

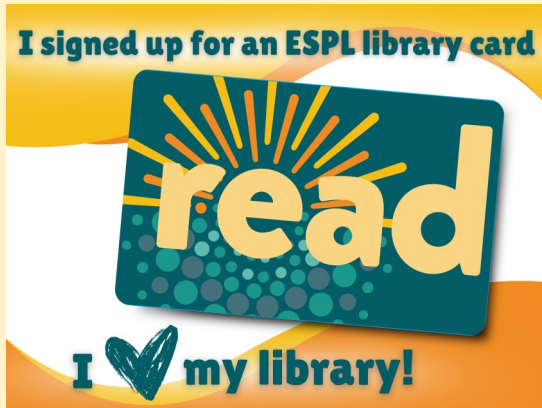


Library System Report

EASTERN SHORE OF VIRGINIA • PUBLIC LIBRARY SYSTEM

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

August 2024



September Highlights @ Regional Library & Northampton Free

- 7th: Regional Library 1st Birthday Party - ESRL
- 10th: Craft & Story Time w/ Chesapeake Bay Field Station - ESRL
- 12th: STEM Night, Leaf Pressing - ESRL
- 12th: Author Talk w/ Karen Downing - ESRL
- 18th: Braver Angels Workshop & Braver Lens Exhibit opening - ESRL
- 19th: Teen Creative Writing - ESRL
- 19th: Hobbit Door Wreath Adult Craft - ESRL
- 21st: Resume & Interview Workshop - ESRL
- 24th: Teen Gaming & Manga Book Club - ESRL
- 26th: Camp Halfblood Party (for the Percy Jackson & Olympians new release) - ESRL
- 26th: Name Plate Bookmarks Adult Craft - NFL
- Tech Help: Every Tuesday - Northampton Free
- Storytime Anytime: Every Monday & Wednesday - Northampton Free

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

Director's Update



Christopher Pote,
System Director

September is Library Card Sign-up Month! Your free library card entitles you access to all ESPL services including free movie rentals and streaming; books, audio books, and ebooks; video games; internet access; and so much more. All free! We are also giving away \$150 worth of gift cards for all new library cards issued this month. Both the Regional Library in Parksley and Northampton Free Library in Nasawadox will be giving away one \$25 gift card for kids and one \$50 gift card for adults each! All individuals signing up for a new library account are eligible to participate in the drawing.

Badger Family Gift to Heritage Center

This summer, the Heritage Center was honored to receive a most generous gift from Curtis, Lynn, and Tom Badger of Melfa. Donated in the form of Norfolk Southern stock, the monetary value of the gift is over \$53,000. The donation was made directly to the Eastern Shore Public Library Foundation to augment the Mariner-Barnes Archivist Endowment. The gift was made in the memory of prominent local historian and author, Kirk C. Mariner, and in honor of former librarian and local historian Brooks Miles Barnes.

Mariner and Barnes, for whom the endowment is named, are integral in the Heritage Center project. The Eastern Shore Room and the eponymous Barnes Archives are full of material collected by Miles and form the core collection of the Heritage Center. Mariner not only donated his personal papers to the Heritage Center, portions of his estate were the seed funding for the endowment. The endowment, once fully vested, will allow for the Heritage Center to employ a full-time, professional archivist to manage the Heritage Center in perpetuity and is vital to its success.

The Heritage Center is also home of the Curtis J. Badger Papers. A lifelong photographer, naturalist, and author, Badger has donated over hundreds of slides, negatives, photographs, and manuscript to date. Curtis and his family's support of the Heritage Center is an exemplar of the promise of the Heritage Center as we strive to build the repository of record for the Eastern Shore of Virginia. Thank you Badger family!



ESRL & HC Staff Transitions

The following staff transitions become effective September 1st:

Jazmine Collins is transferring to the Heritage Center full time as Reference Manager and Local History. As Reference Manager, Jazmine will be responsible for assisting all visitors to the Heritage Center and with library patron reference questions as well as advising and assisting on reference services. Her personal and professional experience in local history is vital to the position and will benefit researchers greatly. The Heritage Center is lucky to be adding someone as knowledgeable, enthusiastic, and competent as Jazmine to the Heritage Center as it begins to grow. Thank you to Jazmine for all you did for ESPL as Circulation Manager.

Jamie Johnson is being promoted to Circulation Manager. Admittedly hard shoes to fill, Jamie is filling the role and duties previously performed by Jazmine and will supervise all aspects of circulation services. Jamie's initiative and attention to detail as Administrative Assistant were very impressive, and her prior time as circulation staff and working closely with the director has prepared her well for this role. Jamie has the advantage of taking over a department with an outstanding staff, and we'll strive to maintain the excellent customer service the circulation team already provides. She is a great addition to the team as we aim to be even better.

Maria Burns will be taking on some administrative assistant responsibilities, in addition to her role in Circulation, to aid the director in this transitional time. Maria is a hard worker with a positive attitude and possesses many of the requisite skills for the position. She is not afraid to take on new challenges, and we hope to utilize her creative side more, as well.



EASTERN SHORE OF VIRGINIA

Heritage Center

esplheritage.org

Jazmine Collins, Reference Manager & Local History

The Heritage Center hosted the Eastern Shore Climate Equity Project Workshop on August 21st at 6PM. The Climate Equity Project, led by the University of Virginia and a local Community Advisory Committee is focused on developing strategies to improve the information about and response to climate change challenges in our rural coastal communities. The Workshops, which will now be held semi-annually, offer an opportunity for residents to identify concerns such as how ES communities or areas will be affected differently, what are the potential dangers for septic systems, and soil and water salinization, and what groups may be most affected. The project identifies and promotes the resources that are already available on the Shore and ways for continual participation. Two of the project's goals that are of significance to the Heritage Center has been to collect oral histories relating to local culture and the environment to be preserved as well as the creation of a "timeline" of Eastern Shore history relating to the environment and climate. Documents from the workshops will be added to the Heritage Center's archives.

On August 24th, Heritage Center staff helped organize and participated in the First Annual Samuel D. Outlaw Memorial Blacksmith Shop's Shoebox Lunch Festival fundraising event. Attendees enjoyed decorating their boxes before getting a traditional lunch catered by Black Water Soul Food and Sea Food enjoyed picnicking under the shade. Blacksmith Dale Morse, from Waynesboro, gave live demonstrations onsite, and community partners such as Shore History and The Nature Conservancy, as well as the Heritage Center, set up local history and culture exhibits. The United Order of Tents annual lodge records from 1976, from the Frances Bibbins Latimer Collection housed here in the Heritage Center, was extremely popular.



