

**EASTERN SHORE PUBLIC LIBRARY**

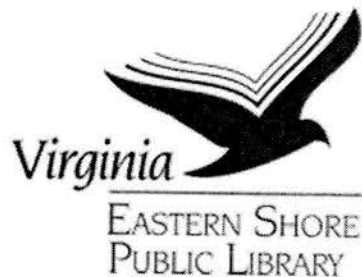
**BOARD OF TRUSTEES**

**May 14, 2019, 3:30 PM**

**Northampton Free Library, Nassawadox, Virginia**

**Agenda**

1. Call to Order
2. Public Comments
3. Approval of Minutes
4. Financial Report
5. Branch and Friend's Reports
  - a. Cape Charles Memorial Library
  - b. Chincoteague Island Library
  - c. Northampton Free Library
  - d. ESPL Friend's Reports
6. Library Director's Report
7. ESPL Foundation (Hall)
  - a. Capital Campaign Update
8. Capital Project Update – Steering Committee (Valentine)
9. Budget Committee (Coady)
10. Nominating Committee (Custis)
11. Groundbreaking Committee (Burton)
12. Old Business
  - a. Unattended Child Policy – second reading
  - b. Volunteer Policy – second reading
  - c. Bylaws revision: formalize first and second reading of policy and bylaws changes – second reading
  - d. Lease agreement for 23610 Front Street, Accomac library facility
13. New Business
14. Additional Comments
15. Next Meeting: June 11, 2019 at ESPL, 23610 Front Street, Accomac at 3:30 PM
16. Adjournment



Main Library – Accomac  
Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

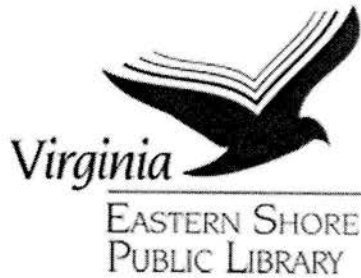
PO Box 360  
Accomac, VA 23301  
Phone: 757-787-3400  
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EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 9, 2019, 3:30 pm  
Cape Charles Memorial Library, Cape Charles, Virginia

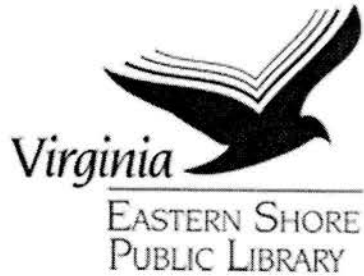
Present: Jackie Davis (Chair), Kitty Hall, Barbara Coady, Dennis Custis, Althea Pittman, Ann Rutledge, Gerry Ryan, Tim Valentine. Absent: Pat Bloxom, Dana Bundick.

In attendance: Cara Burton, Director ; Staff: Charle Ricci

1. Meeting called to order at 3:31 pm.
2. **Public comments.** None.
3. **Minutes.** Coady moved to approve Minutes as amended with grammatical correction to second resolution. Ryan seconded. Motion approved.
4. **Financial Reports** – No changes.
5. **Branch and Friends' Reports**
  - a. **Cape Charles Memorial Library** (Rutledge) – Poetry reading and local author presentation to occur this week as part of the 100<sup>th</sup> anniversary of the CCML. The library will be partnering with the Town of Cape Charles Main Street Program this summer with a theme of "Summer of Love". Coady suggested that Board of Trustees acknowledge the CCML Friends and CCML Library Board's achievements in celebrating the 100<sup>th</sup> anniversary, and the series of programs and events that have been carried out. Burton will submit a congratulatory advertisement to the local newspaper and a copy to the Cape Charles Town Manager.
  - b. **Chincoteague Island Library** (Ryan) – Report submitted by e-mail. Library staff and volunteers participating in Locals Week during April's National Library Week. CIL will be hosting Business after hours on April 10, 2019.
  - c. **Northampton Free Library** (Burton) – Report distributed by e-mail. Profiles of Honor exhibit in Nassawadox this Friday with scanning of local WWI and WWII-era documents and photographs to occur within the library.



