



# 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

February 2026

## Director's Update



**Christopher Pote,**  
System Director

February is budget and annual review season. ESPL made FY27 budget requests before both the Accomack and Northampton County Supervisors. I asked for modest increases in operating funds to offset increases in materials, supplies, and insurance. To be able to talk about the wonderful services and staff of the library in front of the Supervisors is a great privilege. And as we wrap up the annual reviews of all ESPL staff, I am happy to be able to continue to report that we have an amazing group of people working with us, and they strive to best serve the communities of the Eastern Shore, and for that, I am most grateful.



### Upcoming March Highlights Eastern Shore Public Library System

- 12th Khouri Authors Lecture - ESRL
- 12th Adult Craft: Springtime Bonnets - NFL
- 14th STEM Party - ESRL
- 17th HC Lecture: Intro to Ancestry - ESRL
- 19th Makerspace Training: Huion Art Tablet - ESRL
- 21st Intro to Pollinator Gardens - NFL
- **23rd Libraries Closed for Staff Training**
- 26th Family Movie Night: *Turning Red* [PG]
- 28th 'I'd Propagate That!' Cuttings Swap - ESRL
- 31st Teen Gaming Night - 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](https://espl.org); (757) 787-3400

CIL = Chincoteague Island Library  
CCML = Cape Charles Memorial Library  
ESRL = ESVA Regional Library & Heritage Center  
NFL = Northampton Free Library



EASTERN SHORE OF VIRGINIA

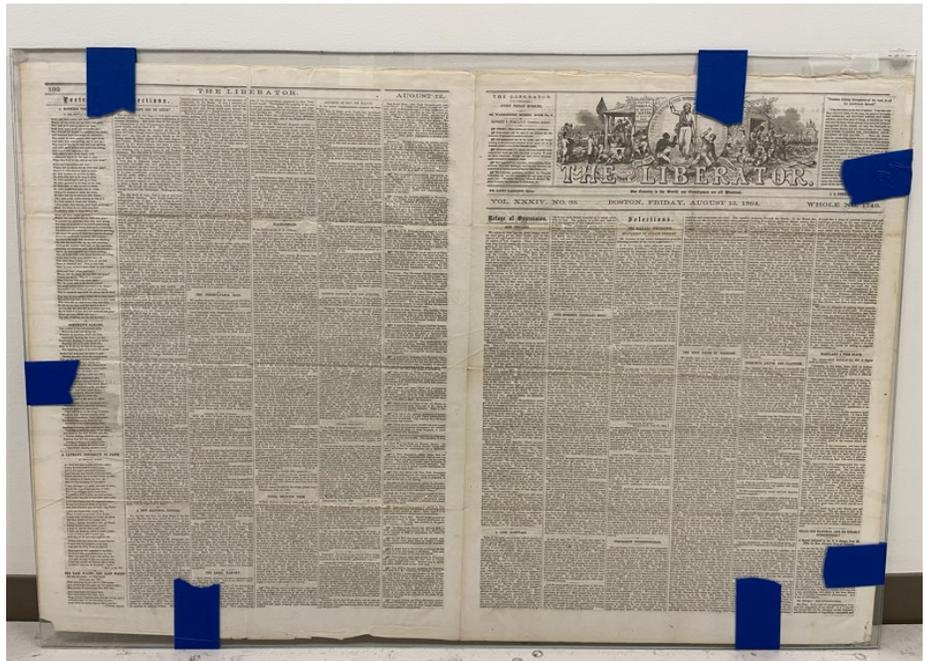
# Heritage Center

[esplheritage.org](http://esplheritage.org)

Jazmine Collins, Reference Manager & Local History

Work continued in February towards cataloging the Kirk Mariner Collection. Over one hundred manuscripts from the collection have been cataloged so far. Currently, cataloging is being completed on Mariner's collection of nearly eighty framed and oversized historic documents, photographs, and local artwork.

Visitors to the Regional Library and Heritage Center in Parkersley will likely be familiar with some of the items from the collection. Maps from the collection were displayed last year as part of the exhibit "A Selection of Eastern Shore Maps," including a map of Franklin City, VA and Emanuel Bowen's "A New and Accurate Map of Virginia & Maryland." Before that exhibit the gallery wall was lined with highlights from the collection such as a drawing of Joshua Thomas preaching to the British Army on Tangier Island and a poster advertising Elizabeth Taylor and John Warner visiting the Eastern Shore.



There are still items from this part of Mariner's collection that have yet to be displayed or shown to the public. That will soon change with the implementation of the Heritage Center's online catalog. One of the outstanding pieces that has yet to be displayed is an issue of the *Liberator* by William Lloyd Garrison from August 12, 1864. One of the articles discusses the abolishment of slavery in Maryland, and another touts Delaware as a growing agricultural land of opportunity.

Jenean Hall shared an entertaining story from her research into and transcription of Thomas Cable's letters in her lecture, 'A Very Plain Demonstration of her Malice,' on Tuesday February 17<sup>th</sup>. Using the selected letters, which detailed a dispute between Thomas Cable and his wife and another Northampton County family, Hall presented a unique window into social life in 18<sup>th</sup> century, Eyreville, and the familial connections in the county.

The Black History Trivia Tournament practice rounds were canceled due to the weather and team registration has been extended until March 12<sup>th</sup>. A display of items from the Francis Bibbins Latimer Collection detailing African American Lodges is exhibited in the Eastern Shore Room. The *Indigenous Perspectives* traveling display is in the Heritage Center corridor and will be on display until April 4<sup>th</sup>. This display also features an interactive panel of oral history interviews.



## Reserving Items in Advance - Now Even More to Choose From!

During the recent slowdown in book order shipments from our vendors, library staff worked hard to ensure that local readers could place reserves on delayed or soon-to-be released items in advance. In so doing, library patrons could save their place in the reserve queue well before the title arrived at the library. In addition to entering catalog records for the books featured on our popular Upcoming Bestsellers lists, staff began a new practice of entering catalog records for nearly all items that had been ordered, which meant that hundreds of items that would be arriving soon were now available for reserve.

This was a manual process, requiring a bibliographic search, selection, and upload into the library software for each record. While a somewhat tedious task, staff understood the importance of continuing to provide patrons with the opportunity of reserving items in preparation for the time when book orders began arriving in bulk.

After three months of implementing this input of a larger number of pre-release catalog records, the data clearly showed that the effort had been worthwhile. Compared to the same three month time period a year ago, library patrons requested **397** more items when provided with a greater selection to choose from. Plus, when the pre-release records were analyzed, **43 percent** of them had reserves placed on them!

### COMING SOON



Book shipments have now been arriving regularly and as staff return to their normal workflows, we wanted to continue inputting the larger numbers of pre-release records, but also wanted to do so more efficiently. By coordinating with our book vendors and our library software provider, we were able to implement an automated process through which we can upload an entire order's worth of records in one batch. This streamlined process will allow us to continue to offer patrons the widest selection of titles to reserve while also freeing up staff time to carry out other tasks.

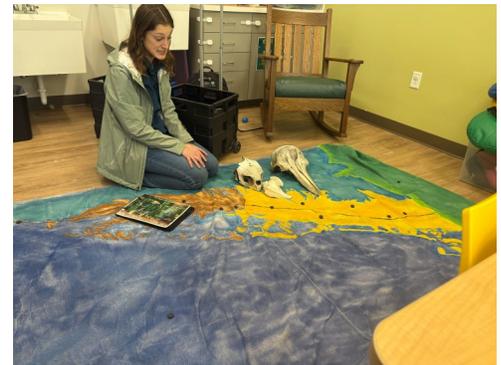
It is our hope that pre-release patron request numbers will continue to grow as local readers are able to find more of their favorite reads in the catalog well in advance of publication dates. The current list of "Coming Soon" pre-release records can be found on the library catalog's homepage <https://esplva.booksys.net/opac/espl/index.html> by scrolling down just below the large book river of trending and just added items at the top of the screen. By clicking on the cover image of an item of interest in the list, patrons can easily add a reserve for that item to their library account.



