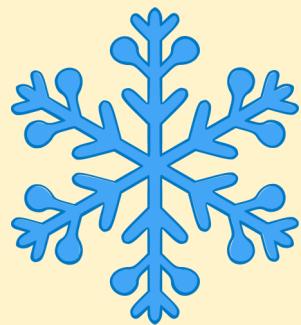




Library System Report

EASTERN SHORE OF VIRGINIA • PUBLIC LIBRARY SYSTEM

Regional Library and Heritage Center • Cape Charles Memorial Library • Chincoteague Island Library • Northampton Free Library



Upcoming January Highlights Eastern Shore Public Library System

- **3rd: STEM Party - ESRL**
- **8th: Sci-Phi Lecture - ESRL**
- **8th: New Year's Resolution Cards - ESRL**
- **13th: Teen Game Night - ESRL**
- **15th: Teen Creative Writing - ESRL**
- **16th: Makerspace Training - ESRL**
- **19th: LIBRARIES CLOSED-MLK Commemoration**
- **22nd: Kid's Winter Craft Party - ESRL**
- **23rd: Adult Craft, Winter Cross-Stitch - ESRL**
- **29th: Movie Night - ESRL**
- **31st: Annual Puzzle Competition - ESRL**
- **Tech Help: Every Wednesday - NFL**
- **Ancestry Help: Every Wednesday - ESRL**
- **Heritage Center Reference Assistance: Every Thursday - NFL**
- **Storytime Anytime: Every Monday & Wednesday - NFL**

For times & more information: espl.org; (757) 787-3400

CIL = Chincoteague Island Library

CCML = Cape Charles Memorial Library

ESRL = ESVA Regional Library & Heritage Center

NFL = Northampton Free Library

December 2025

Director's Update



**Christopher Pote,
System Director**

2025 was a great year for the Eastern Shore Public Library System. Residents now have access to even more books, magazines, video games, streaming services, etc. than ever before and attended more programming than the past. We offer materials, e-resources, and streaming options in English and Spanish, and we are actively growing our Haitian Creole materials. All FREE with your library card. Thank you to our patrons that utilize our services. Thank you to the citizens and county supervisors for supporting our mission. And thank you, from the bottom of my heart, to the amazing ESPL staff that make it all happen.



EASTERN SHORE OF VIRGINIA

Heritage Center

esplheritage.org

Jazmine Collins, Reference Manager & Local History

With the Heritage Center's search term database mostly completed, Archivist Luke Kelly has shifted his focus to cataloging our holdings into Proficio. The first collection at the top of his priority list is the Kirk Mariner Collection. The collection is composed of more than 300 linear feet of books, periodicals, photographs, postcards, binders, and manuscripts collected by one of the Shore's foremost historians. Being able to safely store and preserve the collection was one of the driving factors for the creation of the Heritage Center. The collection is available to researchers by request and is a frequent go-to for Heritage Center staff when helping patrons. Once the collection is fully cataloged, however, it will be widely accessible to all patrons. Mariner's organization of his collection was meticulously arranged and catalogued by himself using index cards. Heritage Center staff have maintained Mariner's organization and are translating it into Proficio. Much of the search term database was built on subject terms that Mariner used for his collection.

So far, Mariner's rare books and subject files have been cataloged. The rare books series includes books about the religious history of the Eastern Shore and historic books written by locals and visitors of the Shore that are now hard to find. Currently, manuscripts are being entered into Proficio. Once done, the archivist will make his way to the next series of items in the Mariner Collection. Later this year, researchers will be able to browse the full scope of Mariner's research, as well as several other collections that the Heritage Center has been entrusted to preserve for our community.

Heritage Center staff are reviewing end of year statistics, to include programming attendance, reference assistance, materials usage, and additions. Over 50 items have been added to the archives in 2025 along with several additions to existing collections and 70 new titles have been added to the Eastern Shore Room Collection. Many of these are from Kirk Mariner's collection and changes in shelving arrangement are planned for the Eastern Shore Room. The Eastern Shore Room's fiction section will be moved into the archive's and added to the Heritage Center Preservation Copy collection. Duplicate copies of common reference items like census and court records will be moved from our storage collection placed in together on the shelf for easy access much like previously done in the Accomack building.

The Heritage Center has also acquired a ClearClick HD Video Capture device which will be utilized in the Memory Lab for converting VCR to digital video. This device should be available for use in late January. A second device is being considered for ESPL's Library of Things. The Heritage Center is also planning for the Eastern Shore Black History Month Trivia Tournament. Preliminary contests should take place in early February with the final contest scheduled for Saturday, February 21. Questions for this years tournament center around Francis Bibbins Latimer's *Landmarks*.



Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



Coming Soon - Circulating STEM Kits for Children!

In late 2023, each of the four ESPL branches and affiliates received a generous grant from the Virginia Partnership for Out of School Time (VPOST) to build circulating STEM kits. If you're not familiar with the term STEM, it stands for Science, Technology, Engineering and Math, and is an essential component of a child's education. Hands-on experiences help young people build confidence and interest in STEM fields, and reinforce important 21st century skills. During 2024, several other ESPL staff members and I attended monthly meetings with VPOST to learn about educational strategies and programming for early elementary-aged children and then set about building STEM themed kits featuring books, toys, and games.

There are currently seventeen kits in process for the libraries in Parksley and Nassawadox, and Cape Charles and Chincoteague Island Library will also be building STEM kits. "Color and Light", "Gravity", "Robots and Coding", "Cardboard Construction", and "Dinosaurs" are just a few of the kits that are nearing completion. Each of the kits includes books related to the kit's theme as well as interactive, hands-on activities.