- d. **Friends of ESPL (Burton)** – Recent activity is included in Director’s report. Book discussion group held on Saturday, April 6<sup>th</sup>. Next discussion focusing on the works of Georgette Heyer to be held on Saturday, May 4<sup>th</sup>.
6. **Director’s Report.** Distributed by e-mail.
7. **ESPL Foundation/Capital Campaign Council**
  - a. **Capital Campaign Update** – (Hall) Barbara Schwenk is new Foundation Assistant.
  - b. **Donor Reception Committee** - (Hall) Planning is underway for a reception to be held on Sunday, May 5<sup>th</sup> from 5:00 to 7:00 PM for ESPL Foundation donors having donated at a certain level. Approximately 150 invitations are being mailed. The reception will be at the artmobile exhibit, which will be present at the Parksley site on that date.
8. **Capital Project Update (Board Committee)**
  - a. **Steering Committee Update (Valentine)** – No steering committee meeting held since the last joint meeting with Construction Committee to approve final plans. Steering Committee is planning an upcoming meeting with County representatives in the hopes of increasing communication between Steering Committee and Accomack County administration as library project moves forward.
9. **Budget Committee** – No report.
10. **Nominating Committee** – No report. Meeting is pending.
11. **Ground Breaking Committee** – (Burton) The draft of the agenda for the Ground Breaking was distributed for feedback from trustees. State librarian or a trustee of the Library of Virginia hopes to attend. Music, honored guests, and children’s activities are planned. 15,000 postcards will be mailed to community members by the Foundation. Tentative date for event is late June.
12. **Old Business** – Second reading of Public Access Computer and Internet Use Policy, and of personnel policy changes. Coady moved that the changes to the personnel manual regarding sick leave, separation from employment and bereavement policies be approved. Hall seconded. Motion approved. Coady moved that the Public Access Computer and Internet Use Policy be accepted. Ryan seconded. Motion approved.



**13. New Business**

- a. The lease agreement between the library and Accomack County is under review and negotiation with the assistance of the library's attorney. Burton will redistribute the original draft lease agreement to trustees via email.
  
- b. First reading of the unattended child policy and volunteer policy. Hall moved that the library close at 3:00 on the day of the Ground breaking to allow staff to both attend and assist at the event. Pittman seconded. Motion approved. First reading of proposed amendments to bylaws regarding first and second readings of policy changes.

**14. Additional Comments – None.**

**15. Adjournment** – Hall moved to adjourn and Ryan seconded. Motion accepted and meeting adjourned at 4:33 pm by Chairman Davis.

Next meeting May 14, 2019 at Northampton Free Library in Nassawadox at 3:30 pm.

Respectfully submitted,

Cara Burton, Secretary

*April 2019*

## **Northampton Free Library (NFL)**

### **Computer Usage**

There were 636 adult computer users this month.

Our children's AWE computer had 23 sessions with 518 minutes used, and there were 66 children's iPad users this month as well.

### **Staffing**

Our new staff member Mirissa began her training here at NFL this month!!

### **Building Maintenance**

No issues to report this month.

Our routine maintenance check is scheduled for May 17<sup>th</sup>.

### **Meeting Room Usage**

The meeting room was used 16 times this month, which includes small groups and individual use.

### **Programs**

Our Youth Gardeners did fun things this month!! They starting planting for the summer, also harvesting Carrots and Greens.

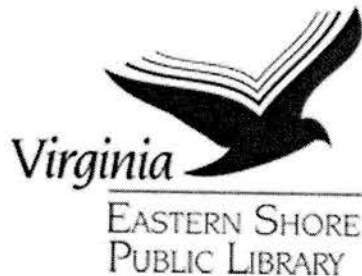
They began painting some rocks to use as labels for their crops in the garden.

They are also having fun with a donated caterpillar kit. Youth Services Librarian, Janice Felker purchased the caterpillars. Now the club members are watching them go through the stages of becoming beautiful butterflies!!

### **NFL Friends News**

Nothing new to report from our NFL Friends this month, next meeting scheduled for May 6<sup>th</sup>.

**Barbrielle Rogers, NFL Branch Manager**



Main Library  
Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

PO Box 360  
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*From the Director's Desk*

*Cara Burton, Director*

## Director's Report Tuesday, May 14, 2019

**Circulation for April 2019:** ESPL - 4,664; NFL - 1,731; CIL - 1,344; CCML - 1,120

As of April 30<sup>th</sup>, 2019, Chincoteague Island Library has surpassed last year's circulation of 11,625 with a total of 12,005----and they have May and June to go yet.

### Recommendation:

- Second reading and approval of of Unaccompanied Children Policy and Volunteer Policy
- Revise bylaws to include procedure to have first and second readings of policy changes and bylaws changes:

Add to Section 3.2 : Policy additions and revisions shall follow the procedures outlined under Amendments (below).

And edit:

#### Amendments

Amendments to the Bylaws may be proposed by any trustee at any regular meeting. A copy of the proposed amendment shall be delivered to each trustee prior to the meeting *at which the amendment will have its first reading*, and the proposed amendment shall be voted on at the next regular meeting *when it will have a second reading*. If the proposed amendment is approved by six of the trustees, it shall become part of these Bylaws.