# Programs & Outreach Report

Tiffany Flores, Programs and Outreach Librarian

During February, Tiffany worked with the Women Supporting Women group to set them up in larger meeting space. The WSW Group has been hosting their monthly meeting in the Large Group Study since September and have seen good attendance. As a result, they have outgrown the group study. In order to meet their needs, the library had to shift the date of their meetings to the 3<sup>rd</sup> Tuesday as to avoid conflict with the Board of Trustees' Meeting. The group will continue to meet once a month in the Dennis Custis Lecture Hall. Additionally, as part of a continuing initiative to support the community and train them on Makerspace equipment, the library hosted a sewing class at noon on 2/20. During this program, Tiffany trained participants on basic sewing machine safety. Through community feedback, Tiffany was able to learn that people are more likely to attend an event during the week if it's held around lunchtime and as seen more success with classes and programs being held at this time. On February 28th, the library will be hosting its 2nd annual Puzzle Competition. At last year's event, the library won! This year teams registered will compete to be the fastest to complete a 750-piece puzzle. Winners will receive puzzle themed prizes.



The library was invited to attend Kegotank Elementary School's reading night on February 4th. About 15 people attended and asked questions about library services. In addition to talking to families, Tiffany was able to connect with local educators about field trips, visiting the schools, and additional outreach endeavors. Additionally, the Regional Library collaborated with Chincoteague Island Library for another telescope night. Once again, the weather did not allow for telescope use but Mr. McGill came prepared with a presentation about the upcoming Artemis mission to the moon and had children participate in astronaut training. 17 people attended and were pleased with the program. Attempts to view the stars will continue to be made.

Mr. Gecko, the creature who has yet to be named, had his 1st vet appointment! He is a healthy little gecko and will have a name soon. The name will be announced on March 14th at the Regional Library's STEM Day. STEM Day (also Pi Day) will celebrate the launch of our circulating STEM kits, present the library pet, and explore local STEM organizations. Treats and prizes will be available. And, finally, Summer Reading is in the works! This year's theme is Unearth a Story which features dinosaurs and many fun themed activities. Tiffany is busy scheduling events and planning SummerFest which will be held at the Regional Library in Parksley.





# Northampton Free Library

Connor Buyn, Branch Manager



February was a busy month of public programming at Northampton Free Library, with two craft activities for kids on the 5th and 19th and an adult craft night on the 12th. All of the library's public programs were themed around Valentine's Day this month, with the kids making cards and paper plate love bugs and the grown-ups making handmade cards and envelopes from recycled paper. All three of February's public program nights were well attended.

In other news, three trees were removed from around the parking lot, as they had started to decline and shed large limbs during recent inclement weather. Safety of our patrons, staff, and property

is paramount, and these trees were no longer safe. Inside the building, our shelves dedicated to children's nonfiction and graphic novels were completely reorganized to improve visibility and to make more space for new additions to the collection.

Northampton Free Library is looking forward to spring with a packed program calendar for March. Our first program for the month will be a kid's craft night on March 5th. Stop by at 4:30 PM to learn how to make your own playdoh, brought to you by Northampton 4-H! This program is free and signup is not required. The following week, Northampton Free Library will host our monthly adult craft activity on March 12th starting at 6:00 PM. This time we'll be making springtime bonnets. This program is free, but signup in advance is required. Keep an eye on the Northampton Free Library Facebook page or ask at the front desk for more information. We'll be starting a special series of programs centered around the library's pollinator garden starting on Saturday, March 21st starting at 10:30 AM. An Eastern Shore Master Gardener will be here to guide you through the library's garden as it changes through the season and offer advice about starting a garden of your own at home. Finally, we will be hosting another kid's craft night on Thursday, March 26th starting at 6:00 PM. Come get into the spring spirit with paper plate butterflies! This program is free and a snack will be provided. Signup is not required.

Kids should keep an eye out this month, because a friendly leprechaun will be hiding a pot of gold somewhere in the children's section every day! Bring it back to the front desk to collect a prize!

Tech Help will continue to be offered on demand on Wednesdays through the month of March.

*Northampton Free Library will be closed on Monday, March 23rd for staff training.*



# Cape Charles Memorial Library

Sharon Silvey, Library Manager



In February, the Cape Charles Memorial Library marked Black History Month by showcasing book displays for both youth and adults, emphasizing the history, accomplishments, and experiences of African Americans.

Local historian Bobby Harmon attracted a sizable audience with his presentation, *The Untold Black History of Northampton County*. For those who couldn't make it, Mr. Harmon's talk was recorded and can be accessed at [www.facebook.com/CapeCharlesMemorialLibrary/videos/1642261150292891/](http://www.facebook.com/CapeCharlesMemorialLibrary/videos/1642261150292891/)



**CAPE CHARLES MEMORIAL LIBRARY**  
*Invites you to celebrate*  
**NATIONAL PLANT A FLOWER DAY**  
**March 12, 2026 (Thursday)**  
**10:00am to 12:00pm**  
*restocked!*  
 Visit our ^ Seed Library and check out:

- GMO-Free ES Native Flower seeds
- Non-GMO Vegetables seeds
- Non-GMO Fruit seeds
- Non-GMO Herb seeds

*\*Limit 4 seed packets per household/month.*

**Eastern Shore Virginia Master Gardeners will be on site to answer gardening questions.**

*\*Engage with a Master Gardener and get a chance to win a prize!*





We extend our gratitude to the Eastern Shore Master Gardeners who kindly volunteered their time to help label seed packets and sort bulk seeds into individual packets. Our Seed Cart will be restocked with additional native flower seeds, as well as non-GMO fruit and vegetable seeds, and will be available to the public starting March 12, 2026. Participants in the National Plant a Flower Day program will have the chance to engage with Eastern Shore Master Gardeners and choose up to 4 packets of seeds to plant at home.

at Cape Charles Memorial Library

THINKING MONEY FOR KIDS Launchpad tablets are ready for checkout!



These kid-friendly devices come pre-loaded with great financial education games. No internet connection required! Take one home today.

AVAILABLE FOR CHECKOUT AT CCML—Playaway Launchpad tablets are designed to help children (ages 3–12) learn about financial literacy through interactive digital games. These kid-friendly devices, require no Wi-Fi or downloads. The games focus on topics like earning, saving, spending, and



# Chincoteague Island Library

Teresa Wright, Library Manager



The month of February was cold and windy on the outside but the library was warm and cozy on the inside.

**Tales 4 Tots:** Tales 4 Tots was all about Puppies & Kitties, Valentine's Day, Fantasy Day, and Rock Painting.



**Adult Programs:** The writers group, book clubs, and stitching groups are all growing every month, with more and more attendance.

**Events:** Death by Chocolate was a success as always, and kicked off the annual basket raffle fundraiser. A lecture and training was given on Domestic Violence on the 18th, and a star party was held on the 20th to see Jupiter, Saturn, and the Moon.



## Upcoming Events:

**Search For The Shamrocks** March 20-21.



**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**Tuesday, March 10, 2026, at 1:00PM**

Meeting Location: Eastern Shore Regional Library & Heritage Center  
24313 Bennett Street, Parksley, VA 23412

**Agenda**

1. Call to Order
2. Approval of Consent Agenda
3. Public Comments
4. Approval of Minutes of February 10, 2026
5. Old Business
  - a. ESRL & HC Parking Enforcement
6. Financial Report (Pote)
7. Director's Report (Pote)
8. Committee Reports
  - a. Finance Committee (Chesser)
  - 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. Northampton County Re-zoning application
12. Additional Comments
13. Next Meeting: Tuesday, April 14, 2026, at 5:00PM at Chincoteague Island Library,  
4077 Main St., Chincoteague, VA 23336
14. Adjournment



# MINUTES

## BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

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2.10.26 | 1 PM | Eastern Shore Regional Library & Heritage Center  
Parksley, VA

*Meeting called to order by Janet Justis*

### ATTENDANCE

**Present:**

Dennis Custis, Joyce Holland, Janet Justis (*Chair*), James Lilliston (Zoom, *non-voting*), M.K. Miles, Christopher Pote (*non-voting*), David Poyer, Carl Rose-Jensen, Maureen Teague

**Absent:**

Grayson Chesser, Frank Russell

**In Attendance:**

Kate Baird, Tiffany Flores, Kasey Grier, Jamie Johnson

### CALL TO ORDER

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

### APPROVAL OF CONSENT AGENDA

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

### PUBLIC COMMENTS

Kasey Grier from the ESPL Foundation shared that the annual appeal raised enough to contribute about \$33,000 towards the purchase of the new library outreach van.

