

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

July 14, 2020, 1:00 PM

Eastern Shore Public Library, Accomac, Virginia

Agenda

This is an electronic meeting.

1. Call to Order
2. Public Comments
3. Financial Report
4. Branch and Friend's Reports
 - a. Cape Charles Memorial Library
 - b. Chincoteague Island Library
 - c. Northampton Free Library
 - d. ESPL Friend's Reports
5. Library Director's Report
6. ESPL Foundation (Davenport)
 - a. Capital Campaign Update
7. Capital Project Update – Steering Committee (Valentine)
8. Old Business
9. New Business
 - a. Approve modified FY2020-2021 budget
 - b. Circulation Policy and library fines
10. Additional Comments
11. Next Meeting: Tuesday, August 11, 2020 at ESPL in Accomac at 1:00 pm
12. Adjournment

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

	<u>Jun 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>71,864.99</u>
Total Sun Trust - Operating	88,364.99
Suntrust - Restricted Fund	<u>10,205.57</u>
Total Checking/Savings	<u>98,670.56</u>
Total Current Assets	<u>98,670.56</u>
TOTAL ASSETS	<u>98,670.56</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>23,483.03</u>
Total Accounts Payable	23,483.03
Credit Cards	
Cardmember Services Visa	<u>1,613.37</u>
Total Credit Cards	1,613.37
Other Current Liabilities	
2100 · Payroll Liabilities	780.35
2290 · Anthem, Medical	1,122.62
2300 · Anthem, Dental	118.94
2360 · AFLAC	<u>165.30</u>
Total Other Current Liabilities	<u>2,187.21</u>
Total Current Liabilities	<u>27,283.61</u>
Total Liabilities	27,283.61

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07/06/20
Accrual Basis

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

	<u>Jun 30, 20</u>
Equity	
1110 · Retained Earnings	-44,065.39
3000 · Opening Bal Equity	95,784.16
Net Income	19,668.18
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Total Equity	71,386.95
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TOTAL LIABILITIES & EQUITY	98,670.56
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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	8,842.15	5,000.00	3,842.15	176.8%
42030 · Contributions Unrestricted	1,282.71	1,000.00	282.71	128.3%
42040 · Contributions Restricted	9,683.86	5,000.00	4,683.86	193.7%
42050 · Legacies & Bequests	0.00	500.00	-500.00	0.0%
42060 · Adopt-A-Book	853.69			
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	24,841.61	18,500.00	6,341.61	134.3%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,010.00	5,000.00	10.00	100.2%
43020 · Island	3,071.99	2,500.00	571.99	122.9%
43030 · Cape Charles	11,148.43	16,500.00	-5,351.57	67.6%
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	20,447.89	24,600.00	-4,152.11	83.1%
44000 · Fines & Fees				
44010 · Fines	5,971.42	10,000.00	-4,028.58	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	14,421.16	20,000.00	-5,578.84	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%

