

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

August 20, 2019, 1:00 PM

Eastern Shore Public Library, Accomac, Virginia

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes: July 9 and June 11, 2019
4. Financial Report: July 9 and June 11, 2019
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 (Custis)
 - a. Capital Campaign Update
8. Capital Project Update – Steering Committee (Valentine)
9. Budget Committee
10. Groundbreaking Committee (Burton)
11. Old Business
 - a. Bylaws revision: Update to reflect changes in electronic voting law
12. New Business
 - a. Budget approval
 - b. Meeting dates and agenda
 - c. Library 2020 plan
 - d. ESCC partnership
13. Additional Comments
14. Next Meeting: September 17, 2019 at ESPL, 23610 Front Street, Accomac at 1:00 PM
15. Adjournment



Main Library – Accomac

Northampton Free Library

Chincoteague Island Library

Cape Charles Memorial Library

PO Box 360

Accomac, VA 23301

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www.espl.org

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

July 9, 2019, 1:00 pm

Main Library, Accomac, VA

Present: Gerry Ryan (Chair), Tim Valentine (Vice Chair), Patricia Bloxom, Dennis Custis, Jackie Davis (via Skype). **Absent:** Althea Pittman, Ann Rutledge, Dana Bundick (Treasurer),

In attendance: Cara Burton, Director. **Staff:** Janice Felker, Charle Ricci. **Other:** Colette Nelson, ESPL Foundation President;

1. Meeting called to order at 1:14 pm by Chair Ryan. Ryan recognized that the board did not have a quorum, with the two vacancies affecting the ability to conduct business.
2. **Public comments.** None.
3. **Minutes.** Approval of minutes tabled until quorum present at future meeting.
4. **Financial Reports.** Burton reported that all accounts payable were paid within the previous fiscal year, including the new microfilm scanner purchased for the Eastern Shore Room. \$5,000.00 reserve was carried over from FY 2018-19 to be used for materials purchased to update and refresh nonfiction collection in preparation for the move to the Parksley facility. Reimbursements from the Town of Cape Charles for materials purchased for CCML in FY 2018-19 were not received until FY 2019-20, which affects the budget and cash balance. Burton notified Rutledge that all orders for FY 2019-20 will need to be submitted by May 15, 2020, to ensure that all invoices incurred in a fiscal year are reimbursed during that same fiscal year. Despite physical plant repairs, Burton noted that the library stayed within budget for the 2018-19 fiscal year.
5. **Branch and Friends Reports**
 - a. **Cape Charles Memorial Library** – Distributed by email.
 - b. **Chincoteague Island Library** – Distributed by email. Board of CIL has changed monthly meeting dates to the third Friday of each month. Summer reading challenge has over 80 participants, with each participant eligible to receive a selection of school supplies, as well as a chance to win prizes. The sunset cruise fundraiser was held an hour earlier due to impending weather, and was a success. The Labor Day yard sale to be held on over Labor Day weekend.
 - c. **Northampton Free Library** – Distributed by email. NFL Friends are pledging \$1,000 to ESPL Foundation for the Capital Project. In regards to programming, Friends requested invoices and receipts for items purchased for programs supported by their donations. To promote membership, NFL Friends would like to add screensavers to NFL library computers as well as a slide on the digital monitor behind the circulation desk. Rogers will attend the Virginia Library Association conference in fall 2019 with support from Friends.
 - d. **ESPL Friends Reports** – There was a good turnout for the 4th of July book sale.

6. **Library Director's Report** – Distributed by email. Burton attended Virginia Department of Education's Digital Equity Summit on July 8, 2019, which focused on how every child can gain access to the Internet. Children may not be able to access the Internet when they need it to complete schoolwork. Burton reported that Bath County offers Wi-Fi on its school buses at a cost of \$70 per bus per month. Burton has left messages with the Northampton County School Superintendent to discuss, but has not heard a reply. Burton also noted that she was only the attendee from the Eastern Shore. Burton, Dahlmanns, Felker, Ricci, and Rutledge attended ALA in late June, and Burton hopes to use some of the things learned at the conference to develop a new updated strategic plan. Staff Development Day will be on July 24th. On the agenda are VRSA sessions on Reasonable Suspicion and Emotional Development, and representatives from both Novelist and Family Search will provide training. Additional possible sessions will focus on rebranding or a pop-up library setup activity.
7. **ESPL Foundation (Nelson) Capital Campaign Update** - July 9, 2019 is the deadline to submit details of the capital campaign pledges of \$440,000 gained over the past two and a half weeks to support the loan application. The information will be reviewed by the bank, and the Foundation will be notified of a decision by July 19th. First Lady of Virginia, Pam Northam, will be assisting the ESPL Foundation to identify funding agents and grant possibilities for future fundraising. Northam has also volunteered to attend and participate in future fundraising events. Burton inquired of Accomack County about the recent Economic Development Authority meeting where the bond was to be voted upon, but County Administrator Mason had asked that the vote be deferred until July 22nd at a special meeting of the EDA. Valentine offered to use his Shop and Share advertising credits to help with future radio spots. Burton pointed out that the next Board of Supervisors meeting is July 17th, prior to both the bank's loan decision and the EDA meeting. Nelson also described upcoming fundraising ideas, including a basket drawing. Themed baskets will be created by and distributed to businesses/organizations around the Eastern Shore. There will be a contest between the baskets to determine which basket gets selected the most (determined by ticket sales), which will generate motivation for each group creating a basket to increase ticket sales. Burton recognized the persistence and dedication of Foundation members, particularly Nelson, Frank Hall and Kitty Hall.
8. **Capital Project Update - Steering Committee (Valentine)** - Ryan pointed out that the MOU does not contain any requirement that Accomack County's portion of the project cost would be the "last money in". Valentine has asked Paul Muhly to request meetings with each county supervisor to promote the idea of allowing the Foundation to be "last money in" and to go ahead with approving County funding. Valentine wants to be sure that it is pointed out to Supervisors how much interest this idea of the County being "last money in" will cost the Foundation each month. Also, because the County now owns the current and future library facilities, the library and Foundation are now left with little to use for collateral for a construction loan.
9. **Budget Committee** - The proposed budget cannot be voted upon until the board has a quorum. Burton will operate under the proposed budget until a vote can be taken at a future meeting. Ryan questioned line item of Island materials reimbursement being less than in FY 2018/19. Burton offered to adjust. Ryan also asked about fuel oil expense and Salary expense differing from the previous year's budget and Burton agreed that that is an error that needs to be adjusted, that somehow the column shifted by one line. Bloxom inquired about the health insurance cost decreasing, and Burton explained that the County plan did decrease in cost.
10. **Groundbreaking Committee (Burton)** – Burton asked if the trustees will need to approve the date of the groundbreaking. The committee will determine a date once Stewart Hall gives the go-ahead. Custis

requested notification of the groundbreaking date about a month in advance, but that no additional authorization would be necessary.

11. Old Business –

- a. Bylaws revision: For consideration is an update to reflect changes in electronic voting law. Burton clarified that Coady suggested changes to the ESPL policy while Burton had recommended a change to the bylaws. The policy may no longer be needed due to the change in the state code, or there may need to be a change to both policy and bylaws, and Burton asked Trustees to review related guidance email closely. Vote tabled until quorum present.

12. New Business-

- a. Budget Approval – Tabled until quorum present.
- b. Meeting dates and agenda – Tabled until quorum present.

13. Additional Comments – None.

14. Next Meeting: August 13, 2019 at Main Library, 23610 Front Street, Accomac at 1:00 PM

15. Adjournment - Meeting adjourned at 2:18 by the Chair.

Respectfully submitted,

Cara Burton, Secretary

1:59 PM
08/13/19
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of July 31, 2019

	<u>Jul 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	353.66
Sun Trust - Operating	
Liability Reserve	8,004.00
Reserve	10,829.33
Sun Trust - Operating - Other	669,729.05
Total Sun Trust - Operating	688,562.38
Suntrust - Restricted Fund	10,190.00
Total Checking/Savings	699,106.04
Total Current Assets	699,106.04
Other Assets	
Merrill Lynch Auxiliary Account	16,211.05
Total Other Assets	16,211.05
TOTAL ASSETS	<u>715,317.09</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,000.00
Total Accounts Payable	5,000.00
Credit Cards	
Cardmember Services Visa	1,644.45
Total Credit Cards	1,644.45
Other Current Liabilities	
2100 · Payroll Liabilities	11,669.70
2290 · Anthem, Medical	-6,988.39
2300 · Anthem, Dental	-434.86
2360 · AFLAC	165.30
Total Other Current Liabilities	4,411.75
Total Current Liabilities	11,056.20

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08/13/19
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of July 31, 2019

	<u>Jul 31, 19</u>
Total Liabilities	11,056.20
Equity	
1110 · Retained Earnings	-27,626.19
3000 · Opening Bal Equity	95,784.16
Net Income	<u>636,102.92</u>
Total Equity	<u>704,260.89</u>
TOTAL LIABILITIES & EQUITY	<u>715,317.09</u>