- The Friends were the largest donors contributing \$5,000.
- The return from the direct mailing was about 11%; most donations were contributed via check.
- 50% of the donations were for \$100 or less.

### APPROVAL OF MINUTES [Jan. 13, 2026]

Dennis Custis moved that the 1.13.2026, meeting minutes be approved. Maureen Teague seconded. Motion carried unanimously.

## OLD BUSINESS

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### Director's Annual Review Process—2<sup>nd</sup> Reading

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Christopher Pote shared the final reading of the director's annual review process. There were no revisions or comments. (Final version attached)

Joyce Holland moved to accept the proposed final version of the director's annual review process, David Poyer seconded. Motion carried unanimously.

### FINANCIAL REPORT [C. Pote]

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

- The LGIP account gained \$690.61 in interest for a total balance of \$213,206.53
- Chairwoman, Janet Justis and C. Pote attended the Accomack County Administrator's proposed budget and tax rates meeting last night
- The biggest concern is the rising cost of health insurance
  - The current plan is calling for a 28% increase in premiums
  - The County staff have identified a comparable plan that would only be a 20% increase and are recommending it to the Supervisors
  - This will put a lot of pressure on the FY27 budget

### LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

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#### Eastern Shore Regional Library & Heritage Center: Parksley

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- **Parking:** There has been some improvement, but people are still driving on the grass—C. Pote is working with the County to improve the parking situation. Discussion of enforcement to follow in new business.
- **HVAC:** The building was operating at about 50% the last two weeks; as of yesterday, the building was back to "normal", but there are still issues to be addressed.
- **Surge Protection:** the ESRL & HC is susceptible to electrical surges, so we're installing a surge protection for the entire facility.
- **Window Tinting:** Staff brought to C. Pote's attention that a large portion of the collection is in direct sunlight causing spines and labels to fade and degrade at a faster than normal rate.
  - C. Pote will pursue window tinting this year if budget allows.

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## Northampton Free Library: Nassawadox

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- Three large trees are scheduled for removal from the property this weekend.

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## ESPL Email for Trustees

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- The cost to provide official email accounts to all Trustees would be \$45/month per account; roughly \$540/year

Carl Rose-Jensen moved that Christopher Pote pursue acquiring official trustee email accounts. Maureen Teague seconded. Motion carried unanimously.

## COMMITTEE REPORTS

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### Finance Committee (G. Chesser)

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The committee has not met-no report.

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### Personnel Committee (M.K. Miles)

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This was covered during old business.

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### Trustee Training Committee Report (J. Holland)

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Joyce Holland shared that moving forward there will be a discussion on the director's evaluation process in April. The committee would also like to help make the Trustees comfortable approaching Supervisors about library related concerns.

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### Facilities Committee Report (D. Poyer)

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David Poyer shared the updates on the NFL renovation project.

- The three architects provided the committee with updated bids that included a more even scope of work.
- After reviewing the three proposals, the committee recommends Tymoff & Moss Architects out of Norfolk

Joyce Holland moved that the Board accepts the recommendation of the NFL Renovation Task Force to award the contract to Tymoff & Moss Architects for the renovation of the Northampton Free Library project. Dennis Custis seconded. The motion carried unanimously.

## BRANCH AND FRIENDS REPORTS

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### Cape Charles Memorial Library

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Included in the written Library Director's System Report.

### Chincoteague Island Library

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Included in the written Library Director's System Report.

### Northampton Free Library

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Included in the written Library Director's System Report.

### ESPL Friends of the Eastern Shore Public Library (K. Baird)

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

## ESPL FOUNDATION [D. Poyer]

David Poyer commended the great fundraising efforts by the Foundation for the purchase of a new outreach van.

## NEW BUSINESS

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### ESRL & HC Parking Enforcement (C. Pote)

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Christopher Pote shared the public notice and letter that will be distributed to local businesses, posted in the Eastern Shore Post, and displayed on the library doors to encourage a positive parking enforcement experience at the library. (Statements to post are attached).

## ADDITIONAL COMMENTS

No additional comments.

## NEXT MEETING

Tuesday, 3.10.2026 at 1pm | Facility: Eastern Shore Regional Library & Heritage Center, 24313 Bennett Street, Parksley, VA 23412

## ADJOURNMENT

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

The meeting adjourned at 2:18pm by Janet Justis

3<sup>rd</sup> Draft (1/16/2026)  
Director Annual Review Process

The director of the Eastern Shore Public Library System shall be evaluated annually by the ESPL Board of Trustees. The timeline and procedures listed below outline basic actions in the process. Final evaluation scores and remarks will be discussed in closed session and may be used to determine potential cost of living increases, and/or merit bonuses.

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 Unsatisfactory / Requires Major Improvement: Performance falls short of established standards and demands substantial development. (Remarks required to support this rating)
- 2 Developing / Below Expectations: Certain aspects of performance do not meet expectations and need targeted improvement.
- 3 Fully Meets Expectations: Performance reliably aligns with job requirements and fulfills all key responsibilities.
- 4 Above Expectations / Strong Performer: Performance regularly surpasses role expectations and delivers impactful results.
- 5 Exceptional / Consistently High Performer: Performance continually goes above and beyond, adding significant value to the team and organization. (Remarks required to support this rating)

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).



# 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

Janet Rochester,

*President Emeritus*

Ann Scott

*Emeritus*

February 2026

To: Board of Trustees

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

Greetings from *The Friends*.

We hope everyone has been able to stay safe and warm and has had a chance to enjoy some quiet time in front of the fire with a good book over these last snowy and cold weeks.

Though it is a 'quiet time' of the year, the *Friends* have been busy working on behalf of the library.

Our combined Better World Books shipment for the months of December 2025 and January 2026 totaled 5 boxes, containing 124 books. Our gross sales for that period were \$1386.11 for a commission of \$151.33. Our YTD (July 2025-Jan. 2026) is \$426.91.

Our Bookshop sales for the month of January 2026 were \$554. And we were pleased to receive a combination of membership renewals and year end donations totaling \$1611.

The past two months have also included opportunities to distribute funds to support the library in a variety of ways. The *Friends* made a \$5000 contribution to the Foundation to go towards the purchase of the new library van. We also provided Charle Ricci, Acquisitions Librarian with \$5000 to purchase materials for the collection. We are pleased to know that a portion of that donation will be used to specifically help start the Recovery Reads project. We are also providing Tiffany Flores with \$3000 for the Summer Reading Fest.

The *Friends* were saddened to hear of the passing of Member Emeritus Ann Scott. In her name we will be purchasing a brick to recognize her contributions to the library through her work with the *Friends*. We will also be donating money to purchase additional materials for the Recovery Reads project as well as additional books for the mystery collection, Ann's favorite genre.

*Friends'* members continue to be busy shelving books, reading for the Saturday morning early literacy program, covering new books, processing donations and stocking our community outreach locations. We have June 13<sup>th</sup> marked on our calendars for the Summer Reading Kick-off and will be available to assist as needed for the STEM Party on March 14<sup>th</sup>.

As always we are honored to be working to support the incredible library system here on the shore and look forward to the many new and exciting opportunities that lay ahead.

proffers offered by an applicant shall be considered, so long as they were submitted in a timely manner and submitted in proper form.

