



## ESPL FINANCIAL REPORT December 6, 2022

Cara Burton, Library System Director

Bookkeeping made the journal entries requested by the auditor. Because the Trial Balance Worksheet has the items for October 31, 2022, the adjustments are creating negative amounts on our Profit and Loss reports. The adjustment was related to capitalizing expenses. We are still verifying that is the date the auditor wants to use.

We received \$21,000 ACH from the USDA for the Rural Development Accomac grant reimbursement; it paid for the children's shelving.

We received \$139,964.72 from Northampton County which was deposited under 61103 for capital expenses paying for the compact shelving.

The budget approved in November did include a 5% inflation and retention increase for staff, excluding the System Director and Heritage Center Manager.

There is an ACH from the Commonwealth of Virginia for \$25.67 and we do not know what it is for. The Library of Virginia has not informed us that it is their deposit.

A new expense is the water testing for Accomac. With my retirement, it is more efficient to pay someone to do the test each month. The fee includes the kit cost. The tester is certified and on the VDH list of testers.

\$7,461.75 is for the Talkbox. The Library of Virginia will reimburse us for this equipment cost using their ARPA funds.

Eastern Shore Public Library  
**Balance Sheet**  
As of November 30, 2022

	<u>Nov 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	215.75
Truist - Operating	
Liability Reserve	19,975.99
Truist - Operating - Other	804,581.61
<b>Total Truist - Operating</b>	824,557.60
Truist - Reserve	60,000.00
<b>Total Checking/Savings</b>	884,773.35
<b>Other Current Assets</b>	
1300 · Prepaid Expenses	8,665.73
1600 · Deferred Outflows	82,186.00
<b>Total Other Current Assets</b>	90,851.73
<b>Total Current Assets</b>	975,625.08
<b>Fixed Assets</b>	
Equipment Purchases	97,804.92
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	230,583.42
1520 · Vehicles	22,000.00
1550 · Accumulated Depreciation	-447,893.91
<b>Total Fixed Assets</b>	567,953.63
<b>TOTAL ASSETS</b>	<b>1,543,578.71</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	-11,427.00
<b>Total Accounts Payable</b>	-11,427.00
<b>Credit Cards</b>	
Cardmember Services Visa	-145.92
<b>Total Credit Cards</b>	-145.92
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	5,077.84
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	48.09
2300 · Anthem, Dental	97.18
2360 · AFLAC	165.30
2380 · Compensated Absences	17,458.46
2400 · Net Pension Liability	-30,776.00
2500 · Deferred Inflows	144,852.00

Eastern Shore Public Library  
**Balance Sheet**  
As of November 30, 2022

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	<u>Nov 30, 22</u>
Total Other Current Liabilities	136,922.92
Total Current Liabilities	125,350.00
Total Liabilities	125,350.00
Equity	
1110 · Retained Earnings	295,972.13
3000 · Opening Bal Equity	489,567.32
Net Income	632,689.26
Total Equity	1,418,228.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,543,578.71</u></b>

## Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2022 through June 2023

Ordinary Income/Expense	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>40000 · INCOME</b>				
<b>41000 · Government Income</b>				
41010 · Accomack County	318,690.00	640,380.00	-321,690.00	49.8%
41020 · Northampton County	48,212.50	96,425.00	-48,212.50	50.0%
41030 · State Aid	137,806.50	275,613.00	-137,806.50	50.0%
41040 · Grants	381,362.17	800,000.00	-418,637.83	47.7%
41000 · Government Income - Other	0.00	0.00	0.00	0.0%
<b>Total 41000 · Government Income</b>	<b>886,071.17</b>	<b>1,812,418.00</b>	<b>-926,346.83</b>	<b>48.9%</b>
<b>42000 · Contributions</b>				
42010 · ESPL Friends	0.00	5,000.00	-5,000.00	0.0%
42020 · NFL Friends	168.25	4,000.00	-3,831.75	4.2%
42030 · Contributions Unrestricted	200.00	1,000.00	-800.00	20.0%
42040 · Contributions Restricted	665.27	5,500.00	-4,834.73	12.1%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	541.00	500.00	41.00	108.2%
42070 · ESPL Foundation	10,000.00	55,000.00	-45,000.00	18.2%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
<b>Total 42000 · Contributions</b>	<b>11,574.52</b>	<b>71,100.00</b>	<b>-59,525.48</b>	<b>16.3%</b>
<b>43000 · Reimbursements</b>				
43010 · NFL Book Endowment	5,330.00	5,000.00	330.00	106.6%
43020 · Island	301.17	2,000.00	-1,698.83	15.1%
43030 · Cape Charles	4,632.86	14,000.00	-9,367.14	33.1%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	2,073.59	500.00	1,573.59	414.7%
<b>Total 43000 · Reimbursements</b>	<b>12,337.62</b>	<b>21,600.00</b>	<b>-9,262.38</b>	<b>57.1%</b>
<b>44000 · Fines &amp; Fees</b>				
44010 · Fines	387.93	0.00	387.93	100.0%
44020 · Photocopying	1,735.11	3,500.00	-1,764.89	49.6%
44030 · Fax	0.10	0.00	0.10	100.0%
44040 · Inter Library Loan	34.00	50.00	-16.00	68.0%
44000 · Fines & Fees - Other	655.30	0.00	655.30	100.0%
<b>Total 44000 · Fines &amp; Fees</b>	<b>2,812.44</b>	<b>3,550.00</b>	<b>-737.56</b>	<b>79.2%</b>
<b>45000 · Endowments</b>				
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	157.45	17,000.00	-16,842.55	0.9%
45000 · Endowments - Other	0.00	0.00	0.00	0.0%

## Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Total 45000 · Endowments</b>	157.45	17,000.00	-16,842.55	0.9%
45500 · GASB 68 Benefit	-3,268.00			
46000 · Private Grants	500.00	2,000.00	-1,500.00	25.0%
49000 · Miscellaneous Income				
49020 · Driver Education Test Proctorin	0.00	200.00	-200.00	0.0%
49000 · Miscellaneous Income - Other	33.42	100.00	-66.58	33.4%
<b>Total 49000 · Miscellaneous Income</b>	33.42	300.00	-266.58	11.1%
<b>Total 40000 · INCOME</b>	910,218.62	1,927,968.00	-1,017,749.38	47.2%
<b>Total Income</b>	910,218.62	1,927,968.00	-1,017,749.38	47.2%
<b>Expense</b>				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	4,180.40	4,000.00	180.40	104.5%
61102 · Building Maintenance, NFL	17,657.45	15,000.00	2,657.45	117.7%
61104 · Building Maintenance - Parksley	6,049.85	60,000.00	-53,950.15	10.1%
61105 · Rent	9,600.00	16,000.00	-6,400.00	60.0%
61100 · Building - Other	-11,130.00	0.00	-11,130.00	100.0%
<b>Total 61100 · Building</b>	26,357.70	95,000.00	-68,642.30	27.7%
61200 · Utilities				
61201 · Fuel Oil	1,971.88	15,000.00	-13,028.12	13.1%
61202 · Electricity	3,735.46	10,000.00	-6,264.54	37.4%
61202.1 · Electricity - NFL	2,202.53	8,000.00	-5,797.47	27.5%
61202.2 · Electricity - Parksley	0.00	0.00	0.00	0.0%
61203 · Telephone	3,896.66	6,000.00	-2,103.34	64.9%
61203.1 · Telephone - NFL	0.00	0.00	0.00	0.0%
61204 · Water/Sewer - Parksley	0.00	2,400.00	-2,400.00	0.0%
<b>Total 61200 · Utilities</b>	11,806.53	41,400.00	-29,593.47	28.5%
61300 · Vehicle Operation	990.68	5,000.00	-4,009.32	19.8%
61400 · Insurance (VRSA)				
61401 · Insurance, Building	0.00	0.00	0.00	0.0%
61400 · Insurance (VRSA) - Other	-15,350.00	15,000.00	-30,350.00	-102.3%
<b>Total 61400 · Insurance (VRSA)</b>	-15,350.00	15,000.00	-30,350.00	-102.3%
61500 · Computer				
61510 · Computer Hardware	-33,819.72	4,500.00	-38,319.72	-751.5%
61511 · Computer Hardware, State	-2,742.77	0.00	-2,742.77	100.0%
61513 · Online Services	11,985.08	27,300.00	-15,314.92	43.9%
61514 · Internet Services, State	5,505.60	11,100.00	-5,594.40	49.6%
61515 · Computer Software	787.50	0.00	787.50	100.0%