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08/13/19
Accrual Basis

Eastern Shore Public Library
Profit & Loss
July 2019

	Jul 19
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	
41010 · Accomack County	104,269.75
41020 · Northampton County	37,177.75
41030 · State Aid	545,917.50
Total 41000 · Government Income	687,365.00
42000 · Contributions	
42030 · Contributions Unrestricted	25.31
42040 · Contributions Restricted	59.91
Total 42000 · Contributions	85.22
43000 · Reimbursements	
43010 · NFL Book Endowment	5,010.00
43020 · Island	593.31
43030 · Cape Charles	2,473.66
Total 43000 · Reimbursements	8,076.97
44000 · Fines & Fees	
44010 · Fines	620.68
44020 · Photocopying	594.40
44030 · Fax	519.70
44040 · Other	58.93
44000 · Fines & Fees - Other	117.69
Total 44000 · Fines & Fees	1,911.40
45000 · Endowments	
45020 · General (Merrill Lynch)	13.15
Total 45000 · Endowments	13.15
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	15.00
49000 · Miscellaneous Income - Other	28.40
Total 49000 · Miscellaneous Income	43.40
Total 40000 · INCOME	697,495.14
Total Income	697,495.14
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	933.83
61102 · Building Maintenance, NFL	32.81
Total 61100 · Building	966.64
61200 · Utilities	

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Accrual Basis

Eastern Shore Public Library

Profit & Loss

July 2019

	Jul 19
61202 · Electricity	1,284.69
61203 · Telephone	926.62
Total 61200 · Utilities	2,211.31
61300 · Vehicle Operation	123.60
61500 · Computer	
61511 · Computer Hardware, State	611.52
61513 · Online Services	723.44
61514 · Internet Services, State	917.60
Total 61500 · Computer	2,252.56
Total 61000 · Operations	5,554.11
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	538.53
Total 62300 · Equipment Maintenance	538.53
Total 62000 · Equipment	538.53
63000 · Programs	
63100 · Adult	25.00
63200 · Youth	1,562.50
63000 · Programs - Other	36.00
Total 63000 · Programs	1,623.50
64000 · Personnel	
64010 · Salaries - Director	5,515.65
64020 · Salaries - Other	14,610.29
64030 · Hourly Employees	13,253.45
64050 · Payroll Expenses	3,056.52
64070 · Retirement (VRS)	1,202.99
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	2,894.50
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	2,974.00
Total 64000 · Personnel	40,612.90
65000 · Supplies	
65100 · Custodial	117.97
65200 · Office	68.84
65300 · Library	2,739.09
Total 65000 · Supplies	2,925.90
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	2,581.47
66317 · AV, State Aid	250.51
66320 · Cape Charles Contract #15	154.47

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Accrual Basis

Eastern Shore Public Library

Profit & Loss

July 2019

	Jul 19
Total 66310 · System Materials	2,986.45
66350 · Affiliates	
66351 · Books, Affiliates	831.67
Total 66350 · Affiliates	831.67
66900 · Restricted	112.46
Total 66000 · Materials	3,930.58
67000 · Other	
67100 · Postage	668.99
67200 · Travel	674.41
67300 · Dues	40.00
Total 67000 · Other	1,383.40
68000 · Miscellaneous	
68100 · Bank Fees	64.97
68300 · Refunds	250.00
68600 · Continuing Education	1,000.00
68000 · Miscellaneous - Other	302.24
Total 68000 · Miscellaneous	1,617.21
69000 · Professional Services	
69001 · Professional Services, Financial	1,140.00
69002 · Professional, Library Services	1,092.80
69004 · Auditor	1,000.00
Total 69000 · Professional Services	3,232.80
Total 60000 · EXPENSES	61,418.93
Total Expense	61,418.93
Net Ordinary Income	636,076.21
Other Income/Expense	
Other Income	
7030 · Other Income	26.71
Total Other Income	26.71
Net Other Income	26.71
Net Income	636,102.92

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Accrual Basis

Eastern Shore Public Library **Profit & Loss Budget vs. Actual** **July 2019 through June 2020**

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	104,269.75	417,079.00	-312,809.25	25.0%
41020 · Northampton County	37,177.75	148,711.00	-111,533.25	25.0%
41030 · State Aid	545,917.50	183,670.00	362,247.50	297.2%
41040 · Grants	0.00	0.00	0.00	0.0%
Total 41000 · Government Income	687,365.00	749,460.00	-62,095.00	91.7%
42000 · Contributions				
42010 · ESPL Friends	0.00	7,000.00	-7,000.00	0.0%
42020 · NFL Friends	0.00	5,000.00	-5,000.00	0.0%
42030 · Contributions Unrestricted	25.31	1,000.00	-974.69	2.5%
42040 · Contributions Restricted	109.91	5,000.00	-4,890.09	2.2%
42050 · Legacies & Bequests	0.00	500.00	-500.00	0.0%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	135.22	18,500.00	-18,364.78	0.7%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,010.00	5,000.00	10.00	100.2%
43020 · Island	593.31	2,500.00	-1,906.69	23.7%
43030 · Cape Charles	2,473.66	16,500.00	-14,026.34	15.0%
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	8,076.97	24,600.00	-16,523.03	32.8%
44000 · Fines & Fees				
44010 · Fines	842.33	10,000.00	-9,157.67	8.4%
44020 · Photocopying	610.00	5,000.00	-4,390.00	12.2%
44030 · Fax	615.60	4,000.00	-3,384.40	15.4%
44040 · Other	89.88	1,000.00	-910.12	9.0%
44000 · Fines & Fees - Other	117.69	0.00	117.69	100.0%
Total 44000 · Fines & Fees	2,275.50	20,000.00	-17,724.50	11.4%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 · General (Merrill Lynch)	13.15	400.00	-386.85	3.3%
45090 · Miscellaneous Endowments	0.00	2,000.00	-2,000.00	0.0%
45000 · Endowments - Other	0.00	0.00	0.00	0.0%
Total 45000 · Endowments	13.15	2,400.00	-2,386.85	0.5%
46000 · Private Grants	0.00	2,000.00	-2,000.00	0.0%
49000 · Miscellaneous Income				
49010 · NOW Interest	0.00	0.00	0.00	0.0%
49020 · Driver Education Test Proctorin	65.00	300.00	-235.00	21.7%
49000 · Miscellaneous Income - Other	691.34	200.00	491.34	345.7%
Total 49000 · Miscellaneous Income	756.34	500.00	256.34	151.3%
Total 40000 · INCOME	698,622.18	817,460.00	-118,837.82	85.5%
4060 · Carry Over	0.00	0.00	0.00	0.0%
4250 · Grants, Other	0.00	0.00	0.00	0.0%
4650 · Dividends	0.00	0.00	0.00	0.0%
4670 · Liquidation	0.00	0.00	0.00	0.0%
Total Income	698,622.18	817,460.00	-118,837.82	85.5%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	933.83	12,000.00	-11,066.17	7.8%
61102 · Building Maintenance, NFL	32.81	7,500.00	-7,467.19	0.4%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	966.64	19,500.00	-18,533.36	5.0%
61200 · Utilities				
61201 · Fuel Oil	0.00	5,000.00	-5,000.00	0.0%
61202 · Electricity	1,510.63	13,000.00	-11,489.37	11.6%
61203 · Telephone	1,237.54	11,000.00	-9,762.46	11.3%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%

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Accrual Basis

Eastern Shore Public Library **Profit & Loss Budget vs. Actual** **July 2019 through June 2020**

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Total 61200 · Utilities	2,748.17	29,000.00	-26,251.83	9.5%
61300 · Vehicle Operation	250.53	3,000.00	-2,749.47	8.4%
61400 · Insurance (VML)				
61401 · Insurance, Building	0.00	0.00	0.00	0.0%
61402 · Insurance, Vehicles	0.00	0.00	0.00	0.0%
61407 · Insurance, Pro. Liability	0.00	0.00	0.00	0.0%
61400 · Insurance (VML) - Other	0.00	13,006.00	-13,006.00	0.0%
Total 61400 · Insurance (VML)	0.00	13,006.00	-13,006.00	0.0%
61500 · Computer				
61510 · Computer Hardware	0.00	0.00	0.00	0.0%
61511 · Computer Hardware, State	611.52	2,200.00	-1,588.48	27.8%
61512 · Computer Hardware, Grants	0.00	0.00	0.00	0.0%
61513 · Online Services	723.44	15,000.00	-14,276.56	4.8%
61514 · Internet Services, State	917.60	11,100.00	-10,182.40	8.3%
61515 · Computer Software	0.00	500.00	-500.00	0.0%
61516 · Computer Software, State	0.00	0.00	0.00	0.0%
61517 · Computer Maintenance	445.00	5,500.00	-5,055.00	8.1%
61518 · Technology	0.00	0.00	0.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 · Computer	2,697.56	34,300.00	-31,602.44	7.9%
61000 · Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 · Operations	6,662.90	98,806.00	-92,143.10	6.7%
62000 · Equipment				
62100 · Equipment, General	0.00	0.00	0.00	0.0%
62200 · Equipment, State	0.00	0.00	0.00	0.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	806.87	7,500.00	-6,693.13	10.8%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62300 · Equipment Maintenance	806.87	7,500.00	-6,693.13	10.8%
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 · Equipment	806.87	7,500.00	-6,693.13	10.8%
63000 · Programs				
63100 · Adult	25.00	1,500.00	-1,475.00	1.7%
63200 · Youth	1,562.50	5,000.00	-3,437.50	31.3%
63000 · Programs - Other	36.00	0.00	36.00	100.0%
Total 63000 · Programs	1,623.50	6,500.00	-4,876.50	25.0%
64000 · Personnel				
64010 · Salaries - Director	8,273.48	67,513.00	-59,239.52	12.3%
64020 · Salaries - Other	23,120.10	204,235.00	-181,114.90	11.3%
64030 · Hourly Employees	20,441.60	145,046.00	-124,604.40	14.1%
64050 · Payroll Expenses	4,546.60	45,000.00	-40,353.40	10.3%
64070 · Retirement (VRS)	1,804.53	16,500.00	-14,695.47	10.9%
64080 · Insurance				
64081 · Insurance, VEC	0.00	0.00	0.00	0.0%
64082 · Insurance, Worker's Comp.	0.00	0.00	0.00	0.0%
64083 · Insurance, Life (VRS)	0.00	0.00	0.00	0.0%
64084 · Insurance, Gen. Liability (VRS)	0.00	0.00	0.00	0.0%
64085 · Insurance, Medical (Anthem)	4,341.75	42,000.00	-37,658.25	10.3%
64086 · Insurance, Dental (Anthem)	119.25	1,000.00	-880.75	11.9%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 · Insurance	4,461.00	43,000.00	-38,539.00	10.4%
64090 · Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
Total 64000 · Personnel	62,747.31	529,294.00	-466,546.69	11.9%
65000 · Supplies				
65100 · Custodial	117.97	1,000.00	-882.03	11.8%
65200 · Office	68.84	0.00	68.84	100.0%
65300 · Library	2,795.72	15,350.00	-12,554.28	18.2%
65400 · Youth Program Supplies	325.00	500.00	-175.00	65.0%
65000 · Supplies - Other	0.00	0.00	0.00	0.0%
Total 65000 · Supplies	3,307.53	16,850.00	-13,542.47	19.6%
66000 · Materials				

