

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

August 18, 2020, 1:00 PM

Eastern Shore Public Library, Accomac, Virginia

Agenda

This is an electronic meeting.

1. Call to Order
2. Public Comments
3. Approval of Minutes of July 14, 2020
4. Financial Report
5. Branch and Friend's Reports
 - a. Cape Charles Memorial Library
 - b. Chincoteague Island Library
 - c. Northampton Free Library
 - d. ESPL Friend's Reports
6. Library Director's Report
7. ESPL Foundation (Davenport)
 - a. Capital Campaign Update
8. Capital Project Update – Steering Committee (Valentine)
9. Old Business
 - a. NFL bus shelter and bike station
 - i. Approve the installation of a STAR Transit bus shelter at NFL, funded by the Town of Nassawadox (installation) and STAR (shelter), except for the tree removal.
 - ii. Approve the installation of a bike station at NFL, funded by Northampton County Tourism Grant.
 - b. Circulation Policy and library fines

Approve the first reading of the modified Circulation Policy (see attached).
 - c. Holidays and Closings Policy

Approve the first reading of the modified Holidays and Closings Policy that Lee-Jackson Day will be deleted as a holiday closing and Election Day and Juneteenth will be added as holiday closings. (see attached)
10. New Business
 - a. Lease for 24313 Bennett Street, Parksley (see attached)
 - b. ESPL Donor Recognition Policy

Approve the first reading of the following addition to the Donor Recognition Policy policy after the paragraph “Responsibility”:

Naming and commemorative options at the library in Parksley must also comply with the Accomack County Naming Policy as long as the County owns the property. Applicable options must be approved by the ESPL Board of Trustees before being submitted to the County for approval.

11. Additional Comments

12. Next Meeting: Tuesday, September 8, 2020 at ESPL in Accomack at 1:00 pm

13. Adjournment

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

July 14, 2020, 1:00 pm
(Meeting held electronically)

Present: Gerry Ryan (Chair), Patricia Bloxom, Dennis Custis, Jay Davenport, Joyce Holland, Carl Rose-Jensen, Ann Rutledge, Althea Pittman. **Absent:** Tim Valentine (Vice Chair), James Lilliston (Treasurer)

In attendance: Cara Burton, Director. **Staff:** Janice Felker, Charle Ricci, Karen Sharp

1. Meeting called to order by Chair Ryan at 1:00 pm.
2. **Public comments.** None.
3. **Financial Reports.** Davenport motioned to approve June 2020 financial reports. The reports are the year-end reports, but not the final year-end or the audited year-end reports. Davenport inquired about the \$10,000 that is being set aside each year. Burton explained that former board member Berge had recommended is a \$10,000 reserve for contingencies. An \$8,000 liability reserve was also created to be used for accumulated unused sick or vacation leave. Burton noted that this reserve places the library in a much more stable financial position. Holland seconded. Motion approved.
4. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - Report distributed by email. Rutledge added that in library service will begin on Wednesday, July 15th in addition to the curbside service that is being currently offered. One of the library bathrooms will be available to the public even outside of library hours and maintained by the Town of Cape Charles. This will be Rutledge's last board meeting as her term as a library trustee has ended. Rutledge expressed her appreciation for
 - b. Chincoteague Island Library – Written report read by Burton and will be distributed by email after the meeting. CIL is currently open 25 hours each week, with good circulation through curbside service. 25th anniversary celebrations were postponed until 2021 for safety reasons, but the library was recognized by the Chincoteague mayor and town council for their 25 years of service with a special proclamation. Burton welcomed Karen Sharp as interim library manager. Harriet Lonergan has stepped back from being library manager but is still volunteering as well as handling collection development.
 - c. Northampton Free Library – Written report included in director's report. A glass door was broken during lawn maintenance, but is being replaced immediately.
 - d. ESPL Friends Reports – Friends have begun volunteering again, but are only working in the public areas for social distancing reasons, and after signing a waiver. Friends are processing library discards to send to Better World Books. Burton recently received a check for over \$200 from book sales through Better World Books. Signs have been placed on book sale tables to notify patrons that sale books have not been sanitized.
5. **Minutes.** Davenport motioned to approve the March 10, June 9, and June 23, 2020 minutes as distributed. Bloxom seconded. Motion approved.
6. **Library Director's Report** - Report distributed by email. Davenport noted how impressed he was with the Director's Report and the level of detail provided. The Library of Virginia has offered "Short Takes" for library trustees. Burton will distribute the links to the trustees, and asked the board to share any that they find particularly useful. Ryan inquired as to whether LVA has provided any guidance about updating the strategic

plan. Burton plans to remove things from the plan that have been completed, as well as adding a new organizational chart, particularly to include the changes involving Chincoteague, Tangier, and the Heritage Center. Burton welcomes any comments or expectations that Trustees may have for the updated three to five year plan. Burton noted that the Governor will hold a press conference today and there may be a rollback to Phase 2. Davenport inquired how that would affect library services, and Burton explained that we would return to curbside service only. Burton also reported that library visitation is increasing, both for browsing and computer use. Curbside service is remaining steady, with patrons enjoying the service and feeling comfortable with using the library in this way. Sharp reported a similar experience at the Island Library. Rutledge has seen an increase in curbside service at Cape Charles over the past two weeks. A paid ad on WESR has been placed to advertise the Summer Reading Program. Davenport had inquired about COVID thriving within air conditioning systems. Burton contacted Stewart Hall who is working on this issue currently in the county's FEMA application. The library project architects are reaching out to mechanical engineers to determine the best way to proceed. Davenport suggested that even if it is still too early to know exactly how this will be addressed, the architects could plan to allow for future modifications of the HVAC system without requiring a major overhaul at that time. Burton explained that Lee-Jackson Day is no longer a state holiday, having been replaced with Election Day, and Juneteenth is now a state holiday as well. Trustees will need to vote on modifying the current ESPL holiday schedule policy. When Burton first became director, the library followed the county's holiday schedule. Burton noted that libraries have worked hard to be considered an essential service, and because libraries are tax-funded, the ESPL should not be closed as liberally as in the past. To help compensate for the holidays that were removed in the past few years, and to accommodate the increasing diversity in the staff, three floating holidays were granted to full-time staff each year, to be selected in advance by each employee. Burton asked the trustees to decide which changes to make to the holiday schedule in regards to Lee-Jackson Day, Election Day, and Juneteenth, or other days. Northampton County has requested to install a bike station at the NFL that would include bike tools and a stand. It would require a small concrete pad that would be installed and paid for through the Northampton County Tourism Grant. The bus shelter at the NFL that trustees had approved at the previous meeting has run into complications. While StarTransit would provide the shelter, the Town of Nassawadox would need to pay for the installation of a concrete pad, and an easement will be required. Burton requested that the trustees provide authorization for her to sign an agreement to approve the easements for both the bus shelter and the bike station, pending approval from the library's attorney, and also that both items could share the same concrete pad. Davenport inquired as to future maintenance of the shelter and Burton explained that the Town of Nassawadox would be responsible. Ryan would like to table this matter until legal guidance and more details are received. Burton also requests that the August meeting date be adjusted because of a scheduling conflict.