On September 18th, the Heritage Center will host a workshop and the unveiling for the Braver Lens Heritage and Legacy Photo and Storytelling Exhibit. Funded by the Braver Angels national organization, the project will show how participants shared photographs and personnel connections to them as an impetus to foster civil conversation among individuals with differing political views.



Learning with Librarians

Libraries serve as centers of learning for the whole community, and librarians themselves participate in this learning through professional development and continuing education throughout their careers. ESPL Collection Management Librarian, Charle Ricci, recently participated in two learning opportunities provided by the Library of Virginia (LVA) and the Virginia Partnership for Out-of-School Time (VPOST).

On August 15th, Ricci and System Director Christopher Pote traveled to Norfolk to attend a workshop organized by LVA, "Confidently Equipping your Library for Content Challenges". With the significant increase in book challenges across the nation in both school and public libraries, this workshop encouraged a proactive approach through concrete measures that can be carried out prior to a challenge.

After considering the principle of intellectual freedom as defined by the American Library Association's Code of Ethics and the Library Bill of Rights, workshop participants carefully analyzed their own library's Mission and Vision Statements, Collection Development Policies, and Processes for Reconsideration for challenged materials. Workshop attendees then collaboratively identified aspects of their library's policies and processes that were lacking or would benefit from revision.

During the second portion of the workshop, librarians participated in a valuable role play exercise where they enacted the parts of a library patron, a circulation staff member, a library director, or a general member of the public during a content challenge. This activity provided tremendous insight into the importance of communication, problem-solving abilities, de-escalation techniques, empathy, and body language when participating in high-stakes conversations.

On August 20th, Ricci traveled to Newport News to attend VPOST's Annual Conference, "Paving the Way: Connecting Out-of-School Time Locally and Across Virginia". In 2023, ESPL received a grant from VPOST to provide STEM (science, technology, engineering and mathematics) learning activities, programs, and circulating materials for elementary-aged children.

Throughout the past year, library staff have attended monthly VPOST Community of Practice meetings, created programming and takeaway kits, and are now hard at work ordering, assembling, and preparing circulating STEM kits for all four Shore libraries. The Annual Conference served to wrap up the grant and to provide additional content to those working with children outside of school.

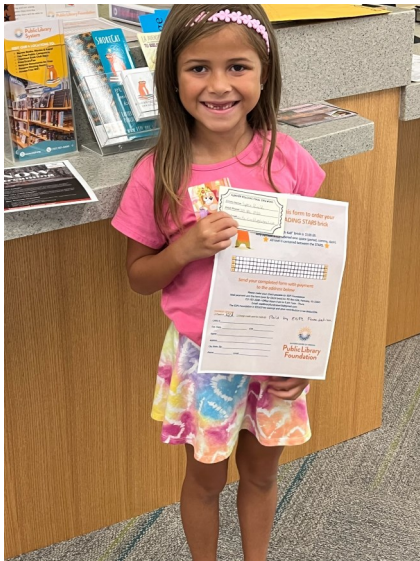
With sessions focusing on building connections between children, their families, and the organizations offering STEM learning, increasing family engagement, developing community partnerships, and the importance of play, VPOST brought together experts in the field of education with those who work directly with young people.

Both the LVA and VPOST assemblies made it possible for people in similar fields to gather, share their experiences (both positive and negative), and learn not only from experts, but also from each other. Meeting and collaborating with fellow librarians about collections, policies, and programming provided new ideas and insights that can be applied to the everyday work of the ESPL, which will result in increasing learning opportunities for library patrons.



Programs & Outreach Report

Tiffany Flores, Programs and Outreach Librarian



August programming brought in a lot of collaboration from outside organizations. The Nature Conservancy visited for a Nature Show and Tell. They brought various marsh life such as crabs, oysters, snails, and dragonfly larvae. The 6 participants enjoyed interacting with the creatures and discussing their role in the local ecosystem. One of the crabs even carried a cluster of eggs. Karen Crumb, who runs the Makers Collective at ESCC, and Jazmine Collins hosted a craft supply swap program at the library. This was hugely successful! The attendees expressed interest in more programming like this. August brought the end of the 2024 Adventure Begins at Your Library Summer Reading Program. The Regional Library celebrated the end with ice cream and Northampton Free Library celebrated with a Pizza Party. The winners for the final drawings were pulled. The Regional Library's winner was excited about having a Reading Star Brick outside the library.

Exciting things will be happening this Autumn. September will bring the return of regularly occurring story times on Saturday mornings which has been a need expressed by many community members. The pre-k STEM Play program will also begin in September. This program has been made possible due to a generous donation from the Friends of the Eastern Shore Public Library. Tiffany is excited to encourage STEM Literacy in ages 0-5 by encouraging sensory STEM play.

ESPL had a very successful outreach season totaling five different events with high attendance. The month began with the Be Well Block Party in Parksley which had roughly 300 participants. This kicked off the National Health Center Week events sponsored by Eastern Shore Rural Health. The library participated in two of the events and saw about 300 attendees. The library also participated in the ESAAA/CAA Community Outreach Health Fair and the Samuel D. Outlaw Blacksmith event which saw about 100 attendees each.





Northampton Free Library

Connor Buyn, Branch Manager



Northampton Free Library finished off the summer strong with a diverse set of fun public programming. On the first day of the month, the library hosted a make-your-own banana cream pie program. Patrons were able to learn how to make a cool, sweet treat to beat the heat for free. On the following Thursday, library staff offered a special evening story time and snack to our younger patrons. The highlight of August's programming was the Summer Reading pizza party on the 15th. Eight kids and three parents joined library staff for a pizza dinner and a raffle for the program's final grand prize. This month's final program was the embroidered bookmark adult craft hour held on the 29th. As a thank you to library patrons who have joined us for so many fun programs over the last month, Northampton Free Library will draw a winner from among the month's program attendees in the first week of September for a special back-to-school gift basket.