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08/13/19

Accrual Basis

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
66310 - System Materials				
66311 - Books, State Aid	3,744.98	47,376.00	-43,631.02	7.9%
66312 - Periodicals, State Aid	0.00	5,600.00	-5,600.00	0.0%
66313 - Continuations, State Aid	0.00	500.00	-500.00	0.0%
66314 - Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 - Electronic Resources, State Aid	0.00	2,000.00	-2,000.00	0.0%
66316 - Binding, State Aid	0.00	0.00	0.00	0.0%
66317 - AV, State Aid	385.72	6,500.00	-6,114.28	5.9%
66318 - Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 - Cape Charles Contract #15	197.96	2,000.00	-1,802.04	9.9%
66321 - Books - Non-State Aid	0.00	0.00	0.00	0.0%
66310 - System Materials - Other	0.00	0.00	0.00	0.0%
Total 66310 - System Materials	4,328.66	65,476.00	-61,147.34	6.6%
66350 - Affiliates				
66351 - Books, Affiliates	1,822.70	24,000.00	-22,177.30	7.6%
66352 - AV, Affiliates	0.00	0.00	0.00	0.0%
66350 - Affiliates - Other	0.00	0.00	0.00	0.0%
Total 66350 - Affiliates	1,822.70	24,000.00	-22,177.30	7.6%
66900 - Restricted	112.46	5,000.00	-4,887.54	2.2%
66000 - Materials - Other	0.00	0.00	0.00	0.0%
Total 66000 - Materials	6,263.82	94,476.00	-88,212.18	6.6%
67000 - Other				
67100 - Postage	680.19	1,500.00	-819.81	45.3%
67200 - Travel				
67210 - Travel - State Aid	0.00	2,000.00	-2,000.00	0.0%
67200 - Travel - Other	799.92	4,000.00	-3,200.08	20.0%
Total 67200 - Travel	799.92	6,000.00	-5,200.08	13.3%
67300 - Dues	40.00	2,500.00	-2,460.00	1.6%
67000 - Other - Other	0.00	102.00	-102.00	0.0%
Total 67000 - Other	1,520.11	10,102.00	-8,581.89	15.0%
68000 - Miscellaneous				
68100 - Bank Fees	49.40	1,000.00	-950.60	4.9%
68200 - Returned Checks	0.00	0.00	0.00	0.0%
68300 - Refunds	250.00	30.00	220.00	833.3%
68400 - MLS Fellowship - State Aid	0.00	1,000.00	-1,000.00	0.0%
68600 - Continuing Education	1,000.00	4,000.00	-3,000.00	25.0%
68000 - Miscellaneous - Other	1,481.54	4,002.00	-2,520.46	37.0%
Total 68000 - Miscellaneous	2,780.94	10,032.00	-7,251.06	27.7%
69000 - Professional Services				
69001 - Professional Services, Financial	2,400.00	14,400.00	-12,000.00	16.7%
69002 - Professional, Library Services	1,092.80	7,000.00	-5,907.20	15.6%
69003 - Erate Consultant	0.00	4,500.00	-4,500.00	0.0%
69004 - Auditor	2,000.00	5,500.00	-3,500.00	36.4%
69000 - Professional Services - Other	4,584.04	2,500.00	2,084.04	183.4%
Total 69000 - Professional Services	10,076.84	33,900.00	-23,823.16	29.7%
60000 - EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 - EXPENSES	95,789.82	807,460.00	-711,670.18	11.9%
Total Expense	95,789.82	807,460.00	-711,670.18	11.9%
Net Ordinary Income	602,832.36	10,000.00	592,832.36	6,028.3%
Other Income/Expense				
Other Income				
7010 - Interest Income	0.00	0.00	0.00	0.0%
7030 - Other Income	-499,973.29	0.00	-499,973.29	100.0%
Total Other Income	-499,973.29	0.00	-499,973.29	100.0%
Other Expense				
61103 - Capital	0.00	0.00	0.00	0.0%
8010 - Reserve	0.00	10,000.00	-10,000.00	0.0%
8020 - Miscellaneous	0.00	0.00	0.00	0.0%
8030 - Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	10,000.00	-10,000.00	0.0%

1:56 PM

08/13/19

Accrual Basis

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Net Other Income	-499,973.29	-10,000.00	-489,973.29	4,999.7%
Net Income	102,859.07	0.00	102,859.07	100.0%

Cape Charles Memorial Library Monthly Report, July 2019

Youth Programs

Toddler Storytime (2 programs)	36
Chess Club (2 programs)	7

Adult Programs

Astrology with Peg Volk	9
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Community Outreach

Kiptopeke Elementary School, Hare Valley Headstart, & Migrant Head Start (8)	145
---------------------------------------------------------------------------------	-----

Summer Programs

Kiptopeke State Park	37
Barrier Island Center	18
Tween Night (2 program)	45
Storyteller Lynn Ruehlmann	21
Preschool Craft (2)	23

Total 338

Library Services

- Book order of 46 books.
- Our meeting room was used 9 times this month.
- The Friends of the Library provided \$1,000 for the purchase of supplies, equipment, and other items for the Summer Reading Program.
- **Meetings**
 - Attended Friends of the Library meeting on Monday, July 1 at 5:00
 - Attended Library Board Meeting on Wednesday, July 10 at 5:00.
- **Marketing & Communication**
 - Publicity was sent out for all July programs.
 - Our 2 book displays were books on biology careers and books for summer reading for youth.
- **Outreach**
 - Staff member Bobby Harmon presented a preschool program at Hare Valley Headstart, 7/1, 7/18, 7/25
 - Staff member Sharon Silvey presented a STEM programs at Kiptopeke Elementary School. 7/15, 7/22
 - Sharon Silvey presented a program at Bayview Headstart. 7/23
- **Facility**
 - The smell continued to be bad this month.
 - The rest rooms were heavily used this month.
 - We purchased a new rug for the small vault where Young Adult materials are shelved.
- **Technology**
 - Three new computers were received and installed.

▪ **Page 2**

- **Continuing Education**

- Staff attended Staff Development Day with the Eastern Shore Public Library staff on 7/24.

Adult Programs

- Owl Prowl at Virginia Heritage Preserve, 7/12,7/26 8:00

- **Youth Services**

- Toddler/ Preschool Storytime were held at 10:30 on Thursday.
 - Chess Club was held Tuesday at 4:00.
 - **Summer Reading Program. A Universe of Stories**, As of Saturday, 7/31 we have had 100 children to sign up.
 - SRP, Tween Night, 7/10, 7:00 Astrology with Peg Volk, 9 attended
 - SRP, Barrier Island Center, 7/3.
 - SRP, Bright Star Theater,7/11, Jacks Adventures in Space,
 - SRP, Kiptopeke State Park presented Creation of the Chesapeake Bay & Cape Charles Impact Crater. 7/16
 - SRP, Perseus with Lynn Ruchlmann, 7/17.
 - SRP, 5th Stuffed Animal Sleepover, 7/18
 - SRP, Hoopoe the Mime, 7/22.
 - Preschool Craft 7/23

- **Friends of Cape Charles Memorial Library**

- Friends Book Sale was 7/26-7/28.
 - Computer Tutor help is provided by the Friends. This help is free, and they will accommodate your schedule.

- **Volunteers**

- Statistics are not yet available.

Upcoming Events

- Friends Meeting, August 20, 1, 5: 00.
 - Eastern Shore Public Library Trustee Meeting, August 20,13:00.
 - Library Board Meeting, August 14 at 5:00.
 - Chess Club, Tuesday 4:00
 - Prehistoric Archeology with Kiptopeke State Park, 8/6, 11:00
 - Owl Prowl, 8/9 & 8/23
 - 50th Birthday Party for the Very hungry Caterpillar, 8/8,7:00
 - Remarkable Reptiles with Virginia Living Museum, 8/14, 10:30
 - Bird Migration with Kiptopeke State Park, 8/23,7:30.

