



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

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www.espl.org

From the Director's Desk

Cara Burton, Director

FINANCIAL SUMMARY - JUNE 9, 2020

- A revised April Balance Sheet is attached due to corrected reserve and liability reserve amounts.
- Northampton County notified us that \$176,519 was approved for the ESPL FY2020-2021 allocation. ESPL had requested \$181,045. The reduction was due to projected shortfalls due to COVID-19.
- ESPL has not been taking in fines or fees since March 19 due to COVID-19 hardships for patrons and no visitors are allowed in the buildings. This shortfall is not expected to be recouped in the near future, if at all, as generous "waiving" of fines will take place due to the hardship the closed doors placed on patrons. Burton authorized staff to change the amount which blocks the ability to reserve items, \$10, to be increased to \$50.
- The reduced travel expenses helps to offset the fine/fee shortfall.
- Material purchases have been reined in due to expected shortfalls in the FY2020-2021 budget. The Library of Virginia is allowing us to carry-over some funds.
- Utilities should be lower due to less hours with people in the building.
- Numerous expenses have taken place to prepare the buildings for allowing visitors again. This includes supplies and custodial services.

Cara Burton

Eastern Shore Public Library
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	100.00
Sun Trust - Operating	
Liability Reserve	7,337.00
Reserve	9,163.00
Sun Trust - Operating - Other	<u>202,120.92</u>
Total Sun Trust - Operating	218,620.92
Suntrust - Restricted Fund	<u>10,205.57</u>
Total Checking/Savings	<u>228,926.49</u>
Total Current Assets	<u>228,926.49</u>
TOTAL ASSETS	<u><u>228,926.49</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>728.45</u>
Total Accounts Payable	728.45
Credit Cards	
Cardmember Services Visa	<u>2,005.22</u>
Total Credit Cards	2,005.22
Other Current Liabilities	
2100 · Payroll Liabilities	3,216.51
2290 · Anthem, Medical	1,122.62
2300 · Anthem, Dental	118.94
2360 · AFLAC	<u>165.30</u>
Total Other Current Liabilities	<u>4,623.37</u>
Total Current Liabilities	<u>7,357.04</u>
Total Liabilities	7,357.04

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06/08/20
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
Equity	
1110 · Retained Earnings	-44,065.39
3000 · Opening Bal Equity	95,784.16
Net Income	169,850.68
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Total Equity	221,569.45
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>228,926.49</u></u>

Eastern Shore Public Library
Balance Sheet
As of May 31, 2020

	<u>May 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	100.00
Sun Trust - Operating	
Liability Reserve	7,337.00
Reserve	9,163.00
Sun Trust - Operating - Other	<u>151,096.78</u>
Total Sun Trust - Operating	167,596.78
Suntrust - Restricted Fund	<u>10,205.57</u>
Total Checking/Savings	<u>177,902.35</u>
Total Current Assets	<u>177,902.35</u>
TOTAL ASSETS	<u><u>177,902.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>273.35</u>
Total Accounts Payable	273.35
Credit Cards	
Cardmember Services Visa	<u>5,756.59</u>
Total Credit Cards	5,756.59
Other Current Liabilities	
2100 · Payroll Liabilities	3,234.96
2290 · Anthem, Medical	1,122.62
2300 · Anthem, Dental	118.94
2360 · AFLAC	<u>165.30</u>
Total Other Current Liabilities	<u>4,641.82</u>
Total Current Liabilities	<u>10,671.76</u>
Total Liabilities	10,671.76