(2) *Receipt of application.*

- (a) A proposed change of zoning district boundaries or proposed change in the text of the ordinance may be initiated by one of the following methods:
1. By resolution of the Board of Supervisors;
  2. By motion of the Planning Commission; or
  3. By petition addressed to the Board of Supervisors of a property owner, or contract purchaser with the owners' written and notarized consent, or of the owners' agent, of the property which is the subject of the proposed zoning map amendment.
- (b) An application must be submitted in writing, on county-prepared forms, to the Zoning Administrator. The application must be accompanied by the documents specified as "Documents to be Submitted" below in this chapter. All information provided by the applicant must be true and accurate.

(B) *Analysis and processing of application.*

- (1) After receiving the application, the Zoning Administrator shall first determine if all of the submission requirements of this section have been met. Should additional information be required to satisfy the adopted minimum submission requirements, the Zoning Administrator shall inform the applicant within seven business days after receipt that the application is rejected until such time as the submission requirements are satisfied and identify which requirements have not been met.
- (2) Upon receipt of an application satisfying all adopted submission requirements, the Zoning Administrator will submit the application to the Director of Planning and Zoning.
- (3) The Director of Planning and Zoning shall notify, in writing, the applicant, the Chairperson of the Planning Commission, and the Chairperson of the Board of Supervisors that the application has been received and judged to have met the minimum submission requirements to allow further processing. Conformance with the adopted minimum submission requirements does not mean that the application is in conformance with all applicable chapter requirements.
- (4) The Director of Planning and Zoning, on behalf of the Board of Supervisors, will notify the applicant, the Planning Commission and the Board of Supervisors of the proposed dates for the public hearings on the application before the Planning Commission and the Board of Supervisors. The Planning Commission shall hold its public hearing and take action on the application within 100 days of its first meeting following notification of application acceptance by the Zoning Administrator. The Board of Supervisors shall act on the application within a reasonable time not to exceed 12 months of acceptance. The applicant may consent to the extension of these time frames. Both the Commission and the Board may ask for additional information from the applicant during their reviews of the application.
- (5) The Director of Planning and Zoning shall also provide other appropriate agencies with copies of the application and other pertinent documents to allow them to comment on the application.



# ZONING APPLICATION

## Northampton County Planning, Permitting and Enforcement

Location – 16404 Courthouse Road, Eastville, VA 23347

Mailing - P. O. Box 538 Eastville, VA 23347

(757) 678-0443 Phone (757) 678-0483 Fax

[www.co.northampton.va.us](http://www.co.northampton.va.us)

NORTHAMPTON  
COUNTY, VIRGINIA



BUSINESS DEVELOPMENT

**Zoning application** is required when a project intends to change, add or expand the current use of a property and / or to construct or enlarge a building or structure. All applications submitted must include a zoning application Sections A through D, a completed Zoning Clearance checklist and the appropriate fee. Additional application form sections and checklists may be required for your specific project. Continue to follow instructions for each section and complete each section that applies to your project. Consult with County staff if necessary to determine which application sections and checklists are required for your specific project.

**Section A – Owner information** must be completed by the current owner of record.

1. Owner (print): \_\_\_\_\_
2. Mailing address: \_\_\_\_\_
3. Phone# (h): \_\_\_\_\_ (o): \_\_\_\_\_ (c): \_\_\_\_\_ (f): \_\_\_\_\_
4. Email: \_\_\_\_\_
5. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief. I give my permission for this application to be submitted and I give my permission for the applicant and / or agent, if any is listed below, to represent my interests as the authorized applicant and / or agent in all matters specific to this application.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date

**Section B – Applicant information** must be completed if the person(s) submitting the application is not the current owner of record and that person will be representing the owner's interests in all matters specific to this application. Examples of an applicant are a consultant, person with power of attorney, a lease holder or renter and contract purchaser. **If the owner and applicant are the same, do not complete Section B.**

1. Applicant if different from owner (print): \_\_\_\_\_
2. Mailing address: \_\_\_\_\_
3. Phone# (h): \_\_\_\_\_ (o): \_\_\_\_\_ (c): \_\_\_\_\_ (f): \_\_\_\_\_
4. Email: \_\_\_\_\_
5. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of applicant if different from owner

\_\_\_\_\_  
Date

**Section C – Agent information** must be completed if the licensed professional submitting the application is not the current owner of record and that person(s) will be representing the owner's interests in all matters specific to this application. Examples of an agent are a real estate agent, surveyor, engineer, landscape architect, soil evaluator and attorney.

1. Agent name (print): \_\_\_\_\_
2. Company name: \_\_\_\_\_
3. Mailing address: \_\_\_\_\_
4. Phone# (h): \_\_\_\_\_ (o): \_\_\_\_\_ (c): \_\_\_\_\_ (f): \_\_\_\_\_
5. Email: \_\_\_\_\_
6. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of agent

\_\_\_\_\_  
Date

**Section D – Zoning Clearance / Special Use Permit** must be completed for all applications along with the Zoning Clearance checklist. If your project involves a Special Use Permit, which can be determined by viewing Appendix A of the Northampton County Zoning Ordinance, you must also complete the Special Use Permit checklist. Continue to follow instructions for each section and complete each section that applies to your project.

1. List the 911 address (if one has been assigned) and County tax map number of the subject property(ies).  
\_\_\_\_\_
2. What is the area of the lot(s) in square feet if less than one acre and in acres if greater than one acre?  
\_\_\_\_\_
3. Describe the proposed project (uses to be changed, added or expanded as part of this project).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. List and describe each proposed structure to be constructed or enlarged as part of this project. Each description must include the use of each structure, heights (ft. or stories) and sizes (sq. ft.) based on outside dimensions.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Describe how the subject property(ies) is currently being used.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. List and describe each existing structure currently located on the property(ies). Each description must include the use of each structure, heights (ft. or stories) and size (sq. ft.) based on the outside dimensions.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. I, \_\_\_\_\_ (print owner's name), am aware that the following improvements associated with the proposed project may be required to comply with State regulations before and / or in conjunction with the approval of this zoning application: (1) entrances onto a State maintained road must meet the current Virginia Department of Transportation standards; (2) the septic system and water supply must meet the current Virginia Department of Health Department standards for all uses on the subject property; (3) all food service establishments (restaurants) must be permitted by the Virginia Department of Health; (4) all food manufacturing business must be registered and inspected by the Virginia Department of Agricultural and Consumer Services; and (5) building(s) and structure(s) must meet current Building Codes as determined by the NHCO Building Official. I will provide copies of documents which establish the approval and / or permitting of any required improvements to the NHCO Planning and Zoning Department. I will be responsible for the installation and cost of bonding of these improvements if required before a certificate of completion and / or certificate of occupancy will be issued or final inspection completed.

Signature of Owner

Date

**Section M – Zoning Map Amendment** must be completed by anyone seeking to change the current zoning district of a property(ies). Complete the Zoning Map Amendment checklist.