### Library Services & Patron Relations

- **Passive Programs:** Coloring sheet at Accomac.
  - "Random Acts of Kindness": a collection jar at circulation desks to provide \$1 to children to pay on their fines was started in April. People are donating funds to the jar.
- **Exhibits:**
  - LVA "New Virginians" traveling exhibit in until May 18th.
    - Barrier Island Center is hosting LVA's "True Sons of Freedom" exhibit about African Americans in WWI from until Fri, May 31, 2019.
  - "Profiles of Honor" WWI and WWII traveling exhibit and scan-a-thon will took place April 12 in Nassawadox and April 13 and 14 in Parksley. Over 400 scans were made, a record for the exhibit team! ESPL also broke their attendance record.
  - "VMFA On the Road," artmobile came 5/5-6 in Parksley for the Celebrate Us! multicultural fair. The Foundation also held a donor reception Sunday evening. Expensive involved paying for overnight lodging for 3 people. Planning a date in Nassawadox.
- **Adult Programs:**
  - Wells Gregoire has secured another position; his adult programs are on hold, which included TechHour.
  - Friends of ESPL book club, 5/4. Next one is 6/1.
- "Funding Information Network Partner," a.k.a. FIN. No programs scheduled. Sent contact list notice of some upcoming relevant webinars; the library does not plan to have them as an event.
- **Youth Services (Janice Felker):**
  - Continued to update display for winners of the ALA Youth Media Awards.
  - Continued to work on collection development (purchasing and discarding) for Children's and YA collections.
  - Created displays and distributed bookmarks in Accomac and Nassawadox for National Poetry Month.
  - Worked on promotion and wrap-up of The Frances Bibbins Latimer 2019 Oral History Contest.
  - Worked on Summer Reading plans and promotions.
  - Worked on preparations for ESPL annual multicultural festival "Celebrate Us" to be held in Parksley on May 5.



- Prepared and presented weekly story time programs with themes focusing on Spring at Accomac (Tuesdays at 10:30 AM). (April 2, 9, 16, 23, 30)
- Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (April 5, 12, 19, 26)
- Attended " Boost Box: Summer Library Programming and Library Moon Walk " a National Network of Libraries of Medicine webinar. (Apr. 2)
- Attended "NGSS Deep Dive - Elementary Grades Part 1," an ALSC webinar. (April 3)
- Assisted with last session of Lifestyle Challenge program with speaker Jeremy Holman. (April 4)
- Attended ES Healthy Communities Better Birth Outcomes Group combined with Nurse Family Partnership Community Advisory Board Meeting to present proposal for collaboration on Stork Storytime project. (April 8)
- Participated in last session of Eat Smart, Move More program (a complement to our Lifestyle Challenge). (April 11)
- Assisted with preparations for the Virginia WWI and WWII Profiles of Honor Tour and supervised the Scanathon at Northampton Free Library. (April 12, 13, 14) (April 12)
- Attended ES Healthy Communities Food Access and Equity Work Group meeting. (April 15)
- Conducted a pop-up craft time at Accomac location. (April 16)
- Conducted a pop-up LEGO day at Accomac location. (April 18)
- Attended ESPL Volunteer Committee meeting at the Foundation Office to provide input related to "Celebrate Us" event. (April 19)
- Attended meetings of the Steering Committee for the 2019 Kids Count Forum. (April 8 & 22)
- Attended and reported at Friends of the Eastern Shore Public Library meeting. (April 24)
- Attended Summer Food Program training session with Summer Dahlmanns at Accomack County Parks and Rec. (April 25)
- Prepared for and worked outreach table at YMCA' s Healthy Kids Day. (April 27)
- Created displays at Accomac and Nassawadox libraries for Children' s Book Week - 100th Anniversary. (April 29 - May 5)
- **Technical Services (Charle Ricci):**
  - Continued weeding in nonfiction collection at Accomac : Technology, Paranormal, Religion, Sociology, Race, and Women' s History
  - Selected replacements and updated materials for nonfiction sections that have been weeded
  - Selected and ordered large print titles using a portion of ESPL Friends donation
  - Weeded science fiction, western, and half of large print collections with assistance from Harriet Lonergan
  - Continued to weed fiction collection with assistance from Pam Holley
  - Created Upcoming Bestseller List for March - June 2019
  - Facebook post about new Upcoming Bestsellers List for March - June 2019
  - Facebook post about Friends Large Print donation
  - Implemented new Digital Bookplate option for materials purchased through donations. Bookplates display in Evergreen catalog with name of donor and date.
  - Investigated new offering from RbDigital allowing unlimited and simultaneous access to a core collection of eAudiobooks. Evaluating budget to determine feasibility.
  - Attended Board of Trustees Meeting, April 9th at the Cape Charles Memorial Library
  - Attended Care and Handling of Materials Workshop, April 25th
- **Eastern Shore Room**
  - Burton and Childers attended a Virginia Library Association conference call related to starting a forum (email) related to genealogy and local history resources on April 10. ESPL will participate, but not take leadership role.
  - Lyrasis consultant came April 24 and 25; funded by NEH PAG grant. She reviewed archives and will prepare a report of recommendations for their preservation. Held ½ day training for staff and Museum Network volunteers, of which the Barrier Island Center (1), Eastern Shore Community College (1), and Cape Charles Museum (2) participated. Staff in attendance: Burton, Childers, Ricci, Collins, Smith, and T. Van Dessel. ESPL volunteers: Brenda Holden, Karen Hatch, and contract employee, Roberta Dean. Dr. Brooks Barnes assisted with review of Mariner Collection. Hatch assisted with review of Latimer Collection.
  - An second application for the NEH Challenge Grant is due May 15.
  - Burton and John Edmonds interviewed Kitty Smith, the LVA librarian that set up the Accomac library in 1957 in the first location. She lives in Richmond. The interview was recorded as an oral history of the library. Burton and Edmonds were in Richmond for Easter holiday, so no special traveling.
  - Onancock Business and Civic Association has awarded a \$6,000 grant to ESPL Foundation for 2 Civil War Trails signs that will launch the ESVA into the CWT program. The signs will be in Onancock and Parksley.