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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
49000 · Miscellaneous Income				
49010 · NOW Interest	0.00	0.00	0.00	0.0%
49020 · Driver Education Test Proctorin	391.00	300.00	91.00	130.3%
49000 · Miscellaneous Income - Other	140.50	200.00	-59.50	70.3%
Total 49000 · Miscellaneous Income	531.50	500.00	31.50	106.3%
Total 40000 · INCOME	815,798.00	817,460.00	-1,662.00	99.8%
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	815,798.00	817,460.00	-1,662.00	99.8%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	9,141.63	12,000.00	-2,858.37	76.2%
61102 · Building Maintenance, NFL	14,574.04	7,500.00	7,074.04	194.3%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	23,715.67	19,500.00	4,215.67	121.6%
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	8,006.75	11,000.00	-2,993.25	72.8%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 · Utilities	21,052.10	29,000.00	-7,947.90	72.6%
61300 · Vehicle Operation	1,273.19	3,000.00	-1,726.81	42.4%
61400 · Insurance (VML)				
61401 · Insurance, Building	19,942.00	0.00	19,942.00	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	469.00	13,006.00	-12,537.00	3.6%
Total 61400 · Insurance (VML)	20,918.75	13,006.00	7,912.75	160.8%
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	19,328.45	15,000.00	4,328.45	128.9%
61514 · Internet Services, State	10,711.40	11,100.00	-388.60	96.5%
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	315.00	0.00	315.00	100.0%
61517 · Computer Maintenance	5,340.00	5,500.00	-160.00	97.1%
61518 · Technology	0.00	0.00	0.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 · Computer	39,194.90	34,300.00	4,894.90	114.3%
61000 · Operations - Other	0.00	0.00	0.00	0.0%
Total 61000 · Operations	106,154.61	98,806.00	7,348.61	107.4%
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	5,834.88	7,500.00	-1,665.12	77.8%
62300 · Equipment Maintenance - Other	249.00	0.00	249.00	100.0%
Total 62300 · Equipment Maintenance	6,083.88	7,500.00	-1,416.12	81.1%
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
Total 62000 · Equipment	6,869.71	7,500.00	-630.29	91.6%
63000 · Programs				
63100 · Adult	1,877.37	1,500.00	377.37	125.2%
63200 · Youth	3,913.39	5,000.00	-1,086.61	78.3%
63000 · Programs - Other	1,720.25	0.00	1,720.25	100.0%
Total 63000 · Programs	7,511.01	6,500.00	1,011.01	115.6%
64000 · Personnel				
64010 · Salaries - Director	66,187.91	67,513.00	-1,325.09	98.0%
64020 · Salaries - Other	200,625.15	204,235.00	-3,609.85	98.2%
64030 · Hourly Employees	136,977.96	145,046.00	-8,068.04	94.4%
64050 · Payroll Expenses	35,936.35	45,000.00	-9,063.65	79.9%
64070 · Retirement (VRS)	15,835.61	16,500.00	-664.39	96.0%
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)	0.25	0.00	0.25	100.0%
64084 · Insurance, Gen, Liability (VRS)	0.05	0.00	0.05	100.0%
64085 · Insurance, Medical (Anthem)	34,939.24	42,000.00	-7,060.76	83.2%
64086 · Insurance, Dental (Anthem)	954.00	1,000.00	-46.00	95.4%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 · Insurance	35,893.54	43,000.00	-7,106.46	83.5%
64090 · Liability Reserve	8,000.00	8,000.00	0.00	100.0%

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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
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
Total 64000 · Personnel	499,456.52	529,294.00	-29,837.48	94.4%
65000 · Supplies				
65100 · Custodial	516.93	1,000.00	-483.07	51.7%
65200 · Office	687.25	0.00	687.25	100.0%
65300 · Library	16,513.61	15,350.00	1,163.61	107.6%
65400 · Youth Program Supplies	1,368.18	500.00	868.18	273.6%
65000 · Supplies - Other	126.37	0.00	126.37	100.0%
Total 65000 · Supplies	19,212.34	16,850.00	2,362.34	114.0%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	37,019.98	47,376.00	-10,356.02	78.1%
66312 · Periodicals, State Aid	1,720.20	5,600.00	-3,879.80	30.7%
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	3,796.85	2,000.00	1,796.85	189.8%
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	33.57	0.00	33.57	100.0%
66310 · System Materials - Other	12,650.00	0.00	12,650.00	100.0%
Total 66310 · System Materials	60,941.19	65,476.00	-4,534.81	93.1%
66350 · Affiliates				
66351 · Books, Affiliates	16,363.01	24,000.00	-7,636.99	68.2%
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	16,363.01	24,000.00	-7,636.99	68.2%
66900 · Restricted	16,845.71	5,000.00	11,845.71	336.9%
66000 · Materials - Other	0.00	0.00	0.00	0.0%
Total 66000 · Materials	94,149.91	94,476.00	-326.09	99.7%
67000 · Other				
67100 · Postage	1,760.38	1,500.00	260.38	117.4%
67200 · Travel	4,461.57	4,998.00	-536.43	89.3%
67210 · Travel - State Aid	0.00	1,002.00	-1,002.00	0.0%
67300 · Dues	1,813.40	2,500.00	-686.60	72.5%
67000 · Other - Other	50.00	102.00	-52.00	49.0%
Total 67000 · Other	8,085.35	10,102.00	-2,016.65	80.0%