September will see more public programs for all ages. Tech Help will continue on every Tuesday throughout the month. Just ask any time at the front desk for help with your personal device or with a library computer. Northampton Free Library will host a children's STEM night on Thursday, September 5th at 6:00 PM – join us to learn how to build a working water or wind mill out of K'NEX blocks! On the following Thursday, September 12th, library staff will offer a special after-school story time and snack at 4:30 PM. Finally, September's adult craft will be held on Thursday the 26th at 6:00 PM. Attendees will learn how to make their own name plate bookmarks. Space is limited for this program and registration in advance will be required. Ask at the front desk or watch our Facebook page for more information. As always, Northampton Free Library's public programs are offered free of charge.

There was more exciting news outside the library building in August. A brood of monarch caterpillars have been chowing down on the milkweed plants in Northampton Free Library's pollinator garden, maintained by the Eastern Shore Master Gardeners. The Friends of Northampton Free Library have also generously provided a hummingbird feeder, located in the pollinator garden, and a songbird feeder visible from the coloring table in the children's section of the library. Both feeders have already been popular with the library's winged patrons.





Cape Charles Memorial Library

Sharon Silvey, Library Manager



The first half of the month of August continued to be busy with a story time for older children, a STEM Dino Dig, Cascading Carlos the Juggler, a Creature Catch, ID, and Release program and our Summer Programs Wrap-Up Party.



For our Summer Programs Wrap-Up Party we invited the PBS Literacy Van, American Water, and the American Legion. Each partner had activities and great giveaways for the over 100 people who attended. It was a wonderful way for the community to come together and celebrate the love of reading at their local library. This was the first time we have hosted an end of the summer party and we look forward to hosting many more in the future.



Cape Charles Memorial Library also hosted a program by the National Alliance for Mental Illness (NAMI). The NAMI Coastal Virginia presentation focused on helping families learn about warning signs of mental health conditions and what steps to take if their child or loved one need help or support. Should you or a loved one have questions, you can reach out to NAMI at NAMICoastalVirginia.org or by telephone at 757-499-2041.

Though the business of the summer season is fading, staff is busy preparing for the fall and winter. Story Time for ages 0 to 4 will resume on September 3 at 10:30 a.m. We are also in the process of researching and creating STEM programs, a mini Fall Festival and a Dungeons & Dragons teen group. (Interested in participating in D&D? Call the library at 757-331-1300 or reach out at library@capecharles.org.)

The staff at Cape Charles Memorial Library would like to send happiness and wishes for an amazing school year to all Accomack and Northampton students!



Chincoteague Island Library

Teresa Wright, for the Board of Directors



August was a busy month for visitors and patrons--Tales 4 Tots, Young Explorers, wrap-up of the summer reading program, school supply bags, kindle raffles, and a grant from the ESPL Foundation.

Tales 4 Tots and Young Explorers started with a field trip to the Museum of Chincoteague Island, a behind-the-scenes tour of the Island Theatre for the Young Explorers, and shell painting.



Summer Reading Challenge Wrap-up Party was held on Thursday, August 22. Students who turned in their Summer Challenge Reading Logs were each given a bag of school supplies and entered a drawing for two Kindle Fires, and gift certificates from Sundial Books. Cupcakes were provided by Mister Whippy.



ESPL Foundation Grant: The first item purchased after receiving the grant was a bilingual learning system for children ages 2 to 8 that includes over 4,000 activities focusing on Science, Technology, Reading, Art, Music, and Math.



We are looking forward to a busy fall. Tales 4 Tots begins September 19 when the children will get a chance to board a school bus after story time.

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

September 17, 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 August 13, 2024
4. Old Business
 - a. Facilities Committee report (Poyer)
 - b. MakerSpace Policy – 2nd reading
5. Finance Committee
6. Financial Report (Pote)
7. 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
8. Library Director's System Report (Pote)
9. New Business
 - a. Founding donors' recognition (Russell)
 - b. Trustee Training Committee Report (Holand/Justis)
10. Personnel Committee (Rose-Jensen)
11. ESPL Foundation (Custis)
12. Additional Comments
13. Next Meeting: Tuesday, October 8, 2024, at 6:00p.m. at Northampton Free Library, 7745 Seaside Rd., Nassawadox, VA 24313
14. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

8.13.24 | 1 PM | Eastern Shore Regional Library & Heritage Center: Parksley, VA

Meeting called to order by Chair, David Poyer

Attendance

Present:

Grayson Chesser, Dennis Custis, Joyce Holland, Janet Justis, James Lilliston *ex-officio* (Zoom), Moody Miles, Christopher Pote (*ex-officio*), David Poyer (*Chair*), Carl Rose-Jensen, Maureen Teague

Absent:

Frank Russell

In Attendance:

Jay Davenport, Margaret Donahue Lynch, Tiffany Flores, Kasey Grier, Jamie Johnson, Colette Nelson, Charle Ricci

Call to Order

The meeting was called to order by David Poyer at 12:58 p.m. A quorum was present.

Public Comments

No public comments were made.

Approval of Minutes of July 9, 2024

Joyce Holland moved that the July 9, 2024, meeting minutes be approved with the revision noted below. Carl Rose-Jensen seconded. Motion passed unanimously.

Joyce Holland noted an error under the **Northampton Free Library (NFL) Prospectus Phase II Report**, where it says Kasey Grier said "Trustees," it should say "Directors."

"Foundation President, Kasey Grier, shared that the Foundation will be happy to be a partner in this project. The Foundation is very focused on adding more **trustees** from Northampton County to their Board to help with this project. The Foundation doesn't want to be responsible for the construction process in this project like they were in Parksley; they want to play a supporting role and focus on fundraising."

Old Business

Staff COLA Increases (Pote)

Christopher Pote researched the COLA raises and found that the ESPL COLA raises for the last 4 years have been in line with the COLA raises given to Accomack County employees. C. Pote requested that the Additional 2% COLA raise that was requested previously be reviewed by the Personnel Committee for consideration.

David Poyer stated that a review of who was on each committee was necessary moving forward to ensure that there was a Trustee assigned to chair each committee.

Facilities Committee Report (Poyer)

David Poyer explained that there is a new guideline for inspections for review (attached).