- **Meetings:**
  - 4/8 Capital Campaign
  - 4/8, 4/18 Groundbreaking Committee
  - 4/11 Accomac Space Needs Committee
  - 4/18 Foundation
  - 4/29 Corporate and Grants Committee
  - 4/29 Latimer Committee (by phone)
  - 5/6 NEH Grant Committee
  - 5/6 Friends of NFL - reviewed budget
  - 5/7 Administrative team
  - 5/7 OBCA grant interview - Civil War Trails
- **Outreach:**
  - 4/23 Eggs & Issues at Northampton High School
  - 4/4 Volunteers for Historic Garden Week at Locustville Academy. Reviewed library and potential collaboration with Barbara Reiger.
- **Facility:**
  - 4/30 Construction bid opening
  - Reviewed NFL exterior needs with staff
  - Minor lighting issues at Accomac; electrician resolved
- **Marketing & Communications:**
  - Eastern Shore Post Articles
    - 5/3 Four library bids received
    - 5/3 Thanks to all who made Profiles of Honor a success
    - 5/3 Library festival in Parksley May 5
    - 5/3 The artmobile rolls into Parksley
  - Eastern Shore News
    - 4/6 Celebrate National Library Week in Va.
    - 4/10 Accomack holds pre-bid meeting for new library
    - 4/? Profiles of Honor Highlights Shore History in World Wars
    - 5/1 Artmobile in Parksley to spotlight Va. artists
  - WESR
    - 4/4 Pre-bid meeting held for new Eastern Shore Regional Library
    - 4/12 Virginia WWI and WWII Profiles of Honor Tour
  - Eastern Shore First
    - May 2019 Celebrate Us set for Parksley
  - E-Newsletter: Celebrate Us with artmobile email blast.
- **Technology - no report**
- **Continuing Education - no report**
- **Personnel - Updated manual distributed to staff.**
- **Library Associations & Library of Virginia**
  - Rose Schoof retired from LVA. She oversaw technology such as Evergreen, library WordPress website, uploading Miles Files, and more. LVA Director distributed list of replacement contacts. Unknown if they plan to replace the position.
- **Other**
  - "Library Day of Giving" was on April 10. Promoted on social media. Foundation reported no related donations on that day.

Upcoming:

5/22 KidsCount Forum

5/25,27 - ESPL closed for Memorial Day weekend

6/1 - ESPL Friends book club

6/15, 16 - Juneteenth event in Exmore

8/6 - National Night Out, Exmore

BoS: 5/15



Eastern Shore Public Library  
**Balance Sheet**  
As of April 30, 2019

	<u>Apr 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	619.52
Sun Trust - Operating	
Liability Reserve	6,670.00
Reserve	8,330.00
Sun Trust - Operating - Other	150,255.92
<b>Total Sun Trust - Operating</b>	<u>165,255.92</u>
Suntrust - Restricted Fund	10,190.00
<b>Total Checking/Savings</b>	<u>176,065.44</u>
<b>Total Current Assets</b>	176,065.44
<b>Other Assets</b>	
Merrill Lynch Auxiliary Account	16,085.09
<b>Total Other Assets</b>	<u>16,085.09</u>
<b>TOTAL ASSETS</b>	<u><u><b>192,150.53</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	958.98
<b>Total Accounts Payable</b>	958.98
<b>Credit Cards</b>	
Cardmember Services Visa	2,756.95
<b>Total Credit Cards</b>	2,756.95
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	8,411.93
2290 · Anthem, Medical	-4,039.90
2300 · Anthem, Dental	-213.34
2360 · AFLAC	165.30
<b>Total Other Current Liabilities</b>	<u>4,323.99</u>
<b>Total Current Liabilities</b>	<u>8,039.92</u>