7. ESPL Foundation (Davenport)

- a. Capital Campaign Update - Foundation is working on approaching large past donors, and has found the most effective way to do so is through a telephone call from someone they know. The Foundation board of directors are reviewing a list of those individuals and are planning to contact those they know directly. The Foundation would like to include the Trustees in this project, and ask the Trustees to contact donors that they may know. Additionally, past and present donations can now be combined into a naming opportunities or for particular items. Many trustees indicated a willingness to review the list. The Foundation is planning on holding a basket fundraiser again, this time with 10 baskets.

8. Capital Project Update – Steering Committee (Valentine)

- a. The trustees have not received written Steering Committee reports about the construction projects in recent months. Burton asked Stewart Hall and Mike Mason about what the Board of Supervisors has been receiving on their end. The only information the BOS are getting about the library project is a few lines in Hall's Department of Public Works monthly report, with no information from the Steering

Committee itself, as was specified in the MOU. Davenport motioned to ask the Steering Committee to provide the trustees with a copy of their minutes each month as indicated in the MOU. Pittman seconded. Motion approved. Ryan mentioned that there has been a nine week delay in the target completion date for the Parksley facility because of the pandemic. The target project completion date is now December 11, 2020, and no extra cost will be incurred for the project because of the delay.

9. Old Business - None

10. New Business

- a. **Approval of modified FY 2020-2021 budget** – Davenport asked if the proposed budget will be impacted by the delay in construction completion. Burton noted that it could help by delaying the expected increase in operating costs, particularly the maintenance, supplies, and custodial expenses in the new facility. Remaining in the current building, however, could also lead to unexpected facilities repair expenses. Bloxom noted that the state will be reconsidering the funding allotted to counties and agencies due to expected reductions in tax income, which could affect the library. Ryan pointed out that this proposed budget includes what information we have been given by the two counties and the state. By approving it now, we are acting on the best information we have, and can adjust at a future date if needed. Davenport motioned to approve. Rose-Jensen seconded. Motion approved.
- b. **Circulation policy and library fines** – The trustees received a document prepared by ESPL staff summarizing the barriers to library use that library fines can create, as well as details about how going “fine free” would work. The recommended changes to the circulation policy will be presented in detail at the August meeting, but by approving further development of this policy change today, the Board recognizes that there will be no fine income in the upcoming budget. General consensus of the trustees is to proceed with circulation policy updates in alignment with the summary document.
- c. **Changes to ESPL Holiday schedule** – Ryan asked for input from trustees to guide Burton in making changes to the schedule. Davenport objects to the quick removal of long-established holidays, and that time and consideration should be given to such decisions. However, Davenport also understands that Burton needs to do what is most appropriate for the library. Holland voiced support for Election Day becoming a holiday. Ryan asked if the Governor has officially removed Lee-Jackson Day as a state holiday, and officially recognized Juneteenth as an annual holiday. Burton responded that Lee-Jackson is no longer a State holiday, and that at the last Accomack Board of Supervisors meeting, the administrative assistant to the supervisors noted that it seemed that Juneteenth would now be a permanent annual holiday. Burton has polled the staff about a preference between the potential new holidays, but there was no consensus. Ryan suggested that the library follow the State’s holiday schedule, and that it may be a little premature to make final changes at this point. The matter will be tabled until the next meeting.
- d. Davenport was surprised to learn that the library was doubly insured and appreciate Burton’s discovery of this redundancy. This reinforces the importance of maximizing communication between the library, the Counties, the trustees and the Foundation so that things like this could be avoided.
- e. Ryan inquired as to alternative dates for the August Trustee meeting. Consensus is to hold the meeting on August 18th.

11. Additional Comments – None.

12. Next Meeting: Tuesday, August 18, 2020 in Accomac at 1:00 PM

13. Adjournment - Bloxom motioned to adjourn. Holland seconded. Motion approved.

Meeting adjourned at 2:11 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary

DRAFT

Library System Director's Report

Cara Burton, Director

Trustee News:

Strategic Planning

The Library of Virginia accepted the Library 2020 Plan that Burton had presented to the Trustees and was approved in September 2019. Burton still plans to continue strategic planning with the Board and staff.



Construction continues on the new regional library in Parksley.

Cape Charles Memorial Library

Ann Rutledge Library Manager

This week we had 21 people to use the Computer Lab. Curbside serve continues. We checked out a total of 376 books and DVD's this month. Staff continues to check in books from the bookdrop and to wipe down all returned books. Our plexiglass sneeze



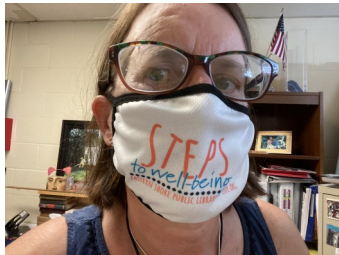
Curbside pickup continues at all four libraries.