During the final stages of preparing the kits for circulation, library staff have been focusing on labeling, organizing, and packaging the contents of each kit. In order to ensure that each kit's contents will be easy for families to keep track of and return intact and ready for the next checkout, staff are creating visual laminated content lists and instructions for parents to reference. Items in each kit are receiving STEM labels and being packaged in durable pouches and totes to support the longevity of each kit. Careful consideration is also being given to how each item will be inventoried when returned by patrons, to minimize additional work for circulation staff.

We will have a soft roll out of the STEM kits at the libraries in Parksley and Nassawadox over the next couple of months and test our procedures and packaging as the kits begin to circulate. In early spring, we then plan to hold a STEM kit kickoff event with other local STEM-related organizations. We will invite local families to attend, to try out some of the kits, and, if they wish, to check out a kit to enjoy at home.

While this project has been complex and has required staff to develop new methods of cataloging, processing, and preparing non-traditional library materials, we are very excited to share these science-based kits with our community. We are also tremendously grateful to VPOST for making this project possible through both funding and educational support. In addition, we feel certain that the knowledge and experience we have built throughout this endeavor will serve us well as we begin preparing for our next major project: creating a circulating Library of Things.





Programs & Outreach Report

Tiffany Flores, Programs and Outreach Librarian

The Makerspace has been the focus all year but especially throughout December. With the policies and procedures in place, Tiffany is finally in a spot to begin training staff and patrons on the equipment. The Regional Library is now offering two training sessions a month for patrons to attend and learn equipment. During December 10th Staff Training, Tiffany led a presentation on the Makerspace, its procedures, and the system of operations for training and managing the space. Staff were able to ask questions about the space and were well receptive to the procedures. In addition, staff were able to explore the Makerspace, learn the button press, and the Brother ScanNCut, as well. Staff seemed to really enjoy the ability to be creative and made all sorts of buttons. As it is right now, the Makerspace is ready to use.



While the winter season makes programming challenging, there have been some really cool events in the library. On December 17th, the library celebrated Jane Austen's 250th Birthday with a tea party! Eight people attended and ate cucumber sandwiches, blended their own tea, decorated bonnets, and pinned the 'hand flex' on Mr. Darcy. This was a wonderfully receptive event with good cheer and creatively decorated bonnets. Additionally, Teen Creative Writing has seen an uptick in participation with five participants this month. Finally, our weekly Teen Gaming Nights often become a place full of boisterous laughter and freedom to play. This often results in the teens decorating the space, being creative, and expressing themselves. On December 16th, this meant the teens elected a new mascot! Introducing Moobles, the cow! This fuzzy fellow now lives in the teen section as the teen appointed mascot.



On December 20th, Tiffany attended the Holiday Hope and Help and Resource Fair hosted by Telamon; an organization built to support and empower families. Tiffany attended with a plethora of information, Spanish language books, and free giveaways. Because Telamon works closely with Hispanic families this served as a great opportunity to distribute information to them. 59 participants attended and received winter coats from Telamon and visited the vendor booths, saw Santa, and enjoyed treats. As a smaller event this allowed deeper connection and more casual conversation among attendees about what they can get out of a library card. This included much excitement about Creativebug, Kanopy, and Libby.



Northampton Free Library

Connor Buñrn, Branch Manager



Northampton Free Library had a couple of snow days in December, but still put on our usual slate of public programs. We started the month with a wintry story-time and snack on December 4th, then welcomed our adult patrons back for another craft night on December 11th. This time, we made polymer clay earrings. Kids were invited back again the following week to make their own tree ornaments with air-dry clay and watercolor paints. Attendees took home colorful angels, stars, gingerbread men and Christmas trees and enjoyed a cookie too. Tech Help was also offered on every Wednesday.

The library's entrance featured a Christmas tree provided by the Friends of Northampton Free Library, decorated with ornaments made by patrons and staff during previous craft nights.



Northampton Free Library will ring in the new year with a slightly altered schedule of public programs. For the first time, the month of January will feature two kids' craft nights. The first will take place on Thursday, January 8th and will start at 4:30 PM. Stop by to enjoy a snack and make your own paper plate penguin to take home! The following week the library will host our adult craft on Thursday, January 15th starting at 6:00 PM. This time we'll be making tea light candle holders. This program is free, but space is limited and sign up is required. Finally, Northampton Free Library will host our second kids' craft night of the month on Thursday, January 22nd. We'll be making festive winter hats and will get started at 6:00 PM. Sign up is not required for our youth programs. Tech Help will continue to be offered on every Wednesday through the month of January. You can get technology assistance all day long by asking at the front desk.

Northampton Free Library will be closed on Thursday, January 1st in observance of New Year's Day and on Monday, January 19th in observance of Martin Luther King Jr. Day.



Cape Charles Memorial Library

Sharon Silvey, Library Manager



With ongoing construction, snowy weather, and holidays, the Cape Charles Memorial Library had a brief month of being open to the public. The CCML staff and I want to extend our thanks for the understanding and patience of our patrons. We're also grateful to Northampton Free Library and ESVA Regional Library for their support during our recent closure.



Full house at CCML



Festive Friday 2025 at Cape Charles Memorial Library

Despite December being a shorter month, we still managed to create a festive and lively atmosphere for our patrons to explore the stacks, have documents notarized, or take advantage of our free Wi-Fi. Additionally, the CCML staff and I took part in Festive Fridays, a beloved annual event in Cape Charles, providing a cozy space for families and children to enjoy holiday crafts. Over two Friday evenings, we welcomed more than 500 visitors to the library's festivities! This achievement wouldn't have been possible without the support of our Library Board,



Family Bingo

our Friends group, and several enthusiastic students from Northampton High School.