**Eastern Shore Public Library**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
61516 · Computer Software, State	0.00	1,000.00	-1,000.00	0.0%
61517 · Computer Maintenance	2,533.99	10,000.00	-7,466.01	25.3%
61518 · Technology	-22,789.15	4,000.00	-26,789.15	-569.7%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
<b>Total 61500 · Computer</b>	<b>-38,539.47</b>	<b>57,900.00</b>	<b>-96,439.47</b>	<b>-66.6%</b>
<b>Total 61000 · Operations</b>	<b>-14,734.56</b>	<b>214,300.00</b>	<b>-229,034.56</b>	<b>-6.9%</b>
<b>62000 · Equipment</b>				
62100 · Equipment, General	12,682.84	140,000.00	-127,317.16	9.1%
62200 · Equipment, State	9,201.66	221,000.00	-211,798.34	4.2%
62300 · Equipment Maintenance				
62310 · Contractual Services	2,193.34	14,000.00	-11,806.66	15.7%
62300 · Equipment Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 62300 · Equipment Maintenance</b>	<b>2,193.34</b>	<b>14,000.00</b>	<b>-11,806.66</b>	<b>15.7%</b>
62000 · Equipment - Other	0.00	0.00	0.00	0.0%
<b>Total 62000 · Equipment</b>	<b>24,077.84</b>	<b>375,000.00</b>	<b>-350,922.16</b>	<b>6.4%</b>
<b>63000 · Programs</b>				
63100 · Adult	610.51	1,000.00	-389.49	61.1%
63200 · Youth	542.51	6,000.00	-5,457.49	9.0%
63300 · Outreach	4,326.24	6,000.00	-1,673.76	72.1%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63500 · Restricted Programs - Other	0.00	0.00	0.00	0.0%
63000 · Programs - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 63000 · Programs</b>	<b>5,479.26</b>	<b>19,000.00</b>	<b>-13,520.74</b>	<b>28.8%</b>
<b>64000 · Personnel</b>				
64010 · Salaries - Director	36,104.20	85,650.00	-49,545.80	42.2%
64020 · Salaries - Other	137,249.86	340,277.00	-203,027.14	40.3%
64030 · Hourly Employees	56,057.33	187,518.00	-131,460.67	29.9%
64050 · Payroll Expenses	20,980.04	51,920.00	-30,939.96	40.4%
64070 · Retirement (VRS)	12,813.18	23,248.00	-10,434.82	55.1%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.12	0.00	-0.12	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.16	0.00	-0.16	100.0%
64085 · Insurance, Medical (Anthem)	17,043.84	0.00	17,043.84	100.0%
64086 · Insurance, Dental (Anthem)	561.94	0.00	561.94	100.0%
64080 · Insurance - Other	499.00	51,750.00	-51,251.00	1.0%
<b>Total 64080 · Insurance</b>	<b>18,104.50</b>	<b>51,750.00</b>	<b>-33,645.50</b>	<b>35.0%</b>
64090 · Liability Reserve	0.00	10,125.00	-10,125.00	0.0%
64100 · Staff & Volunteer Appreciation	923.37	3,000.00	-2,076.63	30.8%