July 2019

Northampton Free Library (NFL)

Computer Usage

There were 630 adult computer users this month.

Children's AWE computer had 30 sessions with 701 minutes used, and there were 123 children's iPad users this month as well.

Staffing

No new staff changes this month

Building Maintenance

Light ballasts were replaced

Meeting Room Usage

The meeting room was used 15 times this month, which includes small groups and individual use.

Programs

The Virginia Cooperative Extension's Family Nutrition Services with Kamesha Watson, arranged to present a series of adult programs on nutrition and healthy eating. . The program was unsuccessful due to poor attendance, but will be tried again in the near future.

The Youth Garden Club continues to work on the landscaping around the garden, which includes pathways with borders. Currently they are growing tomatoes, peppers, eggplants, green beans, squash, and zucchini.

Summer Reading and summer food programs continued as reported in the youth services report.

NFL Friends News

Nothing new to report from our NFL Friends this month, next meeting will be September 9th.

Barbrielle Rogers, NFL Branch Manager



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

PO Box 360
Accomac, VA 23301
Phone: 757-787-3400
Fax: 757-787-2241
www.espl.org

From the Director's Desk

Cara Burton, Director

Director's Report Tuesday, August 20, 2019

Circulation:

	AC	NFL	CIL	CCML
July	5,480	1,956	1,907	1,737
June	5,231	1,533	1,582	1,471
Year 2018-19	62,736	20,729	14,631	19,644

Recommendations:

1. FY2019-2020 Budget
2. Second reading of electronic voting changes to bylaws
3. Burton's Library 2020 Plan as presented
4. Wording of plaque to recognize Ballou property donation
5. Provide Janice Felker a credit card to conduct ESPL purchases

Library Services & Patron Relations

- **Staff Development Day** was Wednesday, July 24 and all libraries were closed. See CE below.
- **Passive Programs:** No activities due to book sale and summer reading programs.
- **Exhibits:**
 - Book displays: (1) Summer reading suggestions. (2) Health: Opioids featuring CSB brochure.
- **Tangier:** Working to establish regular library services to Tangier residents. Have spoken with Nina Pruitt, Principal. Have messages to Ed Parks, Museum President. The Museum oversees the Muddy Toes Public Library in Tangier. Robert Crockett has assisted in recommending contacts. Mayor Eskridge was contacted.
- **Adult Programs:**
 - 7/19 Apollo 50th Anniversary
- **"Funding Information Network Partner,"** a.k.a. FIN. Foundation Center is now Candid. Burton reviewed this resource with the new Cape Charles town planner and the ESCC President. ESCC has a new development staffperson for the Foundation who plans to meet with Burton for training.
- **Youth Services (Janice Felker):**
 - Supervised Teen Interns for Accomac and Nassawadox positions - one for each location and three teen volunteers at Nassawadox.
 - Throughout the month, continued to work on displays, decorations, and promotions for Summer Reading and Summer Food programs.
 - Prepared Youth Services budget for donation consideration by the Friends of the Eastern Shore Public Library and the Friends of the Northampton Free Library.
 - Continued to work on Stork Storytime project in collaboration with Nurse-Family Partnership.
 - Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:00 AM). (July 2, 9, 16, 23, 30)
 - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (July 3, 10, 17, 24, 31)
 - Served Lunch at the Library at Nassawadox (Mondays and Wednesdays from 12 Noon to 1 PM) and at Accomac (Tuesdays and Thursdays from 12 Noon to 1 PM).
 - Held Summer Programs at Nassawadox (Mondays and Wednesdays at 1 PM) and at Accomac (Tuesdays and Thursdays at 1 PM).
 - Accepted position on newly created Nurse-Family Partnership Community Advisory Board and attended meetings. Accepted position of Recorder for the Board. (July 10 & 25)

- Collaborated with Ye Accawmacke Garden Club to include their members in a presentation to the Youth Garden Club at Northampton Free Library in celebration of National Garden Week. (July 1 - delayed from June 7 due to storm)
- Prepared materials and arranged for two staff members to present to participants at the Migrant Health Fair at Metompkin Elementary School. (July 18)
- Planned, promoted, and with staff help, carried out special Summer Reading Program, Reimagine the Moon Walk, at the libraries in Accomac and Nassawadox including activities and the live streaming of NASA's Giant Leaps: Past and Future. (July 19)
- Attended all-day training for Eastern Shore Public Library staff. (July 25)
- Attended all-day Eastern Shore Healthy Communities Leadership Retreat. (July 26)
- Attended Eastern Shore Healthy Communities Better Births Outcomes Work Group. (July 29)
- Collaborated with Renee Beall to include her Smart Beginnings Everyday Fun with Reading Workshop during "Lunch at the Library" at Northampton Free Library. (July 29)
- **Technical Services (Charle Ricci):**
 - Upcoming Bestsellers
 - Facebook posts - magazines
 - E-newsletter article
 - Completed weeding in fiction collection at Accomac with assistance from Pam Holley. Began weeding mystery collection.
 - Finalized weeding of science fiction collection at Accomac, ordering several titles to fill gaps in popular series.
 - Selected replacements and updated materials for nonfiction and fiction sections that have been weeded.
 - Coordinated presentation at Staff Development Day about using Novelist, a readers' advisory application available through ESPL.org.
 - Compiled list of materials needed and budget for the possible creation of circulating Birding Backpacks; now waiting for sponsor.
 - Evaluating usage and cost of Freading, an eBook app no longer supported by Library of Virginia, for renewal decision-making purposes.
 - Researched digital pop-up libraries, a new wifi hotspot concept that connects only to a library's eBook service. Discussed possibilities with RB Digital, and shared related TechSoup resources with Burton.
 - Investigated possibility of issuing e-mail notifications when overdue fines are assessed in Evergreen per patron request. Communicated with other Evergreen libraries and Equinox, our Evergreen provider.
 - Compiled current Island Library patron database report and distributed to Island volunteer.
 - Attended Board of Trustees Meeting, July 16th at the Accomac Library.
 - Attended Staff Development Day, July 24th 2019.
 - With Burton, met with Director and Branch Manager of Worcester County Public Library, Berlin branch to discuss logistics and experience of moving library collections to new facility. July 31, 2019.
- **Eastern Shore Room**
 - Attended staff development day and led training on FamilySearch for all library staff
 - Attended VLA Local History & Family History Forum online meeting
 - Attended LVA webinar for our website: Wordpress 201
 - Attended premier event of Northampton Historic Preservation Society's film "The last jail on the Northampton Court Green."
 - Worked with Nan Carmack, Rose Schoof (retired) of LVA and M.K. Miles to get MilesFiles v.19.1 uploaded to our website, and initiated the process of learning to do the updates myself going forward
 - Coordinated and attended installation and training on the new ScanPro 2200 microfilm reader
 - Facebook posts: 3 Lynn Steel book reviews edited and posted to ESPL; 5 posts to ES Room
 - Patron assistance: 25 in person visits, 23 email contacts
 - 5 phone calls
 - Continued training with Dr. Miles Barnes, including sitting in on a meeting with patron re: intro to ES Room resources, specifically pertaining to watermen on the Eastern Shore prior to Civil War
 - Spoke with Ted Shockley of Eastern Shore First re: article on ESPL yearbook scanning project. See August issue.
 - Burton continues to work with Kellee Blake on drafting text for the sign in Onancock. The Parksley sign easement has been approved by the Town of Parksley and the sign text tentatively approved by the Civil War Trails director. Onancock Town Council approved the easement for location in the town square with the provision they approve the text prior to installation.
 -

- **Meetings:**

- 6/27, 7/18, 7/15 ESPL Foundation meeting
- 6/27 Local history meeting with visiting family and Barnes and Childers
- 7/1 Holland - Foundation meeting
- 7/1 Ryan @CIL
- 7/2 BB&T
- 7/10 Bill Kerbin, Onancock Town Manager, re: Civil War Trail location
- 7/10 CPES
- 7/15 ESPLF Fundraising Committee
- 7/16 B. Rogers @ NFL
- 7/16 Dr. Shaeffer, ESCC
- 7/17 Board of Supervisors (Accomack)
- 7/18 Susannah Morey, ES Tourism marketing
- 7/18 Chamber Annual Meeting
- 7/22 EDA meeting re: bond
- 7/23 ESCC - Shaeffer, Grier, Sorensen re: partnership
- 7/24 Staff Development Day
- 7/25 Board orientation: Holland, Davenport
- 7/25 Onancock Town Council - Civil War Trail Q&A
- 7/26 Healthy Communities retreat (Eastville)
- 7/29 Kellee Blake, Civil War Trail and Va. Humanities projects
- 7/31 Berlin Public Library, tour and review of moving, Ricci & Burton
- 8/2 TALDC in Williamsburg. Picked up books for 1,000 Books before Kindergarten.
- 8/5 CPES Public Relations Working Group
- 8/6 WIRA (Chincoteague)
- 8/6 OBCA
- 8/15 Healthy Communities, Burton & Felker. Topic: "ALICE"
- 8/15 Sewer District public meeting in Exmore
- 8/16 Christy Betz, ESVA Tourism

- **Outreach:**

- 7/12 Chamber Business Afterhours
- 7/13 Dew Drop Inn - reviewed Civil War Trail with Spencer Murray.
- 7/15 WESR Shoretalk re: Museum Network
- 8/6 National Night Out (Exmore) - Ricci & Rogers

- **Facility:**

- a/c at Accomac was down several weeks. Herbert Senn secured the correct motor (prior service had installed wrong size). Seems to be working fine now.
- The Deed of Gift of property at Nassawadox from Mary Ann Ballou just needs to be signed.