This past summer, we hosted a Family Bingo program that garnered a lot of interest. By popular demand, we brought it back this month! The program is open to participants of all ages and skill levels. We

intend to make this a monthly event, as it's a fantastic way for the community to come together and have some fun. A special thanks to Councilperson Paul Grossman for stepping up as our caller.

Wishing you a joyful and healthy new year ahead!



Happy New Year from the staff at Cape Charles Memorial Library



Chincoteague Island Library

Teresa Wright, Library Manager



The month of December the library was all decked out with holiday decorations and Christmas cheer. The Elf on the Shelf roamed the library every night and turned up in the strangest places.



Adult Programs: In addition to our two monthly book clubs, and writers group, we have added a stitching group called the **Saltwater Stitchers** which has become hugely popular, and a once monthly Saturday craft workshop that has also become very popular. We will begin a crochet club in January.



Local authors Nabil and Mary Khouri shared stories of their lives spent in the Middle East from their books **"The Young Terrorist"** and **"Veiled Horizons"** on the 16th. It was a packed house.

Tales 4 Tots: Tales 4 Tots was very exciting with a visit from Santa, great stories, and a holiday party with lots of singing and dancing!



Maintenance & Improvements: The board hired a contractor to install a new light over the circulation desk and upgrade the electric in the front room. The yearly elevator and fire alarm inspections have been completed. A refrigerator has also been added for staff and volunteers to store lunches and drinks in.

Upcoming events: A volunteer brunch is scheduled for Thursday January 8th, **Astronomy Night** with **NASA Solar System Ambassador** Daniel McGill will happen on January 9th from 6:00pm- 8:00pm.

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

January 13, 2026, 6:00PM

Meeting Location: Northampton Free Library
7745 Seaside Road, Nassawadox, VA 23413

Agenda

1. Call to Order
2. Approval of Consent Agenda
3. Public Comments
4. Approval of Minutes of December 09, 2025
5. Old Business
 - a. Director's Annual Review Process
6. Financial Report (Pote)
7. Director's Report (Pote)
8. Committee Reports
 - a. Finance Committee (Chessier)
 - b. Personnel Committee (Miles)
 - c. Trustee Training Committee (Holland)
 - d. Facilities Committee (Poyer)
9. Branch and Friends' Reports
 - a. Cape Charles Memorial Library (included in System Report)
 - b. Chincoteague Island Library (included in System Report)
 - c. Northampton Free Library (included in System Report)
 - d. ESPL Friends' Report (Baird)
10. ESPL Foundation (Poyer)
11. New Business
 - a. County of Accomack Conflict of Interest Submission - February 2
12. Additional Comments
13. Next Meeting: Tuesday, February 10, 2026, at 1:00PM at Eastern Shore Regional Library & Heritage Center, 24313 Bennett Street, Parksley, VA 23412
14. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

12.9.25 | 1 PM | Eastern Shore Regional Library & Heritage Center

Parksley, VA

Meeting called to order by Janet Justis

ATTENDANCE

Present:

Grayson Chesser, Dennis Custis, Joyce Holland, Janet Justis, James Liliston (*non-voting, Zoom*), M.K. Miles, Christopher Pote (*Non-voting*), David Poyer, Carl Rose-Jensen, Frank Russell (*Zoom*), Maureen Teague

Absent:

N/A

In Attendance:

Kate Baird, Tiffany Flores, Jamie Johnson

CALL TO ORDER

The meeting was called to order by Janet Justis at 1pm. A quorum was present.

APPROVAL OF CONSENT AGENDA

Joyce Holland moved to accept the consent agenda, David Poyer seconded. Motion passed unanimously.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES [November 12, 2025]

Maureen Teague moved that the 11.12.25, meeting minutes be approved. Joyce Holland seconded. Motion passed unanimously.

OLD BUSINESS

No old business.

FINANCIAL REPORT [C. Pote]

Christopher Pote provided a snapshot of the System's finances:

- The LGIP account gained \$252.20 in interest for a total balance of \$75,600.68
 - On 12/3/25 \$136,527.00 was transferred to the LGIP
 - The new LGIP balance should be roughly \$212,000.00
- There have been no major surprises or concerns so far in Q2
- Both Accomack and Northampton Counties have put out the call for FY27 budget requests
- The first draft of the audit has been received. It has been reviewed by the bookkeeper and C.P., and there are no major questions or concerns. C.P. will submit the final audit for acceptance once received, hopefully by the next meeting. Two pertinent outcomes:
 - "During our audit we did not identify any deficiencies in internal control that we consider to be material weakness."
 - "The results of our test disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*."

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Parksley

- Parking- no update, project is on-going
- Access control- Christopher Pote received 3 proposals; all in line with each other; the preferred vendor has been identified
- MakerSpace- library staff are working on and plan to have the space up and running by the end of December

Northampton Free Library Renovation

- C. Pote has received 3 proposals for the renovation project, which will be distributed to the committee as well as the two Foundation members who requested to be involved
- The goal is for the committee to present a recommendation to the Board by the January meeting which is in Nassawadox, if possible

Bibliostat Federal Reporting

- The annual Bibliostat federal report is complete and has been submitted

December In-Service/Holiday Party

- Tomorrow, 12.10.25, all libraries will be closed for in-service training and a holiday party

COMMITTEE REPORTS

Finance Committee (G. Chesser)

The committee has not met-no report.