- The first facility site visit is scheduled for 8/22/24 to visit the Cape Charles Memorial Library

D. Poyer explained the next steps in the planning of the NFL expansion project

- D. Poyer met with Charles Kolakowski (Northampton County Administrator) about the project
- D. Poyer will be presenting to the Northampton County Board of Supervisors in October and will be asking for \$20k from the County for initial planning purposes to cover:
 - Architectural drawings
 - Mechanical engineering costs for HVAC plans
 - Looking into geothermal possibilities

Finance Committee (Poyer)

David Poyer requested that a Trustee volunteer to head the Finance Committee; Grayson Chesser agreed to chair the Finance Committee.

Financial Report (Pote)

Christopher Pote shared details from the finance report:

- Q4 FY24 maintenance invoice from Accomack County was received. It was roughly double the previous quarters because of the fire systems inspection contract.
- The first quarter disbursement from Accomack County was received on August 6th.
- The contractor that cleans the Eastern Shore Regional Library will be increasing their price by 50% from \$400 to \$600 per week. Their current contract ends on 9/15/24. This increase is beyond what the current budget can absorb. Possible options are renegotiating contract prices, seeking proposals from new vendors, or hiring an individual part-time to clean regularly.
- Two quotes were received in the spring for a year end audit; one was \$15k, and the other was \$7,500. A proposal was requested from a third firm recommended by another library director. The firm that bid \$7,500 has also been contacted to see if their quoted price is still valid.
- LGIP statements were distributed. The account sits at \$71,128.89; the latest dividend was \$325.42.

Branch and Friends Reports

- a) CAPE CHARLES MEMORIAL LIBRARY: Included in the Library Director's System report.
- b) CHINCOTEAGUE ISLAND LIBRARY: Included in the Library Director's System report.
- c) NORTHAMPTON FREE LIBRARY: Included in the Library Director's System report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Margaret Donahue Lynch shared the highlights from the Friends July 2024 report (report attached to minutes).

Library Director's System Report (Pote)

Director's report given by Christopher Pote:

- Name plates were requested for the Board of Trustees meetings. Reusable plastic holders were ordered and will be in use at the next meeting. Temporary paper name plates were made for this meeting, and Trustees are encouraged to edit their name plates with how they would like their names to appear on the permanent version.
- Noland Mechanical was here last week installing a CO2 sensor, fixing the exhaust fan in the staff restroom, and identifying a broken fan blade on an AC unit.
- There are no additional updates on the overall state of the AC system.
- There has been one exterior door on the Heritage Center side of the building, out of commission for some time now. C. Pote thinks that the part needed was received, but the work has not been scheduled yet.
- The planters at the main entrance of the Eastern Shore Regional Library (ESRL) have been filled with live plants. C. Pote acknowledged Jane Kellam and the Ye Accawmacke Garden Club for initiating and taking on that project and donating the plants. C. Pote was pleased that other community organizations are invested in the library.
- In response to the need for greater emergency preparedness:
 - VSC conducted their latest fire systems inspection of ESRL on 7/16/24; no issues were found
 - Fire extinguishers were recently inspected at the Northampton Free Library (NFL)
 - C. Pote has communicated with both the Community Partners of the Eastern Shore (CPES) and the Community Services Board (CSB), and they are able to provide Narcan and Narcan training for staff; C. Pote is waiting for more information from them
 - They are also able to provide the library with harm reduction kits; any staff who complete the Narcan training with CSB are given Narcan that can be used, if necessary, at the library
 - C. Pote can request that Chincoteague Island Library (CIL) and Cape Charles Memorial Library (CCML) staff participate as well.
 - C. Pote is currently investigating the potential procurement and training for AED devices for the Parksley and Nassawadox branches. C. Pote will share the recommendations with CCML; CIL has an AED already, provided to them by the town.
 - C. Pote is meeting with Parksley Fire Chief Willie Kirkpatrick on 8/20/2024 at 10am to learn the proper procedures for running a fire drill. Northampton Fire & Rescue will be contacted to visit and plan an appropriate fire drill response for NFL as well.

- Accomack County Sherrif's Office has staff that can assist with active shooter drills, and C. Pote will be reaching out to them soon and will be doing the same with the Northampton County Sherrif's Office for NFL.
- C. Pote is happy to accept any contacts Trustees may have to complete these projects efficiently.
- C. Pote has completed all one-on-one conversations with staff and has completed site visits to NFL, CIL & CCML. C. Pote feels that the state of the System is strong, and any concerns identified are minor, and movement is already being made to address them.
- C. Pote is moving forward with staff changes that he identified last month and hopes to have the internal changes made and be able to open the archivist position search in the next few weeks.
- Programming: Staff are still learning about the best times to schedule various types of programs to reach the largest target audience. There does not seem to be a perfect day or time for different programs as so many factors play in to participation.
- C. Pote thanked all the Trustees who participated in the United for Libraries training. C. Pote indicated his support of the Trustees attending additional training provided by the Library of Virginia.
 - Joyce Holland shared that the webinar emphasized how vital it is that the Trustees are aware of what they are supposed to be doing and to make sure that they are following rules and regulations.
 - Maureen Teague commented that she saw there was an assessment tool for trustees to take to see where the blind spots are in their awareness of their roles, responsibilities, etc.
- The first anniversary of the ESRL is Friday, 9/6/24. On Saturday, 9/7/24, the library will have a passive party from 9am-1pm to celebrate its 1st birthday with cupcakes, balloons, and giveaways.
- C. Pote shared statistics from a System Use Snapshot of FY24 (see attached document).
- On 8/24/24 from 10am-2pm the Samuel D. Outlaw Blacksmith Shop in Onancock will be hosting its 1st annual Shoebox Lunch Festival as a fundraiser for preservation of the blacksmith shop. It was built in 1927 and is one of the last surviving intact blacksmith shops in VA. The cost is \$18, and they will have a picnic style lunch and live demonstrations.
- C. Pote welcomed the two new Trustees, Janet Justis and M.K. Miles, to their first meeting after completing the onboarding process.

New Business

Approval of New Trustees Roster

The new Trustee Roster was submitted for approval.

Joyce Holland moved to accept the roster with the revisions outlined below. Dennis Custis seconded. Motion passed unanimously.

David Poyer's last name needs to be capitalized, and Michael Mason needs to be removed as Vice Chair.

Approved roster attached.

