

**Cape Charles Memorial Library
201 Mason Avenue
Board of Trustees Meeting
Wednesday, January 11, 2017
5 PM**

- 1. Call to Order**
- 2. Public Comments**
- 3. Endorsement of the Agenda**
- 4. Approval of the December Minutes**
- 5. Old Business**
 - **Standards for Virginia Libraries: Standard 7 - Collections and Standard 9 - Technology, Sue Panek presenting**
- 6. New Business**
 - **Library Board 2017 Meeting Schedule**
 - **An introduction to the issue of increasing library space**
 - **Library Budget – Timeline and Process**
 - **Monthly Report and Statistics**
- 7. Parting Shots**
- 8. Adjournment**

Please email vtpatriot@baycrk.net if you will be unable to attend this January meeting

Next meeting: February 8, 2017

CAPE CHARLES MEMORIAL LIBRARY
Board of Trustees Meeting
Minutes
December 14, 2016

The regular monthly meeting of the Board of Trustees for the Cape Charles Memorial Library was called to order by the Chairman, Roger Moyer, at 5 p.m. Members present were Roger Moyer, Chris Bannon, Kim Dunton, and Dianne Davis; Ann Rutledge, Library Director; and Joan Natali, President of the Friends. Absent were members Susan Panek and Nancy Vest.

The Chairman read an e-mail from Jackie Chatmon about her resignation from the Board.

It was properly moved by Chris Bannon and seconded by Kim Dunton that the minutes be approved as presented.

Old Business

Roger Moyer attended the Veterans Observance and stated that it was well represented by the Friends of the Cape Charles Memorial Library. Even though they had a small group in attendance, it was a good event. The Richmond event was well represented with persons from World War II and other branches of the military.

Our showcase in the library was displayed with World War II memorabilia.

Due to Susan's absence, the information dealing with Standards 7 and 9 was tabled until the next meeting. Roger distributed copies of standards 7 and 9 and asked that we be prepared to discuss the information at the next meeting.

New Business

Monthly report. Ann Rutledge, Library Director, informed us that the circulation for 2016 was an increase over 2015. Also, the programs showed an increase mainly because of the many activities sponsored by the Friends.

Ann asked for help with the bar coding of the books. She also informed us that the ESPL is continuing their fundraising efforts for the new library. They will appreciate donations from anyone interested in giving.

Gregory Jones, assistant librarian, will be leaving and we agreed to give him a \$60 gift card. Roger will get the card and we will pay him at the next meeting.

Town Council Feedback. They want, in the future, to set up some priorities to address the physical library.

In reference to the banned book question, we have decided not to respond.

Parting Shots

Roger – The Friends would like to have some direction from the library staff as to how to spend the money that they have.

Chris – Would like to know when the art will be put up in the library? Also, he would like for us to start back with the guest speakers.

Members were asked to think about guest speakers that we would like to invite to speak to the citizens of the community.

The meeting was properly adjourned at 5:55 p.m.

Respectfully submitted

Roger Moyer, Chairman

Dianne Davis, Secretary

CAPE CHARLES MEMORIAL LIBRARY FINANCIAL REPORT FOR NOVEMBER 2016

Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Percent of Budget
Library Fines and Fees	119.70	1,300.00	189.45	747.95	58%
Library Program Grant Other	0	200.00	0	0.00	0%
Library Program Grant-Friends of the Lib	0	0.00	0	1,734.57	
GENERAL FUND Revenue Total	119.70	1,500.00	189.45	2,482.52	
Salaries & Wages - Regular	5,150.72	42,838.34	3,316.60	18,316.84	43%
Part-Time Salaries & Wages - Regular	0	27,688.89	2,133.34	12,569.88	45%
FICA	356.59	5,456.60	380.14	2,159.81	40%
Retirement - VRS/ICMA-RC	0	1,923.44	160.32	641.28	33%
Health & Dental	438.74	6,835.56	546.35	3,278.10	48%
Life Insurance	0	561.18	46.78	187.12	33%
Disability	36.79	239.79	19.98	102.39	43%
State Unemployment	3.86	153.60	0	12.74	8%
Worker's Comp	0	80.68	0	33.03	41%
Information System Services	0	1,700.00	636.93	1,969.80	116%
Repair & Maintenance	0	5,000.00	0	0	0%
Maintenance Service Contracts	600.00	0.00	0	0	
Advertising	0	300.00	0	232.17	77%
Employment/Volunteer Testing/Validation	0	80.00	0	0	0%
Electric	441.99	6,500.00	377.22	2,443.78	38%
Heating	0	1,200.00	674.00	674.00	56%
Mileage, Gas. Tolls	49.00	650.00	413.79	488.13	75%
Lodging & Meals	386.36	500.00	13.26	169.63	34%
Convention & Education	0	400.00	0	10.00	3%
Dues & Associations	0	350.00	0	352.50	101%
Office Supplies	245.71	1,000.00	222.01	775.30	78%
Computer Purchase	1,880.00	3,000.00	0	3,189.36	106%
Library - Programs, Performers	0	3,000.00	0	683.00	23%
Library Programs - Supplies	0	1,500.00	0	104.78	7%
Library Programs&Supplies-Friends Funded	0	0.00	0	184.88	
Library Programs- Grant Funded	0	0.00	0	0	
Janitorial Supplies	0	0.00	4.36	4.36	
Repair & Maintenance Supplies	0	3,000.00	0	0	0%
Books & Subscriptions	98.43	18,000.25	107.27	3,580.59	20%
GENERAL FUND Expenditure Total	9,688.19	131,958.33	9,052.35	52,163.47	

Cape Charles Memorial Library Monthly Report, December 2016

- **Youth Programs**

Preschool Storytime (3 programs)	30
Toddler Storytime (3 programs)	23
Chess Club (4 programs)	28
Festive Friday	64
Andrew Barbour Reading	40
Legos(2)	10

- **Adult programs (provided by the Friends)**

Afternoon Tea	63
Computer Classes (1)	6
Total	264

- **Meetings**

- Staff attended ESPL Trustee meeting at the Main Library, 12/5
- Staff attended Library Board meeting 12/14

- **Facilities**

- The rotten egg smell continues to be noticeable in the lobby and first rest room at certain times.