Personnel Committee (Miles)

- Janet Justis requested that M.K. Miles and Carl Rose-Jensen work together to flesh out the corresponding information sheet for the Director evaluation process to include more timeline details, some examples for the matrix, etc. Discussion ensued.
- Joyce Holland suggested that in April M.K. Miles and Carl Rose-Jensen could bring the Director Evaluation matrix and documentation and hold a quick Trustee training on how to complete them, and then the completed evals can be submitted at the May meeting. That would leave the June meeting for discussion before the final evaluation is completed.

Trustee Training Committee Report (Holland)

Joyce Holland reminded Trustees to let the committee know if there any questions regarding the system's agreements.

Facilities Committee Report (Poyer)

David Poyer shared updates from the Facilities Committee:

- The next library site visit will be at the Chincoteague Island Library, a date still needs to be set
- The 3 architect proposals have been received for the NFL expansion
 - The committee hopes to have the report completed by the Jan. 13th meeting
- D. Poyer informed the Board of an upcoming Exmore Town meeting; discussion ensues; no action to be taken.

BRANCH AND FRIENDS REPORTS

Cape Charles Memorial Library

Included in the written Library Director's System Report.

Chincoteague Island Library

Included in the written Library Director's System Report.

Northampton Free Library

Included in the written Library Director's System Report.

ESPL Friends of the Eastern Shore Public Library (Baird)

Friends President, Kate Baird shared the update from the Friends. (Report attached).

ESPL FOUNDATION [Poyer]

David Poyer shared that so far, \$20,000 has been raised by the Foundation to put towards the purchase of a new library van.

NEW BUSINESS

No new business.

ADDITIONAL COMMENTS

No additional comments.

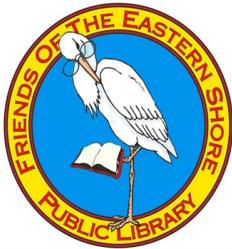
NEXT MEETING

Tuesday, January 13, 2025, at 6PM | Facility: Northampton Free Library, 7745 Seaside Road, Nassawadox, VA 23413

ADJOURNMENT

Dennis Custis moved to adjourn the meeting. Joyce Holland seconded. The motion passed unanimously.

The meeting adjourned at 2:01PM by Janet Justis.



FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY

PRESIDENT

Kate Baird

VICE PRESIDENT

Sharyn McQuaid

SECRETARY

Maureen Teague

TREASURER

Carol Callander

BOARD MEMBERS

Pat Bloxom

Liz Bochicchio

Sharyn McQuaid

Judy Malarkey

Betsy Reich

December 2025

To: Board of Trustees

Submitted by: Kate Baird – President - *Friends of the Eastern Shore Public Library*

Greetings from *The Friends*.

The Friends recently enjoyed our combined year end meeting and lunch at the ESYCC. We were pleased to have Director Christopher Pote and Programs and Outreach Librarian Tiffany Flores join us.

Our relationship with Better World Books (BWB) continues to be both a consistent source of income and a positive channel for the distribution of donated and discarded books. This month we sent 18 boxes for gross sales of \$687.91 and a commission of \$77.34. Our YTD (July-Dec.) stands at \$223.10. The library received a check from BWB in the amount of \$125.40 for the months of July - September 2025.

Bookshop sales for the month of Nov. totaled \$489.00 giving us a total for the fiscal year of \$1,319.00 and a weekly average of \$90+. Please note: the Friends are always looking for donations for the Bookshop of very gently used books, both fiction and non-fiction.

During November we received 8 membership renewals totaling \$989.

The Friends received a copy of Friends of the Library Handbook from Director Pote. The handbook was written by the Library of Virginia and contains valuable information addressing the role 'Friends' organizations play as supporters, fundraisers, advocates and ambassadors for public libraries. We look forward to learning about more ways we can support the mission of and strengthen our relationship with the library.

Our outreach location at the laundromat in Onancock is back up and running. We are in the process of opening a new location at the post office in Tasley. Member, Betsy Reich has been instrumental in securing this new location and we appreciate the help of the library staff in transporting and setting up the shelving.

On Saturday, December 6th the Friends hosted a special visit from Santa at the library. Santa and the elves visited with 24 children, each receiving a new book and candy cane! It was a fun event that was enjoyed by the participating families. Given the lower numbers over the past several years, however, we will be evaluating our timing and advertising strategy for the coming year.

The Friends would like to wish each of you a joyous holiday. We are looking forward to all the opportunities the new year will bring to our library, this incredible staff and the residents of the Eastern Shore.

2nd Draft (1/6/2026)
Director Annual Review Process

There will be one Closed Session to cover all portions of the review process, which includes the evaluation, a cost-of-living adjustment and merit bonus as outlined in the existing 3-year contract.

Timeline:

- April Meeting - Explain the final Annual Review Process and Evaluation Matrix
- May Meeting – Personnel Committee will provide paper copies of the above to trustees who will complete the evaluation matrix and provide their remarks to the Personnel Committee within two weeks
- June Meeting (Closed Session) – Personnel Committee will provide paper copies of the consolidated input from the trustees for discussion and finalizing of individual scores and remarks.

See attached for the Director's Evaluation Matrix to be completed by the trustees with their attached remarks which is to provide feedback to the director on their performance and areas of needed improvement. Rate each factor from 1 to 5 according to the guidelines below, using whole numbers, or if you have no knowledge to base the rating on, leave it blank and it will not be included in the averages and will not affect the overall score.