3:14 PM  
05/04/19  
Accrual Basis

Eastern Shore Public Library  
**Balance Sheet**  
As of April 30, 2019

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	<u>Apr 30, 19</u>
Total Liabilities	8,039.92
Equity	
1110 · Retained Earnings	250,541.67
3000 · Opening Bal Equity	95,784.16
Net Income	-162,215.22
Total Equity	<u>184,110.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>192,150.53</u></u></b>

Eastern Shore Public Library  
**Profit & Loss**  
April 2019

	<u>Apr 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>41000 · Government Income</b>	
41010 · Accomack County	100,926.75
41030 · State Aid	44,111.00
<b>Total 41000 · Government Income</b>	<u>145,037.75</u>
<b>42000 · Contributions</b>	
42010 · ESPL Friends	2,750.00
42030 · Contributions Unrestricted	154.00
42040 · Contributions Restricted	100.00
<b>Total 42000 · Contributions</b>	<u>3,004.00</u>
<b>43000 · Reimbursements</b>	
43020 · Island	111.39
43040 · Book Replacement	596.22
<b>Total 43000 · Reimbursements</b>	<u>707.61</u>
<b>44000 · Fines &amp; Fees</b>	
44010 · Fines	745.51
44020 · Photocopying	731.80
44030 · Fax	399.55
44040 · Other	89.35
<b>Total 44000 · Fines &amp; Fees</b>	<u>1,966.21</u>
<b>49000 · Miscellaneous Income</b>	
49020 · Driver Education Test Proctorin	7.00
<b>Total 49000 · Miscellaneous Income</b>	<u>7.00</u>
<b>Total 40000 · INCOME</b>	<u>150,722.57</u>
<b>Total Income</b>	150,722.57
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61101 · Building Maintenance	747.07
61102 · Building Maintenance, NFL	53.50
<b>Total 61100 · Building</b>	<u>800.57</u>
<b>61200 · Utilities</b>	
61201 · Fuel Oil	554.52
61202 · Electricity	961.80
61203 · Telephone	931.71
<b>Total 61200 · Utilities</b>	<u>2,448.03</u>
61300 · Vehicle Operation	156.76
61500 · Computer	

Eastern Shore Public Library  
**Profit & Loss**  
April 2019

	<u>Apr 19</u>
61513 · Online Services	1,197.45
61514 · Internet Services, State	1,182.00
61517 · Computer Maintenance	445.00
<b>Total 61500 · Computer</b>	<u>2,824.45</u>
<b>Total 61000 · Operations</b>	6,229.81
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	645.85
<b>Total 62300 · Equipment Maintenance</b>	<u>645.85</u>
<b>Total 62000 · Equipment</b>	645.85
63000 · Programs	
63100 · Adult	1,300.67
63200 · Youth	54.00
63000 · Programs - Other	21.63
<b>Total 63000 · Programs</b>	<u>1,376.30</u>
64000 · Personnel	
64010 · Salaries - Director	5,355.00
64020 · Salaries - Other	13,802.14
64030 · Hourly Employees	12,606.87
64050 · Payroll Expenses	2,767.83
64070 · Retirement (VRS)	1,132.18
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	3,379.26
64086 · Insurance, Dental (Anthem)	79.50
<b>Total 64080 · Insurance</b>	<u>3,458.76</u>
<b>Total 64000 · Personnel</b>	39,122.78
65000 · Supplies	
65100 · Custodial	176.22
65300 · Library	1,307.71
<b>Total 65000 · Supplies</b>	<u>1,483.93</u>
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	7,203.10
66313 · Continuations, State Aid	10.05
66317 · AV, State Aid	954.65
66320 · Cape Charles Contract #15	201.68
<b>Total 66310 · System Materials</b>	<u>8,369.48</u>
66350 · Affiliates	
66351 · Books, Affiliates	2,459.99
<b>Total 66350 · Affiliates</b>	<u>2,459.99</u>

Eastern Shore Public Library  
**Profit & Loss**  
April 2019

	<u>Apr 19</u>
Total 66000 · Materials	10,829.47
67000 · Other	
67100 · Postage	217.99
67200 · Travel	147.87
67300 · Dues	70.00
Total 67000 · Other	435.86
68000 · Miscellaneous	
68100 · Bank Fees	225.21
68300 · Refunds	5,735.00
68600 · Continuing Education	140.00
68000 · Miscellaneous - Other	174.15
Total 68000 · Miscellaneous	6,274.36
69000 · Professional Services	
69001 · Professional Services, Financial	1,110.00
69002 · Professional, Library Services	676.41
69000 · Professional Services - Other	85.00
Total 69000 · Professional Services	1,871.41
Total 60000 · EXPENSES	68,269.77
Total Expense	68,269.77
Net Ordinary Income	82,452.80
Net Income	<u>82,452.80</u>

