

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](http://www.espl.org)

#### Board of Trustees

Gerry Ryan, Chairperson  
Tim Valentine, Vice Chairman  
Patricia Bloxom, Dennis Custis, Jay Davenport, , Joyce Holland, Althea Pittman,  
Carl Rose-Jensen, Ann Rutledge

Dana Bundick, Treasurer  
Cara Burton, Library Director and Secretary

## ESPL FY 2020-2021 BUDGET PLAN SUMMARY

The FY2020-2021 budget, which will begin on July 1, 2020, is planned with the move and opening of the new regional library to take place in December 2020. Therefore, expenses include half a year in the Accomac library and half a year in Parksley. The budget is also planned based on a meeting December 5, 2020 with Stewart Hall that informed the Director the County plans to include the Parksley building maintenance in its budget, but not Accomac (July 1 to the move).

Income and expenses are based upon July 1 to November 30, 2019 income and expenses using traditional budgeting. The format has been changed to separate the sources of income: unrestricted, State Aid, and restricted. State Aid has limitations as to how it can be expended (see Trustees manual).

**NFL Friends** contributions appear to be greatly reduced, but that is because their book endowment donation was moved to a new line item under “reimbursements.” This provides for easier tracking of the corresponding expenses.

A decrease in **fax income** is expected due to changes in “Public Partnership,” submittal requirements, which have changed to online reporting. Many libraries across the country are eliminating library fines, something the board may want to consider. **Fine income** has decreased over the years due to technology and better customer service.

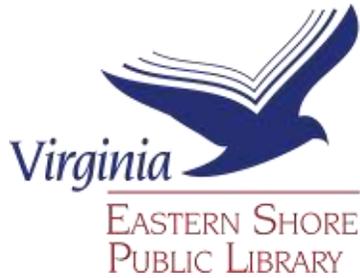
The Merrill Lynch **endowment** was cashed and transferred to ESPLF (see November minutes). This line item will be deleted. It is not known yet what the distribution will be from that in the future, but it will not impact the budget as around \$1,000, so it was not included.

**Utilities** will dramatically change. The new building’s hvac will be electric, so oil expenses will disappear. Water and sewer costs will be new, but this is an improvement as well and septic maintenance will only be needed at NFL.

It is expected to obtain new technology **equipment** for the building mostly from grants to the ESPLF. New equipment will be under warranty. The following year will likely see a large increase in contractual services.

**Program income** is need, but most of it is supported by the Friends and State Aid. Schools and community groups increasingly ask ESPL to provide outreach. New programs will be expected in the new building as the library will have more space to have them.

Personnel includes a 3% staff increase except for those fulltime staff which fall in the State Pay Band Minimum Plan, started a couple years ago. This will bring compensation for professional staff up to the minimum state rate. One long-term staff person will be made fulltime as she closely reaches those hours regularly. An Outreach staff fulltime position is being created which will support Youth Services, Circulation/public services, provide outreach at events, and replace the part-time adult services position. The Library of Virginia has alerted ESPL that library visitation doubles or triples when a new library opens.



Custodial supplies are expected to increase with more bathrooms and sinks. Accomack DPW has recommended we replicate them using a custodial service.

Books and materials has little change.

The budget plan continues the need to reserve funds to meet the compensated absences. The goal is \$17,000 (see audit). Currently \$8,000 is in liability reserve. The budget plan also includes \$10,000 for building a reserve, the amount the board agreed upon two years ago. The reserve currently has \$9,996.

The request for county funds is based on the Regional Agreement: 75-Accomack, 25-Northampton. Once the needed expenses are calculated, the total expenses minus all other income arrives at the county expense. Of the amount requested from Northampton, it is calculated that \$160,175 directly covers costs to cover NFL operations and services to CCML. The remaining amount supports the operation of the regional library, which includes local history services, technology support, circulation management, development, and administration.

Sincerely,

A handwritten signature in black ink that reads "Cara Jan Burton". The signature is written in a cursive, flowing style.

Cara Burton  
Library System Director