

Cape Charles Memorial Library
201 Mason Avenue
Cape Charles, VA
Regular Library Board Meeting
Wednesday October 14, 2015
5:00 PM

1. **Call to Order**
 - A. Roll Call
 - B. Establish quorum
2. **Consent Agenda**
3. **Matters of the Public (3 minutes per speaker)**
4. **Approval of June 10, 2015 Minutes (meetings not held in July and August due to lack of a quorum)**
5. **Monthly Financial Report**
6. **Director's Report and Library Statistics**
7. **Old/Unfinished Business**
 - A. Town rest room cleaning frequency/pipe cover up/electric outlets
 - B. Cost to polish lobby floor
 - C. ESPL Board meeting
 - D. 2015-2020 Strategic Plan Update
 - E. Bylaws and town ordinance
 - F. Standards of Excellence
8. **New Business**
 - A. Performance versus 2015 Plan
 - B. The Role of the Friends
9. **Adjournment**

**To ensure quorum requirement is met, call Jackie at 331-4044 or e-mail
jcbchat@msn.com if unable to attend**

Next Meeting November 4, 2015

Cape Charles Memorial Library
Monthly Report
September 2015

1. Below is the monthly attendance for **programs** held at the Library in September 2015:

Children's Programs (weekly)

| | |
|----------------------|----|
| Preschool Story time | 28 |
| Toddler Storytime | 23 |
| Chess Club | 22 |

Adult programs

| | |
|---|-----|
| Author Series-Pat Parsons & David Poyer | 36 |
| TOTAL | 109 |

2. Now that summer is over staff member Sharon Silvey has returned to 25 hours per week.

3. The new water fountain has been installed in the Library and is now working.

4. The **Library Board** meeting for September was canceled due to lack of a quorum. We have lost two members and are waiting for reappointments.

5. Library staff met this month with Jen Lewis and Amanda Hurley to discuss some collaborative programs such as Kids & Comics and Trunk or Treat.

6. The Christian School has begun their weekly visits to the Library. They are broken up into 4 groups.

7. The library meeting room was used for **Literacy Tutoring** twice this month and once by the Medical Reserve Corps.

8. The Eastern Shore Public Library Trustee meeting was held on Monday, September 14 and staff attended.

9. On September 14, at 7:00 the **Friends of the Cape Charles Memorial Library** held another **Author Series** program at the Civic Center featuring special guest authors Pat Parsons and David Baldacci. Pat Parsons is the author of *Portrait of a Town: Cape Charles, 1940-1960* and David Poyer is the author of over 40 titles. We had 36 to attend a great program and wonderful refreshments were also served!

10. September was **Library Card Sign Up Month** and we put up posters publicizing this event. The last week in September is always **Banned Book Week** and we have a banned book display in the library.

11. On Wednesday, September 30, 2015 from 5:30 – 6:30 p.m. The Friends of the Library presented a program entitled *Medicare Choices* to help people make decisions and changes to their Medicare plan. This was held at the Civic Center. On Wednesday, October 7, 2015 from 5:30 – 6:30 The Friends of the Library will present *Choosing Your Medicare Part D (Prescription Plan)*.

12. On October 19 at 7:00 the **Friends** will present another Author Series, featuring Dr. Frances Williams, Director of Eastern Shore Hospice and Palliative Care and Melfa native, Bob Arthur, who focuses on the Chesapeake Bay. Both will be reading from their works.

13. In celebration of **National Friends Week, October 18- 24** the Friends will be offering three information sessions. They will be **How to use Your Smart Phone** on October 20, at 2:00 at the Library, **Medicare Guidance** on October 21, at 4:00 at the Civic Center, and **Computer Basics** on October 22 at 2:00 at the Civic Center.

12. For additional information about library programs and library related information check out our **Facebook** page. As of today we have 496 likes on Facebook.