3:36 PM
06/03/20
Accrual Basis

Eastern Shore Public Library
Balance Sheet
As of May 31, 2020

	<u>May 31, 20</u>
Equity	
1110 · Retained Earnings	-44,065.39
3000 · Opening Bal Equity	95,784.16
Net Income	115,511.82
	<hr/>
Total Equity	167,230.59
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TOTAL LIABILITIES & EQUITY	177,902.35
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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	417,079.00	417,079.00	0.00	100.0%
41020 · Northampton County	148,711.00	148,711.00	0.00	100.0%
41030 · State Aid	183,694.08	183,670.00	24.08	100.0%
41040 · Grants	0.00	0.00	0.00	0.0%
Total 41000 · Government Income	749,484.08	749,460.00	24.08	100.0%
42000 · Contributions				
42010 · ESPL Friends	4,179.20	7,000.00	-2,820.80	59.7%
42020 · NFL Friends	6,842.15	5,000.00	1,842.15	136.8%
42030 · Contributions Unrestricted	1,252.71	1,000.00	252.71	125.3%
42040 · Contributions Restricted	9,583.86	5,000.00	4,583.86	191.7%
42050 · Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 · Adopt-A-Book	853.69			
42000 · Contributions - Other	30.00	0.00	30.00	100.0%
Total 42000 · Contributions	22,741.61	18,500.00	4,241.61	122.9%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,010.00	5,000.00	10.00	100.2%
43020 · Island	2,188.49	2,500.00	-311.51	87.5%
43030 · Cape Charles	10,050.73	16,500.00	-6,449.27	60.9%
43040 · Book Replacement	123.87	100.00	23.87	123.9%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	1,093.60	500.00	593.60	218.7%
Total 43000 · Reimbursements	18,466.69	24,600.00	-6,133.31	75.1%
44000 · Fines & Fees				
44010 · Fines	5,967.42	10,000.00	-4,032.58	59.7%
44020 · Photocopying	4,859.75	5,000.00	-140.25	97.2%
44030 · Fax	3,285.26	4,000.00	-714.74	82.1%
44040 · Other	304.73	1,000.00	-695.27	30.5%
44000 · Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 44000 · Fines & Fees	14,417.16	20,000.00	-5,582.84	72.1%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	0.00	0.00	0.0%
45020 · General (Merrill Lynch)	71.76	400.00	-328.24	17.9%
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	71.76	2,400.00	-2,328.24	3.0%
46000 · Private Grants	6,000.00	2,000.00	4,000.00	300.0%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
49000 · Miscellaneous Income				
49010 · NOW Interest	0.00	0.00	0.00	0.0%
49020 · Driver Education Test Proctorin	386.00	300.00	86.00	128.7%
49000 · Miscellaneous Income - Other	140.50	200.00	-59.50	70.3%
Total 49000 · Miscellaneous Income	526.50	500.00	26.50	105.3%
Total 40000 · INCOME	811,707.80	817,460.00	-5,752.20	99.3%
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	811,707.80	817,460.00	-5,752.20	99.3%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	9,038.95	12,000.00	-2,961.05	75.3%
61102 · Building Maintenance, NFL	13,174.66	7,500.00	5,674.66	175.7%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	22,213.61	19,500.00	2,713.61	113.9%
61200 · Utilities				
61201 · Fuel Oil	2,791.64	5,000.00	-2,208.36	55.8%
61202 · Electricity	10,253.71	13,000.00	-2,746.29	78.9%
61203 · Telephone	7,926.71	11,000.00	-3,073.29	72.1%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 · Utilities	20,972.06	29,000.00	-8,027.94	72.3%
61300 · Vehicle Operation	1,273.19	3,000.00	-1,726.81	42.4%
61400 · Insurance (VML)				
61401 · Insurance, Building	8,077.00	0.00	8,077.00	100.0%
61402 · Insurance, Vehicles	105.25	0.00	105.25	100.0%
61407 · Insurance, Pro. Liability	402.50	0.00	402.50	100.0%
61400 · Insurance (VML) - Other	0.00	13,006.00	-13,006.00	0.0%
Total 61400 · Insurance (VML)	8,584.75	13,006.00	-4,421.25	66.0%
61500 · Computer				
61510 · Computer Hardware	948.05	0.00	948.05	100.0%
61511 · Computer Hardware, State	2,200.00	2,200.00	0.00	100.0%
61512 · Computer Hardware, Grants	0.00	0.00	0.00	0.0%
61513 · Online Services	17,630.34	15,000.00	2,630.34	117.5%
61514 · Internet Services, State	9,346.00	11,100.00	-1,754.00	84.2%
61515 · Computer Software	352.00	500.00	-148.00	70.4%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
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%
61518 · Technology	0.00	0.00	0.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 · Computer	35,371.39	34,300.00	1,071.39	103.1%
61000 · Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 · Operations	88,415.00	98,806.00	-10,391.00	89.5%
62000 · Equipment				
62100 · Equipment, General	785.83	0.00	785.83	100.0%
62200 · Equipment, State	0.00	0.00	0.00	0.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	5,412.10	7,500.00	-2,087.90	72.2%
62300 · Equipment Maintenance - Other	249.00	0.00	249.00	100.0%
Total 62300 · Equipment Maintenance	5,661.10	7,500.00	-1,838.90	75.5%