Scoring Guidelines:

- 1 Unacceptable requiring improvement
- 2 Acceptable
- 3 Meets expectations
- 4 Above and beyond expectations
- 5 Excellent

Process:

- Each trustee will provide their initial personal ratings of the director on the 11 Essential Functions in the job description as shown on the evaluation matrix, including any remarks they may have as an attachment to the matrix, to the Personnel Committee two weeks before the Closed Session.
- The Personnel Committee will compile the ratings into a consolidated matrix and consolidated remarks, which will be handed out at the Closed Session.
- These initial ratings will be the starting point for discussions during the Closed Session. Each trustee will be allowed to justify their scores and expand on their remarks and as a group reach agreement on each of the 11 functions and the overall score. Any additional remarks or adjustments to the initial scores or remarks should be hand-written on the handouts and turned in at the end of the Closed Session.
- After the closed session the Personnel Committee will make the needed changes to the matrix and remarks and remove the individual names of the board members from the scoring columns. The final matrix and remarks will be provided to the chairperson (within two days) so the chairperson can meet with the director (within a few days).

Eastern Shore Public Library (E.S.P.L.) System Director's Annual Performance Evaluation

12:52 PM

01/06/26

Accrual Basis

Eastern Shore Public Library

Profit & Loss

December 2025

Dec 25

Ordinary Income/Expense

Income

40000 · INCOME

42000 · Contributions

42030 · Contributions Unrestricted

42060 · Adopt-A-Book

11.81

100.00

Total 42000 · Contributions

111.81

43000 · Reimbursements

43030 · Cape Charles

1,407.65

Total 43000 · Reimbursements

1,407.65

44000 · Fines & Fees

44010 · Fines

167.90

44020 · Photocopying

600.65

44040 · Inter Library Loan

14.00

44000 · Fines & Fees - Other

6.46

Total 44000 · Fines & Fees

789.01

Total 40000 · INCOME

2,308.47

Total Income

2,308.47

Gross Profit

2,308.47

Expense

60000 · EXPENSES

61000 · Operations

61100 · Building

61102 · Building Maintenance, NFL

42.93

61104 · Building Maintenance - Parksley

2,113.20

Total 61100 · Building

2,156.13

61200 · Utilities

61202.1 · Electricity - NFL

756.30

61202.2 · Electricity - Parksley

3,291.16

61203 · Telephone

30.01

61204 · Water/Sewer - Parksley

158.44

Total 61200 · Utilities

4,235.91

61300 · Vehicle Operation

127.83

61500 · Computer

61511 · Computer Hardware, State

658.62

61518 · Technology

2,855.45

Total 61500 · Computer

3,514.07

Total 61000 · Operations

10,033.94

62000 · Equipment

62300 · Equipment Maintenance

12:52 PM

01/06/26
Accrual Basis

Eastern Shore Public Library

Profit & Loss

December 2025

	Dec 25
62310 · Contractual Services	2,516.05
Total 62300 · Equipment Maintenance	2,516.05
Total 62000 · Equipment	2,516.05
63000 · Programs	
63100 · Adult	162.41
63200 · Youth	197.14
Total 63000 · Programs	359.55
64000 · Personnel	
64010 · Salaries - Director	9,397.35
64020 · Salaries - Other	46,918.08
64030 · Hourly Employees	19,253.88
64050 · Payroll Expenses	6,691.30
64070 · Retirement (VRS)	3,184.13
64080 · Insurance	
64083 · Insurance, Life (VRS)	-0.05
64084 · Insurance, Gen, Liability (VRS)	-0.03
64085 · Insurance, Medical (Anthem)	10,704.35
64086 · Insurance, Dental (Anthem)	185.97
Total 64080 · Insurance	10,890.24
64100 · Staff & Volunteer Appreciation	125.89
Total 64000 · Personnel	96,460.87
65000 · Supplies	
65100 · Custodial	196.94
65200 · Office	442.17
65300 · Library	789.39
65400 · Youth Program Supplies	64.92
Total 65000 · Supplies	1,493.42
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	1,758.61
66312 · Periodicals, State Aid	766.55
66315 · Electronic Resources, State Aid	46.97
66317 · AV, State Aid	126.37
66320 · Cape Charles Contract #15	384.52
Total 66310 · System Materials	3,083.02
66350 · Affiliates	
66351 · Books, Affiliates	939.95
Total 66350 · Affiliates	939.95
66900 · Restricted	1,420.07
Total 66000 · Materials	5,443.04

12:52 PM

01/06/26

Accrual Basis

Eastern Shore Public Library

Profit & Loss

December 2025

	Dec 25
67000 · Other	
67200 · Travel & Meals	643.80
67300 · Dues	830.00
Total 67000 · Other	1,473.80
68000 · Miscellaneous	
68100 · Bank Fees	120.24
68500 · Marketing	750.00
Total 68000 · Miscellaneous	870.24
69000 · Professional Services	
69001 · Professional Services, Financial	1,600.00
69002 · Professional, Library Services	600.00
69000 · Professional Services - Other	55.50
Total 69000 · Professional Services	2,255.50
Total 60000 · EXPENSES	120,906.41
Total Expense	120,906.41
Net Ordinary Income	-118,597.94
Other Income/Expense	
Other Income	
7010 · Interest Income	658.24
Total Other Income	658.24
Net Other Income	658.24
Net Income	-117,939.70