- **Marketing & Communications:**

- Eastern Shore Post Articles

- 7/5 Two Eastern Shore Sites Planned for National Civil War Trails Program
- 7/12 Off the Shelf: A Universe of Stores - 2019 Summer Reading Program
- 7/12 Kitty Hall editorial thank you all who attended book sale
- 7/26 Friends Pledge to E.S. Library Foundation (photo with caption)

- Eastern Shore News

- 7/17/19 Watch Apollo program at Shore libraries
- 7/13 Kids dig gardening at Northampton library
- 7/13 Friends pledge \$25K for new library
- 7/24 Library fundraising hits \$440,000

- Eastern Shore First

- Aug 2019 Friends pledge to Eastern Shore Public Library Foundation
- Aug 2019 DAR donates to library campaign
- Aug 2019 Does the Eastern Shore Public Library have your yearbook?

- WESR

- 7/15 Shore Talk: Museum Network

- **Technology:**

- Two new Dell desktops installed: (1) replace TS staff's T. Van Dessel's failing unit and (2) with new microfilm scanner.
- One laptop cracked screen replaced.

- Microfilm scanner/reader installed. Childers, Dahlmanns, and T. Van Dessel were trained to use it. Patrons are not to be given password unless they receive basic instruction.
- WhoFi installed. Provided free by LVA to count wifi use.
- **Continuing Education -**
 - All but one staff member attended Staff Development Day 7/24. The agenda included a VRSA trainer covering Reasonable Suspicion (drug/alcohol use) and Emotional Intelligence, both relating to customer service. A NovellList trainer presented live online. Childers presented a video and overview of FamilySearch. Burton presented Library 2020 plan.
 - Digital Equity Summit by DOE in Richmond attended by Burton. 1 day.
 - NHPS film premiere and architect talk on jails, Childers & Burton (Cape Charles)
 - Chamber Lunch 'n Learn on Cybersecurity - Dahlmanns, Rogers, & Ricci.
 - VRSA training planned on cybersecurity.
- **Personnel** - Mr. Kenneth Flowers, our ESAAA volunteer, service has been discontinued. He served as a page, shelving materials and worked with us since July 1, 2017.
- **Library Associations & Library of Virginia**
 - TALDC meeting discussion focused on security, namely guns in libraries and use of security guards vs. police to monitor safety. Many of the TALDC libraries are city libraries and the Virginia Beach shootings are prompting more active shooter training and planning.
 - TALDC discussing two regional-wide programs to launch.
 - Learned there are three 501c3 library systems: Middlesex, Lancaster, and Northumberland.
 - LVA's "Planning for Library Excellence" has been updated. Link emailed to BoT. The Trustee Manual is being updated; goal to complete in September.
 - LVA is hosting a Day of Discovery for youth services staff in Richmond. Felker will attend and other ESPL staff might.
- **Other**
 - Applied for VRSA Risk Management Grant for 3 book trucks
 - Applied to Public Library Association DigitalLead grant, funded by Microsoft, for laptops and all-in-one touchscreen pc's. Equipment will be used to train-the-trainers to use digital resources.

Upcoming:

- ESPL Closed August 31 and September 2 for Labor Day.

				FY2018-2019	FY 2019-2020 3%
				COL	
Column Reference Number				1	2
Ordinary Income/Expense					
Income					
40000 · INCOME					
41000 · Government Income					
41010 · Accomack County				403,707	417,079
41020 · Northampton County				138,000	148,711
41030 · State Aid				176,444	183,670
Total 41000 · Government Income				718,151	749,460
42000 · Contributions					
42010 · ESPL Friends				5,000	7,000
42020 · NFL Friends				10,500	5,000
42030 · Contributions Unrestricted				1,000	1,000
42040 · Contributions Restricted				10,000	5,000
42050 · Legacies & Bequests				100	500
Total 42000 · Contributions				26,600	18,500
43000 · Reimbursements					
43010 · NFL Book Endowment				400	5,000
43020 · Island				2,500	2,500
43030 · Cape Charles				16,000	16,500
43040 · Book Replacement				100	100
43000 - Other					500
Total 43000 · Reimbursements				19,000	24,600
44000 · Fines & Fees					
44010 · Fines				9,000	10,000
44020 · Photocopying				5,000	5,000
44030 · Fax				3,500	4,000
44040 · Other				1,000	1,000
Total 44000 · Fines & Fees				18,500	20,000
45000 · Endowments					
45020 · General (Merrill Lynch)				400	400
45090 · Miscellaneous Endowments				2,000	2,000
Total 45000 · Endowments				2,400	2,400
46000 - Private Grants				1,600	2,000
49000 · Miscellaneous Income					
49010 · NOW Interest					-
49020 · Driver Education Test Proctorin				250	300
49000 · Miscellaneous Income - Other				200	200
Total 49000 · Miscellaneous Income				450	500
Total 40000 · INCOME				786,701	817,460
4250 · Grants, Other					-
Total Income				786,701	817,460

				FY2018-2019	FY 2019-2020 3%
				COL	
Column Reference Number				1	2
Expense					
60000 · EXPENSES					
61000 · Operations					
61100 · Building					
61101 · Building Maintenance				10,000	12,000
61102 · Building Maintenance, NFL				2,000	7,500
Total 61100 · Building				12,000	19,500
61200 · Utilities					
61201 · Fuel Oil				4,000	5,000
61202 · Electricity				12,000	13,000
61203 · Telephone				10,839	11,000
Total 61200 · Utilities				26,839	29,000
61300 · Vehicle Operation				2,750	3,000
61400 · Insurance				12,975	13,006
61500 · Computer					
61510 · Computer Hardware - State Aid				1,400	2,200
Computer Hardware					
61513 · Online Services,				14,500	15,000
61514 · Internet Services, State				20,500	11,100
61515 · Computer Software				580	500
61516 · Computer Software, State Aid				-	
61517 · Computer Maintenance				5,500	5,500
61500 · Computer - Other					
Total 61500 · Computer				42,480	34,300
Total 61000 · Operations				97,044	98,806
62000 · Equipment					
62300 · Equipment Maintenance					
62310 · Contractual Services					
Contractual Services - State Aid				5420	7,500
62300 · Equipment Maintenance - Other				1000	-
Total 62000 · Equipment				6,420	7,500
63000 · Programs					
63100 · Adult				0	1,500
63200 · Youth				4800	5,000
63000 · Programs - Other					
Total 63000 · Programs				4800	6,500
64000 · Personnel					
64010 · Salaries - Director				20,149	21,471
Salaries - Director - State Aid 25%				44,111	46,042
64020 · Salaries - Other				167,500	204,235
64030 · Hourly Employees				160,151	134,000
Hourly payroll adj & move prep					11,046

		FY2018-2019	FY 2019-2020 3% COL
	Column Reference Number	1	2
	64050 · Payroll Expenses	40,000	45,000
	64070 · Retirement	13,720	16,500
	64080 · Insurance		
	64083 · Insurance, Life		
	64084 · Insurance, Gen, Liability		
	64085 · Insurance, Medical	47,700	42,000
	64086 · Insurance, Dental	1,200	1,000
	Total 64080 · Insurance	48,900	43,000
	64090 · Liability Reserve	8,000	8,000
	Total 64000 · Personnel	502,531	529,294
	65000 · Supplies		
	65100 · Custodial	943	1,000
	65200 · Office	-	-
	65300 · Library - State Aid	13,157	15,350
	Library - non-state aid		
	65400 · Youth Program Supplies	500	500
	65000 · Supplies - Other		
	Total 65000 · Supplies	14,600	16,850
	66000 · Materials		
	66310 · System Materials		
	66311 · Books, State Aid	47,376	47,376
	66312 · Periodicals, State Aid	5,600	5,600
	66313 · Continuations, State Aid	500	500
	66314 · Microforms, State Aid	630	
	66315 · Electronic Resources, State Aid	2,000	2,000
	66317 · AV, State Aid	6,500	6,500
	66318 · Other non-Book, State Aid (e-book)	1,500	1,500
	66320 · Cape Charles Contract #15	2,000	2,000
	Total 66310 · System Materials	66,106	65,476
	66350 · Affiliates		
	66351 · Books, Affiliates	24,000	24,000
	Total 66350 · Affiliates	24,000	24,000
	66900 · Restricted		
	Other	5000	5,000
	Total 66000 · Materials	95,106	94,476
	67000 · Other		
	67100 · Postage	1300	1,500
	67200 · Travel	5000	4,998
	Travel - state aid		1,002
	67300 · Dues	2000	2,500
	67000 · Other - Other	100	102
	Total 67000 · Other	8,400	10,102
	68000 · Miscellaneous		

						FY2018-2019	FY 2019-2020 3% COL
					<i>Column Reference Number</i>	1	2
					68100 · Bank Fees	900	1,000
					68300 · Refunds	30	30
					68600 · Continuing Education	4,000	4,000
					MLS Fellowship - State Aid	1,000	1,000
					68000 · Miscellaneous - Other	4,600	4,002
					Total 68000 · Miscellaneous	10,530	10,032
					69000 · Professional Services		
					69001 · Professional Services, Financial	14,400	14,400
					69002 · Professional, Library Services	7,000	7,000
					69003 - Erate Consultant	4,500	4,500
					69004 - Auditor	5,500	5,500
					69000 · Professional Services - Other	5,000	2,500
					Total 69000 · Professional Services	36,400	33,900
					Total Expense	775,831	807,460
					Net Ordinary Income	10,870	10,000
					Other Expense		
					8010 · Reserve	10,000	10,000
					8020 · Miscellaneous		
					Total Other Expense	10,000	10,000
					Net Other Income	870	-
					State aid	176,444	183,670

ESPL Board of Trustees 2019-2020 Meeting Dates

Meetings are held at the Main Library in Accomac unless otherwise noted below.