Chincoteague Island Library

Karen Sharp, Library Manager

Since CIL's July 1st opening, both the circulation and patron counts have increased, which has continued in August. Patron counts have been ranging from 22 to 41 per day with an average of about 25. Patron computer usage and copy/fax services are slowly picking up, with about 3 per day.

Visitors to CIL have been about 2 to 4 each day. With both new and those returning to visit again. Some of the visitors have been librarians from other states. One such visitor, a librarian from St. Louis, Missouri, stopped by to see the library with



On July 15, 2020, the Virginia Department of Labor and Industry (DOLI)'s Occupational Safety and Health (VOSH) Program issued an **Emergency Temporary Standard for Infection Disease Prevention**, which ESPL will refer to as the "Standard." The final Standard should be completed in January 2021, however, the temporary Standard is effective July 27, 2020. VRSA Insurance has been providing guidance and training. While ESPL has PPE, social distancing accommodations, barriers, and cleaning plans in place, there are some significant changes requiring compliance. The most time-consuming to prepare is the **pre-screening of all staff and volunteers** entering the buildings. VRSA recommended that ESPL volunteers are treated as employees in the implementation of the Standard. Temperature checks are required. The Administrative Team (A-Team) advised Burton as to the best documentation method and procedure that will work for ESPL. **Notification** policies and procedures need to be in place. Burton reviewed guidance information to date with her A-Team and answered questions on August 5.

Burton continues to collect information for FEMA reimbursement for COVID-19 related expenses while waiting for notification of acceptance in one of the application phases.

The ESPL custom face masks have sold out. 100 more masks with a new Shore-Cat image have been ordered for staff and for sale. Staff are provided masks as part of the Standard PPE requirements. Volunteers at ESPL in Accomac or Nasawadox may request a mask.

Hours Change

Eastern Shore Public Library in Accomac will be open one less hour each day to allow for increased cleaning of the facility. The library in Accomac will now be open Monday to Friday from 11:00 a.m. to 5:00 p.m. Northampton Free Library will remain open from 10:00 a.m. to 5:00 p.m. Monday to Friday. Both libraries also will now be providing curbside pickup of materials during each location's hours of operation. Patrons should call Chincoteague and Cape Charles libraries directly for public service information as each library's management is making decisions that best respond to their locality's situation.

"Now that we have been open a few weeks, I better understand the daily demands the infection prevention procedures are placing on our library staff," reports Cara Burton, Library System Director. "The size of the library in Accomac requires more cleaning time. We are pleased that patrons are making use of our current hours of public service and are covering their mouths and noses when they are in our buildings. Library staff have truly risen to the challenges of the pandemic and I applaud their dedication to serving the Eastern Shore."

Technical Services

Charle Ricci, TS Manager

A New Report for items “In Transit”

With four ESPL libraries that share collection materials through two weekly courier runs, books, sound recordings, and videorecordings frequently make the trip up and down the Shore. Whenever an item is requested by a patron at a library other than where the item is currently located, staff at the other libraries are notified and will pull the item for transit on the next courier run. From the time that the item is pulled from the shelf to the time that it is checked in at the destination library, the item will display a status of “In Transit” to allow staff across the ESPL system to know that the item is on its way.



While this system works very well, there are instances where an item gets missed upon arrival at the destination library, or gets mistakenly shelved instead of being sent via courier. In these cases, the item remains “In Transit”, and is not visible on the list of patron reserves. This results in the patron continuing to wait for their requested item, unbeknownst to staff, while the item sits on the library shelves, undiscovered and

unknown. In order to improve customer service and turnaround time for requests, TS staff have developed a new report that lists these “In Transit” items. The report includes information such as the owning and destination libraries, the date the item was requested, and the last activi-

Public Services

Summer Dahlmanns, Circulation Manager

ESPL patrons continue to visit the library to check out books, use the computers, make copies and fax documents. ESPL continues to request that patrons limit their time in the library to 30 minutes for book browsing and up to one hour for public computer access. There have been over 70 book browsers, 111 computer users and 239 patrons with curbside pickup since the end of May. ESPL no longer requires appointments for library material check out. There were 10 volunteer hours for July.



Bus shelter at Walmart.

A similar unit is planned to be installed at NFL.

Location of new shelter. A tree will need to be removed.



Northampton Free Library

Barbrielle Rogers, Branch Manager



Much needed landscaping was completed this month, which included power washing the sidewalks, tree trimming, and pulling weeds around the building. NFL currently has a cracked window and waiting for the replacement to be installed by Go Glass. NFL received the new Xerox machine this month and waiting to complete installment. Also, NFL along with the Town of Nassawadox are working together in an ongoing project to install a bus shelter.

Youth Services

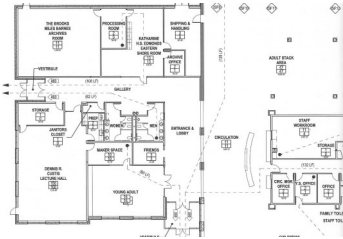
Janice Felker, Youth Services Coordinator



In July, Youth Services began working collaboratively with four other organizations to help each of them create their own *StoryTrail*, patterned after the one recently installed at Northampton Free Library. Ker Place and the Historic Onancock School expressed interest in getting started soon. Janice Felker helped Danielle Simmons from The Nature Conservancy Brownsville Preserve choose a book and develop plans to create a *StoryTrail* at the Preserve. Felker also worked with Laura Jenrette from Northampton County Parks and Recreation and Chris Thomas from Northampton County Public Works & Operations to plan and create a *StoryTrail* at Indiantown Park in Eastville. Both of these *StoryTrails* should be ready to open sometime in August. The current library *StoryTrail* in Nassawadox continues to get patron attention, is often visited, and serves as positive outreach and service especially during this time of social distancing.