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	416,842.50	833,685.00	-416,842.50	50.0%
41020 · Northampton County	176,880.00	333,760.00	-156,880.00	53.0%
41030 · State Aid	225,763.50	451,527.00	-225,763.50	50.0%
Total 41000 · Government Income	819,486.00	1,618,972.00	-799,486.00	50.6%
42000 · Contributions				
42010 · ESPL Friends	1,110.57	7,500.00	-6,389.43	14.8%
42020 · NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 · Contributions Unrestricted	1,120.09	1,000.00	120.09	112.0%
42040 · Contributions Restricted	500.00	5,500.00	-5,000.00	9.1%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	318.75	500.00	-181.25	63.8%
42070 · ESPL Foundation	11,960.04	20,000.00	-8,039.96	59.8%
Total 42000 · Contributions	15,009.45	36,600.00	-21,590.55	41.0%
43000 · Reimbursements				
43010 · NFL Book Endowment	6,160.00	6,160.00	0.00	100.0%
43020 · Island	262.83	2,000.00	-1,737.17	13.1%
43030 · Cape Charles	4,166.49	14,000.00	-9,833.51	29.8%
Total 43000 · Reimbursements	10,589.32	22,160.00	-11,570.68	47.8%
44000 · Fines & Fees				
44010 · Fines	498.72	500.00	-1.28	99.7%
44020 · Photocopying	5,149.95	9,000.00	-3,850.05	57.2%
44030 · Fax	3.80	10.00	-6.20	38.0%
44040 · Inter Library Loan	72.00	200.00	-128.00	36.0%
44000 · Fines & Fees - Other	196.35			
Total 44000 · Fines & Fees	5,920.82	9,710.00	-3,789.18	61.0%
Total 40000 · INCOME	851,005.59	1,687,442.00	-836,436.41	50.4%
47000 · NFL Reno	0.00	20,000.00	-20,000.00	0.0%
Total Income	851,005.59	1,707,442.00	-856,436.41	49.8%
Gross Profit	851,005.59	1,707,442.00	-856,436.41	49.8%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	-44.77			
61102 · Building Maintenance, NFL	4,141.48	21,500.00	-17,358.52	19.3%
61104 · Building Maintenance - Parksley	44,160.23	71,000.00	-26,839.77	62.2%
61105 · Rent	1,600.00			
61106 · NFL Reno	153.70	20,000.00	-19,846.30	0.8%
Total 61100 · Building	50,010.64	112,500.00	-62,489.36	44.5%
61200 · Utilities				
61202.1 · Electricity - NFL	2,664.48	6,000.00	-3,335.52	44.4%
61202.2 · Electricity - Parksley	10,004.67	20,000.00	-9,995.33	50.0%
61203 · Telephone	120.04	4,000.00	-3,879.96	3.0%
61203.1 · Telephone - NFL	1,189.08	5,000.00	-3,810.92	23.8%
61204 · Water/Sewer - Parksley	973.23	2,500.00	-1,526.77	38.9%
Total 61200 · Utilities	14,951.50	37,500.00	-22,548.50	39.9%
61300 · Vehicle Operation	587.63	6,500.00	-5,912.37	9.0%
61400 · Insurance (VRSA)	0.00	18,000.00	-18,000.00	0.0%
61500 · Computer				
61510 · Computer Hardware	62.00	10,000.00	-9,938.00	0.6%
61511 · Computer Hardware, State	14,056.42	20,000.00	-5,943.58	70.3%
61513 · Online Services	13,778.97	58,500.00	-44,721.03	23.6%
61514 · Internet Services, State	2,245.48	3,600.00	-1,354.52	62.4%
61515 · Computer Software	4,126.00	2,000.00	2,126.00	206.3%
61516 · Computer Software, State	3,799.17	3,000.00	799.17	126.6%
61517 · Computer Maintenance	0.00	18,000.00	-18,000.00	0.0%
61518 · Technology	4,173.40			
Total 61500 · Computer	42,241.44	115,100.00	-72,858.56	36.7%

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
Total 61000 · Operations	107,791.21	289,600.00	-181,808.79	37.2%
62000 · Equipment				
62100 · Equipment, General	1,577.07	10,000.00	-8,422.93	15.8%
62200 · Equipment, State	3,065.08	30,164.00	-27,098.92	10.2%
62300 · Equipment Maintenance				
62310 · Contractual Services	11,161.39	11,500.00	-338.61	97.1%
Total 62300 · Equipment Maintenance	11,161.39	11,500.00	-338.61	97.1%
Total 62000 · Equipment	15,803.54	51,664.00	-35,860.46	30.6%
63000 · Programs				
63100 · Adult	2,612.69	2,500.00	112.69	104.5%
63200 · Youth	1,525.55	6,500.00	-4,974.45	23.5%
63300 · Outreach	2,248.32	3,000.00	-751.68	74.9%
63400 · Foundation Restricted Funds	500.00	5,000.00	-4,500.00	10.0%
63500 · Restricted Programs - Other	947.67	0.00	947.67	100.0%
63000 · Programs - Other	14.62			
Total 63000 · Programs	7,848.85	17,000.00	-9,151.15	46.2%
64000 · Personnel				
64010 · Salaries - Director	59,071.05	108,510.00	-49,438.95	54.4%
64020 · Salaries - Other	247,997.10	504,262.00	-256,264.90	49.2%
64030 · Hourly Employees	108,000.32	220,000.00	-111,999.68	49.1%
64050 · Payroll Expenses	37,170.07	74,000.00	-36,829.93	50.2%
64070 · Retirement (VRS)	17,625.52	36,900.00	-19,274.48	47.8%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.33			
64084 · Insurance, Gen, Liability (VRS)	-0.17			
64085 · Insurance, Medical (Anthem)	53,117.12	109,872.00	-56,754.88	48.3%
64086 · Insurance, Dental (Anthem)	911.87	1,792.00	-880.13	50.9%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 · Insurance	54,028.49	111,664.00	-57,635.51	48.4%
64090 · Liability Reserve	0.00	10,000.00	-10,000.00	0.0%
64100 · Staff & Volunteer Appreciation	3,431.70	6,260.00	-2,828.30	54.8%
Total 64000 · Personnel	527,324.25	1,071,596.00	-544,271.75	49.2%
65000 · Supplies				
65100 · Custodial	9,011.33	5,000.00	4,011.33	180.2%
65200 · Office	4,202.20	10,000.00	-5,797.80	42.0%
65300 · Library	9,206.80	40,000.00	-30,793.20	23.0%
65400 · Youth Program Supplies	3,393.82	5,500.00	-2,106.18	61.7%
65500 · Archival Supplies	912.95	5,000.00	-4,087.05	18.3%
Total 65000 · Supplies	26,727.10	65,500.00	-38,772.90	40.8%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	25,842.85	69,500.00	-43,657.15	37.2%
66312 · Periodicals, State Aid	766.55	3,500.00	-2,733.45	21.9%
66313 · Continuations, State Aid	151.37	500.00	-348.63	30.3%
66315 · Electronic Resources, State Aid	8,177.88	25,500.00	-17,322.12	32.1%
66317 · AV, State Aid	2,515.64	7,500.00	-4,984.36	33.5%
66320 · Cape Charles Contract #15	1,373.73	3,200.00	-1,826.27	42.9%
Total 66310 · System Materials	38,828.02	109,700.00	-70,871.98	35.4%
66350 · Affiliates				
66351 · Books, Affiliates	8,420.79	22,000.00	-13,579.21	38.3%
Total 66350 · Affiliates	8,420.79	22,000.00	-13,579.21	38.3%
66900 · Restricted				
Total 66000 · Materials	53,132.37	144,200.00	-91,067.63	36.8%
67000 · Other				
67100 · Postage	724.34	2,000.00	-1,275.66	36.2%
67200 · Travel & Meals	5,286.06	8,000.00	-2,713.94	66.1%
67210 · Travel - State Aid	1,161.57			
67300 · Dues	2,366.00	3,482.00	-1,116.00	67.9%
Total 67000 · Other	9,537.97	13,482.00	-3,944.03	70.7%
68000 · Miscellaneous				
68100 · Bank Fees	775.04	3,500.00	-2,724.96	22.1%
68300 · Refunds	18.99			