Committees:

Ad-Hoc Nominating: Dennis Custis (*Chair*) & Janet Justis

Foundation Liaison: Dennis Custis

Finance: Grayson Chesser (*Chair*), Charles Kolakowski & Michael Mason

Personnel: Carl Rose-Jensen (*Chair*), M.K. Miles & Jazmine Collins

Facilities: David Poyer (*Chair*), Maureen Teague & Frank Russell

Trustee Training Committee: Joyce Holland (*Chair*) & Janet Justis

Vice Chair Nomination (Nominating Committee)

Dennis Custis and Janet Justis volunteered to serve on the Ad-Hoc Nominating committee. David Poyer requested that D. Custis and J. Justis have at least one Vice Chair candidate for consideration at the next meeting.

MakerSpace Policy – 1st Reading

- Maureen Teague asked if equipment is damaged how would that be handled? Text needs to be added to cover that concern in second reading.
- David Poyer asked if commercial use of the MakerSpace is allowed? Can patrons make items in the MakerSpace and sell them? Christopher Pote explained that it cannot be used as a creators homebase/office, but they can make things and sell them. Janet Justis strongly recommended wording the policy in such a way to limit any projects created at the library for resale by patrons. Joyce Holland asked for language to be added to limit use of the space so that it cannot become someone's commercial workspace.

New Donor Bench

Please see Addendum A for the request for inscription on a memorial bench to be placed outside of the library in Parksley.

Christopher Pote shared that the Board needs to approve the proposed language that will be engraved on the memorial bench: "IN MEMORY OF MIGUEL ANGEL BIZZOTTO & JUSTIN KILLEEN-BIZZOTTO WE LOVE AND MISS YOU CK & KELLY."

Dennis Custis moves that the submitted inscription be approved. Joyce Holland Seconds. Motion passed unanimously.

Founding Donors Recognition (Russell)

Frank Russell was not present to give a report.

Joyce Holland explained that the goal of the initial project was to acknowledge all trustees who helped throughout the process to work to get the Eastern Shore Regional Library & Heritage Center built in Parksley, VA, and no others.

Maureen Teague and Kasey Grier shared that the Friends of the Eastern Shore Public Library funded the initial feasibility study of a library to replace the Accomac location. Margaret Donahue-Lynch of the Friends stated that the Friends do not need to be included on this bench meant to thank Trustees.

Gary Heintzelman Board Service Recognition

Christopher Pote shared that in appreciation to Gary Heintzelman's service as a Trustee, a book and a card were purchased for the Trustees to sign to be gifted to Gary Heintzelman. Additionally, a copy of the book will be added to the library collection in his honor.

Personnel Committee (Rose-Jensen)

Carl Rose-Jensen explained that the committee is in restructuring phase since members have left the Board.

- C. Rose-Jensen would like the committee to meet in September to regroup and to make plans for moving forward.
- MK Miles agreed to join the Personnel Committee.

ESPL Foundation (Custis)

- Dennis Custis had no report.
- Foundation President, Kasey Grier shared an update on technology grants that the Foundation awarded to Chincoteague Island Library (CIL) and Cape Charles Memorial Library (CCML):
 - \$16,578 was awarded to CIL & CCML to upgrade their public computer access
 - The goal was to help improve the patron IT experience

Additional Comments

No comments.

Next Meeting

Originally: Tuesday, 9.10.24 | 1PM Eastern Shore Regional Library & Heritage Center 24313 Bennett St., Parksley, VA.

David Poyer will be out of town for the planned 9.10.24 meeting date and does not yet have a vice chair to run the meeting in his place. He suggested that the meeting be moved to 9/17/24 instead.

Dennis Custis moved that the next Board of Trustees meeting be moved to Tuesday, 9/17/24, at 1PM at the Eastern Shore Regional Library & Heritage Center in Parksley, VA. Joyce Holland seconded. Motion passed unanimously.

Adjournment

Dennis Custis moved to adjourn the meeting. Janet Justis seconded. The motion passed unanimously.

The meeting adjourned at 2:03 p.m. by Chair, David Poyer.



Report to Board of Trustees Submitted by Margaret Donahue Lynch

We held our Annual Meeting in July at which we elected our new officers, Margaret Donahue Lynch, President, Kate Baird, Vice President, and Maureen Teague, Secretary. Carol Callendar remains Treasurer. We also welcomed new members of the board, Susan Vreeland and Pat Bloxom.



We are in discussion with our Library director and staff about the possibility of providing some financial support for a new streaming video service for our Spanish speaking patrons. "The Shelf" would be a good match for the Latino portion of the Eastern Shore community. Supporting a video service for local Hispanic people would dovetail nicely with the Friends' previous support for library materials in Haitian Creole. Over 70% of The Shelf's content is original Spanish language content and offers film classics dubbed/subtitled in Spanish as well as live events that can be offered as public film screenings and discussions. The Shelf's website can be found at <https://theshelf.tv/en/landing#>, There is also a possibility of working with the Foundation to publicize this service.



We invite you to please stop by our bookshop to see our great selection of books. We will be happy to look out for "special orders" too.

Our bookshop averaged \$95/week over the past 10 months

We take part in the Library's Community Outreach program by placing bookcases in various locations in the community and filling them with books for the community to enjoy.



Some of the Friends attended this virtual conference put on by the ALA.



Friends of the Library Day

Thursday, August 1, 2024

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 Callendar, 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 of Virginia Regional Library and Heritage Center Makerspace Policy and Guidelines – 2nd Draft

Use and Reservations

Everyone is welcome to use the Eastern Shore of Virginia Regional Library and Heritage Center Makerspace. The Makerspace is available on a first-come, first-served basis; patrons can reserve it for specific tools/technology in advance. Library patrons may reserve the Makerspace room up to two weeks in advance for a maximum of 3 hours per day per customer. **Patrons may only reserve the space for a maximum of 9 hours per week.** Reservations can be made in person or by phone.

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

- 7; Possess.an.ESPL.library.card;
- 8; Complete.the.orientation.and.training.class.for.appropriate.equipment;
- 9; Reviewed.the.Makerspace.Policy.and.read.and.signed.the.Makerspace.Liability.Form;

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

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

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

Makerspace Hours

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

Equipment and Projects

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

Makerspace Orientation and Training

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

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

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

Equipment	Orientation Training Time
Button Press	30 minutes
3D Printer	1 hour
Sewing Machine	1 hour
Brother ScanNCut	1 hour
Huion Art Tablet	1 hour

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

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

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

Behavior Guidelines

By using the Makerspace, patrons agree to adhere to this Makerspace Policy and all relevant policies including the Patron Behavior Policy, the Customer Service Policy, the Public Access Computer and Internet Use Policy, etc. Users of the Makerspace are expected to clean up after themselves. Any accidents, including damage to Library equipment, must be reported immediately. Patrons may be responsible for replacement costs for damage to equipment or the physical space incurred due to patron negligent usage or intentional misuse.