1. Has a zoning map amendment been filed for this property(s) within the last year?

Yes     No    If yes, please provide the date: \_\_\_\_\_

2. Tax map number	Existing zoning district	Proposed zoning district
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



## ZONING MAP AMENDMENT CHECKLIST

### Northampton County Planning, Permitting and Enforcement

Location – 16404 Courthouse Road Eastville, VA 23347

Mailing - P. O. Box 538 Eastville, VA 23347

(757) 678-0443 Phone (757) 678-0483 Fax

www.co.northampton.va.us

When a zoning application for a zoning map amendment is submitted, one (1) copy each of the following items must be submitted in conjunction with the application before it can be accepted unless items are over 11" X 17" in size. In this case, five (5) copies each of the following are required of each oversized item. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal. Incomplete submittals will not be accepted.** The submittal must contain the following information:

- 1. Completed zoning application Sections A through D and Section M.
- 2. Legal description of the property for which the change of zoning is requested, including a metes and bounds description of the application property and one (1) copy of a legal description for each zoning district proposed within the boundaries of the application property.
- 3. Certified plat showing the property drawn at a scale with sufficient references to existing streets and subdivisions to enable the property to be located on County maps. The plat must include:
  - a. A scale and north arrow (if feasible, oriented to the top);
  - b. Show the proposed streets/roads/rights-of-way, utility lines, trails, bike and/or bridle paths, water bodies and Chesapeake Bay Preservation features, soil types and their locations, and open space areas;
  - c. Show the locations and distances to existing and proposed buildings, structures and uses, the names and numbers of all boundary roads/streets; and the widths of all existing and proposed rights-of-way and parking areas;
  - d. Include a tabulation chart showing the existing and proposed zoning, the existing and proposed use(s), the number of dwelling units and supporting buildings or structures and their sizes in square feet (for proposed residential structures), the number of buildings or structures and their sizes in square feet and floor area ratio (for proposed non-residential uses), the amount and type of open space, the area used to calculate density/intensity of the proposed use, and the vehicle trips per day and by peak hour anticipated to be generated by the proposed use (ITE trip generation figures should be provided at a minimum); and
  - e. The seal and signature of the professional that prepared it.
- 4. The names and addresses, of the property owners abutting the application property and across the street from it and the County tax parcel numbers of their properties.
- 5. A written Statement of Justification for the application addressing:
  - a. Whether and how the proposed application and its use(s) are consistent with the adopted Comprehensive Plan.
  - b. Whether and how the proposed application and its use(s) are in compliance with all applicable Zoning Ordinance regulations.
  - c. Whether and how the proposed application and its use(s) are consistent with the individual zoning criteria in VA Code Sections 15.2-2283 and -2284. Staff can provide you with this Code section.
  - d. Whether and how the proposed application and its use(s) will protect, and not damage the County's fresh water aquifer and water quality (including groundwater).
  - e. Whether and how the proposed application and use(s) are compatible with existing or proposed uses in the neighborhood and with adjacent parcels.
  - f. Whether and why there is sufficient existing or proposed landscaping, screening and buffering on the application property and/or in the neighborhood to adequately screen surrounding uses.
  - g. Whether and how the proposed application and use(s) will result in the preservation of topographic, physical, natural, scenic, archaeological and/or historic features of significance.
  - h. Whether and why the traffic expected to be generated by the proposed use(s) will be adequately and safely served by roads, pedestrian connections, and other transportation services.
  - i. Whether and why the proposed use(s) will not affect the structural capacity or the sewage disposal functionality of the soils.
- 6. When required, a traffic impact study based on the Virginia Department of Transportation regulations as set forth in 24VAC30-155-40 Rezoning. Staff can provide a copy of these regulations.
- 7. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

## Northampton County Planning and Zoning Fee Schedule (effective July 1, 2021)

<b>Plat Review (100-0013-40850)</b>	
1-9 Lot Subdivision	\$ 150 + \$10/lot
10+ Lot Subdivision	\$ 500 + \$10/lot
Family Subdivision	\$ 75 + \$10/lot
Vacation of Recorded Plat	\$ 100
Re-subdivision	\$ 100
Physical/Boundary Survey	\$ 25
<b>Engineered Site Plan/Plan of Development* (100-0013-40850)</b>	
	*Fees based on area of land disturbance
1 acre or less	\$1,515
1.1 – 2 acres	\$1,765
2.1 – 5 acres	\$2,265
5.1 – 10 acres	\$2,765
10.1 – 20 acres	\$4,265
Each additional 10 acres	\$2,265
<b>Re-review Fees*</b>	
1 acre or less	\$ 265
1.1 – 2 acres	\$ 390
2.1 – 5 acres	\$ 515
5.1 – 10 acres	\$ 640
10.1 – 20 acres	\$ 765
Each additional 10 acres	\$ 140
<p><b>*Re-review Fees are assessed when:</b></p> <ol style="list-style-type: none"> <li>1. Significant changes in the manner of runoff is managed or the site grading is re-configured to change how storm water quantity/quality treatment is provided.</li> <li>2. A project submittal is reviewed two (2) times and remains out of compliance with any applicable regulations.</li> <li>3. Revisions to an approved project require re-evaluation of the storm water calculations.</li> </ol>	
<b>Single Family Plan of Development (100-0013-40850)</b>	
	*** Annual Renewal Required***
Parcel with Resource Protection Area (requires full erosion & sediment control plan)	\$ 250
Parcel without Resource Protection Area (Agreement in Lieu of a Plan)	\$ 100
<b>Zoning Requests (100-0013-40850)</b>	
Zoning Map Amendment	\$1,000
Special Use Permit – Minor	\$ 400
Special Use Permit - Major	\$ 650
Variance & Buffer Exceptions	\$ 500
Zoning Appeal	\$ 500

**Northampton County  
Planning Commission  
2025-2027 Deadlines**

<u>Completed Application &amp; Fee Payment Date*</u>	<u>Submission Date to Post** (handled by Admin. Clerk)</u>	<u>Advertising Dates in Post (handled by Admin. Clerk)</u>	<u>Meeting Date 6:00PM</u>
<del>17 December 2024</del>	<del>31 December 2024</del>	<del>3 &amp; 10 January</del>	<del>21 January 2025</del>
<del>14 January 2025</del>	<del>28 January 2025</del>	<del>31 Jan &amp; 7 Feb</del>	<del>18 February 2025</del>
<del>11 February 2025</del>	<del>25 February 2025</del>	<del>28 Feb &amp; 7 Mar</del>	<del>18 March 2025</del>
<del>11 March 2025</del>	<del>25 March 2025</del>	<del>28 Mar &amp; 4 April</del>	<del>15 April 2025</del>
<del>15 April 2025</del>	<del>29 April 2025</del>	<del>2 May &amp; 9 May</del>	<del>20 May 2025</del>
<del>13 May 2025</del>	<del>27 May 2025</del>	<del>30 May &amp; 6 June</del>	<del>17 June 2025</del>
<del>10 June 2025</del>	<del>24 June 2025</del>	<del>27 Jun &amp; 4 July</del>	<del>15 July 2025</del>
<del>15 July 2025</del>	<del>29 July 2025</del>	<del>1 &amp; 8 August</del>	<del>19 August 2025</del>
<del>12 August 2025</del>	<del>26 August 2025</del>	<del>29 Aug &amp; 5 Sept</del>	<del>16 September 2025</del>
<del>16 September 2025</del>	<del>30 September 2025</del>	<del>3 &amp; 10 October</del>	<del>21 October 2025</del>
<del>14 October 2025</del>	<del>28 October 2025</del>	<del>31 Oct &amp; 7 Nov</del>	<del>18 November 2025</del>
<del>11 November 2025</del>	<del>25 November 2025</del>	<del>28 Nov &amp; 5 Dec</del>	<del>16 December 2025</del>
16 December 2025	30 December 2025	2 & 9 January	20 January 2026
13 January 2026	27 January 2026	30 Jan & 6 Feb	17 February 2026
10 February 2026	24 February 2026	27 Feb & 6 Mar	17 March 2026
17 March 2026	31 March 2026	3 & 10 April	21 April 2026
14 April 2026	28 April 2026	1 & 8 May	19 May 2026
12 May 2026	26 May 2026	29 May & 5 Jun	16 June 2026
16 June 2026	30 June 2026	3 & 10 July	21 July 2026
14 July 2026	28 July 2026	31 Jul & 7 Aug	18 August 2026
11 August 2026	25 August 2026	28 Aug & 4 Sept	15 September 2026
15 September 2026	29 September 2026	2 & 9 October	20 October 2026
13 October 2026	27 October 2026	30 Oct & 6 Nov	17 November 2026
10 November 2026	24 November 2026	27 Nov & 4 Dec	15 December 2026
15 December 2026	29 December 2026	1 & 8 January	19 January 2027
12 January 2027	26 January 2027	29 Jan & 5 Feb	16 February 2027
9 February 2027	23 February 2027	26 Feb & 5 Mar	16 March 2027
16 March 2027	30 March 2027	2 & 9 April	20 April 2027
13 April 2027	27 April 2027	30 Apr & 7 May	18 May 2027
11 May 2027	25 May 2027	28 May & 4 Jun	15 June 2027
15 June 2027	29 June 2027	2 & 9 July	20 July 2027
13 July 2027	27 July 2027	30 Jul & 6 Aug	17 August 2027
17 August 2027	31 August 2027	3 & 10 September	21 September 2027
14 September 2027	28 September 2027	1 & 8 October	19 October 2027
12 October 2027	26 October 2027	29 Oct & 5 Nov	16 November 2027
16 November 2027	30 November 2027	3 & 10 December	21 December 2027

