



# MINUTES

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

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4.14.26 | TIME 5PM | Chincoteague Island Library  
Chincoteague, VA

*Meeting called to order by Janet Justis*

### ATTENDANCE

***Present:***

Grayson Chesser, Dennis Custis, Joyce Holland, Janet Justis, M.K. Miles (*Zoom*), Christopher Pote (*Non-Voting*), David Poyer, Frank Russell, Maureen Teague (*Zoom*)

***Absent:***

James Lilliston (*Non-Voting*), Carl Rose-Jensen

***In Attendance:***

Jamie Johnson

### CALL TO ORDER

The meeting was called to order by Janet Justis at 5:04pm. A quorum was present.

### APPROVAL OF CONSENT AGENDA

Joyce Holland moved to accept the consent agenda, Frank Russell seconded. Motion carries.

### PUBLIC COMMENTS

No public comments.

### APPROVAL OF MINUTES [March 10, 2026]

Dennis Custis moved that the 3.10.26 meeting minutes be approved. Joyce Holland seconded. Motion passed unanimously.

## OLD BUSINESS

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

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The building parking lot is much better during the day, but there are still issues in the evenings. Use of parking lot by neighboring businesses' patrons continues, especially in the evenings, and then after the library is closed. On one recent occasion Director Pote witnessed bar patrons smoking cigarettes, vaping, and drinking beers in the ESRL & HC parking lot in broad daylight, during library open hours, and during lecture hall programming. The concern is that library patrons are largely children and families and should not be subjected to this at the local public library. This also brings needless liability onto Accomack County property.

F. Russell requested that Dir. Pote speak with the owner of the bar, again. Discussion ensued.

D. Custis reiterated to Dir. Pote the Board's support for his efforts in attempting to mitigate the parking concerns.

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### Northampton County Re-zoning Application (C. Pote)

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- Christopher Pote is working on the *Resolution to Support Rezoning and/or Special Use Permit of Property Owned by the Eastern Shore Public Library (ESPL)* application for the NFL expansion project.

## FINANCIAL REPORT [C. Pote]

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

- 4<sup>th</sup> quarter disbursement has been received from Accomack County
- Still waiting on the final disbursements from both Northampton County and the state
- Accomack County approved their FY27 budget
  - The only increase in operating budget supported and approved by the county is for a 2% COLA for all staff (which parallels the County and State employees)

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

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### Eastern Shore Regional Library & Heritage Center

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- Parking concerns (addressed above)

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### Northampton Free Library

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- Dave will provide an update to the NFL Renovation Progress

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### Email Accounts for Trustees

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- Email accounts have been procured, and instructions have been sent to all Trustees

- If you need assistance setting it up, linking it to existing accounts etc. the library IT contractor can provide assistance—contact Jamie Johnson to schedule

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## Healing Reads

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- Over half the materials that were placed on the Healing Reads shelf in the vestibule of ESRL & HC at the beginning of March have been borrowed.

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## COMMITTEE REPORTS

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### Finance Committee (G. Chesser)

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No report.

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### Personnel Committee (Miles)

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At the May meeting, M.K. Miles will distribute paper copies of the Director evaluation in sealed envelopes to the Trustees. M.K. will pick them up once completed to have them ready for the June meeting.

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### Trustee Training Committee Report (Holland)

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Janet Justis shared a few reminders:

- to connect with your County Supervisors and thank them for their work on the budgets and check in with them
- Take a few minutes to review the new procedures for completing the director's evaluation

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### Facilities Committee Report (Poyer)

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David Poyer shared updates on the NFL renovation from the committee:

- They met with the architect on March 27, 2026 to review four main project layout options
- They should receive drawings soon that can be shared for everyone to review

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## 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.

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### Chincoteague Island Library

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Included in the written Library Director's System Report.

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## Northampton Free Library

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Included in the written Library Director's System Report.

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

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No report this month.

## ESPL FOUNDATION [Poyer]

David Poyer shared that the Foundation did not hold a meeting last month, but they will be meeting on Thursday.

## NEW BUSINESS

### FY 26 Budget Revisions

Christopher Pote shared and explained the categories in the budget that are overspent or underspent for where the total budget is at this point in the fiscal year.

- The total bottom line is 68% spent at the 75% mark so the budget overall is in excellent shape
- Several changes in the budget came from correcting mislabeled budget codes

## ADDITIONAL COMMENTS

- Frank Russell shared that there are 5 town events coming up in Parksley in April and May. The town is also having a Memorial Day event
- Christopher Pote told everyone that Summer Fest will be held at the library in Parksley on June 13, 2026.

## NEXT MEETING

Tuesday, May 12, 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 passed unanimously.

The meeting adjourned at 5:54 by Janet Justis.