Tuesday, August 20, 2019 1:00 pm	Tuesday, February 11, 2020 1:00 pm
Tuesday, September 17, 2019 1:00 pm	Tuesday, March 10, 2020 1:00 pm
Tuesday, October 8, 2019 at Chincoteague Island Library at 1:00 pm	Tuesday, April 14, 2020 1:00 pm Cape Charles
Tuesday, November 12, 2019 1:00 pm	Tuesday, May 12, 2020 1:00 pm Northampton Free Library
Tuesday, December 10, 2019 1:00 pm	Tuesday, June 9, 2020 1:00 pm
Tuesday, January 14, 2020 1:00 pm	Tuesday, July 14, 2020 1:00 pm

THE FOLLOWING JUNE MINUTES AND
FINANCIAL REPORTS WERE NOT
APPROVED AT THE JULY 2019 BOARD
MEETING DUE TO A LACK OF QUORUM
AND NEED TO BE APPROVED AT THE
AUGUST MEETING.



Main Library - Accomac

Northampton Free Library

Chincoteague Island Library

Cape Charles Memorial Library

PO Box 360

Accomac, VA 23301

Phone: 757-787-3400

Fax: 757-787-2241

www.espl.org

EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES

June 11, 2019, 3:30 pm

Eastern Shore Public Library, Accomac, VA

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

In attendance: Cara Burton, Director. **Staff:** Summer Dahlmanns, Janice Felker, Charle Ricci, Barbrielle Rogers. **Other:** Colette Nelson, ESPL Foundation President

1. Meeting called to order at 3:31 pm by Vice Chairman Ryan. Coady motioned to amend the agenda to enter closed session during Old Business for personnel purposes. Seconded by Hall. Motion approved.
2. **Public comments.** Nelson asked trustees for a suggestion of an individual from Northampton County to be appointed to the ESPL Board of Trustees to replace Coady, who has completed two terms.
3. **Minutes.** Coady motioned to approve minutes as distributed. Bloxom seconded. Motion approved.
4. **Financial Reports.** Coady inquired as to whether bookkeeping service will adjust budget line items to reflect reallocation on June's Profit & Loss Budget vs. Actual. Burton explained that the budget line items will not be adjusted, as the budget listed on the reports reflect the last approved version of the budget, but that next year's budget will reflect the reallocation to more accurately anticipate income and expenses. Coady also asked about a carryover line item. Burton explained that the reporting of the carryover of restricted funds was discussed with the bookkeeper and a change will be made in allocation reporting. Bloxom inquired as to budget overage for youth programs. Burton explained that with the hiring of an adult services staff member, as well as donations specifically marked for programs, and increase in overall programs offered, the budget will need to be adjusted in the future to better reflect the current model of library service. Bloxom motioned to approve the financial reports as distributed. Hall seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. **Cape Charles Memorial Library** - Report distributed by email. The final celebration of the 100th year anniversary of the CCML will be a picnic in the Cape Charles Park on June 22, 2019. A meeting of the library board will be held on June 12th, and will include discussion about the location of the war memorial plaque.
 - b. **Chincoteague Island Library** - Report distributed by email. The board meeting dates will now be the second Friday of the month to better coordinate with ESPL trustee meeting dates. The Summer Reading Challenge has already registered 50 participants.
 - c. **Northampton Free Library** - Report distributed by email. Rogers added that the external lights have been repaired, but that it is cost prohibitive to replace an inoperable internal fixture ballast with an identical item. Rogers will request quote for an alternative, more efficient and more universal fixture. Burton has been working with NFL Friends about the recognition of the donor of adjoining land. Library attorney is checking on progress of paperwork filing related to land donation. Burton has also discussed the recruitment of new NFL Friends members, and suggested reaching out to the Exmore area, perhaps with a general mailing, as well as possibly reducing annual membership rates.
 - d. **ESPL Friends Reports** - None submitted.



6. Library Director's Report

Burton would like to begin an initiative: Developing a "Culture of Reading" on the Eastern Shore. Part of this initiative would include reaching out to individual towns to conduct a survey regarding whether a town is "reader friendly." After conducting an internet search, Burton was unable to find anything similar to this concept. Burton distributed a draft survey to trustees and asked for feedback or additions. Burton also discussed a new patron behavior policy statement: READ (Respect, Explore, Aspire, Discover), a theme that was created at the 2018 Staff Development Day. Burton would like to have small coin purses printed with this acronym and pre-stuffed with information from other local nonprofits, to be given out with a new library card registration. Burton has asked a bank to consider funding the purchase of 500 coin purses. Burton has spoken with the ESCC about having a collaborative writing center possibly located at the new Parksley library facility. A book discussion survey has been created by Stephanie Smith and distributed to local book stores and book clubs that the ESPL has worked with in the past.

Burton ordered a microfilm scanner utilizing a United Way grant and FY 2019-20 Edmonds endowment distribution to supplement remainder to be paid from the general library budget. Additionally, two new computers will need to be purchased, one for the microfilm scanner and one for Tech. Services. Use of electronic resources has risen, demonstrated by statistics compiled for past six months. The final audit has been received. Room capacity limitations was reviewed with County staff. Childers has provided a recent acquisition list for Eastern Shore Room collection:

- Elizabeth E. Chase – Snow Hill Record & Gazette, Oct 11, 1890 (original), 2 copies Virginia Medical Semi-Monthly 1897 and 1898 from the papers of Dr. George W. LeCato
- Sandra Beerends – Northampton High School yearbooks 1958 – 1962
- Sue Boggs (given to her by Fitz Godwin who purchased them at auction) – Teacher's Register, Assawoman School No. 6, Accomac[k] County, Atlantic District, 1906-1907 and Teacher's Register, Colored Public School No. F, Accomac[k] County, Atlantic District, 1905-1906

NOTE: I was hoping to work with a volunteer to transcribe these (or at least provide an index of names). She was very interested, but then I never heard back. Trying again.

- Thomas Rooks -- "A Study of the Rooks & Rayfield Families, including the Carpenter, Costin, Robins, Widgeon & Wise families," original source documents and photos.
 - Claudia Underwood – Bloxom High School photo, c 1934 & "Last will & testament" of the class of 1940
- 2020 is the national anniversary of prohibition and suffrage. The LVA exhibit "Teetotalers and Moonshiners" will be housed at the Historic Onancock School, and the ESPL will host the LVA exhibit on Suffrage in April 2020. Burton is hoping to develop book discussions in conjunction with the exhibits. The ESPL is partnering with local organizations to promote census awareness and the importance of a complete and accurate count. Burton recently visited Tyson with Alan Silverman of the ESPL Foundation. A grant has been submitted to Tyson for a full-time position to be split between adult services at the ESPL and Workforce

Development/GED services at the ES Community College. Burton distributed via email some figures demonstrating the impact on state aid funding for Virginia libraries if the Library of Virginia were to be fully funded. Burton inquired as to whether the trustees would be willing to advocate for full funding from state representatives. Hall expressed concern about rural families having unequal access to digital resources and the internet, and several trustees agreed to contact their representatives. The Summer Reading Program is about to begin, with a kickoff on Friday, June 14th featuring Clifford and Dogman. At today's ESPL staff meeting, staff completed practice incident reports in order to reduce bias when writing a report. Staff also



discussed building layouts and security vulnerabilities. At July's Staff Development Day, there will be presentations by a VML representative about emotional intelligence and reasonable suspicion.

7. ESPL Foundation (Hall)

- a. Capital Campaign Update - Report distributed by email. Accomack Board of Supervisors meeting on June 19th to finalize collaboration between ESPL Foundation and Board of Supervisors on BB&T Loan.

8. **Capital Project Update - Steering Committee (Valentine)** - No report submitted. Nelson stated that at the June 19th meeting, the Supervisors will review the Steering Committee report regarding the alignment of the building cost with the financing available. The Supervisors will vote on the recommendations of the Steering Committee. Ryan asked if the Supervisors would then approve on the awarding of the contract, but the answer was unknown.

9. **Budget Committee (Coady)** - Budget committee has reviewed the budget for FY 2019-20 with Burton. Trustees will vote on final budget at next month's meeting after contributions from Northampton County have been determined, and Coady offered committee's approval of the FY 2019-20 budget.

10. Nominating Committee

Burton read the Nominating Committee's report. Gerry Ryan has been nominated for Chair. Tim Valentine has been nominated for Vice Chair. At this time, no nominations were made for Liaison to the Foundation. No other nominations were made for these offices and nominations were declared closed by secretary. Nominations accepted.

11. **Groundbreaking Committee (Burton)** No report. Committee is waiting for a date to be set for the Groundbreaking.

12. Old Business

Motion was made by Coady, seconded by Rutledge, that the Board enter closed session to discuss personnel performance AS PERMITTED BY SECTION 2.2-3711(A)(1) OF THE FREEDOM OF INFORMATION ACT TO DISCUSS EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF EMPLOYEES OF A PUBLIC BODY.