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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
68000 · Miscellaneous				
68100 · Bank Fees	946.60	1,000.00	-53.40	94.7%
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	1,183.58	4,000.00	-2,816.42	29.6%
68000 · Miscellaneous - Other	3,816.20	4,002.00	-185.80	95.4%
Total 68000 · Miscellaneous	7,265.37	10,032.00	-2,766.63	72.4%
69000 · Professional Services				
69001 · Professional Services, Financial	12,630.00	14,400.00	-1,770.00	87.7%
69002 · Professional, Library Services	6,699.65	7,000.00	-300.35	95.7%
69003 · Erate Consultant	4,584.04	4,500.00	84.04	101.9%
69004 · Auditor	12,500.00	5,500.00	7,000.00	227.3%
69000 · Professional Services - Other	1,095.00	2,500.00	-1,405.00	43.8%
Total 69000 · Professional Services	37,508.69	33,900.00	3,608.69	110.6%
60000 · EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	786,213.51	807,460.00	-21,246.49	97.4%
Total Expense	786,213.51	807,460.00	-21,246.49	97.4%
Net Ordinary Income	29,584.49	10,000.00	19,584.49	295.8%
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	10,000.00	10,000.00	0.00	100.0%
8020 · Miscellaneous	0.00	0.00	0.00	0.0%
8030 · Automobiles	0.00	0.00	0.00	0.0%
Total Other Expense	510,000.00	10,000.00	500,000.00	5,100.0%
Net Other Income	-9,916.31	-10,000.00	83.69	99.2%
Net Income	19,668.18	0.00	19,668.18	100.0%

Profit & Loss

June 2020

	Jun 20
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42020 · NFL Friends	2,000.00
42040 · Contributions Restricted	100.00
Total 42000 · Contributions	2,100.00
43000 · Reimbursements	
43020 · Island	898.13
43030 · Cape Charles	1,097.70
Total 43000 · Reimbursements	1,995.83
44000 · Fines & Fees	
44010 · Fines	4.00
Total 44000 · Fines & Fees	4.00
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	5.00
Total 49000 · Miscellaneous Income	5.00
Total 40000 · INCOME	4,104.83
Total Income	4,104.83
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	519.93
61102 · Building Maintenance, NFL	1,399.38
Total 61100 · Building	1,919.31
61200 · Utilities	
61203 · Telephone	80.04
Total 61200 · Utilities	80.04
61400 · Insurance (VML)	
61401 · Insurance, Building	11,865.00
61400 · Insurance (VML) - Other	469.00
Total 61400 · Insurance (VML)	12,334.00
61500 · Computer	
61514 · Internet Services, State	1,365.40
61516 · Computer Software, State	315.00
61517 · Computer Maintenance	445.00
Total 61500 · Computer	2,125.40
Total 61000 · Operations	16,458.75

Profit & Loss

June 2020

	Jun 20
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	422.78
Total 62300 · Equipment Maintenance	422.78
Total 62000 · Equipment	422.78
63000 · Programs	
63200 · Youth	268.35
Total 63000 · Programs	268.35
64000 · Personnel	
64010 · Salaries - Director	5,515.66
64020 · Salaries - Other	17,019.62
64030 · Hourly Employees	9,494.24
64050 · Payroll Expenses	2,820.46
64070 · Retirement (VRS)	1,325.13
64080 · Insurance	
64083 · Insurance, Life (VRS)	0.03
64084 · Insurance, Gen, Liability (VRS)	0.02
64085 · Insurance, Medical (Anthem)	2,997.12
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	3,076.67
64090 · Liability Reserve	663.00
Total 64000 · Personnel	39,914.78
65000 · Supplies	
65200 · Office	687.25
65300 · Library	1,810.34
Total 65000 · Supplies	2,497.59
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	3,709.23
66312 · Periodicals, State Aid	1,055.00
66315 · Electronic Resources, State Aid	15.96
66310 · System Materials - Other	12,650.00
Total 66310 · System Materials	17,430.19
66350 · Affiliates	
66351 · Books, Affiliates	2,111.54
Total 66350 · Affiliates	2,111.54
66900 · Restricted	12,604.82
Total 66000 · Materials	32,146.55
67000 · Other	
67100 · Postage	110.99
67200 · Travel	203.32