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Accrual Basis

Eastern Shore Public Library
Profit & Loss Budget vs. Actual

July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
68500 · Marketing	2,723.50	10,000.00	-7,276.50	27.2%
68600 · Continuing Education	463.00	6,500.00	-6,037.00	7.1%
68700 · Tangier	0.00	2,500.00	-2,500.00	0.0%
68000 · Miscellaneous - Other	200.00			
Total 68000 · Miscellaneous	4,180.53	22,500.00	-18,319.47	18.6%
69000 · Professional Services				
69001 · Professional Services,Financial	9,600.00	20,000.00	-10,400.00	48.0%
69002 · Professional, Library Services	4,200.00	200.00	4,000.00	2,100.0%
69003 · Erate Consultant	0.00	4,000.00	-4,000.00	0.0%
69004 · Auditor	5,950.00	7,200.00	-1,250.00	82.6%
69000 · Professional Services - Other	111.00	500.00	-389.00	22.2%
Total 69000 · Professional Services	19,861.00	31,900.00	-12,039.00	62.3%
Total 60000 · EXPENSES	772,206.82	1,707,442.00	-935,235.18	45.2%
Total Expense	772,206.82	1,707,442.00	-935,235.18	45.2%
Net Ordinary Income	78,798.77	0.00	78,798.77	100.0%
Other Income/Expense				
Other Income				
7010 · Interest Income	2,005.99			
Total Other Income	2,005.99			
Other Expense				
8035 · Ask My Accountant	-1,000.00			
Total Other Expense	-1,000.00			
Net Other Income	3,005.99			
Net Income	81,804.76	0.00	81,804.76	100.0%

Eastern Shore Public Library
Balance Sheet
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
LGIP - Investment Account #1155	212,515.92
Petty Cash	
Main	134.82
NFL	76.87
	<hr/>
Total Petty Cash	211.69
1035 · Truist - Operating #2396	
Liability Reserve	41,924.64
NFL Reno	10,000.00
1035 · Truist - Operating #2396 - Other	<hr/> 303,351.80
	<hr/>
Total 1035 · Truist - Operating #2396	355,276.44
Total Checking/Savings	568,004.05
Other Current Assets	
1300 · Prepaid Expenses	<hr/> 28,193.00
Total Other Current Assets	28,193.00
	<hr/>
Total Current Assets	596,197.05
Fixed Assets	
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	876,160.32
1516 · Equipment Purchases	97,804.92
1520 · Vehicles	51,680.00
1550 · Accumulated Depreciation	<hr/> -719,987.32
	<hr/>
Total Fixed Assets	971,117.12
Other Assets	
1600 · Deferred Outflows	<hr/> 62,735.00
Total Other Assets	62,735.00
	<hr/>
TOTAL ASSETS	1,630,049.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<hr/> 5,500.00
Total Accounts Payable	5,500.00
	<hr/>
Credit Cards	
Atlantic Union Credit Card	<hr/> -5,365.23
Total Credit Cards	-5,365.23
	<hr/>
Other Current Liabilities	

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01/06/26

Accrual Basis

Eastern Shore Public Library

Balance Sheet

As of December 31, 2025

	Dec 31, 25
2100 · Payroll Liabilities	6,487.94
2220 · State Withholding Taxes	2,389.00
2250 · Treasurer of Virginia-VSRS	383.70
2280 · State Unemployment Tax	-26.27
2290 · Anthem, Medical	80.37
2300 · Anthem, Dental	3.87
2320 · Flexible Spending Plan	-208.28
2360 · AFLAC	165.30
2380 · Compensated Absences	27,323.30
2400 · Net Pension Liability	101,260.00
2500 · Deferred Inflows	37,609.00
2600 · Uniform Deduction	168.00
 Total Other Current Liabilities	 175,635.93
 Total Current Liabilities	 175,770.70
 Total Liabilities	 175,770.70
 Equity	
1110 · Retained Earnings	886,906.39
3000 · Opening Bal Equity	485,567.32
Net Income	81,804.76
 Total Equity	 1,454,278.47
 TOTAL LIABILITIES & EQUITY	 1,630,049.17

Department of the Treasury

Attn: LGIP

P. O. Box 1879

Richmond, VA 23218-1879

Group 1494

- Market impact is the change in the price of LGIP EM shares due to underlying security valuations and trading activity.