The *Imagine Your Story Summer Reading Challenge* continued to be a main area of focus for Youth Services. Promotion for the program included social media posts and ads, flyer distribution, displaying a promotional banner at the new library construction site, and ads on WESR local radio. Prize bags were made ready at or delivered to all four of the libraries on the Eastern Shore of Virginia for children and teens who are participating. A virtual drawing was held for the online Adult Summer Reading Challenge and prize bags were delivered to the four recipients (one at each branch/affiliate). Additional promotion, as well as library outreach, was accomplished by collaborating with the Parks and Recreations Departments of both Accomack and Northampton. In Accomack, new paperback books and Summer Reading Challenge handouts were added to the Parks and Recreation outreach bags that are being distributed to children at five meal distribution points in the county. For Northampton, Felker prepared 2020 Census bags with the same items plus some other treats such as bookmarks, crayon, and stickers for the kids attending their summer camp.

System Capacity



Eastern Shore Public Library recently received a \$2,000 “**Library Census Equity Fund**” grant from the American Library Association. ESPL is one of 59 libraries in the United States to have received this grant, ironically because Census data substantiates that the Eastern Shore has a large number of the populations identified as hard to count, is a high economically disadvantaged area, and has broadband inequity. The Library Director plans to use the funds to purchase two portable mobile Wi-Fi access points to assist in the 2020 Census outreach activities. One device will be placed on the colorful library delivery van. The other device will likely be placed in a town with a low response rate.



Also because of the Census data rankings of the Eastern Shore, ESPL has also recently received other grants that will help with the Census outreach activities. In October 2019, ESPL was honored to be a recipient of the Public Libraries Association “**DigitalLead: Rural Libraries Creating New Possibilities**” grant. Only two library systems in Virginia were eligible. Through \$400,000 donated by Microsoft Philanthropies, PLA provided hardware and digital skills training and resources to rural libraries, helping rural populations reap the benefits of broadband internet connectivity. ESPL received ten ThinkPads and two All-in-One desktop computers. While the plan was to use the ThinkPads to have technology training in the community along with Census promotion, the pandemic thwarted this effort. The ThinkPads have been used, however, at the few tabling outreach events that have taken place. The ThinkPads have been very useful to fill telecommuting and virtual meeting staff needs for now.



In May 2020, ESPL received a “**PLA and Microsoft Public Wi-Fi Access Micro Grant Program**” grant to install two outdoor access points to support public access to the Internet during the pandemic. These devices expanded the scope of the Wi-Fi signal into the library parking lot so that individuals can sit in their car to use the Internet rather than stand next to the building when the library is closed. The grant supported funding for advertising and the “take the 2020 Census online in the comfort of your car” message was included in the radio ad.

Additional COVID-19 related funding is a Library of Virginia grant with CARES funding from the Institute of Museum and Library Services. This \$50,000 grant is planned to be used to fund an outreach staffperson starting in October 2020.

Census data was used to justify the need for these four grants which will be used to gather data for future grant opportunities. This highlights why the completion of the Census survey is critically important to public libraries and other community organizations.



ESPL was notified by the National Endowment for the Humanities that the two grant proposals were declined and noted the high number of applications and competitiveness.

Heritage Hub

Local History Services

Stacia Childers, LH Specialist

EASTERN SHORE HISTORY AT YOUR FINGERTIPS

Even from home, you can make history come alive with photos, maps and stories using ESPL's e-resources. The library's Eastern Shore Room is currently closed to the public due to conservation concerns when following viral infection prevention procedures. The free e-resources below (and many more!) can be found on our website at <https://espl.org/genealogy/>.

Francis Bibbins Latimer digital archive. Mrs. Latimer was a local history researcher and collector, with much of her activities focused on African American history. ESPL was the recipient of her collections when she passed away. It is expected that all items in those collections will be digitized soon, however, the public can view online what is available now for free through the library's website. Browse through obituaries, funeral programs, and records of fraternal lodges, businesses and local churches.



Countryside Transformed. Hundreds of historic photos of Accomack and Northampton county people, places and events from several ESVA museums, all in one place depict life from the coming of the railroad to the Great Depression. Historic maps show how the Shore looked in the past and buildings and roads that no longer exist. Search by town, personal name or use the interactive map and discover some place names you may never have heard of!

Read the Peninsula Enterprise newspaper. Though ESPL owns microfilm of all Eastern Shore newspapers from 1881 to the present, the Peninsula Enterprise from 1881-1922 is the only one that is digitized and searchable. Search for your town, church or family name and see what was happening on the Shore 100 years ago.

Research your family on the MilesFiles genealogical database. With over 90,000 names from the Eastern Shore of Virginia (as well as a few from the rest of the Delmarva Peninsula), most ESVA surnames are represented.

Listen to oral histories. We have recordings from the Cape Charles Rosenwald School Initiative and Chincoteague oral histories.

Want to get out of the house, while still practicing social distancing?

Visit a cemetery. Check out our interactive Accomack County cemetery finder created and donated to ESPL by Rob Lear. It has GPS points to help with locating some of those hard to find small family cemeteries!

Take a driving tour. ESPL has collected online driving and walking tours for Eastern Shore several locations on our website including Chincoteague, Cape Charles and Parksley.

Free wi-fi. The parking lots of Eastern Shore public libraries in Chincoteague, Accomack and Nassawadox have free wi-fi. So if your home connection isn't perfect, you can access these resources outside the library even after hours!

Muddy Toes Public Library

Tangier, Virginia

Cara Burton, Library System Director

I traveled to Tangier to distribute summer packets to children, re-view library plans, and do some Census outreach.

Census: I reviewed with Laurie Thomas, Town Manager, the Census plans to have MQA (Mobile Question Assistance) teams come to Tangier to have a Census completion “event.” Thomas stressed the importance of the Census hiring a local resident to assist with convincing residents to complete the Census. There is currently an 11% response rate, less than half of the rest of ESVA. I contacted the area Census representative to get a status on hiring of Tangier residents as enumerators and await a reply.

Summer Packets: I set up on the front porch of the Tangier Museum on Wednesday afternoon with two museum/library volunteers. Henrietta Dize, Library Manager, had posted flyers around town prior to the event. Accomack Parks and Recreation summer packets and library Census packets, both having picture books, were distributed to eleven children at that time. Tween/teen books were given away. The remaining packets were left to Mrs. Dize to distribute as she saw the children. Eastern Shore Community College sway and flyers were also available and left for distribution.