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Eastern Shore Public Library

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Profit & Loss

Accrual Basis

June 2020

	Jun 20
67300 · Dues	199.00
Total 67000 · Other	513.31
68000 · Miscellaneous	
68100 · Bank Fees	64.90
68000 · Miscellaneous - Other	274.24
Total 68000 · Miscellaneous	339.14
69000 · Professional Services	
69001 · Professional Services, Financial	900.00
69002 · Professional, Library Services	2,915.00
69004 · Auditor	2,500.00
Total 69000 · Professional Services	6,315.00
Total 60000 · EXPENSES	98,876.25
Total Expense	98,876.25
Net Ordinary Income	-94,771.42
Other Income/Expense	
Other Expense	
8010 · Reserve	837.00
Total Other Expense	837.00
Net Other Income	-837.00
Net Income	-95,608.42

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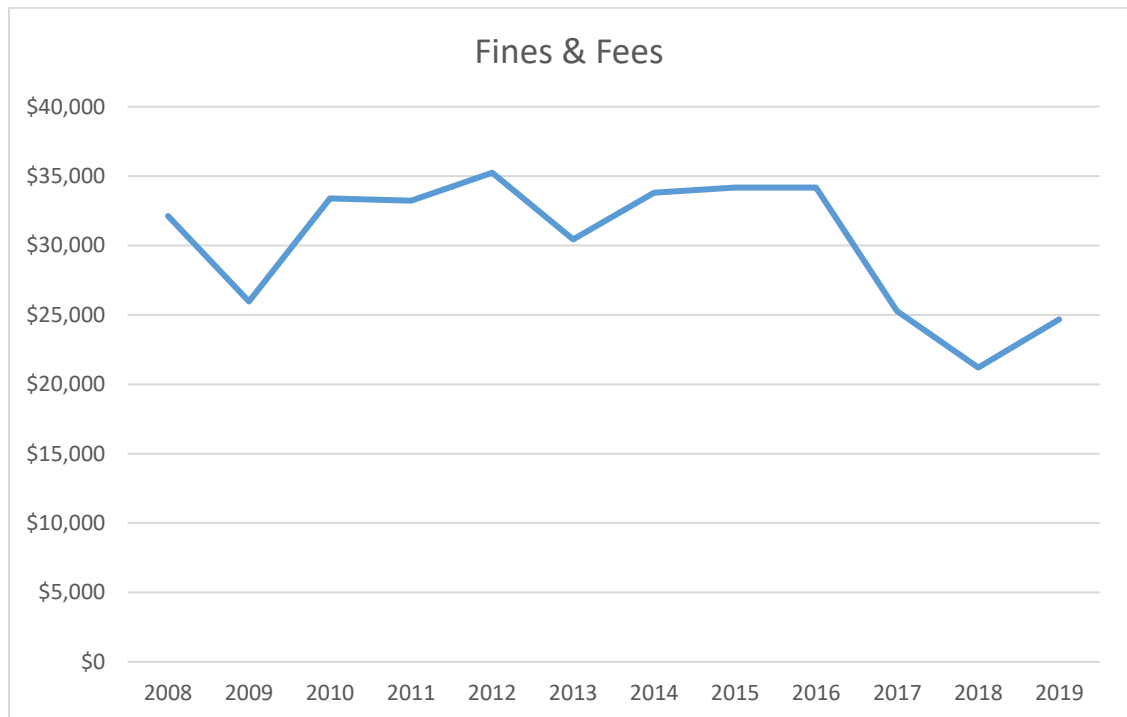
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EASTERN SHORE PUBLIC LIBRARY
BUDGET DISCUSSION
FY 2020-2021