Patrons may not utilize the Makerspace for any type of commercial use. Selling of items created in the Makerspace is not permitted.

Supplies and Supply Guidelines

- Patrons may bring in their own supplies to use with the equipment as long as it is non-toxic and compatible with the equipment provided.
- Library staff must approve all user-supplied materials and consumables before they are used with equipment. Some materials may produce dangerous fumes or cause damage to the machines. Library staff may reject certain projects, materials, tools, etc.
- Supplies provided by the library may be available for purchase. Purchasing guidelines are available on request; pricing is subject to change.
- Patrons are responsible for paying all material costs associated with the Makerspace even if the project fails or is incomplete.
- Patrons must stay with ongoing projects including print jobs at all times.
- Patrons should notify staff when they are finished in the room.

Eastern Shore Public Library
Profit & Loss
August 2024

	<u>Aug 24</u>
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	
41010 · Accomack County	199,506.25
Total 41000 · Government Income	<u>199,506.25</u>
42000 · Contributions	
42010 · ESPL Friends	786.30
42030 · Contributions Unrestricted	84.00
42040 · Contributions Restricted	50.00
42070 · ESPL Foundation	599.99
Total 42000 · Contributions	<u>1,520.29</u>
44000 · Fines & Fees	
44010 · Fines	374.77
44020 · Photocopying	3,340.40
44030 · Fax	8.60
44040 · Inter Library Loan	94.50
44000 · Fines & Fees - Other	17.51
Total 44000 · Fines & Fees	<u>3,835.78</u>
Total 40000 · INCOME	<u>204,862.32</u>
Total Income	<u>204,862.32</u>
Gross Profit	<u>204,862.32</u>
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61102 · Building Maintenance, NFL	660.54
61104 · Building Maintenance - Parksley	305.78
Total 61100 · Building	<u>966.32</u>
61200 · Utilities	
61202.1 · Electricity - NFL	532.60
61202.2 · Electricity - Parksley	1,324.08
61203 · Telephone	594.54
61204 · Water/Sewer - Parksley	144.20
Total 61200 · Utilities	<u>2,595.42</u>
61300 · Vehicle Operation	96.50
61500 · Computer	
61513 · Online Services	440.00
61514 · Internet Services, State	264.10
61518 · Technology	1,645.44
Total 61500 · Computer	<u>2,349.54</u>

Eastern Shore Public Library
Profit & Loss
 August 2024

	Aug 24
Total 61000 · Operations	6,007.78
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	485.03
Total 62300 · Equipment Maintenance	485.03
Total 62000 · Equipment	485.03
63000 · Programs	
63200 · Youth	227.39
Total 63000 · Programs	227.39
64000 · Personnel	
64010 · Salaries - Director	8,810.00
64020 · Salaries - Other	28,553.24
64030 · Hourly Employees	18,855.98
64050 · Payroll Expenses	5,017.05
64070 · Retirement (VRS)	2,218.60
64080 · Insurance	
64082 · Insurance, Worker's Comp.	28.00
64083 · Insurance, Life (VRS)	-0.14
64084 · Insurance, Gen, Liability (VRS)	-0.08
64085 · Insurance, Medical (Anthem)	5,222.56
64086 · Insurance, Dental (Anthem)	111.44
Total 64080 · Insurance	5,361.78
64090 · Liability Reserve	833.33
Total 64000 · Personnel	69,649.98
65000 · Supplies	
65100 · Custodial	2,466.87
65200 · Office	303.24
65300 · Library	1,489.09
65400 · Youth Program Supplies	85.32
65500 · Archival Supplies	333.78
Total 65000 · Supplies	4,678.30
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	5,879.67
66317 · AV, State Aid	51.90
66320 · Cape Charles Contract #15	218.96
Total 66310 · System Materials	6,150.53
66350 · Affiliates	
66351 · Books, Affiliates	2,089.38
Total 66350 · Affiliates	2,089.38

Eastern Shore Public Library
Profit & Loss
August 2024

	<u>Aug 24</u>
66900 · Restricted	294.61
Total 66000 · Materials	8,534.52
67000 · Other	
67200 · Travel & Meals	100.93
67300 · Dues	606.00
67000 · Other - Other	350.00
Total 67000 · Other	1,056.93
68000 · Miscellaneous	
68100 · Bank Fees	321.58
Total 68000 · Miscellaneous	321.58
69000 · Professional Services	
69001 · Professional Services, Financial	1,600.00
69002 · Professional, Library Services	638.59
Total 69000 · Professional Services	2,238.59
Total 60000 · EXPENSES	93,200.10
Total Expense	93,200.10
Net Ordinary Income	111,662.22
Net Income	111,662.22