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

July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · INCOME</b>				
<b>41000 · Government Income</b>				
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>
<b>42000 · Contributions</b>				
42010 · ESPL Friends	8,617.63	7,500.00	1,117.63	114.9%
42020 · NFL Friends	0.00	2,000.00	-2,000.00	0.0%
42030 · Contributions Unrestricted	1,634.84	1,000.00	634.84	163.5%
42040 · Contributions Restricted	534.95	5,500.00	-4,965.05	9.7%
42050 · Legacies & Bequests	219.10	100.00	119.10	219.1%
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>23,381.31</b>	<b>36,600.00</b>	<b>-13,218.69</b>	<b>63.9%</b>
<b>43000 · Reimbursements</b>				
43010 · NFL Book Endowment	6,160.00	6,160.00	0.00	100.0%
43020 · Island	1,042.43	2,000.00	-957.57	52.1%
43030 · Cape Charles	8,551.03	14,000.00	-5,448.97	61.1%
43000 · Reimbursements - Other	8,451.58			
<b>Total 43000 · Reimbursements</b>	<b>24,205.04</b>	<b>22,160.00</b>	<b>2,045.04</b>	<b>109.2%</b>
<b>44000 · Fines &amp; Fees</b>				
44010 · Fines	812.27	500.00	312.27	162.5%
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>9,254.95</b>	<b>9,710.00</b>	<b>-455.05</b>	<b>95.3%</b>
<b>49000 · Miscellaneous Income</b>				
	100.00			
<b>Total 40000 · INCOME</b>	<b>1,286,170.30</b>	<b>1,687,442.00</b>	<b>-401,271.70</b>	<b>76.2%</b>
4250 · Grants, Other	500.00			
47000 · NFL Reno	0.00	20,000.00	-20,000.00	0.0%
<b>Total Income</b>	<b>1,286,670.30</b>	<b>1,707,442.00</b>	<b>-420,771.70</b>	<b>75.4%</b>
<b>Gross Profit</b>	<b>1,286,670.30</b>	<b>1,707,442.00</b>	<b>-420,771.70</b>	<b>75.4%</b>
<b>Expense</b>				
<b>60000 · EXPENSES</b>				
<b>61000 · Operations</b>				
<b>61100 · Building</b>				
61101 · Building Maintenance	-44.77			
61102 · Building Maintenance, NFL	8,202.30	21,500.00	-13,297.70	38.2%
61104 · Building Maintenance - Parksley	62,930.26	71,000.00	-8,069.74	88.6%
61105 · Rent	1,600.00			
61106 · NFL Reno	153.70	20,000.00	-19,846.30	0.8%
<b>Total 61100 · Building</b>	<b>72,841.49</b>	<b>112,500.00</b>	<b>-39,658.51</b>	<b>64.7%</b>
<b>61200 · Utilities</b>				
61202.1 · Electricity - NFL	4,084.24	6,000.00	-1,915.76	68.1%
61202.2 · Electricity - Parksley	15,720.21	20,000.00	-4,279.79	78.6%
61203 · Telephone	210.07	4,000.00	-3,789.93	5.3%
61203.1 · Telephone - NFL	1,189.08	5,000.00	-3,810.92	23.8%
61204 · Water/Sewer - Parksley	1,445.98	2,500.00	-1,054.02	57.8%
<b>Total 61200 · Utilities</b>	<b>22,649.58</b>	<b>37,500.00</b>	<b>-14,850.42</b>	<b>60.4%</b>
<b>61300 · Vehicle Operation</b>				
	894.88	6,500.00	-5,605.12	13.8%
<b>61400 · Insurance (VRSA)</b>				
	0.00	18,000.00	-18,000.00	0.0%
<b>61500 · Computer</b>				
61510 · Computer Hardware	62.00	10,000.00	-9,938.00	0.6%
61511 · Computer Hardware, State	16,947.76	20,000.00	-3,052.24	84.7%
61513 · Online Services	19,240.52	58,500.00	-39,259.48	32.9%
61514 · Internet Services, State	2,773.68	3,600.00	-826.32	77.0%
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%