**Eastern Shore Public Library**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through June 2019

Ordinary Income/Expense	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>40000 · INCOME</b>				
<b>41000 · Government Income</b>				
41010 · Accomack County	403,707.00	403,707.00	0.00	100.0%
41020 · Northampton County	103,500.00	138,000.00	-34,500.00	75.0%
41030 · State Aid	176,460.55	176,444.00	16.55	100.0%
<b>Total 41000 · Government Income</b>	<b>683,667.55</b>	<b>718,151.00</b>	<b>-34,483.45</b>	<b>95.2%</b>
<b>42000 · Contributions</b>				
42010 · ESPL Friends	7,609.93	5,000.00	2,609.93	152.2%
42020 · NFL Friends	9,506.60	10,500.00	-993.40	90.5%
42030 · Contributions Unrestricted	2,640.14	1,000.00	1,640.14	264.0%
42040 · Contributions Restricted	10,654.24	10,000.00	654.24	106.5%
42050 · Legacies & Bequests	25.00	100.00	-75.00	25.0%
<b>Total 42000 · Contributions</b>	<b>30,435.91</b>	<b>26,600.00</b>	<b>3,835.91</b>	<b>114.4%</b>
<b>43000 · Reimbursements</b>				
43010 · ESPL	354.00	400.00	-46.00	88.5%
43020 · Island	1,090.09	500.00	590.09	218.0%
43030 · Cape Charles	7,301.12	16,500.00	-9,198.88	44.2%
43040 · Book Replacement	688.16	100.00	588.16	688.2%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	1,774.01	0.00	1,774.01	100.0%
<b>Total 43000 · Reimbursements</b>	<b>11,207.38</b>	<b>17,500.00</b>	<b>-6,292.62</b>	<b>64.0%</b>
<b>44000 · Fines &amp; Fees</b>				
44010 · Fines	8,723.53	9,000.00	-276.47	96.9%
44020 · Photocopying	6,669.60	5,000.00	1,669.60	133.4%
44030 · Fax	4,101.56	3,500.00	601.56	117.2%
44040 · Other	1,084.57	1,000.00	84.57	108.5%
44000 · Fines & Fees - Other	327.18	0.00	327.18	100.0%
<b>Total 44000 · Fines &amp; Fees</b>	<b>20,906.44</b>	<b>18,500.00</b>	<b>2,406.44</b>	<b>113.0%</b>
<b>45000 · Endowments</b>				
45010 · Edmonds (UBS)	2,650.00	0.00	2,650.00	100.0%
45020 · General (Merrill Lynch)	254.80	400.00	-145.20	63.7%
45090 · Miscellaneous Endowments	67.95	2,000.00	-1,932.05	3.4%
<b>Total 45000 · Endowments</b>	<b>2,972.75</b>	<b>2,400.00</b>	<b>572.75</b>	<b>123.9%</b>
<b>46000 · Private Grants</b>				
49000 · Miscellaneous Income	2,100.00	1,600.00	500.00	131.3%
<b>49000 · Miscellaneous Income</b>				
49010 · NOW Interest	0.06	0.00	0.06	100.0%
49020 · Driver Education Test Proctorin	237.00	250.00	-13.00	94.8%
49000 · Miscellaneous Income - Other	18.75	200.00	-181.25	9.4%
<b>Total 49000 · Miscellaneous Income</b>	<b>255.81</b>	<b>450.00</b>	<b>-194.19</b>	<b>56.8%</b>
<b>Total 40000 · INCOME</b>	<b>751,545.84</b>	<b>785,201.00</b>	<b>-33,655.16</b>	<b>95.7%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	8,142.45	10,000.00	-1,857.55	81.4%
61102 · Building Maintenance, NFL	3,705.41	2,000.00	1,705.41	185.3%
61100 · Building - Other	0.00	0.00	0.00	0.0%
<b>Total 61100 · Building</b>	<b>11,847.86</b>	<b>12,000.00</b>	<b>-152.14</b>	<b>98.7%</b>
<b>61200 · Utilities</b>				
61201 · Fuel Oil	4,600.21	4,000.00	600.21	115.0%
61202 · Electricity	11,411.21	12,000.00	-588.79	95.1%
61203 · Telephone	9,178.60	10,839.00	-1,660.40	84.7%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 61200 · Utilities</b>	<b>25,190.02</b>	<b>26,839.00</b>	<b>-1,648.98</b>	<b>93.9%</b>
<b>61300 · Vehicle Operation</b>				
61300 · Vehicle Operation	1,755.64	2,750.00	-994.36	63.8%
<b>Total Income</b>	<b>751,545.84</b>	<b>785,201.00</b>	<b>-33,655.16</b>	<b>95.7%</b>