**\*The date by which PP&E Department deems an application complete and fee(s) paid, in order to be assigned to the corresponding Meeting Date. Otherwise, the application will be assigned to a future meeting date once it is deemed complete and fee(s) paid.**

**Eastern Shore Public Library**  
**Profit & Loss**  
 February 2026

	Feb 26
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>40000 · INCOME</b>	
<b>42000 · Contributions</b>	
42030 · Contributions Unrestricted	160.00
42060 · Adopt-A-Book	67.35
<b>Total 42000 · Contributions</b>	227.35
<b>43000 · Reimbursements</b>	
43030 · Cape Charles	1,790.84
<b>Total 43000 · Reimbursements</b>	1,790.84
<b>44000 · Fines &amp; Fees</b>	
44010 · Fines	65.05
44020 · Photocopying	962.55
44030 · Fax	4.40
44040 · Inter Library Loan	36.00
44000 · Fines & Fees - Other	143.10
<b>Total 44000 · Fines &amp; Fees</b>	1,211.10
<b>Total 40000 · INCOME</b>	3,229.29
<b>Total Income</b>	3,229.29
<b>Gross Profit</b>	3,229.29
<b>Expense</b>	
<b>60000 · EXPENSES</b>	
<b>61000 · Operations</b>	
<b>61100 · Building</b>	
61102 · Building Maintenance, NFL	110.86
61104 · Building Maintenance - Parksley	5,701.99
<b>Total 61100 · Building</b>	5,812.85
<b>61200 · Utilities</b>	
61202.1 · Electricity - NFL	753.53
61202.2 · Electricity - Parksley	2,519.09
61204 · Water/Sewer - Parksley	152.61
<b>Total 61200 · Utilities</b>	3,425.23
61300 · Vehicle Operation	131.66
<b>61500 · Computer</b>	
61513 · Online Services	1,682.78
<b>Total 61500 · Computer</b>	1,682.78
<b>Total 61000 · Operations</b>	11,052.52
<b>62000 · Equipment</b>	
62200 · Equipment, State	727.71
62300 · Equipment Maintenance	

Eastern Shore Public Library  
**Profit & Loss**  
February 2026

	<u>Feb 26</u>
62310 · Contractual Services	1,931.12
Total 62300 · Equipment Maintenance	1,931.12
Total 62000 · Equipment	2,658.83
63000 · Programs	
63100 · Adult	57.52
63200 · Youth	-2,395.28
63300 · Outreach	35.75
Total 63000 · Programs	-2,302.01
64000 · Personnel	
64010 · Salaries - Director	9,072.50
64020 · Salaries - Other	42,249.76
64030 · Hourly Employees	15,613.77
64050 · Payroll Expenses	6,062.69
64070 · Retirement (VRS)	3,170.44
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	9,595.56
64086 · Insurance, Dental (Anthem)	165.22
Total 64080 · Insurance	9,760.78
Total 64000 · Personnel	85,929.94
65000 · Supplies	
65100 · Custodial	690.46
65200 · Office	1,091.40
65300 · Library	924.95
65400 · Youth Program Supplies	530.82
65500 · Archival Supplies	3,603.18
Total 65000 · Supplies	6,840.81
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	10,756.53
66315 · Electronic Resources, State Aid	1,184.48
66317 · AV, State Aid	964.11
66320 · Cape Charles Contract #15	335.57
Total 66310 · System Materials	13,240.69
66350 · Affiliates	
66351 · Books, Affiliates	3,984.03
Total 66350 · Affiliates	3,984.03
66900 · Restricted	3,059.69
Total 66000 · Materials	20,284.41
68000 · Miscellaneous	
68100 · Bank Fees	137.16

Eastern Shore Public Library  
**Profit & Loss**  
February 2026

	<u>Feb 26</u>
68500 · Marketing	270.00
Total 68000 · Miscellaneous	407.16
69000 · Professional Services	
69001 · Professional Services,Financial	2,100.00
69002 · Professional, Library Services	600.00
Total 69000 · Professional Services	2,700.00
Total 60000 · EXPENSES	127,571.66
Total Expense	127,571.66
Net Ordinary Income	-124,342.37
Other Income/Expense	
Other Income	
7010 · Interest Income	621.45
Total Other Income	621.45
Net Other Income	621.45
Net Income	<u><u>-123,720.92</u></u>

**Eastern Shore Public Library**  
**Profit & Loss Budget vs. Actual**

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · INCOME</b>				
41000 · Government Income				
41010 · Accomack County	625,263.75	833,685.00	-208,421.25	75.0%
41020 · Northampton County	265,320.00	333,760.00	-68,440.00	79.5%
41030 · State Aid	338,645.25	451,527.00	-112,881.75	75.0%
<b>Total 41000 · Government Income</b>	<b>1,229,229.00</b>	<b>1,618,972.00</b>	<b>-389,743.00</b>	<b>75.9%</b>
42000 · Contributions				
42010 · ESPL Friends	7,366.22	7,500.00	-133.78	98.2%
42020 · NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 · Contributions Unrestricted	1,409.84	1,000.00	409.84	141.0%
42040 · Contributions Restricted	534.95	5,500.00	-4,965.05	9.7%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	414.75	500.00	-85.25	83.0%
42070 · ESPL Foundation	11,960.04	20,000.00	-8,039.96	59.8%
<b>Total 42000 · Contributions</b>	<b>21,685.80</b>	<b>36,600.00</b>	<b>-14,914.20</b>	<b>59.3%</b>
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	7,398.17	14,000.00	-6,601.83	52.8%
<b>Total 43000 · Reimbursements</b>	<b>13,821.00</b>	<b>22,160.00</b>	<b>-8,339.00</b>	<b>62.4%</b>
44000 · Fines & Fees				
44010 · Fines	827.27	500.00	327.27	165.5%
44020 · Photocopying	7,961.75	9,000.00	-1,038.25	88.5%
44030 · Fax	9.10	10.00	-0.90	91.0%
44040 · Inter Library Loan	118.00	200.00	-82.00	59.0%
44000 · Fines & Fees - Other	353.83			
<b>Total 44000 · Fines &amp; Fees</b>	<b>9,269.95</b>	<b>9,710.00</b>	<b>-440.05</b>	<b>95.5%</b>
49000 · Miscellaneous Income	100.00			
<b>Total 40000 · INCOME</b>	<b>1,274,105.75</b>	<b>1,687,442.00</b>	<b>-413,336.25</b>	<b>75.5%</b>
47000 · NFL Reno	0.00	20,000.00	-20,000.00	0.0%
<b>Total Income</b>	<b>1,274,105.75</b>	<b>1,707,442.00</b>	<b>-433,336.25</b>	<b>74.6%</b>
<b>Gross Profit</b>	<b>1,274,105.75</b>	<b>1,707,442.00</b>	<b>-433,336.25</b>	<b>74.6%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	-44.77			
61102 · Building Maintenance, NFL	5,159.37	21,500.00	-16,340.63	24.0%
61104 · Building Maintenance - Parksley	52,197.42	71,000.00	-18,802.58	73.5%
61105 · Rent	1,600.00			
61106 · NFL Reno	153.70	20,000.00	-19,846.30	0.8%
<b>Total 61100 · Building</b>	<b>59,065.72</b>	<b>112,500.00</b>	<b>-53,434.28</b>	<b>52.5%</b>
61200 · Utilities				
61202.1 · Electricity - NFL	3,418.01	6,000.00	-2,581.99	57.0%
61202.2 · Electricity - Parksley	12,523.76	20,000.00	-7,476.24	62.6%
61203 · Telephone	180.06	4,000.00	-3,819.94	4.5%
61203.1 · Telephone - NFL	1,189.08	5,000.00	-3,810.92	23.8%
61204 · Water/Sewer - Parksley	1,272.07	2,500.00	-1,227.93	50.9%
<b>Total 61200 · Utilities</b>	<b>18,582.98</b>	<b>37,500.00</b>	<b>-18,917.02</b>	<b>49.6%</b>
61300 · Vehicle Operation	803.16	6,500.00	-5,696.84	12.4%
61400 · Insurance (VRSA)	0.00	18,000.00	-18,000.00	0.0%