All members were present with the exception(s) of Custis, Davis, Pittman, and Valentine and voted "yes." The motion was unanimously passed.

Motion was made by Coady, seconded by Rutledge, that the Board enter closed session to discuss the awarding of the contract for the Parksley Project AS PERMITTED BY SECTION 2.2-3711(a)(29) OF THE FREEDOM OF INFORMATION ACT TO DISCUSS THE AWARD OF A PUBLIC CONTRACT INVOLVING THE EXPENDITURE OF PUBLIC FUNDS, INCLUDING INTERVIEWS OF BIDDERS OR OFFERORS, AND DISCUSSION OF THE TERMS OR SCOPE OF SUCH CONTRACT, WHERE DISCUSSION IN AN OPEN SESSION WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE PUBLIC BODY.



All members were present with the exception(s) of Custis, Davis, Pittman, and Valentine and voted "yes." The motion was unanimously passed.

Certification of Closed Meeting:

Board Chairman: "Do you certify that the matters discussed in the closed session just held were covered in the motion by which the Library Board entered closed session, and were excluded from the open meeting requirements of the Freedom of Information Act?"

Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters of discussion during the closed session.

13. New Business

Bylaws revision: Update to reflect changes in electronic voting law. Coady expressed concern as to whether this change would allow trustees to vote while attending through electronic means. Burton explained that Kim Armentrout at the Library of Virginia had notified her of this change in the Code of Virginia. Burton recommends that more clarification be obtained from Armentrout as to whether the change would allow voting if a trustee attended electronically. Coady will reach out to legal advisory group as well. Rutledge motioned to table this discussion until such time as further clarification is received. Bloxom seconded. Motion approved. Ryan inquired as to general feeling among trustees regarding time of meetings, and set time of July meeting at 1:00 pm. The board will vote at a future date if the monthly meeting time will be permanently changed.

14. Additional Comments - Meeting room use policy will be discussed at July meeting. Ryan recognized Coady and Hall for serving their terms and presented both with an appreciation of thanks.

15. Next Meeting: July 9, 2019 at Main Library in Accomac at 1:00 PM.

16. Adjournment

Meeting adjourned by the Chair at 5:42 pm.

Respectfully submitted,

Cara Burton, Secretary

1:56 PM
07/02/19
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	353.66
Sun Trust - Operating	
Liability Reserve	8,004.00
Reserve	9,996.00
Sun Trust - Operating - Other	52,967.52
Total Sun Trust - Operating	70,967.52
Suntrust - Restricted Fund	10,190.00
Total Checking/Savings	81,511.18
Total Current Assets	81,511.18
Other Assets	
Merrill Lynch Auxiliary Account	16,126.34
Total Other Assets	16,126.34
TOTAL ASSETS	97,637.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	20,359.37
Total Accounts Payable	20,359.37
Credit Cards	
Cardmember Services Visa	1,841.50
Total Credit Cards	1,841.50
Other Current Liabilities	
2100 · Payroll Liabilities	10,543.19
2290 · Anthem, Medical	-6,005.56
2300 · Anthem, Dental	-361.02
2360 · AFLAC	165.30
Total Other Current Liabilities	4,341.91
Total Current Liabilities	26,542.78

1:56 PM
07/02/19
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of June 30, 2019

	Jun 30, 19
Total Liabilities	26,542.78
Equity	
1110 · Retained Earnings	239,963.05
3000 · Opening Bal Equity	95,784.16
Net Income	-264,652.47
Total Equity	71,094.74
TOTAL LIABILITIES & EQUITY	97,637.52

10:14 AM

07/05/19

Accrual Basis

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
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	403,707.00	403,707.00	0.00	100.0%
41020 · Northampton County	138,000.00	138,000.00	0.00	100.0%
41030 · State Aid	176,460.55	176,444.00	16.55	100.0%
Total 41000 · Government Income	718,167.55	718,151.00	16.55	100.0%
42000 · Contributions				
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	11,773.44	10,000.00	1,773.44	117.7%
42050 · Legacies & Bequests	25.00	100.00	-75.00	25.0%
Total 42000 · Contributions	31,555.11	26,600.00	4,955.11	118.6%
43000 · Reimbursements				
43010 · ESPL	1,544.00	400.00	1,144.00	386.0%
43020 · Island	1,090.09	2,500.00	-1,409.91	43.6%
43030 · Cape Charles	9,730.02	16,000.00	-6,269.98	60.8%
43040 · Book Replacement	101.94	100.00	1.94	101.9%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	1,774.01	0.00	1,774.01	100.0%
Total 43000 · Reimbursements	14,240.06	19,000.00	-4,759.94	74.9%
44000 · Fines & Fees				
44010 · Fines	10,129.04	9,000.00	1,129.04	112.5%
44020 · Photocopying	8,029.93	5,000.00	3,029.93	160.6%
44030 · Fax	5,038.01	3,500.00	1,538.01	143.9%
44040 · Other	1,140.96	1,000.00	140.96	114.1%
44000 · Fines & Fees - Other	327.18	0.00	327.18	100.0%
Total 44000 · Fines & Fees	24,665.12	18,500.00	6,165.12	133.3%
45000 · Endowments				
45010 · Edmonds (UBS)	5,180.00	0.00	5,180.00	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%
Total 45000 · Endowments	5,502.75	2,400.00	3,102.75	229.3%
46000 · Private Grants	2,100.00	1,600.00	500.00	131.3%

10:14 AM

07/05/19

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
49000 • Miscellaneous Income				
49010 • NOW Interest	0.06	0.00	0.06	100.0%
49020 • Driver Education Test Proctorin	354.00	250.00	104.00	141.6%
49000 • Miscellaneous Income - Other	70.25	200.00	-129.75	35.1%
Total 49000 • Miscellaneous Income	424.31	450.00	-25.69	94.3%
Total 40000 • INCOME	796,654.90	786,701.00	9,953.90	101.3%
4060 • Carry Over	0.00	0.00	0.00	0.0%
4250 • Grants, Other	0.00	0.00	0.00	0.0%
4400 • Gifts	0.00	0.00	0.00	0.0%
4450 • Book Gifts	0.00	0.00	0.00	0.0%
4650 • Dividends	0.00	0.00	0.00	0.0%
Total Income	796,654.90	786,701.00	9,953.90	101.3%
Expense				
60000 • EXPENSES				
61000 • Operations				
61100 • Building				
61101 • Building Maintenance	12,499.92	10,000.00	2,499.92	125.0%
61102 • Building Maintenance, NFL	4,103.97	2,000.00	2,103.97	205.2%
61100 • Building - Other	0.00	0.00	0.00	0.0%
Total 61100 • Building	16,603.89	12,000.00	4,603.89	138.4%
61200 • Utilities				
61201 • Fuel Oil	4,654.42	4,000.00	654.42	116.4%
61202 • Electricity	13,395.25	12,000.00	1,395.25	111.6%
61203 • Telephone	11,008.12	10,839.00	169.12	101.6%
61200 • Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 • Utilities	29,057.79	26,839.00	2,218.79	108.3%
61300 • Vehicle Operation				
61400 • Insurance (VML)				
61401 • Insurance, Building	2,038.86	2,750.00	-711.14	74.1%
61402 • Insurance, Vehicles	10,355.25	0.00	10,355.25	100.0%
61407 • Insurance, Pro. Liability	405.25	0.00	405.25	100.0%
61400 • Insurance (VML) - Other	1,142.75	0.00	1,142.75	100.0%
Total 61400 • Insurance (VML)	881.00	12,975.00	-12,094.00	6.8%
Total 61400 • Insurance (VML)	12,784.25	12,975.00	-190.75	98.5%

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07/05/19

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
61500 • Computer				
61510 • Computer Hardware	11,750.04	0.00	11,750.04	100.0%
61511 • Computer Hardware, State	1,400.00	1,400.00	0.00	100.0%
61513 • Online Services	15,690.96	14,500.00	2,190.96	115.1%
61514 • Internet Services, State	18,977.60	20,500.00	-1,522.40	92.6%
61515 • Computer Software	577.50	580.00	-2.50	99.6%
61516 • Computer Software, State	341.50	0.00	341.50	100.0%
61517 • Computer Maintenance	6,864.52	5,500.00	1,364.52	124.8%
Total 61500 • Computer	56,602.12	42,480.00	14,122.12	133.2%
61000 • Operations - Other	26.00			
Total 61000 • Operations	117,112.91	97,044.00	20,068.91	120.7%
62000 • Equipment				
62100 • Equipment, General	688.00	0.00	688.00	100.0%
62200 • Equipment, State	956.31	0.00	956.31	100.0%
62300 • Equipment Maintenance				
62310 • Contractual Services	7,551.86	5,420.00	2,131.86	139.3%
62300 • Equipment Maintenance - Other	26.50	1,000.00	-973.50	2.7%
Total 62300 • Equipment Maintenance	7,578.36	6,420.00	1,158.36	118.0%
62000 • Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 • Equipment	9,222.67	6,420.00	2,802.67	143.7%
63000 • Programs				
63100 • Adult	2,269.75	0.00	2,269.75	100.0%
63200 • Youth	6,982.37	0.00	6,982.37	100.0%
63000 • Programs - Other	360.61	4,800.00	-4,439.39	7.5%
Total 63000 • Programs	9,612.73	4,800.00	4,812.73	200.3%
64000 • Personnel				
64010 • Salaries - Director	64,013.75	64,260.00	-246.25	99.6%
64020 • Salaries - Other	165,475.50	167,500.00	-2,024.50	98.8%
64030 • Hourly Employees	161,584.93	160,151.00	1,433.93	100.9%
64050 • Payroll Expenses	36,434.99	40,000.00	-3,565.01	91.1%
64070 • Retirement (VRS)	13,586.31	13,720.00	-133.69	99.0%
64080 • Insurance				
64082 • Insurance, Worker's Comp.	416.25	0.00	416.25	100.0%
64083 • Insurance, Life (VRS)	0.05	0.00	0.05	100.0%
64084 • Insurance, Gen. Liability (VRS)	-0.01	0.00	-0.01	100.0%
64085 • Insurance, Medical (Anthem)	39,581.60	47,700.00	-8,118.40	83.0%
64086 • Insurance, Dental (Anthem)	954.00	1,200.00	-246.00	79.5%
Total 64080 • Insurance	40,951.89	48,900.00	-7,948.11	83.7%