| CAPE CHARLES MEMORIAL LIBRARY 2015 | | | | | | | | | | | | | |
|------------------------------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|---------------|---------------|-------------------|
| | January | February | March | April | May | June | July | August | September | October | November | December | YTD |
| INCOME: | | | | | | | | | | | | | |
| Copier/Prt | \$57.80 | \$48.00 | \$63.60 | \$67.50 | \$56.15 | \$78.60 | \$87.10 | \$81.50 | \$69.70 | \$0.00 | \$0.00 | \$0.00 | \$609.95 |
| Faxes | \$31.00 | \$42.00 | \$60.00 | \$42.00 | \$46.50 | \$108.00 | \$53.50 | \$72.50 | \$34.50 | \$0.00 | \$0.00 | \$0.00 | \$490.00 |
| TOTAL | \$88.80 | \$90.00 | \$123.60 | \$109.50 | \$102.65 | \$186.60 | \$140.60 | \$154.00 | \$104.20 | \$0.00 | \$0.00 | \$0.00 | \$1,099.95 |
| Deposit | | | | | | | | | | | | | |
| BOOK CIRC-ADLT | | | | | | | | | | | | | |
| Fiction | 484 | 422 | 482 | 501 | 500 | 603 | 660 | 567 | 509 | 0 | 0 | 0 | 4728 |
| Non-fiction | 135 | 117 | 103 | 139 | 154 | 153 | 144 | 162 | 79 | 0 | 0 | 0 | 1186 |
| DVDs | 145 | 169 | 117 | 100 | 88 | 223 | 238 | 233 | 194 | 0 | 0 | 0 | 1507 |
| TOTAL 2015 | 764 | 708 | 702 | 740 | 742 | 979 | 1042 | 962 | 782 | 0 | 0 | 0 | 7421 |
| Books Circ. 2014 | 697 | 700 | 709 | 713 | 728 | 828 | 1068 | 954 | 821 | 829 | 691 | 838 | 9576 |
| BOOKS CIRC-JUV | | | | | | | | | | | | | |
| Fiction | 357 | 327 | 446 | 427 | 415 | 1058 | 971 | 546 | 338 | 0 | 0 | 0 | 4885 |
| Non-Fiction | 85 | 70 | 115 | 120 | 96 | 121 | 146 | 80 | 98 | 0 | 0 | 0 | 931 |
| DVDs | 46 | 46 | 39 | 63 | 78 | 179 | 162 | 147 | 71 | 0 | 0 | 0 | 831 |
| TOTAL 2015 | 488 | 443 | 600 | 610 | 589 | 1358 | 1279 | 773 | 507 | 0 | 0 | 0 | 6647 |
| Books Circ 2014 | 443 | 518 | 538 | 474 | 426 | 867 | 1286 | 1117 | 791 | 748 | 546 | 502 | 8256 |
| TOTAL 2015 | 1252 | 1151 | 1302 | 1350 | 1331 | 2337 | 2321 | 1735 | 1289 | 0 | 0 | 0 | 14068 |
| Total Circ. 2014 | 1140 | 1218 | 1247 | 1187 | 1154 | 1695 | 2354 | 2071 | 1612 | 1577 | 1237 | 1340 | 17832 |
| ATTENDANCE 2015 | 901 | 707 | 1047 | 1372 | 1124 | 1754 | 2449 | 1765 | 1079 | 0 | 0 | 0 | 12198 |
| Attendance 2014 | 819 | 912 | 1019 | 951 | 1062 | 1323 | 2005 | 2234 | 1154 | 1355 | 951 | 1012 | 14797 |
| PROGRAMS 2015 | 9 | 6 | 50 | 13 | 14 | 19 | 28 | 18 | 9 | 0 | 0 | 0 | 166 |
| Programs 2014 | 9 | 13 | 17 | 16 | 20 | 15 | 26 | 20 | 9 | 15 | 10 | 12 | 182 |
| PROG. ATTEND 2015 | 82 | 48 | 159 | 115 | 169 | 211 | 650 | 372 | 109 | 0 | 0 | 0 | 1915 |
| Prog. Attend 2014 | 83 | 156 | 143 | 195 | 189 | 152 | 525 | 500 | 66 | 168 | 91 | 131 | 2399 |
| Computer Classes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Class Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| INTERNET USE 2015 | 222 | 160 | 196 | 229 | 184 | 279 | 377 | 365 | 308 | 0 | 0 | 0 | 2320 |
| Internet use 2014 | 237 | 217 | 214 | 283 | 280 | 256 | 293 | 411 | 239 | 273 | 286 | 190 | 3179 |
| LIBRARY CARDS 2015 | 11 | 5 | 16 | 25 | 10 | 32 | 22 | 16 | 21 | 0 | 0 | 0 | 158 |
| Library cards 2014 | 19 | 14 | 9 | 9 | 13 | 14 | 27 | 25 | 25 | 13 | 11 | 12 | 191 |
| Volunteer Hours 2015 | 32.80 | 73.50 | 180.80 | 164.00 | 147.00 | 165.25 | 36.50 | 38.50 | 120.50 | 0.00 | 0.00 | 0.00 | 958.85 |