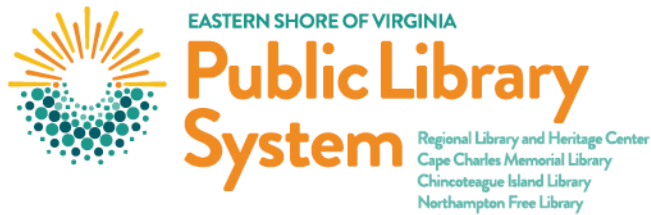
- REVIVE training in partnership with CPES;
- Fire preparedness and drill training jointly with Parksley Fire Department and surrounding companies;
- Conducting fire drills;
- Emergency preparedness, such as active shooter drills, with the Accomack County Sheriff's Office.

Thank you to the community partners that are assisting us in these initiatives, and 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*



## Report to the Northampton County Board of Supervisors – October 2024

Responsible stewardship of the assets of the public library system is one of my core functions, if not the most important function, of my role as Director. There are three broad categories of oversight and protection I consider: people, property, and collections.

People are by far the most important asset of any well-run organization. It is my job to make sure staff are not only safe at their jobs but put in position that they can best perform and serve the communities of the Eastern Shore, and to provide safe community space for our patrons. Under my leadership, we then all work together to protect and maintain the property, budget, and facilities of the system. And in doing so, we are able to take care of the collections we have been charged to curate.

Therefore, in the coming weeks we will be conducting the following for the Northampton Free Library for staff in order to protect our patrons and each other, our facilities, and our collections:

- REVIVE training in partnership with CPES;
- Fire preparedness and drill training with Northampton Fire & Rescue;
- Emergency preparedness, such as active shooter drills, with the Northampton County Sheriff's Office;
- Reassessing the security system and provider;
- Reassessing the space and functionality of the Library facility.

Thank you to the community partners that are assisting us in these initiatives, and 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*