10:14 AM

07/05/19

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
64090 · Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 · Personnel - Other	118.00	0.00	118.00	100.0%
Total 64000 · Personnel	482,165.37	502,531.00	-20,365.63	95.9%
65000 · Supplies				
65100 · Custodial	714.05	943.00	-228.95	75.7%
65200 · Office	1,623.70	0.00	1,623.70	100.0%
65300 · Library	13,457.03	13,157.00	300.03	102.3%
65400 · Youth Program Supplies	493.10	500.00	-6.90	98.6%
65000 · Supplies - Other	0.00	0.00	0.00	0.0%
Total 65000 · Supplies	16,287.88	14,600.00	1,687.88	111.6%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	42,458.56	47,376.00	-4,917.44	89.6%
66312 · Periodicals, State Aid	4,411.19	5,600.00	-1,188.81	78.8%
66313 · Continuations, State Aid	94.95	500.00	-405.05	19.0%
66314 · Microforms, State Aid	630.00	630.00	0.00	100.0%
66315 · Electronic Resources, State Aid	2,045.32	2,000.00	45.32	102.3%
66316 · Binding, State Aid	0.00	0.00	0.00	0.0%
66317 · AV, State Aid	5,858.67	6,500.00	-641.33	90.1%
66318 · Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 · Cape Charles Contract #15	1,713.91	2,000.00	-286.09	85.7%
66310 · System Materials - Other	5,000.00	0.00	5,000.00	100.0%
Total 66310 · System Materials	62,212.60	66,106.00	-3,893.40	94.1%
66350 · Affiliates				
66351 · Books, Affiliates	17,205.10	24,000.00	-6,794.90	71.7%
66352 · AV, Affiliates	0.00	0.00	0.00	0.0%
Total 66350 · Affiliates	17,205.10	24,000.00	-6,794.90	71.7%
66900 · Restricted	7,553.57	5,000.00	2,553.57	151.1%
66000 · Materials - Other	3,928.99			
Total 66000 · Materials	90,900.26	95,106.00	-4,205.74	95.6%
67000 · Other				
67100 · Postage	1,374.69	1,300.00	74.69	105.7%
67200 · Travel	7,047.73	5,000.00	2,047.73	141.0%
67300 · Dues	2,895.00	2,000.00	895.00	144.8%
67000 · Other - Other	100.00	100.00	0.00	100.0%
Total 67000 · Other	11,417.42	8,400.00	3,017.42	135.9%

10:14 AM

07/05/19

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
68000 · Miscellaneous				
68100 · Bank Fees	1,112.76	900.00	212.76	123.6%
68200 · Returned Checks	0.00	0.00	0.00	0.0%
68300 · Refunds	60.99	30.00	30.99	203.3%
68400 · MLS Fellowship - State Aid	1,000.00	1,000.00	0.00	100.0%
68600 · Continuing Education	3,922.00	4,000.00	-78.00	98.1%
68000 · Miscellaneous - Other	2,154.98	4,600.00	-2,445.02	46.8%
Total 68000 · Miscellaneous	8,250.73	10,530.00	-2,279.27	79.4%
69000 · Professional Services				
69001 · Professional Services, Financial	14,482.50	14,400.00	82.50	100.6%
69002 · Professional, Library Services	6,441.98	7,000.00	-558.02	92.0%
69003 · Estate 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%
Total 69000 · Professional Services	33,306.46	36,400.00	-3,093.54	91.5%
Total 60000 · EXPENSES	778,276.43	775,831.00	2,445.43	100.3%
Total Expense	778,276.43	775,831.00	2,445.43	100.3%
Net Ordinary Income	18,378.47	10,870.00	7,508.47	169.1%
Other Income/Expense				
Other Income				
7010 · Interest Income	43.77	0.00	43.77	100.0%
7030 · Other Income	500,083.81	0.00	500,083.81	100.0%
Total Other Income	500,127.58	0.00	500,127.58	100.0%
Other Expense				
61103 · Capital	770,188.23	0.00	770,188.23	100.0%
8010 · Reserve	0.00	10,000.00	-10,000.00	0.0%
8020 · Miscellaneous	14,000.00	0.00	14,000.00	100.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	784,188.23	10,000.00	774,188.23	7,841.9%
Net Other Income	-284,060.65	-10,000.00	-274,060.65	2,840.6%
Net Income	-265,682.18	870.00	-266,552.18	-30,538.2%

10:15 AM
07/05/19
Accrual Basis

Eastern Shore Public Library
Profit & Loss
June 2019

	Jun 19
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42040 · Contributions Restricted	1,050.00
Total 42000 · Contributions	1,050.00
43000 · Reimbursements	
43010 · ESPL	1,190.00
43030 · Cape Charles	575.34
Total 43000 · Reimbursements	1,765.34
44000 · Fines & Fees	
44010 · Fines	716.62
44020 · Photocopying	879.13
44030 · Fax	468.00
44040 · Other	7.00
Total 44000 · Fines & Fees	2,070.75
45000 · Endowments	
45010 · Edmonds (UBS)	2,530.00
Total 45000 · Endowments	2,530.00
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	17.00
Total 49000 · Miscellaneous Income	17.00
Total 40000 · INCOME	7,433.09
Total Income	7,433.09
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	3,732.96
61102 · Building Maintenance, NFL	371.81
Total 61100 · Building	4,104.77
61200 · Utilities	
61202 · Electricity	1,126.07
61203 · Telephone	920.60
Total 61200 · Utilities	2,046.67
61300 · Vehicle Operation	87.68

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Eastern Shore Public Library

07/05/19

Profit & Loss

Accrual Basis

June 2019

	Jun 19
61400 · Insurance (VML)	
61401 · Insurance, Building	2,524.50
61402 · Insurance, Vehicles	105.25
61407 · Insurance, Pro. Liability	402.50
61400 · Insurance (VML) - Other	469.00
Total 61400 · Insurance (VML)	3,501.25
61500 · Computer	
61510 · Computer Hardware	11,750.04
61511 · Computer Hardware, State	0.68
61513 · Online Services	651.45
61514 · Internet Services, State	917.60
61517 · Computer Maintenance	913.00
Total 61500 · Computer	14,232.77
Total 61000 · Operations	23,973.14
62000 · Equipment	
62100 · Equipment, General	688.00
62300 · Equipment Maintenance	
62310 · Contractual Services	522.19
Total 62300 · Equipment Maintenance	522.19
Total 62000 · Equipment	1,210.19
63000 · Programs	
63100 · Adult	16.20
63200 · Youth	390.00
Total 63000 · Programs	406.20
64000 · Personnel	
64010 · Salaries - Director	5,555.00
64020 · Salaries - Other	14,802.14
64030 · Hourly Employees	16,166.51
64050 · Payroll Expenses	3,136.90
64070 · Retirement (VRS)	1,132.18
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.02
64085 · Insurance, Medical (Anthem)	2,894.50
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	2,974.02
Total 64000 · Personnel	43,766.75
65000 · Supplies	
65100 · Custodial	15.74
65200 · Office	1,224.46
65300 · Library	255.03
Total 65000 · Supplies	1,495.23

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07/05/19

Accrual Basis

Eastern Shore Public Library

Profit & Loss

June 2019

	Jun 19
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	6,160.45
66312 · Periodicals, State Aid	47.95
66313 · Continuations, State Aid	14.99
66315 · Electronic Resources, State Aid	1,193.96
66317 · AV, State Aid	1,203.39
66320 · Cape Charles Contract #15	137.21
66310 · System Materials - Other	5,000.00
Total 66310 · System Materials	13,757.95
66350 · Affiliates	
66351 · Books, Affiliates	2,504.83
Total 66350 · Affiliates	2,504.83
66900 · Restricted	2,388.23
Total 66000 · Materials	18,651.01
67000 · Other	
67100 · Postage	120.00
67200 · Travel	1,699.78
67300 · Dues	50.00
Total 67000 · Other	1,869.78
68000 · Miscellaneous	
68100 · Bank Fees	79.07
68000 · Miscellaneous - Other	274.09
Total 68000 · Miscellaneous	353.16
69000 · Professional Services	
69001 · Professional Services, Financial	960.00
69002 · Professional, Library Services	756.93
Total 69000 · Professional Services	1,716.93
Total 60000 · EXPENSES	93,442.39
Total Expense	93,442.39
Net Ordinary Income	-86,009.30
Other Income/Expense	
Other Income	
7030 · Other Income	54.84
Total Other Income	54.84
Net Other Income	54.84
Net Income	-85,954.46