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 · Equipment	6,446.93	7,500.00	-1,053.07	86.0%
63000 · Programs				
63100 · Adult	1,877.37	1,500.00	377.37	125.2%
63200 · Youth	4,996.54	5,000.00	-3.46	99.9%
63000 · Programs - Other	368.75	0.00	368.75	100.0%
Total 63000 · Programs	7,242.66	6,500.00	742.66	111.4%
64000 · Personnel				
64010 · Salaries - Director	60,672.25	67,513.00	-6,840.75	89.9%
64020 · Salaries - Other	183,605.53	204,235.00	-20,629.47	89.9%
64030 · Hourly Employees	127,483.72	145,046.00	-17,562.28	87.9%
64050 · Payroll Expenses	33,115.89	45,000.00	-11,884.11	73.6%
64070 · Retirement (VRS)	14,510.48	16,500.00	-1,989.52	87.9%
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)	0.22	0.00	0.22	100.0%
64084 · Insurance, Gen, Liability (VRS)	0.03	0.00	0.03	100.0%
64085 · Insurance, Medical (Anthem)	31,942.12	42,000.00	-10,057.88	76.1%
64086 · Insurance, Dental (Anthem)	874.50	1,000.00	-125.50	87.5%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 · Insurance	32,816.87	43,000.00	-10,183.13	76.3%
64090 · Liability Reserve	7,337.00	8,000.00	-663.00	91.7%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
Total 64000 · Personnel	459,541.74	529,294.00	-69,752.26	86.8%
65000 · Supplies				
65100 · Custodial	516.93	1,000.00	-483.07	51.7%
65200 · Office	0.00	0.00	0.00	0.0%
65300 · Library	14,945.75	15,350.00	-404.25	97.4%
65400 · Youth Program Supplies	1,344.30	500.00	844.30	268.9%
65000 · Supplies - Other	0.00	0.00	0.00	0.0%
Total 65000 · Supplies	16,806.98	16,850.00	-43.02	99.7%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	34,478.22	47,376.00	-12,897.78	72.8%
66312 · Periodicals, State Aid	665.20	5,600.00	-4,934.80	11.9%
66313 · Continuations, State Aid	418.18	500.00	-81.82	83.6%
66314 · Microforms, State Aid	50.00	0.00	50.00	100.0%
66315 · Electronic Resources, State Aid	3,789.86	2,000.00	1,789.86	189.5%
66316 · Binding, State Aid	0.00	0.00	0.00	0.0%
66317 · AV, State Aid	3,428.15	6,500.00	-3,071.85	52.7%
66318 · Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 · Cape Charles Contract #15	1,824.26	2,000.00	-175.74	91.2%
66321 · Books - Non-State Aid	458.68	0.00	458.68	100.0%
66310 · System Materials - Other	14.96	0.00	14.96	100.0%
Total 66310 · System Materials	45,127.51	65,476.00	-20,348.49	68.9%
66350 · Affiliates				
66351 · Books, Affiliates	15,153.61	24,000.00	-8,846.39	63.1%
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	15,153.61	24,000.00	-8,846.39	63.1%
66900 · Restricted	3,715.66	5,000.00	-1,284.34	74.3%
66000 · Materials - Other	0.00	0.00	0.00	0.0%
Total 66000 · Materials	63,996.78	94,476.00	-30,479.22	67.7%
67000 · Other				
67100 · Postage	1,649.39	1,500.00	149.39	110.0%
67200 · Travel	4,307.47	4,998.00	-690.53	86.2%
67210 · Travel - State Aid	0.00	1,002.00	-1,002.00	0.0%
67300 · Dues	1,614.40	2,500.00	-885.60	64.6%
67000 · Other - Other	50.00	102.00	-52.00	49.0%
Total 67000 · Other	7,621.26	10,102.00	-2,480.74	75.4%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
68000 · Miscellaneous				
68100 · Bank Fees	881.70	1,000.00	-118.30	88.2%
68200 · Returned Checks	0.00	0.00	0.00	0.0%
68300 · Refunds	318.99	30.00	288.99	1,063.3%
68400 · MLS Fellowship - State Aid	1,000.00	1,000.00	0.00	100.0%
68600 · Continuing Education	1,123.58	4,000.00	-2,876.42	28.1%
68000 · Miscellaneous - Other	5,345.84	4,002.00	1,343.84	133.6%
Total 68000 · Miscellaneous	8,670.11	10,032.00	-1,361.89	86.4%
69000 · Professional Services				
69001 · Professional Services, Financial	12,630.00	14,400.00	-1,770.00	87.7%
69002 · Professional, Library Services	3,784.65	7,000.00	-3,215.35	54.1%
69003 · Erate Consultant	4,584.04	4,500.00	84.04	101.9%
69004 · Auditor	11,000.00	5,500.00	5,500.00	200.0%
69000 · Professional Services - Other	1,095.00	2,500.00	-1,405.00	43.8%
Total 69000 · Professional Services	33,093.69	33,900.00	-806.31	97.6%
60000 · EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	691,835.15	807,460.00	-115,624.85	85.7%
Total Expense	691,835.15	807,460.00	-115,624.85	85.7%
Net Ordinary Income	119,872.65	10,000.00	109,872.65	1,198.7%
Other Income/Expense				
Other Income				
7010 · Interest Income	83.69	0.00	83.69	100.0%
7030 · Other Income	500,000.00	0.00	500,000.00	100.0%
Total Other Income	500,083.69	0.00	500,083.69	100.0%
Other Expense				
61103 · Capital	500,000.00	0.00	500,000.00	100.0%
8010 · Reserve	9,163.00	10,000.00	-837.00	91.6%
8020 · Miscellaneous	0.00	0.00	0.00	0.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	509,163.00	10,000.00	499,163.00	5,091.6%
Net Other Income	-9,079.31	-10,000.00	920.69	90.8%
Net Income	110,793.34	0.00	110,793.34	100.0%