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July through August 2024

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
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%
Total 41000 · Government Income	361,312.25	1,449,549.00	-1,088,236.75	24.9%
42000 · Contributions				
42010 · ESPL Friends	786.30	3,800.00	-3,013.70	20.7%
42020 · NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 · Contributions Unrestricted	784.00	1,000.00	-216.00	78.4%
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	50.00	500.00	-450.00	10.0%
42070 · ESPL Foundation	599.99	0.00	599.99	100.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	2,643.52	12,900.00	-10,256.48	20.5%
43000 · Reimbursements				
43010 · NFL Book Endowment	6,120.00	5,000.00	1,120.00	122.4%
43020 · Island	302.50	2,000.00	-1,697.50	15.1%
43030 · Cape Charles	0.00	14,000.00	-14,000.00	0.0%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	0.00	500.00	-500.00	0.0%
Total 43000 · Reimbursements	6,422.50	21,600.00	-15,177.50	29.7%
44000 · Fines & Fees				
44010 · Fines	402.77	0.00	402.77	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%
Total 44000 · Fines & Fees	3,863.78	7,550.00	-3,686.22	51.2%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 · General (Merrill Lynch)	0.00	0.00	0.00	0.0%
45090 · Miscellaneous Endowments	0.00	0.00	0.00	0.0%
Total 45000 · Endowments	0.00	0.00	0.00	0.0%
45500 · GASB 68 Benefit	0.00	0.00	0.00	0.0%
46000 · Private Grants	0.00	0.00	0.00	0.0%
49000 · Miscellaneous Income				
49020 · Driver Education Test Proctorin	0.00	200.00	-200.00	0.0%
49000 · Miscellaneous Income - Other	0.00	100.00	-100.00	0.0%
Total 49000 · Miscellaneous Income	0.00	300.00	-300.00	0.0%
Total 40000 · INCOME	374,242.05	1,491,899.00	-1,117,656.95	25.1%
Total Income	374,242.05	1,491,899.00	-1,117,656.95	25.1%
Gross Profit	374,242.05	1,491,899.00	-1,117,656.95	25.1%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	0.00	0.00	0.00	0.0%
61102 · Building Maintenance, NFL	879.48	15,000.00	-14,120.52	5.9%
61104 · Building Maintenance - Parksley	5,839.72	19,200.00	-13,360.28	30.4%
61105 · Rent	0.00	0.00	0.00	0.0%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	6,719.20	34,200.00	-27,480.80	19.6%
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	855.96	7,000.00	-6,144.04	12.2%
61202.2 · Electricity - Parksley	2,321.29	20,000.00	-17,678.71	11.6%

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July through August 2024

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
61203 · Telephone	1,219.09	6,000.00	-4,780.91	20.3%
61204 · Water/Sewer - Parksley	429.50	3,400.00	-2,970.50	12.6%
Total 61200 · Utilities	4,825.84	36,400.00	-31,574.16	13.3%
61300 · Vehicle Operation	260.64	5,000.00	-4,739.36	5.2%
61400 · Insurance (VRSA)				
61401 · Insurance, Building	0.00	0.00	0.00	0.0%
61400 · Insurance (VRSA) - Other	0.00	16,000.00	-16,000.00	0.0%
Total 61400 · Insurance (VRSA)	0.00	16,000.00	-16,000.00	0.0%
61500 · Computer				
61510 · Computer Hardware	0.00	4,000.00	-4,000.00	0.0%
61513 · Online Services	10,944.53	26,620.00	-15,675.47	41.1%
61514 · Internet Services, State	528.20	12,000.00	-11,471.80	4.4%
61515 · Computer Software	0.00	0.00	0.00	0.0%
61516 · Computer Software, State	0.00	7,818.00	-7,818.00	0.0%
61517 · Computer Maintenance	0.00	16,000.00	-16,000.00	0.0%
61518 · Technology	2,614.43	2,720.00	-105.57	96.1%
Total 61500 · Computer	14,087.16	69,158.00	-55,070.84	20.4%
Total 61000 · Operations	25,892.84	160,758.00	-134,865.16	16.1%
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	2,318.79	12,000.00	-9,681.21	19.3%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	2,318.79	12,000.00	-9,681.21	19.3%
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 · Equipment	2,698.78	43,000.00	-40,301.22	6.3%
63000 · Programs				
63100 · Adult	0.00	1,500.00	-1,500.00	0.0%
63200 · Youth	280.85	7,000.00	-6,719.15	4.0%
63300 · Outreach	0.00	0.00	0.00	0.0%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63500 · Restricted Programs - Other	0.00	1,000.00	-1,000.00	0.0%
63000 · Programs - Other	0.00	0.00	0.00	0.0%
Total 63000 · Programs	280.85	14,500.00	-14,219.15	1.9%
64000 · Personnel				
64010 · Salaries - Director	17,590.00	105,000.00	-87,410.00	16.8%
64020 · Salaries - Other	57,106.48	452,756.00	-395,649.52	12.6%
64030 · Hourly Employees	34,566.09	180,000.00	-145,433.91	19.2%
64050 · Payroll Expenses	9,795.28	68,085.00	-58,289.72	14.4%
64070 · Retirement (VRS)	4,437.20	65,000.00	-60,562.80	6.8%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	28.00			
64083 · Insurance, Life (VRS)	-0.14	0.00	-0.14	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.08	0.00	-0.08	100.0%
64085 · Insurance, Medical (Anthem)	10,445.12	0.00	10,445.12	100.0%
64086 · Insurance, Dental (Anthem)	222.88	0.00	222.88	100.0%
64080 · Insurance - Other	0.00	91,820.00	-91,820.00	0.0%
Total 64080 · Insurance	10,695.78	91,820.00	-81,124.22	11.6%
64090 · Liability Reserve	1,666.66	10,000.00	-8,333.34	16.7%
64100 · Staff & Volunteer Appreciation	0.00	3,000.00	-3,000.00	0.0%
Total 64000 · Personnel	135,857.49	975,661.00	-839,803.51	13.9%
65000 · Supplies				
65100 · Custodial	4,408.82	26,000.00	-21,591.18	17.0%
65200 · Office	681.10	0.00	681.10	100.0%
65300 · Library	8,051.93	33,467.00	-25,415.07	24.1%
65400 · Youth Program Supplies	85.32	3,000.00	-2,914.68	2.8%
65500 · Archival Supplies	794.31	0.00	794.31	100.0%
Total 65000 · Supplies	14,021.48	62,467.00	-48,445.52	22.4%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	11,164.80	61,437.00	-50,272.20	18.2%
66312 · Periodicals, State Aid	0.00	500.00	-500.00	0.0%