Library services, such as books by mail, were also reviewed with Laurie Thomas and others I met. I also met the new principal and obtained her contact information for library staff.

Library Plans: Renovations to the future library facility, the modular home behind the museum, have not begun. Emergency repairs to the museum porch had to be done first and are completed. It is

hoped that library renovations will start in the early fall. ESPL has promised some book shelves for the library. The current library there is closed. I also brought some large print books for the library. ESPL support for the library renovation was discussed. Once the project starts, I will review the funding with the museum President, Ed Parks.

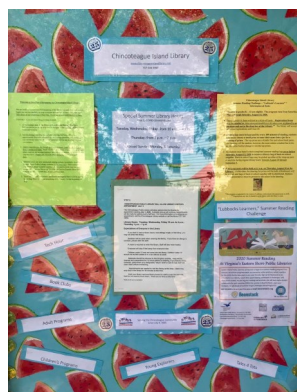
Museum Status: The volunteers were working on gift shop merchandise in preparation to opening the museum. I brought plastic sheeting for a sneeze guard around the museum service desk and a gallon of sanitizing cleaner. I reviewed with the volunteers the library’s opening procedures and reviewed CDC guidelines with them. Emphasis was placed on cleaning the desk and bathrooms as visitors should not touch exhibits anyway. They had already decided not to show the video to visitors, to decrease their time in the museum. Businesses are anxious for the museum to re-open.

I was asked if they could have assistance in getting grants for the library/museum. I agreed and tried to find copies of past museum grants in their files, but none were found.

I emphasized that the process would be: identify a grant, review possible project and budget for an application, get approval from the museum board to apply, draft the application, and the board approve the application. The volunteers stated the museum does have an audit, which many granting organizations require.



The middle photo is the future location for the Muddy Toes Public Library. The ramp is shown on the left. The shed on the right is the current library with the marsh and water behind it. The Museum plans to renovate the modular home for the library.



Volunteer Susan Birch is keeping the Chincoteague Island Library kiosk up-to-date with library news.

her sister. She was very impressed with both the library and how CIL has prepared for meeting the needs for patrons and staff for the pandemic. She explained that her library was forced to go back to curbside pickup only. They were previously allowing up to 20 patrons at one time for up to one hour, including computer usage.

CIL is experiencing an increase of patrons either calling or stopping by to renew their expired cards! Most of these patrons have either expired in 2018 or 2019. It is a great feeling to reconnect with them! Also, CIL has seen an increase in patrons wanting to learn and use our card catalog, ShoreCat and is receiving an increase of calls and in-house questions to access ShoreCat. There are also more calls requesting materials, as well.

In CIL news, Susan Birch, a retired Kindergarten teacher, has said yes to helping with decorating the library kiosk bulletin board! Susan is doing a great job in helping to get the “word” out. CIL is “one in a melon”!

guards have been installed and our freestanding hand sanitizer has been assembled. Our online **Summer Reading Program, Imagine Your Story**, continues. Attended the ESPL Management Team Zoom meeting every Wednesday. Attended the Library board Meeting on Wednesday, July 8. Attended the Friends of the Library Zoom meeting on Monday, July 6.

We have been making available a book cart on our stoop with free books to be taken. During this month we have put out 89 Make & Take bags for children. Turned in a book order for 39 titles and another for 30 titles. Presented a virtual program on July 28 by the Virginia Living Museum. Sharon applied for and received a Women’s Suffrage Centennial Book Donation from the American Library Association for our Library.



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

| | Jul 31, 20 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Petty Cash | 100.00 |
| Sun Trust - Operating | |
| Liability Reserve | 15,337.00 |
| Reserve | 19,163.00 |
| Sun Trust - Operating - Other | 126,019.18 |
| Total Sun Trust - Operating | 160,519.18 |
| Suntrust - Restricted Fund | 10,205.57 |
| Total Checking/Savings | 170,824.75 |
| Total Current Assets | 170,824.75 |
| TOTAL ASSETS | 170,824.75 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 24,911.43 |
| Total Accounts Payable | 24,911.43 |
| Credit Cards | |
| Cardmember Services Visa | 995.80 |
| Total Credit Cards | 995.80 |
| Other Current Liabilities | |
| 2100 · Payroll Liabilities | 3,375.29 |
| 2270 · Minnesota Life | 19.80 |
| 2290 · Anthem, Medical | 1,122.62 |
| 2300 · Anthem, Dental | 118.94 |
| 2360 · AFLAC | 165.30 |
| Total Other Current Liabilities | 4,801.95 |
| Total Current Liabilities | 30,709.18 |
| Total Liabilities | 30,709.18 |
| Equity | |
| 1110 · Retained Earnings | -10,452.36 |
| 3000 · Opening Bal Equity | 95,784.16 |
| Net Income | 54,783.77 |
| Total Equity | 140,115.57 |
| TOTAL LIABILITIES & EQUITY | 170,824.75 |