**Eastern Shore Public Library  
Profit & Loss Budget vs. Actual**

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
<b>61500 · Computer</b>				
61510 · Computer Hardware	62.00	10,000.00	-9,938.00	0.6%
61511 · Computer Hardware, State	14,834.52	20,000.00	-5,165.48	74.2%
61513 · Online Services	16,245.52	58,500.00	-42,254.48	27.8%
61514 · Internet Services, State	2,509.58	3,600.00	-1,090.42	69.7%
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			
<b>Total 61500 · Computer</b>	<b>45,750.19</b>	<b>115,100.00</b>	<b>-69,349.81</b>	<b>39.7%</b>
<b>Total 61000 · Operations</b>	<b>124,202.05</b>	<b>289,600.00</b>	<b>-165,397.95</b>	<b>42.9%</b>
<b>62000 · Equipment</b>				
62100 · Equipment, General	1,577.07	10,000.00	-8,422.93	15.8%
62200 · Equipment, State	3,792.79	30,164.00	-26,371.21	12.6%
62300 · Equipment Maintenance				
62310 · Contractual Services	14,924.38	11,500.00	3,424.38	129.8%
<b>Total 62300 · Equipment Maintenance</b>	<b>14,924.38</b>	<b>11,500.00</b>	<b>3,424.38</b>	<b>129.8%</b>
<b>Total 62000 · Equipment</b>	<b>20,294.24</b>	<b>51,664.00</b>	<b>-31,369.76</b>	<b>39.3%</b>
<b>63000 · Programs</b>				
63100 · Adult	2,761.12	2,500.00	261.12	110.4%
63200 · Youth	371.72	6,500.00	-6,128.28	5.7%
63300 · Outreach	3,649.90	3,000.00	649.90	121.7%
63400 · Foundation Restricted Funds	500.00	5,000.00	-4,500.00	10.0%
63500 · Restricted Programs - Other	4,048.32	0.00	4,048.32	100.0%
63000 · Programs - Other	14.62			
<b>Total 63000 · Programs</b>	<b>11,345.68</b>	<b>17,000.00</b>	<b>-5,654.32</b>	<b>66.7%</b>
<b>64000 · Personnel</b>				
64010 · Salaries - Director	77,216.05	108,510.00	-31,293.95	71.2%
64020 · Salaries - Other	332,496.62	504,262.00	-171,765.38	65.9%
64030 · Hourly Employees	139,184.70	220,000.00	-80,815.30	63.3%
64050 · Payroll Expenses	49,297.33	74,000.00	-24,702.67	66.6%
64070 · Retirement (VRS)	23,966.99	36,900.00	-12,933.01	65.0%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.43			
64084 · Insurance, Gen, Liability (VRS)	-0.23			
64085 · Insurance, Medical (Anthem)	72,308.24	109,872.00	-37,563.76	65.8%
64086 · Insurance, Dental (Anthem)	1,242.31	1,792.00	-549.69	69.3%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 64080 · Insurance</b>	<b>73,549.89</b>	<b>111,664.00</b>	<b>-38,114.11</b>	<b>65.9%</b>
64090 · Liability Reserve	0.00	10,000.00	-10,000.00	0.0%
64100 · Staff & Volunteer Appreciation	4,437.97	6,260.00	-1,822.03	70.9%
<b>Total 64000 · Personnel</b>	<b>700,149.55</b>	<b>1,071,596.00</b>	<b>-371,446.45</b>	<b>65.3%</b>
<b>65000 · Supplies</b>				
65100 · Custodial	9,777.46	5,000.00	4,777.46	195.5%
65200 · Office	6,178.05	10,000.00	-3,821.95	61.8%
65300 · Library	10,748.35	40,000.00	-29,251.65	26.9%
65400 · Youth Program Supplies	4,435.25	5,500.00	-1,064.75	80.6%
65500 · Archival Supplies	4,526.12	5,000.00	-473.88	90.5%
<b>Total 65000 · Supplies</b>	<b>35,665.23</b>	<b>65,500.00</b>	<b>-29,834.77</b>	<b>54.5%</b>
<b>66000 · Materials</b>				
66310 · System Materials				
66311 · Books, State Aid	42,148.08	69,500.00	-27,351.92	60.6%
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	13,683.20	25,500.00	-11,816.80	53.7%
66317 · AV, State Aid	3,508.96	7,500.00	-3,991.04	46.8%
66320 · Cape Charles Contract #15	1,763.00	3,200.00	-1,437.00	55.1%
<b>Total 66310 · System Materials</b>	<b>62,021.16</b>	<b>109,700.00</b>	<b>-47,678.84</b>	<b>56.5%</b>
66350 · Affiliates				
66351 · Books, Affiliates	14,211.31	22,000.00	-7,788.69	64.6%
<b>Total 66350 · Affiliates</b>	<b>14,211.31</b>	<b>22,000.00</b>	<b>-7,788.69</b>	<b>64.6%</b>

**Eastern Shore Public Library**  
**Profit & Loss Budget vs. Actual**

Accrual Basis

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
66900 · Restricted	12,015.04	12,500.00	-484.96	96.1%
<b>Total 66000 · Materials</b>	<b>88,247.51</b>	<b>144,200.00</b>	<b>-55,952.49</b>	<b>61.2%</b>
<b>67000 · Other</b>				
67100 · Postage	978.68	2,000.00	-1,021.32	48.9%
67200 · Travel & Meals	5,612.80	8,000.00	-2,387.20	70.2%
67210 · Travel - State Aid	1,161.57			
67300 · Dues	3,585.18	3,482.00	103.18	103.0%
67000 · Other - Other	156.37			
<b>Total 67000 · Other</b>	<b>11,494.60</b>	<b>13,482.00</b>	<b>-1,987.40</b>	<b>85.3%</b>
<b>68000 · Miscellaneous</b>				
68100 · Bank Fees	1,042.51	3,500.00	-2,457.49	29.8%
68300 · Refunds	18.99			
68500 · Marketing	2,993.50	10,000.00	-7,006.50	29.9%
68600 · Continuing Education	712.00	6,500.00	-5,788.00	11.0%
68700 · Tangier	0.00	2,500.00	-2,500.00	0.0%
68000 · Miscellaneous - Other	200.00			
<b>Total 68000 · Miscellaneous</b>	<b>4,967.00</b>	<b>22,500.00</b>	<b>-17,533.00</b>	<b>22.1%</b>
<b>69000 · Professional Services</b>				
69001 · Professional Services, Financial	13,300.00	20,000.00	-6,700.00	66.5%
69002 · Professional, Library Services	6,000.00	200.00	5,800.00	3,000.0%
69003 · Erate Consultant	2,711.37	4,000.00	-1,288.63	67.8%
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%
<b>Total 69000 · Professional Services</b>	<b>28,072.37</b>	<b>31,900.00</b>	<b>-3,827.63</b>	<b>88.0%</b>
<b>Total 60000 · EXPENSES</b>	<b>1,024,438.23</b>	<b>1,707,442.00</b>	<b>-683,003.77</b>	<b>60.0%</b>
<b>Total Expense</b>	<b>1,024,438.23</b>	<b>1,707,442.00</b>	<b>-683,003.77</b>	<b>60.0%</b>
<b>Net Ordinary Income</b>	<b>249,667.52</b>	<b>0.00</b>	<b>249,667.52</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7010 · Interest Income	3,318.05			
<b>Total Other Income</b>	<b>3,318.05</b>			
<b>Other Expense</b>				
8020 · Miscellaneous	118.87			
<b>Total Other Expense</b>	<b>118.87</b>			
<b>Net Other Income</b>	<b>3,199.18</b>			
<b>Net Income</b>	<b>252,866.70</b>	<b>0.00</b>	<b>252,866.70</b>	<b>100.0%</b>