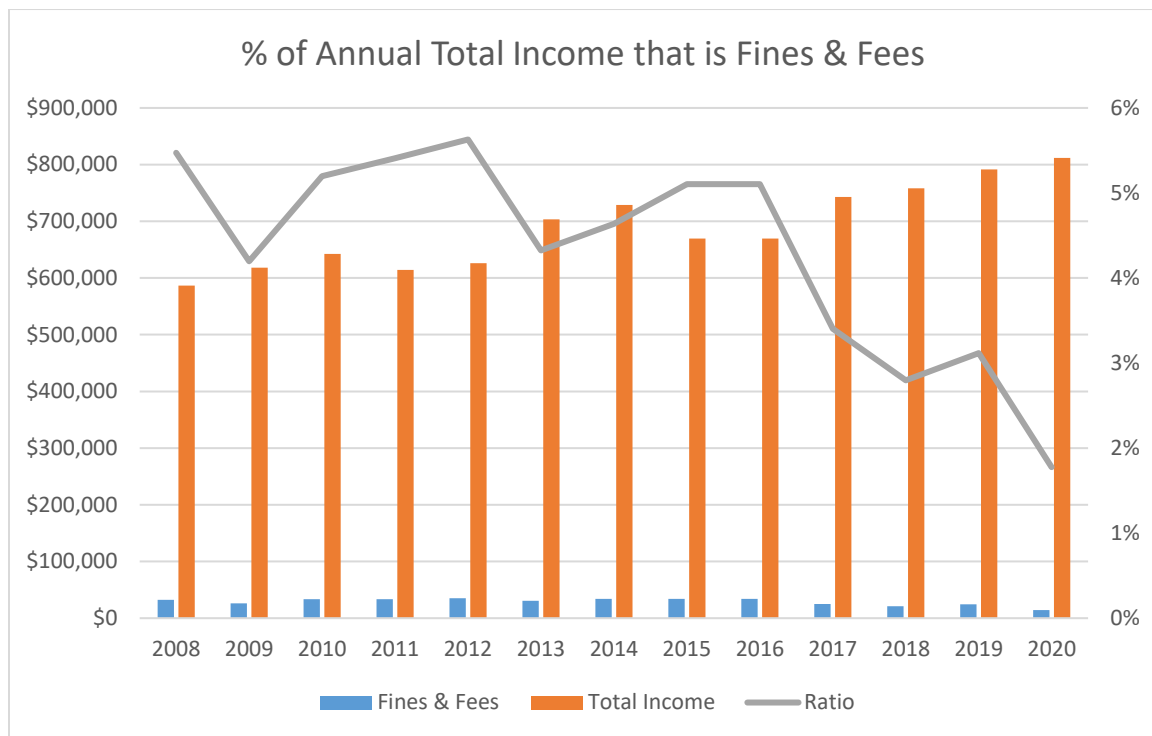
Cara Burton, Library System Director

Income Overview

- No fine or fee income being budgeted.
 - Fine & fee income has trended down due to better technology to remind people books are coming overdue and because of better customer service and communications with patrons.



Fines and fees are a small percentage of overall income:



- If the budget is approved, staff will make recommendations for changes to the circulation policy. Currently, during the pandemic, fines and fees have not been collected to generate goodwill due to financial hardship of the community and the lengthy closing of the libraries. Handling of money, also, has been minimized for sanitary reasons.
- Increase in **State Aid** helps offset local shortfalls. Additionally, they are allowing us to carryover unspent funds, which is denoted at the bottom of the budget: the State Aid expenses total in the small chart is over the \$224,752 because it includes the estimated carry-over.

Expense Overview:

At the bottom of the spreadsheet, note the following:

- **64090 Personnel Liability Reserve.** There is a liability of \$8,000, which was the agreed upon amount to reserve each year to cover unused vacation or sicktime that might need to be paid out if someone leaves. When we get the new auditor, we will review this amount. You can see in the audit where it is noted.
- **8012 Reserve - \$10,000.** This is the annual amount the BoT agreed to set aside each year. We need to start transferring some of this over to a Restricted savings account.
- **8020 Restricted Carry-Over - \$8,000.** This is the unspent restricted funds. See Restricted Funds pdf, also attached.

- **8020 State-Aid Carry-Over - \$12,650.** The Library of Virginia is allowing libraries to carry-over funds this year in anticipation of a shortfall in local funding. These funds are solely for materials.

Personnel

- No personnel raises.
- CIL staff received promotion to Library Manager position to replace Lonergan who was performing those duties as a volunteer. Library Manager works 24 hours/week and did receive an increase for the promotion.
- Allowable state aid: 40% of State Aid can be used in Personnel, COVID-19 modification, which helps us with the increase in Parksley costs for maintenance.