2:02 PM

08/06/20

Accrual Basis

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | \$ Over Budget | % of Budget |
|------------------------------------|------------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 40000 · INCOME | | | | |
| 41000 · Government Income | | | | |
| 41010 · Accomack County | 0.00 | 444,844.00 | -444,844.00 | 0.0% |
| 41020 · Northampton County | 44,129.75 | 176,519.00 | -132,389.25 | 25.0% |
| 41030 · State Aid | 56,188.00 | 224,752.00 | -168,564.00 | 25.0% |
| 41040 · Grants | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 41000 · Government Income | 100,317.75 | 846,115.00 | -745,797.25 | 11.9% |
| 42000 · Contributions | | | | |
| 42010 · ESPL Friends | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| 42020 · NFL Friends | 253.63 | 2,000.00 | -1,746.37 | 12.7% |
| 42030 · Contributions Unrestricted | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 42040 · Contributions Restricted | 203.90 | 5,500.00 | -5,296.10 | 3.7% |
| 42050 · Legacies & Bequests | 0.00 | 500.00 | -500.00 | 0.0% |
| 42060 · Adopt-A-Book | 50.00 | 0.00 | 50.00 | 100.0% |
| 42000 · Contributions - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 42000 · Contributions | 507.53 | 16,000.00 | -15,492.47 | 3.2% |
| 43000 · Reimbursements | | | | |
| 43010 · NFL Book Endowment | 4,570.00 | 5,000.00 | -430.00 | 91.4% |
| 43020 · Island | 268.95 | 2,500.00 | -2,231.05 | 10.8% |
| 43030 · Cape Charles | 0.00 | 16,000.00 | -16,000.00 | 0.0% |
| 43040 · Book Replacement | 25.99 | 100.00 | -74.01 | 26.0% |
| 43050 · NFL | 0.00 | 0.00 | 0.00 | 0.0% |
| 43000 · Reimbursements - Other | 30.00 | 500.00 | -470.00 | 6.0% |
| Total 43000 · Reimbursements | 4,894.94 | 24,100.00 | -19,205.06 | 20.3% |
| 44000 · Fines & Fees | | | | |
| 44010 · Fines | 0.00 | 0.00 | 0.00 | 0.0% |
| 44020 · Photocopying | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 44030 · Fax | 0.00 | 0.00 | 0.00 | 0.0% |
| 44040 · Other | 0.00 | 0.00 | 0.00 | 0.0% |
| 44000 · Fines & Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 44000 · Fines & Fees | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 45000 · Endowments | | | | |
| 45010 · Edmonds (UBS) | 0.00 | 0.00 | 0.00 | 0.0% |
| 45020 · General (Merrill Lynch) | 0.00 | 0.00 | 0.00 | 0.0% |
| 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 | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 46000 · Private Grants | 0.00 | 5,000.00 | -5,000.00 | 0.0% |

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Accrual Basis

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|--------------------|--------------|
| 49000 · Miscellaneous Income | | | | |
| 49010 · NOW Interest | 0.00 | 0.00 | 0.00 | 0.0% |
| 49020 · Driver Education Test Proctorin | 30.00 | 300.00 | -270.00 | 10.0% |
| 49000 · Miscellaneous Income - Other | 0.00 | 200.00 | -200.00 | 0.0% |
| Total 49000 · Miscellaneous Income | 30.00 | 500.00 | -470.00 | 6.0% |
| Total 40000 · INCOME | 105,750.22 | 896,715.00 | -790,964.78 | 11.8% |
| 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 | 105,750.22 | 896,715.00 | -790,964.78 | 11.8% |
| Expense | | | | |
| 60000 · EXPENSES | | | | |
| 61000 · Operations | | | | |
| 61100 · Building | | | | |
| 61101 · Building Maintenance | 1,712.83 | 9,000.00 | -7,287.17 | 19.0% |
| 61102 · Building Maintenance, NFL | 357.33 | 12,000.00 | -11,642.67 | 3.0% |
| 61104 · Building Maintenance - Parksley | 0.00 | 51,280.00 | -51,280.00 | 0.0% |
| 61100 · Building - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 61100 · Building | 2,070.16 | 72,280.00 | -70,209.84 | 2.9% |
| 61200 · Utilities | | | | |
| 61201 · Fuel Oil | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 61202 · Electricity | 627.48 | 6,000.00 | -5,372.52 | 10.5% |
| 61202.1 · Electricity - NFL | 0.00 | 4,200.00 | -4,200.00 | 0.0% |
| 61202.2 · Electricity - Parksley | 0.00 | 17,500.00 | -17,500.00 | 0.0% |
| 61203 · Telephone | 656.37 | 4,000.00 | -3,343.63 | 16.4% |
| 61203.1 · Telephone - NFL | 134.98 | 1,550.00 | -1,415.02 | 8.7% |
| 61204 · Water/Sewer - Parksley | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 61200 · Utilities - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 61200 · Utilities | 1,418.83 | 35,950.00 | -34,531.17 | 3.9% |
| 61300 · Vehicle Operation | 36.05 | 2,500.00 | -2,463.95 | 1.4% |
| 61400 · Insurance (VML) | | | | |
| 61401 · Insurance, Building | 0.00 | 8,757.00 | -8,757.00 | 0.0% |
| 61402 · Insurance, Vehicles | 0.00 | 404.00 | -404.00 | 0.0% |
| 61403 · Insurance - Boiler | 0.00 | 238.00 | -238.00 | 0.0% |
| 61404 · Insurance - Liability | 0.00 | 689.00 | -689.00 | 0.0% |
| 61407 · Insurance, Pro. Liability | 0.00 | 697.00 | -697.00 | 0.0% |
| 61408 · Insurance - Other | 0.00 | 2,079.00 | -2,079.00 | 0.0% |
| 61400 · Insurance (VML) - Other | 0.00 | 0.00 | 0.00 | 0.0% |