**Eastern Shore Public Library**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>61400 · Insurance (VML)</b>				
61401 · Insurance, Building	7,830.75	0.00	7,830.75	100.0%
61402 · Insurance, Vehicles	300.00	0.00	300.00	100.0%
61407 · Insurance, Pro. Liability	740.25	0.00	740.25	100.0%
61400 · Insurance (VML) - Other	412.00	12,975.00	-12,563.00	3.2%
<b>Total 61400 · Insurance (VML)</b>	<b>9,283.00</b>	<b>12,975.00</b>	<b>-3,692.00</b>	<b>71.5%</b>
<b>61500 · Computer</b>				
61510 · Computer Hardware	0.00	0.00	0.00	0.0%
61511 · Computer Hardware, State	1,334.33	1,400.00	-65.67	95.3%
61513 · Online Services	15,388.06	14,500.00	888.06	106.1%
61514 · Internet Services, State	17,878.00	20,500.00	-2,622.00	87.2%
61515 · Computer Software	577.50	580.00	-2.50	99.6%
61516 · Computer Software, State	0.00	0.00	0.00	0.0%
61517 · Computer Maintenance	4,895.00	5,500.00	-605.00	89.0%
<b>Total 61500 · Computer</b>	<b>40,072.89</b>	<b>42,480.00</b>	<b>-2,407.11</b>	<b>94.3%</b>
<b>Total 61000 · Operations</b>	<b>88,149.41</b>	<b>97,044.00</b>	<b>-8,894.59</b>	<b>90.8%</b>
<b>62000 · Equipment</b>				
62100 · Equipment, General	0.00	0.00	0.00	0.0%
62200 · Equipment, State	956.31	0.00	956.31	100.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	6,482.86	5,420.00	1,062.86	119.6%
62300 · Equipment Maintenance - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 62300 · Equipment Maintenance</b>	<b>6,482.86</b>	<b>6,420.00</b>	<b>62.86</b>	<b>101.0%</b>
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
<b>Total 62000 · Equipment</b>	<b>7,439.17</b>	<b>6,420.00</b>	<b>1,019.17</b>	<b>115.9%</b>
<b>63000 · Programs</b>				
63100 · Adult	1,856.64	0.00	1,856.64	100.0%
63200 · Youth	4,044.81	0.00	4,044.81	100.0%
63000 · Programs - Other	360.61	4,800.00	-4,439.39	7.5%
<b>Total 63000 · Programs</b>	<b>6,262.06</b>	<b>4,800.00</b>	<b>1,462.06</b>	<b>130.5%</b>
<b>64000 · Personnel</b>				
64010 · Salaries - Director	53,103.75	64,260.00	-11,156.25	82.6%
64020 · Salaries - Other	136,871.22	167,500.00	-30,628.78	81.7%
64030 · Hourly Employees	131,496.23	160,151.00	-28,654.77	82.1%
64050 · Payroll Expenses	30,423.52	40,000.00	-9,576.48	76.1%
64070 · Retirement (VRS)	11,321.93	13,720.00	-2,398.07	82.5%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	416.25	0.00	416.25	100.0%
64083 · Insurance, Life (VRS)	0.03	0.00	0.03	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.01	0.00	-0.01	100.0%
64085 · Insurance, Medical (Anthem)	33,792.60	47,700.00	-13,907.40	70.8%
64086 · Insurance, Dental (Anthem)	795.00	1,200.00	-405.00	66.3%
<b>Total 64080 · Insurance</b>	<b>35,003.87</b>	<b>48,900.00</b>	<b>-13,896.13</b>	<b>71.6%</b>
64090 · Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 · Personnel - Other	109.00	0.00	109.00	100.0%
<b>Total 64000 · Personnel</b>	<b>398,329.52</b>	<b>502,531.00</b>	<b>-104,201.48</b>	<b>79.3%</b>
<b>65000 · Supplies</b>				
65100 · Custodial	621.47	943.00	-321.53	65.9%
65200 · Office	0.00	0.00	0.00	0.0%
65300 · Library	11,784.40	13,157.00	-1,372.60	89.6%
65400 · Youth Program Supplies	493.10	500.00	-6.90	98.6%
65000 · Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 65000 · Supplies</b>	<b>12,898.97</b>	<b>14,600.00</b>	<b>-1,701.03</b>	<b>88.3%</b>
<b>66000 · Materials</b>				
66310 · System Materials				
66311 · Books, State Aid	35,070.98	47,376.00	-12,305.02	74.0%
66312 · Periodicals, State Aid	4,363.24	5,600.00	-1,236.76	77.9%
66313 · Continuations, State Aid	70.99	500.00	-429.01	14.2%
66314 · Microforms, State Aid	630.00	0.00	630.00	100.0%
66315 · Electronic Resources, State Aid	851.36	2,000.00	-1,148.64	42.6%
66316 · Binding, State Aid	0.00	0.00	0.00	0.0%
66317 · AV, State Aid	4,435.90	6,500.00	-2,064.10	68.2%
66318 · Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%