COUNTY OF ACCOMACK
PO BOX 296
ACCOMAC, VA 23301-0296

COUNTY OF ACCOMACK
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COUNTY OF ACCOMACK Investor Statement 12/01/2025 - 12/31/2025

Portfolio Summary as of 12/31/2025

Account Name:	COUNTY OF ACCOMACK
Group Number:	1494
Beginning Value	\$75,600.68
Contributions	\$136,257.00
Dividend Reinvestment	\$658.24
Withdrawals	\$0.00
Market Impact	\$0.00
Ending Value	<hr/> <u>\$212,515.92</u>

Portfolio Summary

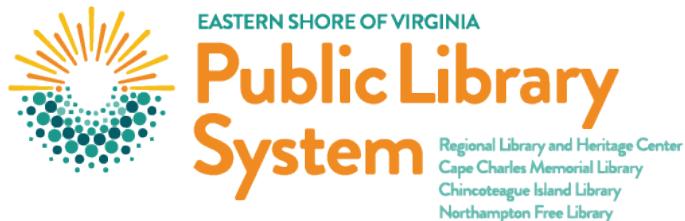
Account Number	Account Description	Fund Name	Shares	Share Price	Market Value 12/31/2025	% of Holdings
Account Transactions						
Account Number	Account Description	Date	Description	Amount	Share Price	Share Transactions Total Shares
3601155	Eastern Shore Public Library		COMMONWEALTH OF VIRGINIA - LGIP	212,515.920	1.00	212,515.92
	Eastern Shore Public Library		COMMONWEALTH OF VIRGINIA - LGIP			
		12/04/2025	Beginning Market Contribution	\$75,600.68	1.00	75,600.680
		12/31/2025	Dividend Reinvested	\$136,257.00	1.00	136,257.000
			Ending Market	\$658.24	1.00	658.240
				\$212,515.92	1.00	212,515.920
12/31/2025	Average Monthly Yield	3.911%	Yields are calculated on a net-of-fees basis			
12/31/2025	Effective Monthly Yield	3.982%	Yields are calculated on a net-of-fees basis			

- Market impact is the change in the price of LGIP EM shares due to underlying security valuations and trading activity

Account Earnings

Account Number	Account Description	Fund Name	Capital Gains	Dividend Distributions	Period to date	FY to Date
3601155	Eastern Shore Public Library	COMMONWEALTH OF VIRGINIA - LGIP	\$0.00	\$658.24	\$658.24	\$2,005.99

- Market impact is the change in the price of LGIP EM shares due to underlying security valuations and trading activity.



Christopher Pote
System Director
cpote@espl.org

Report to the Accomack County Board of Supervisors – January 2026

Thank you. As I prepare the next fiscal year's budget requests and proposals, and reflect on the past year, I am awed by the number of people involved in assisting the libraries. I am grateful for all the support you provide for the Eastern Shore Public Library System and the citizens we serve. And I am grateful for the County staff that assist and facilitate this work. All residents of the Eastern Shore have access to the Regional Library & Heritage Center in Parksley, the branch library in Nassawadox, and two affiliated libraries in Cape Charles and Chincoteague and all the services we provide free of charge to them.

This can only be done with your generous support, your wonderful staff, and the dedicated work of our amazing people at ESPL. I look forward to continuing to serve the communities of the Shore and growing our services with your unwavering support.

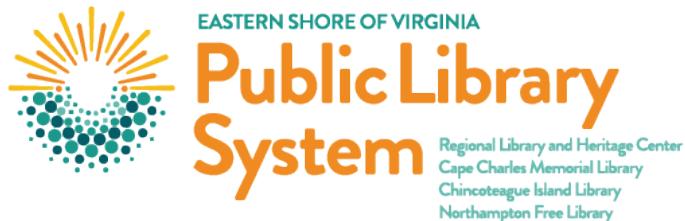
Lastly, thank you to Kathy Carmody and best wishes on her retirement.

Thank you for all you do for the Eastern Shore Public Library System and the citizens of Accomack County.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote".

Christopher P. Pote
System Director



Christopher Pote
System Director
cpote@espl.org

Report to the Northampton County Board of Supervisors – January 2026

Thank you. As I prepare the next fiscal year's budget requests and proposals, and reflect on the past year, I am awed by the number of people involved in assisting the libraries. I am grateful for all the support you provide for the Eastern Shore Public Library System and the citizens we serve. And I am grateful for the County staff that assist and facilitate this work. All residents of the Eastern Shore have access to the Regional Library & Heritage Center in Parksley, the branch library in Nassawadox, and two affiliated libraries in Cape Charles and Chincoteague and all the services we provide free of charge to them.

This can only be done with your generous support, your wonderful staff, and the dedicated work of our amazing people at ESPL. I look forward to continuing to serve the communities of the Shore and growing our services with your unwavering support.

Lastly, thank you to Charlie Kolakowski and best wishes on his retirement.

Thank you for all you do for the Eastern Shore Public Library System and the citizens of Northampton County.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote".

Christopher P. Pote
System Director