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Eastern Shore Public Library
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------|----------------|-------------|
| Total 61400 · Insurance (VML) | 0.00 | 12,864.00 | -12,864.00 | 0.0% |
| 61500 · Computer | | | | |
| 61510 · Computer Hardware | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 61511 · Computer Hardware, State | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| 61512 · Computer Hardware, Grants | 0.00 | 0.00 | 0.00 | 0.0% |
| 61513 · Online Services | 2,092.59 | 20,337.00 | -18,244.41 | 10.3% |
| 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 | 500.00 | -500.00 | 0.0% |
| 61517 · Computer Maintenance | 945.00 | 5,500.00 | -4,555.00 | 17.2% |
| 61518 · Technology | 0.00 | 0.00 | 0.00 | 0.0% |
| 61500 · Computer - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 61500 · Computer | 3,955.19 | 42,437.00 | -38,481.81 | 9.3% |
| 61000 · Operations - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 61000 · Operations | 7,480.23 | 166,031.00 | -158,550.77 | 4.5% |
| 62000 · Equipment | | | | |
| 62100 · Equipment, General | 0.00 | 0.00 | 0.00 | 0.0% |
| 62200 · Equipment, State | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 62300 · Equipment Maintenance | | | | |
| 62310 · Contractual Services | 437.68 | 8,975.00 | -8,537.32 | 4.9% |
| 62300 · Equipment Maintenance - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 62300 · Equipment Maintenance | 437.68 | 8,975.00 | -8,537.32 | 4.9% |
| 62000 · Equipment - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 62000 · Equipment | 437.68 | 9,975.00 | -9,537.32 | 4.4% |
| 63000 · Programs | | | | |
| 63100 · Adult | 328.50 | 1,427.00 | -1,098.50 | 23.0% |
| 63200 · Youth | 0.00 | 8,000.00 | -8,000.00 | 0.0% |
| 63000 · Programs - Other | 0.00 | 20,100.00 | -20,100.00 | 0.0% |
| Total 63000 · Programs | 328.50 | 29,527.00 | -29,198.50 | 1.1% |
| 64000 · Personnel | | | | |
| 64010 · Salaries - Director | 5,515.66 | 67,513.00 | -61,997.34 | 8.2% |
| 64020 · Salaries - Other | 17,019.62 | 204,235.00 | -187,215.38 | 8.3% |
| 64030 · Hourly Employees | 10,576.78 | 143,400.00 | -132,823.22 | 7.4% |
| 64050 · Payroll Expenses | 2,969.69 | 35,000.00 | -32,030.31 | 8.5% |
| 64070 · Retirement (VRS) | 1,469.30 | 20,000.00 | -18,530.70 | 7.3% |
| 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% |

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Accrual Basis

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | \$ Over Budget | % of Budget |
|---|------------------|-------------------|--------------------|-------------|
| 64084 · Insurance, Gen, Liability (VRS) | 0.00 | 0.00 | 0.00 | 0.0% |
| 64085 · Insurance, Medical (Anthem) | 2,997.12 | 40,046.00 | -37,048.88 | 7.5% |
| 64086 · Insurance, Dental (Anthem) | 79.50 | 954.00 | -874.50 | 8.3% |
| 64080 · Insurance - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 64080 · Insurance | 3,076.62 | 41,000.00 | -37,923.38 | 7.5% |
| 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 | 40,627.67 | 519,148.00 | -478,520.33 | 7.8% |
| 65000 · Supplies | | | | |
| 65100 · Custodial | 20.98 | 8,000.00 | -7,979.02 | 0.3% |
| 65200 · Office | 0.00 | 0.00 | 0.00 | 0.0% |
| 65300 · Library | 1,094.40 | 16,350.00 | -15,255.60 | 6.7% |
| 65400 · Youth Program Supplies | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 65000 · Supplies - Other | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 65000 · Supplies | 1,115.38 | 29,350.00 | -28,234.62 | 3.8% |
| 66000 · Materials | | | | |
| 66310 · System Materials | | | | |
| 66311 · Books, State Aid | 2,343.08 | 39,000.00 | -36,656.92 | 6.0% |
| 66312 · Periodicals, State Aid | 49.83 | 4,000.00 | -3,950.17 | 1.2% |
| 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 | 3,500.00 | -3,500.00 | 0.0% |
| 66316 · Binding, State Aid | 0.00 | 0.00 | 0.00 | 0.0% |
| 66317 · AV, State Aid | 337.44 | 6,500.00 | -6,162.56 | 5.2% |
| 66318 · Other Non-Book, State Aid | 0.00 | 0.00 | 0.00 | 0.0% |
| 66320 · Cape Charles Contract #15 | 92.98 | 2,000.00 | -1,907.02 | 4.6% |
| 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 | 2,823.33 | 55,500.00 | -52,676.67 | 5.1% |
| 66350 · Affiliates | | | | |
| 66351 · Books, Affiliates | 1,426.50 | 16,000.00 | -14,573.50 | 8.9% |
| 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 | 1,426.50 | 16,000.00 | -14,573.50 | 8.9% |
| 66900 · Restricted | 249.45 | 13,000.00 | -12,750.55 | 1.9% |
| 66000 · Materials - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 66000 · Materials | 4,499.28 | 84,500.00 | -80,000.72 | 5.3% |
| 67000 · Other | | | | |

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Accrual Basis

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | \$ Over Budget | % of Budget |
|--|------------------|-------------------|--------------------|----------------|
| 67100 · Postage | 17.99 | 1,800.00 | -1,782.01 | 1.0% |
| 67200 · Travel | 83.99 | 6,000.00 | -5,916.01 | 1.4% |
| 67210 · Travel - State Aid | 0.00 | 0.00 | 0.00 | 0.0% |
| 67300 · Dues | 480.00 | 2,000.00 | -1,520.00 | 24.0% |
| 67000 · Other - Other | 0.00 | 102.00 | -102.00 | 0.0% |
| Total 67000 · Other | 581.98 | 9,902.00 | -9,320.02 | 5.9% |
| 68000 · Miscellaneous | | | | |
| 68100 · Bank Fees | 64.90 | 1,000.00 | -935.10 | 6.5% |
| 68200 · Returned Checks | 0.00 | 0.00 | 0.00 | 0.0% |
| 68300 · Refunds | 0.00 | 300.00 | -300.00 | 0.0% |
| 68400 · MLS Fellowship - State Aid | 0.00 | 0.00 | 0.00 | 0.0% |
| 68600 · Continuing Education | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| 68700 · Tangier | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 68000 · Miscellaneous - Other | 78.33 | 23,466.00 | -23,387.67 | 0.3% |
| Total 68000 · Miscellaneous | 143.23 | 31,266.00 | -31,122.77 | 0.5% |
| 69000 · Professional Services | | | | |
| 69001 · Professional Services, Financial | 2,370.00 | 13,500.00 | -11,130.00 | 17.6% |
| 69002 · Professional, Library Services | 1,351.50 | 8,000.00 | -6,648.50 | 16.9% |
| 69003 · Erate Consultant | 0.00 | 4,600.00 | -4,600.00 | 0.0% |
| 69004 · Auditor | 0.00 | 5,100.00 | -5,100.00 | 0.0% |
| 69000 · Professional Services - Other | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Total 69000 · Professional Services | 3,721.50 | 32,200.00 | -28,478.50 | 11.6% |
| 60000 · EXPENSES - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 60000 · EXPENSES | 58,935.45 | 911,899.00 | -852,963.55 | 6.5% |
| Total Expense | 58,935.45 | 911,899.00 | -852,963.55 | 6.5% |
| Net Ordinary Income | 46,814.77 | -15,184.00 | 61,998.77 | -308.3% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 7010 · Interest Income | 0.00 | 0.00 | 0.00 | 0.0% |
| 7030 · Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Expense | | | | |
| 61103 · Capital | 0.00 | 0.00 | 0.00 | 0.0% |
| 8010 · Reserve | 0.00 | 2,550.00 | -2,550.00 | 0.0% |
| 8020 · Miscellaneous | 0.00 | 20,650.00 | -20,650.00 | 0.0% |
| 8030 · Automobiles | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Expense | 0.00 | 23,200.00 | -23,200.00 | 0.0% |