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Accrual Basis

**Eastern Shore Public Library**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
66320 · Cape Charles Contract #15	1,320.29	2,000.00	-679.71	66.0%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66310 · System Materials</b>	<b>46,742.76</b>	<b>65,476.00</b>	<b>-18,733.24</b>	<b>71.4%</b>
66350 · Affiliates				
66351 · Books, Affiliates	13,499.92	24,000.00	-10,500.08	56.2%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
<b>Total 66350 · Affiliates</b>	<b>13,499.92</b>	<b>24,000.00</b>	<b>-10,500.08</b>	<b>56.2%</b>
66900 · Restricted	0.00	5,000.00	-5,000.00	0.0%
<b>Total 66000 · Materials</b>	<b>60,242.68</b>	<b>94,476.00</b>	<b>-34,233.32</b>	<b>63.8%</b>
67000 · Other				
67100 · Postage	1,236.70	1,300.00	-63.30	95.1%
67200 · Travel	4,252.53	5,000.00	-747.47	85.1%
67300 · Dues	2,475.00	2,000.00	475.00	123.8%
67000 · Other - Other	100.00	100.00	0.00	100.0%
<b>Total 67000 · Other</b>	<b>8,064.23</b>	<b>8,400.00</b>	<b>-335.77</b>	<b>96.0%</b>
68000 · Miscellaneous				
68100 · Bank Fees	965.28	900.00	65.28	107.3%
68200 · Returned Checks	0.00	0.00	0.00	0.0%
68300 · Refunds	5,795.99	30.00	5,765.99	19,320.0%
68400 · MLS Fellowship - State Aid	1,000.00	1,000.00	0.00	100.0%
68600 · Continuing Education	3,959.00	4,000.00	-41.00	99.0%
68000 · Miscellaneous - Other	-4,263.42	4,600.00	-8,863.42	-92.7%
<b>Total 68000 · Miscellaneous</b>	<b>7,456.85</b>	<b>10,530.00</b>	<b>-3,073.15</b>	<b>70.8%</b>
69000 · Professional Services				
69001 · Professional Services, Financial	12,562.50	14,400.00	-1,837.50	87.2%
69002 · Professional, Library Services	5,282.43	7,000.00	-1,717.57	75.5%
69003 · Erate Consultant	4,241.98	4,500.00	-258.02	94.3%
69004 · Auditor	6,000.00	5,500.00	500.00	109.1%
69000 · Professional Services - Other	2,140.00	5,000.00	-2,860.00	42.8%
<b>Total 69000 · Professional Services</b>	<b>30,226.91</b>	<b>36,400.00</b>	<b>-6,173.09</b>	<b>83.0%</b>
<b>Total 60000 · EXPENSES</b>	<b>619,069.80</b>	<b>775,201.00</b>	<b>-156,131.20</b>	<b>79.9%</b>
<b>Total Expense</b>	<b>619,069.80</b>	<b>775,201.00</b>	<b>-156,131.20</b>	<b>79.9%</b>
<b>Net Ordinary Income</b>	<b>132,476.04</b>	<b>10,000.00</b>	<b>122,476.04</b>	<b>1,324.8%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7010 · Interest Income	30.62	0.00	30.62	100.0%
7030 · Other Income	500,159.18	0.00	500,159.18	100.0%
<b>Total Other Income</b>	<b>500,189.80</b>	<b>0.00</b>	<b>500,189.80</b>	<b>100.0%</b>
<b>Other Expense</b>				
61103 · Capital	770,188.23	0.00	770,188.23	100.0%
8010 · Reserve	10,692.83	10,000.00	692.83	106.9%
8020 · Miscellaneous	14,000.00	0.00	14,000.00	100.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>794,881.06</b>	<b>10,000.00</b>	<b>784,881.06</b>	<b>7,948.8%</b>
<b>Net Other Income</b>	<b>-294,691.26</b>	<b>-10,000.00</b>	<b>-284,691.26</b>	<b>2,946.9%</b>
<b>Net Income</b>	<b>-162,215.22</b>	<b>0.00</b>	<b>-162,215.22</b>	<b>100.0%</b>