	Amount allowable by State Aid
Total Allowable	\$89,900
Director	\$67,513
Other MLS Staff	\$22,387

Facilities

Parksley General Maintenance – 7 months

Custodial Service	\$32,000
HVAC	\$1,000
General maintenance	\$2,820
Materials	\$3,000
Garbage	\$560
Pest Control	\$300
Security monitoring	\$4,700
Repairs	\$3,000
Landscaping	\$600
Contingency	\$800
Misc.	\$2,500
A: Building Costs - Total:	\$51,280

Additional Parksley Costs:

Custodial Supplies	\$1,500
Water & sewer	\$1,400
Electric	\$20,416
B: Utilities & Materials Costs - Total:	\$23,316
Total Facility Costs - A & B	\$74,596

* Northampton County Cost-Share (25%) - \$18,649

61102 - Northampton Free Library Maintenance

The property at NFL needs more attention than in the past, particularly with grounds maintenance. Youth Services has started adding programs outdoors and the property is very nice for this purpose, something Accomac and Parksley do not have.

Garbage - Davis Disposal, \$33/month	\$400
HVAC – Herbert Seen	\$2,500
Security – Johnson Controls	\$2,120
Carpet Clean – Peninsula Floor (2x/year)	\$1,400
Custodial deep clean – Maria Rivera (4x/year)	\$700
Lawn mow – Michael Brickhouse	\$900
Grounds – various/shrubs/pressure wash	\$500
Building repairs	\$3,000
Auto door maintenance	\$500
Total	\$12,020.00

Other

61513 – Online Services

Online services has changed dramatically in the past few years, increasing \$6,000 in the past two years. The main increase is the virtual summer reading program and the online catalog. Both are important acquisitions for public service and focusing on our primary mission: READING. Both provide for improved efficiency, too, with easier cataloging and report generation platforms, improved search capability that increases self-service, and other improvements. The Friends and affiliate libraries assisted with supporting the summer reading program, as well, but the full amount was included in the system budget for next year.

Book Systems – ShoreCat/Atrium catalog	\$8,000
Carbonite – cloud storage for Cara	\$80
Constant Contact – e-newsletter	\$550
Flickr – Countryside transformed	\$95
Network Solutions – email	\$260
OCLC –ILL	\$520
OCLC – cataloging	\$8,110
PastPerfect – web access	\$672
Zoobean – online summer reading program	\$1,900
Zoom	\$150
Total:	\$20,337.00

68700 - Tangier

\$3,000 has been set aside for services to Tangier. Plans did include funding for a temporary, short-term intern, books, program, and travel expenses, but it is now recommended to use the funds for the library renovation in their new location. A new line item was created for Tangier under “Miscellaneous” to account for expenses until a more formal agreement is created.

68000 – Miscellaneous – Moving Expenses

Any additional funds are being set-aside for moving expenses, which includes the mover, printing new business cards, public notices/advertising, etc.

69001 – Professional Library Services

This includes \$7,000 for Brooks Miles Barnes and \$1,000 for a part-time, temporary person to assist at NFL through August until the COVID-19 additional staffing needs are no longer needed.

ESPL Restricted Funds

Jun-20

	Source	Purpose	Donation	Spent	Balance
8/15/2018	George Latimer	Digitization	\$5,000.00	\$5,000.00	\$0.00
8/21/2019	Pam Holley	Mysteries	\$2,000.00	\$1,319.97	\$680.03
1/8/2020	Pam Holley	Nonfiction replacements & gra	\$4,000.00	\$2,100.00	\$1,900.00
1/8/2020	Pam Holley	Youth programs	\$2,000.00	\$2,000.00	\$0.00
7/12/1905	ESPLF (LaPrad)	NFL Children's books	\$3,000.00	\$2,000.00	\$1,000.00
	PNC Bank	New Readers Grant	\$5,000.00	\$1,500.00	\$3,500.00
	various	Adopt a Book	\$1,335.00	\$915.00	\$420.00
	Cage	books	\$500.00	\$0.00	\$500.00

Total Amount to carry over into new year

\$8,000.03