Profit & Loss

May 2020

	<u>May 20</u>
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42040 · Contributions Restricted	75.00
Total 42000 · Contributions	75.00
43000 · Reimbursements	
43020 · Island	234.15
43030 · Cape Charles	1,525.80
Total 43000 · Reimbursements	1,759.95
Total 40000 · INCOME	1,834.95
Total Income	1,834.95
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	947.91
61102 · Building Maintenance, NFL	1,243.56
Total 61100 · Building	2,191.47
61200 · Utilities	
61202 · Electricity	704.21
61203 · Telephone	655.71
Total 61200 · Utilities	1,359.92
61300 · Vehicle Operation	6.26
61500 · Computer	
61514 · Internet Services, State	917.60
61517 · Computer Maintenance	445.00
Total 61500 · Computer	1,362.60
Total 61000 · Operations	4,920.25
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	432.14
Total 62300 · Equipment Maintenance	432.14
Total 62000 · Equipment	432.14
63000 · Programs	
63200 · Youth	1,351.50
Total 63000 · Programs	1,351.50
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	17,019.62

Eastern Shore Public Library
Profit & Loss
May 2020

	<u>May 20</u>
64030 · Hourly Employees	8,240.88
64050 · Payroll Expenses	2,755.71
64070 · Retirement (VRS)	1,331.92
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.03
64084 · Insurance, Gen, Liability (VRS)	0.01
64085 · Insurance, Medical (Anthem)	2,997.12
64086 · Insurance, Dental (Anthem)	79.50
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Total 64080 · Insurance	3,076.66
64090 · Liability Reserve	667.00
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Total 64000 · Personnel	38,607.45
65000 · Supplies	
65100 · Custodial	58.59
65300 · Library	1,164.15
65400 · Youth Program Supplies	703.53
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Total 65000 · Supplies	1,926.27
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	3,738.65
66317 · AV, State Aid	17.95
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Total 66310 · System Materials	3,756.60
66350 · Affiliates	
66351 · Books, Affiliates	1,284.71
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Total 66350 · Affiliates	1,284.71
66900 · Restricted	99.75
	<hr/>
Total 66000 · Materials	5,141.06
67000 · Other	
67100 · Postage	17.99
	<hr/>
Total 67000 · Other	17.99
68000 · Miscellaneous	
68100 · Bank Fees	43.15
68600 · Continuing Education	467.00
68000 · Miscellaneous - Other	414.00
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Total 68000 · Miscellaneous	924.15
69000 · Professional Services	
69001 · Professional Services, Financial	1,020.00
69004 · Auditor	1,000.00
	<hr/>
Total 69000 · Professional Services	2,020.00
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Total 60000 · EXPENSES	55,340.81

Profit & Loss

May 2020

	May 20
Total Expense	55,340.81
Net Ordinary Income	-53,505.86
Other Income/Expense	
Other Expense	
8010 - Reserve	833.00
Total Other Expense	833.00
Net Other Income	-833.00
Net Income	-54,338.86