**Eastern Shore Public Library**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 64000 · Personnel</b>	<b>282,232.48</b>	<b>753,488.00</b>	<b>-471,255.52</b>	<b>37.5%</b>
<b>65000 · Supplies</b>				
65100 · Custodial	1,538.73	5,000.00	-3,461.27	30.8%
65200 · Office	1,263.89	0.00	1,263.89	100.0%
65300 · Library	16,357.29	54,717.00	-38,359.71	29.9%
65400 · Youth Program Supplies	445.95	2,000.00	-1,554.05	22.3%
65500 · Archival Supplies	779.68			
<b>Total 65000 · Supplies</b>	<b>20,385.54</b>	<b>61,717.00</b>	<b>-41,331.46</b>	<b>33.0%</b>
<b>66000 · Materials</b>				
66310 · System Materials				
66311 · Books, State Aid	16,193.74	60,521.00	-44,327.26	26.8%
66312 · Periodicals, State Aid	0.00	4,000.00	-4,000.00	0.0%
66313 · Continuations, State Aid	277.50	500.00	-222.50	55.5%
66314 · Microforms, State Aid	0.00	0.00	0.00	0.0%
66315 · Electronic Resources, State Aid	2,667.00	3,500.00	-833.00	76.2%
66317 · AV, State Aid	2,116.95	6,500.00	-4,383.05	32.6%
66318 · Other Non-Book, State Aid	0.00	2,600.00	-2,600.00	0.0%
66320 · Cape Charles Contract #15	1,192.94	2,000.00	-807.06	59.6%
66310 · System Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66310 · System Materials</b>	<b>22,448.13</b>	<b>79,621.00</b>	<b>-57,172.87</b>	<b>28.2%</b>
66350 · Affiliates				
66351 · Books, Affiliates	9,288.17	16,500.00	-7,211.83	56.3%
<b>Total 66350 · Affiliates</b>	<b>9,288.17</b>	<b>16,500.00</b>	<b>-7,211.83</b>	<b>56.3%</b>
66900 · Restricted	2,631.86	12,000.00	-9,368.14	21.9%
<b>Total 66000 · Materials</b>	<b>34,368.16</b>	<b>108,121.00</b>	<b>-73,752.84</b>	<b>31.8%</b>
<b>67000 · Other</b>				
67100 · Postage	497.12	3,000.00	-2,502.88	16.6%
67200 · Travel & Meals	888.72	7,000.00	-6,111.28	12.7%
67210 · Travel - State Aid	0.00	0.00	0.00	0.0%
67300 · Dues	688.00	4,000.00	-3,312.00	17.2%
67000 · Other - Other	0.00	102.00	-102.00	0.0%
<b>Total 67000 · Other</b>	<b>2,073.84</b>	<b>14,102.00</b>	<b>-12,028.16</b>	<b>14.7%</b>
<b>68000 · Miscellaneous</b>				
68100 · Bank Fees	6.64	1,000.00	-993.36	0.7%
68300 · Refunds	12.00	300.00	-288.00	4.0%
68500 · Advertising	1,938.73	4,000.00	-2,061.27	48.5%
68600 · Continuing Education	813.29	5,500.00	-4,686.71	14.8%

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Accrual Basis

## Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
68700 · Tangier	0.00	3,000.00	-3,000.00	0.0%
68000 · Miscellaneous - Other	16.94	3,670.00	-3,653.06	0.5%
<b>Total 68000 · Miscellaneous</b>	<b>2,787.60</b>	<b>17,470.00</b>	<b>-14,682.40</b>	<b>16.0%</b>
<b>69000 · Professional Services</b>				
69001 · Professional Services, Financial	7,625.00	17,500.00	-9,875.00	43.6%
69002 · Professional, Library Services	0.00	84,135.00	-84,135.00	0.0%
69003 · Erate Consultant	3,964.03	7,000.00	-3,035.97	56.6%
69004 · Auditor	0.00	5,500.00	-5,500.00	0.0%
69000 · Professional Services - Other	10,181.04	10,000.00	181.04	101.8%
<b>Total 69000 · Professional Services</b>	<b>21,770.07</b>	<b>124,135.00</b>	<b>-102,364.93</b>	<b>17.5%</b>
69005 · Depreciation Expense	28,409.24			
<b>Total 60000 · EXPENSES</b>	<b>406,849.47</b>	<b>1,687,333.00</b>	<b>-1,280,483.53</b>	<b>24.1%</b>
<b>Total Expense</b>	<b>406,849.47</b>	<b>1,687,333.00</b>	<b>-1,280,483.53</b>	<b>24.1%</b>
<b>Net Ordinary Income</b>	<b>503,369.15</b>	<b>240,635.00</b>	<b>262,734.15</b>	<b>209.2%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
61103 · Capital	-129,149.74			
8010 · Reserve	0.00	10,000.00	-10,000.00	0.0%
8020 · Miscellaneous	27.63	6,923.00	-6,895.37	0.4%
8025 · Pandemic Pay	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>-129,122.11</b>	<b>16,923.00</b>	<b>-146,045.11</b>	<b>-763.0%</b>
<b>Net Other Income</b>	<b>129,122.11</b>	<b>-16,923.00</b>	<b>146,045.11</b>	<b>-763.0%</b>
<b>Net Income</b>	<b>632,491.26</b>	<b>223,712.00</b>	<b>408,779.26</b>	<b>282.7%</b>