Eastern Shore Public Library  
**Balance Sheet**  
As of February 28, 2026

	<u>Feb 28, 26</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LGIP - Investment Account #1155	213,827.98
<b>Petty Cash</b>	
Main	234.82
NFL	76.87
<b>Total Petty Cash</b>	311.69
<b>1035 · Truist - Operating #2396</b>	
Liability Reserve	41,924.64
NFL Reno	10,000.00
<b>1035 · Truist - Operating #2396 - Other</b>	478,757.22
<b>Total 1035 · Truist - Operating #2396</b>	530,681.86
<b>Total Checking/Savings</b>	744,821.53
<b>Other Current Assets</b>	
1300 · Prepaid Expenses	28,193.00
<b>Total Other Current Assets</b>	28,193.00
<b>Total Current Assets</b>	773,014.53
<b>Fixed Assets</b>	
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	-719,987.32
<b>Total Fixed Assets</b>	971,117.12
<b>Other Assets</b>	
1600 · Deferred Outflows	62,735.00
<b>Total Other Assets</b>	62,735.00
<b>TOTAL ASSETS</b>	<b>1,806,866.65</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	5,500.00
<b>Total Accounts Payable</b>	5,500.00
<b>Credit Cards</b>	
Atlantic Union Credit Card	-6,700.16
<b>Total Credit Cards</b>	-6,700.16
<b>Other Current Liabilities</b>	

Eastern Shore Public Library  
**Balance Sheet**  
As of February 28, 2026

	<u>Feb 28, 26</u>
2100 · Payroll Liabilities	6,764.89
2210 · Federal Withholding Taxes	2,119.00
2220 · State Withholding Taxes	2,287.00
2240 · FICA	4,829.38
2250 · Treasurer of Virginia-VSRS	383.70
2280 · State Unemployment Tax	-26.27
2290 · Anthem, Medical	80.69
2300 · Anthem, Dental	4.01
2320 · Flexible Spending Plan	-241.60
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
	<hr/>
Total Other Current Liabilities	182,726.40
	<hr/>
Total Current Liabilities	181,526.24
	<hr/>
Total Liabilities	181,526.24
	<hr/>
Equity	
1110 · Retained Earnings	886,906.39
3000 · Opening Bal Equity	485,567.32
Net Income	252,866.70
	<hr/>
Total Equity	1,625,340.41
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,806,866.65</u></b>

Department of the Treasury  
Attn: LGIP  
P. O. Box 1879  
Richmond, VA 23218-1879

Group 1494

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

• 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 Investor Statement 02/01/2026 - 02/28/2026

Portfolio Summary as of 02/28/2026

Current Month

Account Name: COUNTY OF ACCOMACK  
 Group Number: 1494

Beginning Value	\$213,206.53
Contributions	\$0.00
Dividend Reinvestment	\$621.45
Withdrawals	\$0.00
Market Impact	\$0.00
Ending Value	<u>\$213,827.98</u>

Portfolio Summary

Account Number	Account Description	Fund Name	Shares	Share Price	Market Value 02/28/2026	% of Holdings
3601155	Eastern Shore Public Library	COMMONWEALTH OF VIRGINIA - LGIP	213,827.980	1.00	213,827.98	100.00%

Account Transactions

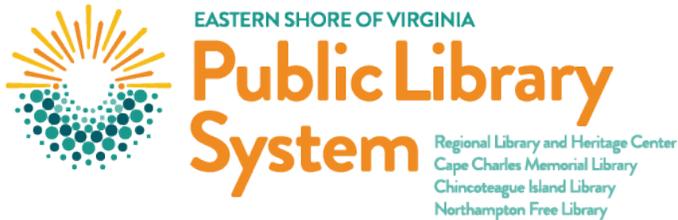
Account Number	Account Description	Date	Description	Amount	Share Price	Share Transactions	Total Shares
3601155	Eastern Shore Public Library		COMMONWEALTH OF VIRGINIA - LGIP				
			Beginning Market	\$213,206.53	1.00		213,206.530
		02/27/2026	Dividend Reinvested	\$621.45	1.00	621.450	213,827.980
			Ending Market	\$213,827.98	1.00		213,827.980
		02/28/2026	Average Monthly Yield	3.800%	Yields are calculated on a net-of-fees basis		
		02/28/2026	Effective Monthly Yield	3.867%	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	\$621.45	\$621.45	\$3,318.05

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



## Report to the Accomack County Board of Supervisors – March 2026

Thank you for allowing me to present the FY2027 ESPL budget request to you last month. The library provides extensive services to the community, and we couldn't do it without our amazing staff and, of course, your support.

Here are a few new initiatives we can look forward to this spring and coming fiscal year:

- The Makerspace is now open for business and patrons can use our 3D printer, art tablet, crafting cutter, sewing, and button press. We already have some class trips scheduled so school kids can come to learn and create.
- Launching on March 14, patrons will be able to borrow STEM Kits from all four libraries. These kits will allow parents and children to learn and engage with science, technology, engineering, and math topics through creative, interactive, take-home activities for kids of all ages.
- Coming later this Spring, ESPL will be launching a Library of Things where patrons can borrow an array of items not traditionally available in libraries. This will allow people to borrow one-time needs such as a torque wrench or bore scope, and/or to try out a new hobby without having to commit to purchasing equipment such as a telescope or metal detector. Thank you to Agnes Hancock for supporting this initiative.

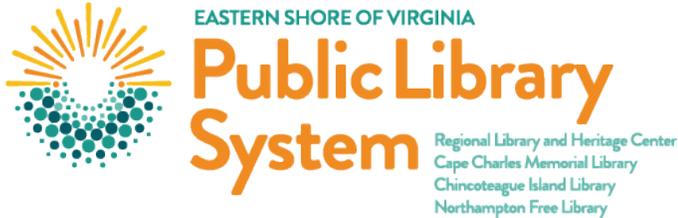
We look forward to introducing our patrons to new services and for these services to attract new patrons.

Thank you for your continued support of the Eastern Shore Public Library System.

Respectfully submitted,

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

Christopher P. Pote  
*System Director*



## Report to the Northampton County Board of Supervisors – March 2026

Thank you for allowing me to present the FY2027 ESPL budget request to you last month. The library provides extensive services to the community, and we couldn't do it without our amazing staff and, of course, your support.

Here are a few new initiatives we can look forward to this spring and coming fiscal year:

- The Makerspace is now open for business and patrons can use our 3D printer, art tablet, crafting cutter, sewing, and button press. We already have some class trips scheduled so school kids can come to learn and create.
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- Coming later this Spring, ESPL will be launching a Library of Things where patrons can borrow an array of items not traditionally available in libraries. This will allow people to borrow one-time needs such as a torque wrench or bore scope, and/or to try out a new hobby without having to commit to purchasing equipment such as a telescope or metal detector. Thank you to Agnes Hancock for supporting this initiative.

We look forward to introducing our patrons to new services and for these services to attract new patrons.

Thank you for your continued support of the Eastern Shore Public Library System.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote", with a long horizontal flourish extending to the right.

Christopher P. Pote  
*System Director*