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

July through August 2024

Accrual Basis

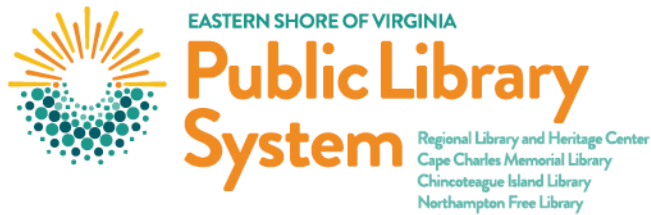
	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
66313 · Continuations, State Aid	22.93	500.00	-477.07	4.6%
66314 · Microforms, State Aid	0.00	500.00	-500.00	0.0%
66315 · Electronic Resources, State Aid	0.00	25,500.00	-25,500.00	0.0%
66317 · AV, State Aid	98.84	7,500.00	-7,401.16	1.3%
66320 · Cape Charles Contract #15	470.16	2,000.00	-1,529.84	23.5%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
Total 66310 · System Materials	11,756.73	97,937.00	-86,180.27	12.0%
66350 · Affiliates				
66351 · Books, Affiliates	4,455.18	17,000.00	-12,544.82	26.2%
Total 66350 · Affiliates	4,455.18	17,000.00	-12,544.82	26.2%
66900 · Restricted	1,833.32	17,000.00	-15,166.68	10.8%
Total 66000 · Materials	18,045.23	131,937.00	-113,891.77	13.7%
67000 · Other				
67100 · Postage	0.00	3,000.00	-3,000.00	0.0%
67200 · Travel & Meals	644.71	8,000.00	-7,355.29	8.1%
67300 · Dues	928.00	3,500.00	-2,572.00	26.5%
67000 · Other - Other	350.00			
Total 67000 · Other	1,922.71	14,500.00	-12,577.29	13.3%
68000 · Miscellaneous				
68100 · Bank Fees	626.71	1,000.00	-373.29	62.7%
68300 · Refunds	0.00	300.00	-300.00	0.0%
68500 · Advertising	0.00	0.00	0.00	0.0%
68600 · Continuing Education	0.00	7,800.00	-7,800.00	0.0%
68700 · Tangier	0.00	1,000.00	-1,000.00	0.0%
68000 · Miscellaneous - Other	219.41	0.00	219.41	100.0%
Total 68000 · Miscellaneous	846.12	10,100.00	-9,253.88	8.4%
69000 · Professional Services				
69001 · Professional Services, Financial	3,200.00	20,000.00	-16,800.00	16.0%
69002 · Professional, Library Services	1,238.59	14,800.00	-13,561.41	8.4%
69003 · Erate Consultant	0.00	5,720.00	-5,720.00	0.0%
69004 · Auditor	0.00	10,000.00	-10,000.00	0.0%
69000 · Professional Services - Other	0.00	0.00	0.00	0.0%
Total 69000 · Professional Services	4,438.59	50,520.00	-46,081.41	8.8%
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	204,004.09	1,463,443.00	-1,259,438.91	13.9%
Total Expense	204,004.09	1,463,443.00	-1,259,438.91	13.9%
Net Ordinary Income	170,237.96	28,456.00	141,781.96	598.2%
Other Income/Expense				
Other Income				
7010 · Interest Income	325.42			
Total Other Income	325.42			
Other Expense				
61103 · Capital	0.00	0.00	0.00	0.0%
8020 · Miscellaneous	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	325.42	0.00	325.42	100.0%
Net Income	170,563.38	28,456.00	142,107.38	599.4%

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

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP - Investment Account #1155	71,128.89
Petty Cash	
Main	103.04
NFL	76.87
Total Petty Cash	179.91
Truist - Operating #2396	
Liability Reserve	31,924.64
Truist - Operating #2396 - Other	388,634.32
Total Truist - Operating #2396	420,558.96
Total Checking/Savings	491,867.76
Other Current Assets	
1300 · Prepaid Expenses	21,609.08
1400 · Security Deposit	1,600.00
Total Other Current Assets	23,209.08
Total Current Assets	515,076.84
Fixed Assets	
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	568,040.09
1516 · Equipment Purchases	97,804.92
1520 · Vehicles	51,680.00
1550 · Accumulated Depreciation	-486,134.07
Total Fixed Assets	896,850.14
Other Assets	
1600 · Deferred Outflows	63,258.00
1700 · Right-to-use Asset	20,800.00
Total Other Assets	84,058.00
TOTAL ASSETS	1,495,984.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,506.26
Total Accounts Payable	10,506.26
Credit Cards	
Atlantic Union Credit Card	-24.00
Total Credit Cards	-24.00

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

	<u>Aug 31, 24</u>
Other Current Liabilities	
2100 · Payroll Liabilities	753.36
2270 · Minnesota Life	0.05
2280 · State Unemployment Tax	-26.27
2290 · Anthem, Medical	1,321.64
2300 · Anthem, Dental	75.85
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
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Total Other Current Liabilities	150,908.90
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Total Current Liabilities	161,391.16
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Total Liabilities	161,391.16
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Equity	
1110 · Retained Earnings	674,463.12
3000 · Opening Bal Equity	489,567.32
Net Income	170,563.38
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Total Equity	1,334,593.82
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TOTAL LIABILITIES & EQUITY	1,495,984.98
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Report to the Accomack County Board of Supervisors – September 2024

This summer, the Heritage Center was honored to receive a most generous gift from Curtis, Lynn, and Tom Badger of Melfa. Donated in the form of Norfolk Southern stock, the monetary value of the gift is over \$53,000. The donation was earmarked for the Mariner-Barnes Archivist Endowment. The gift was made in the memory of prominent local historian and author, Kirk C. Mariner, and in honor of former librarian and local historian Brooks Miles Barnes.

A lifelong photographer, naturalist, and author, Curtis Badger has also donated hundreds of slides, negatives, photographs, and manuscripts to the Heritage Center. Mariner and Barnes, for whom the endowment is named, are integral to the Heritage Center project. The Eastern Shore Room and the eponymous Barnes Archives are full of material collected by Miles and form the core collections of the Heritage Center. Mariner not only donated his personal papers to the Heritage Center, but portions of his estate were the seed funding for the endowment.

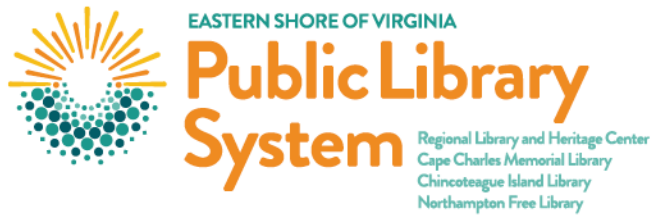
The endowment, once fully vested, will allow for the Heritage Center to employ a full-time, professional archivist to manage the Heritage Center in perpetuity and is vital to its success. Curtis and his family's investment in the Heritage Center is an exemplar of the promise of local support for the Heritage Center. We strive to build the promise of the Heritage Center as the repository of record for the Eastern Shore of Virginia that all members of the community can utilize and call their own.

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", with a long horizontal flourish extending to the right.

Christopher P. Pote,
System Director



Report to the Northampton County Board of Supervisors – September 2024

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