Eastern Shore Public Library  
**Profit & Loss**  
November 2022

	<u>Nov 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
41000 · Government Income	
41040 · Grants	21,000.00
<b>Total 41000 · Government Income</b>	<u>21,000.00</u>
<b>42000 · Contributions</b>	
42020 · NFL Friends	168.25
42040 · Contributions Restricted	200.00
42060 · Adopt-A-Book	65.00
42070 · ESPL Foundation	10,000.00
<b>Total 42000 · Contributions</b>	<u>10,433.25</u>
<b>43000 · Reimbursements</b>	
43020 · Island	164.71
43030 · Cape Charles	2,316.40
<b>Total 43000 · Reimbursements</b>	<u>2,481.11</u>
<b>44000 · Fines &amp; Fees</b>	655.30
<b>49000 · Miscellaneous Income</b>	25.67
<b>Total 40000 · INCOME</b>	<u>34,595.33</u>
<b>Total Income</b>	34,595.33
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
61100 · Building	
61101 · Building Maintenance	631.80
61102 · Building Maintenance, NFL	700.81
61105 · Rent	3,200.00
<b>Total 61100 · Building</b>	<u>4,532.61</u>
<b>61200 · Utilities</b>	
61201 · Fuel Oil	1,559.13
61202 · Electricity	539.31
61202.1 · Electricity - NFL	126.26
61203 · Telephone	833.89
<b>Total 61200 · Utilities</b>	<u>3,058.59</u>
<b>61300 · Vehicle Operation</b>	115.13
<b>61500 · Computer</b>	
61513 · Online Services	7,033.99
61514 · Internet Services, State	917.60
61517 · Computer Maintenance	650.00
<b>Total 61500 · Computer</b>	<u>8,601.59</u>

Eastern Shore Public Library  
**Profit & Loss**  
November 2022

	<u>Nov 22</u>
<b>Total 61000 · Operations</b>	16,307.92
<b>62000 · Equipment</b>	
62200 · Equipment, State	7,461.75
62300 · Equipment Maintenance	
62310 · Contractual Services	389.54
<b>Total 62300 · Equipment Maintenance</b>	<u>389.54</u>
<b>Total 62000 · Equipment</b>	7,851.29
<b>63000 · Programs</b>	
63300 · Outreach	1,557.30
<b>Total 63000 · Programs</b>	1,557.30
<b>64000 · Personnel</b>	
64010 · Salaries - Director	7,220.84
64020 · Salaries - Other	27,916.12
64030 · Hourly Employees	9,704.83
64050 · Payroll Expenses	4,153.87
64070 · Retirement (VRS)	2,607.16
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	3,526.86
64086 · Insurance, Dental (Anthem)	117.12
64080 · Insurance - Other	499.00
<b>Total 64080 · Insurance</b>	<u>4,142.98</u>
64100 · Staff & Volunteer Appreciation	120.00
<b>Total 64000 · Personnel</b>	55,865.80
<b>65000 · Supplies</b>	
65100 · Custodial	76.13
65300 · Library	2,021.83
<b>Total 65000 · Supplies</b>	<u>2,097.96</u>
<b>66000 · Materials</b>	
66310 · System Materials	
66311 · Books, State Aid	3,204.44
66313 · Continuations, State Aid	61.21
66315 · Electronic Resources, State Aid	2,667.00
66317 · AV, State Aid	374.23
66320 · Cape Charles Contract #15	266.18
<b>Total 66310 · System Materials</b>	<u>6,573.06</u>
66350 · Affiliates	
66351 · Books, Affiliates	2,697.90
<b>Total 66350 · Affiliates</b>	<u>2,697.90</u>
66900 · Restricted	1,907.71
<b>Total 66000 · Materials</b>	<u>11,178.67</u>

Eastern Shore Public Library  
**Profit & Loss**  
November 2022

	<u>Nov 22</u>
<b>67000 · Other</b>	
67200 · Travel & Meals	83.04
67300 · Dues	100.00
	<hr/>
<b>Total 67000 · Other</b>	183.04
<b>69000 · Professional Services</b>	
69001 · Professional Services,Financial	1,475.00
69003 · Erate Consultant	3,964.03
69000 · Professional Services - Other	4,610.50
	<hr/>
<b>Total 69000 · Professional Services</b>	10,049.53
<b>Total 60000 · EXPENSES</b>	<hr/> 105,091.51
<b>Total Expense</b>	<hr/> 105,091.51
<b>Net Ordinary Income</b>	-70,496.18
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
61103 · Capital	-139,964.72
	<hr/>
<b>Total Other Expense</b>	-139,964.72
	<hr/>
<b>Net Other Income</b>	139,964.72
	<hr/>
<b>Net Income</b>	<hr/> <b>69,468.54</b> <hr/>