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

July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
61518 · Technology	4,173.40			
Total 61500 · Computer	51,122.53	115,100.00	-63,977.47	44.4%
Total 61000 · Operations	147,508.48	289,600.00	-142,091.52	50.9%
62000 · Equipment				
62100 · Equipment, General	1,577.07	10,000.00	-8,422.93	15.8%
62200 · Equipment, State	3,958.51	30,164.00	-26,205.49	13.1%
62300 · Equipment Maintenance				
62310 · Contractual Services	17,401.14	11,500.00	5,901.14	151.3%
Total 62300 · Equipment Maintenance	17,401.14	11,500.00	5,901.14	151.3%
Total 62000 · Equipment	22,936.72	51,664.00	-28,727.28	44.4%
63000 · Programs				
63100 · Adult	3,195.08	2,500.00	695.08	127.8%
63200 · Youth	1,443.31	6,500.00	-5,056.69	22.2%
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			
Total 63000 · Programs	12,851.23	17,000.00	-4,148.77	75.6%
64000 · Personnel				
64010 · Salaries - Director	86,288.55	108,510.00	-22,221.45	79.5%
64020 · Salaries - Other	374,746.38	504,262.00	-129,515.62	74.3%
64030 · Hourly Employees	153,458.63	220,000.00	-66,541.37	69.8%
64050 · Payroll Expenses	55,237.88	74,000.00	-18,762.12	74.6%
64070 · Retirement (VRS)	27,137.41	36,900.00	-9,762.59	73.5%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.53			
64084 · Insurance, Gen, Liability (VRS)	-0.29			
64085 · Insurance, Medical (Anthem)	81,903.80	109,872.00	-27,968.20	74.5%
64086 · Insurance, Dental (Anthem)	1,407.53	1,792.00	-384.47	78.5%
64080 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 64080 · Insurance	83,310.51	111,664.00	-28,353.49	74.6%
64090 · Liability Reserve	7,499.97	10,000.00	-2,500.03	75.0%
64100 · Staff & Volunteer Appreciation	4,574.81	6,260.00	-1,685.19	73.1%
<b>Total 64000 · Personnel</b>	<b>792,254.14</b>	<b>1,071,596.00</b>	<b>-279,341.86</b>	<b>73.9%</b>
65000 · Supplies				
65100 · Custodial	10,626.11	5,000.00	5,626.11	212.5%
65200 · Office	6,781.56	10,000.00	-3,218.44	67.8%
65300 · Library	10,976.52	40,000.00	-29,023.48	27.4%
65400 · Youth Program Supplies	5,400.34	5,500.00	-99.66	98.2%
65500 · Archival Supplies	5,201.42	5,000.00	201.42	104.0%
Total 65000 · Supplies	38,985.95	65,500.00	-26,514.05	59.5%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	48,419.97	69,500.00	-21,080.03	69.7%
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	13,697.96	25,500.00	-11,802.04	53.7%
66317 · AV, State Aid	3,508.96	7,500.00	-3,991.04	46.8%
66320 · Cape Charles Contract #15	2,114.37	3,200.00	-1,085.63	66.1%
Total 66310 · System Materials	68,659.18	109,700.00	-41,040.82	62.6%
66350 · Affiliates				
66351 · Books, Affiliates	16,315.25	22,000.00	-5,684.75	74.2%
Total 66350 · Affiliates	16,315.25	22,000.00	-5,684.75	74.2%
66900 · Restricted	18,920.16	12,500.00	6,420.16	151.4%
Total 66000 · Materials	103,894.59	144,200.00	-40,305.41	72.0%
67000 · Other				
67100 · Postage	1,257.13	2,000.00	-742.87	62.9%
67200 · Travel & Meals	6,047.33	8,000.00	-1,952.67	75.6%
67210 · Travel - State Aid	1,161.57			
67300 · Dues	3,917.18	3,482.00	435.18	112.5%
67000 · Other - Other	203.52			

1:44 PM

04/03/26

Accrual Basis

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

July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
Total 67000 · Other	12,586.73	13,482.00	-895.27	93.4%
68000 · Miscellaneous				
68100 · Bank Fees	1,159.03	3,500.00	-2,340.97	33.1%
68300 · Refunds	18.99			
68500 · Marketing	3,013.23	10,000.00	-6,986.77	30.1%
68600 · Continuing Education	856.00	6,500.00	-5,644.00	13.2%
68700 · Tangier	0.00	2,500.00	-2,500.00	0.0%
68000 · Miscellaneous - Other	200.00			
Total 68000 · Miscellaneous	5,247.25	22,500.00	-17,252.75	23.3%
69000 · Professional Services				
69001 · Professional Services, Financial	14,900.00	20,000.00	-5,100.00	74.5%
69002 · Professional, Library Services	6,600.00	200.00	6,400.00	3,300.0%
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%
Total 69000 · Professional Services	30,272.37	31,900.00	-1,627.63	94.9%
Total 60000 · EXPENSES	1,166,537.46	1,707,442.00	-540,904.54	68.3%
Total Expense	1,166,537.46	1,707,442.00	-540,904.54	68.3%
Net Ordinary Income	120,132.84	0.00	120,132.84	100.0%
Other Income/Expense				
Other Income				
7010 · Interest Income	4,003.22			
Total Other Income	4,003.22			
Other Expense				
8020 · Miscellaneous	142.58			
Total Other Expense	142.58			
Net Other Income	3,860.64			
Net Income	123,993.48	0.00	123,993.48	100.0%