- **Marketing & Communication**

- Book displays for this month featured books about Christmas. We also had a display of mystery books from the ESPL by author Charles Todd
- Staff continues to update the Cape Charles Memorial Library Facebook page including Friends of the Library programs, the Town Website(capecharles.org) and the ESPL website when needed.

- **Outreach**

- **Technology**

- **Adult Programs**

- See Friends of the Library:

- **Friends of the Library Adult Programs**

- Friends of the Library presented One-On-One Computer Training.12/8 and 12/10
- Friends of the Library presented an Afternoon Tea, with guests from the Barrier Islands Center as speakers. 12/16

- **Youth Services**

- The Library participated in Festive Fridays along with Parks & Recreation on Friday, December 2. We had 86 people making Christmas crafts.12/2
- The Cape Charles Cookie Trail took place on Sunday, December 11 and the Library received 9 new picture books.12/11

	CAPE CHARLES MEMORIAL LIBRARY 2016															
	January	February	March	April	May	June	July	August	September	October	November	December	YTD			
INCOME:																
Copier/Prt	\$96.15	\$149.75	\$102.10	\$80.80	\$76.35	\$103.00	\$77.55	\$90.25	\$75.70	\$115.95	\$70.80	\$45.60	\$1,084.00			
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$52.00	\$27.50	\$60.00	\$68.00	\$61.50	\$63.50	\$87.00	\$66.50	\$678.50			
TOTAL	\$144.65	\$221.75	\$141.10	\$113.80	\$128.35	\$130.50	\$137.55	\$158.25	\$137.20	\$179.45	\$157.80	\$112.10	\$1,762.50			
Total 2015	\$88.80	\$90.00	\$123.60	\$109.50	\$102.65	\$186.60	\$140.60	\$154.00	\$104.20	\$119.70	\$125.80	\$84.60	\$1,430.05			
BOOK CIRC-ADLT																
Fiction	503	536	500	470	479	601	588	602	541	513	405	444	6182			
Non-fiction	184	136	142	126	135	173	150	201	377	104	102	131	1961			
DVDs	196	204	152	115	121	194	214	169	114	137	117	138	1871			
TOTAL 2016	883	876	794	711	735	968	952	972	1032	754	624	713	10014			
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590			
BOOKS CIRC-JUV																
Fiction	327	349	517	502	419	696	904	719	146	441	402	477	5899			
Non-Fiction	3	62	143	85	94	128	189	104	74	85	132	80	1179			
DVDs	60	50	65	60	69	123	162	144	80	80	54	62	1009			
TOTAL 2016	390	461	725	647	582	947	1255	967	300	606	588	619	8087			
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250			
TOTAL 2016	1273	1337	1519	1358	1317	1915	2207	1939	1332	1360	1212	1332	18101			
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840			
ATTENDANCE 2016	879	896	1193	1056	1047	1536	1939	1574	921	939	732	980	13692			
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186			
PROGRAMS 2016	13	14	17	17	16	24	30	21	13	17	13	17	212			
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212			
PROG. ATTEND 2016	163	228	250	226	200	297	487	239	109	124	268	264	2855			
Prog. Attend 2015	82	48	159	115	169	211	650	372	109	172	200	334	2621			
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 2016	196	224	253	218	195	275	189	264	182	157	136	150	2439			
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970			
LIBRARY CARDS 2016	9	16	12	22	11	26	18	20	12	24	10	7	187			
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198			
Volunteer Hours 2016	298.00	264.00	364.75	349.50	171.75	366.00	231.50	253.50	441.50	150.00	108.50	32.50	3031.5			
Volunteer hours 2015	32.8	73.5	180.8	164	147	165.25	36.5	38.5	120.5	262.25	128.75	258.00	1607.85			

- Page 2

- Andrew Barbour, from the Barrier Islands Center read The Hog Island Sheep in a Twisted Christmas Tale. 12/13
- Storytime was not held on the last two Thursdays of December and will resume on January 5.
- Lego Build was held on two mornings in December . 12/21 & 12/27
- Chess Club was held at 5:00 on Thursday.
- Paws for Reading was canceled due to owner conflict. 12/17

- **Volunteers**

- Volunteers performed 108 hours of service this month.

- **Personnel**

- Library Assistant, Greg Jones has moved and his last day was Dec. 30. We have been interviewing candidates but have not made a decision.
- A member of the Library Board helped staff the desk during Storytime because of a staffing shortage.

- **Upcoming Events**

- The Eastern Shore Public Library Trustee meeting will be held at 2:00 on 1/9.
- The Friends of the Library will meet on Monday, January 9. 1/9
- The Library Board will meet on January 11. 1/11.
- One-On-One Computer Training. 1/19 & 1/21
- Paws for Readings is held the third Saturday of the month from 10:45 to 12:00. 1/21