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | \$ Over Budget | % of Budget |
|------------------|------------------|------------|----------------|-------------|
| Net Other Income | 0.00 | -23,200.00 | 23,200.00 | 0.0% |
| Net Income | 46,814.77 | -38,384.00 | 85,198.77 | -122.0% |

Profit & Loss

July 2020

| | Jul 20 |
|---|------------|
| Ordinary Income/Expense | |
| Income | |
| 40000 · INCOME | |
| 41000 · Government Income | |
| 41020 · Northampton County | 44,129.75 |
| 41030 · State Aid | 56,188.00 |
| Total 41000 · Government Income | 100,317.75 |
| 42000 · Contributions | |
| 42020 · NFL Friends | 253.63 |
| 42040 · Contributions Restricted | 203.90 |
| 42060 · Adopt-A-Book | 50.00 |
| Total 42000 · Contributions | 507.53 |
| 43000 · Reimbursements | |
| 43010 · NFL Book Endowment | 4,570.00 |
| 43020 · Island | 207.10 |
| Total 43000 · Reimbursements | 4,777.10 |
| 49000 · Miscellaneous Income | |
| 49020 · Driver Education Test Proctorin | 5.00 |
| Total 49000 · Miscellaneous Income | 5.00 |
| Total 40000 · INCOME | 105,607.38 |
| Total Income | 105,607.38 |
| Expense | |
| 60000 · EXPENSES | |
| 61000 · Operations | |
| 61100 · Building | |
| 61101 · Building Maintenance | 1,039.08 |
| 61102 · Building Maintenance, NFL | 357.33 |
| Total 61100 · Building | 1,396.41 |
| 61200 · Utilities | |
| 61202 · Electricity | 627.48 |
| 61203 · Telephone | 656.37 |
| Total 61200 · Utilities | 1,283.85 |
| 61300 · Vehicle Operation | 36.05 |
| 61500 · Computer | |
| 61513 · Online Services | 64.95 |
| 61514 · Internet Services, State | 917.60 |
| 61517 · Computer Maintenance | 500.00 |
| Total 61500 · Computer | 1,482.55 |
| Total 61000 · Operations | 4,198.86 |
| 62000 · Equipment | |
| 62300 · Equipment Maintenance | |

Eastern Shore Public Library
Profit & Loss
July 2020

| | Jul 20 |
|-------------------------------------|-----------|
| 62310 · Contractual Services | 437.68 |
| Total 62300 · Equipment Maintenance | 437.68 |
| Total 62000 · Equipment | 437.68 |
| 63000 · Programs | |
| 63100 · Adult | 328.50 |
| Total 63000 · Programs | 328.50 |
| 64000 · Personnel | |
| 64010 · Salaries - Director | 5,515.66 |
| 64020 · Salaries - Other | 17,019.62 |
| 64030 · Hourly Employees | 10,576.78 |
| 64050 · Payroll Expenses | 2,966.19 |
| 64070 · Retirement (VRS) | 1,469.30 |
| 64080 · Insurance | |
| 64085 · Insurance, Medical (Anthem) | 2,997.12 |
| 64086 · Insurance, Dental (Anthem) | 79.50 |
| Total 64080 · Insurance | 3,076.62 |
| Total 64000 · Personnel | 40,624.17 |
| 65000 · Supplies | |
| 65100 · Custodial | 20.98 |
| 65300 · Library | 261.17 |
| Total 65000 · Supplies | 282.15 |
| 66000 · Materials | |
| 66310 · System Materials | |
| 66311 · Books, State Aid | 1,749.48 |
| 66312 · Periodicals, State Aid | 49.83 |
| 66317 · AV, State Aid | 118.50 |
| 66320 · Cape Charles Contract #15 | 45.75 |
| Total 66310 · System Materials | 1,963.56 |
| 66350 · Affiliates | |
| 66351 · Books, Affiliates | 601.78 |
| Total 66350 · Affiliates | 601.78 |
| 66900 · Restricted | 249.45 |
| Total 66000 · Materials | 2,814.79 |
| 67000 · Other | |
| 67100 · Postage | 17.99 |
| 67200 · Travel | 83.99 |
| 67300 · Dues | 480.00 |
| Total 67000 · Other | 581.98 |
| 68000 · Miscellaneous | |
| 68100 · Bank Fees | 64.90 |

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Accrual Basis

Eastern Shore Public Library

Profit & Loss

July 2020

| | Jul 20 |
|--|-----------|
| 68000 · Miscellaneous - Other | 78.33 |
| Total 68000 · Miscellaneous | 143.23 |
| 69000 · Professional Services | |
| 69001 · Professional Services, Financial | 1,170.00 |
| 69002 · Professional, Library Services | 242.25 |
| Total 69000 · Professional Services | 1,412.25 |
| Total 60000 · EXPENSES | 50,823.61 |
| Total Expense | 50,823.61 |
| Net Ordinary Income | 54,783.77 |
| Net Income | 54,783.77 |