



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

July 14, 2026 | 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 (*Chair*), M.K. Miles, Christopher Pote (*non-voting*), David Poyer, Carl Rose-Jensen, Maureen Teague

Absent:

James Lilliston (*non-voting*), Frank Russell

In Attendance:

Kate Baird, Tiffany Flores, Jamie Johnson, Charle Ricci

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, Maureen Teague seconded. Motion carried unanimously.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES [6.9.26]

Carl Rose-Jensen moved that the June 9, 2026, meeting minutes be approved. Joyce Holland seconded. Motion carried unanimously.

OLD BUSINESS

No Topics

No Report.

FINANCIAL REPORT [C. Pote]

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

- FY26 has ended. There are still some lingering invoices and reimbursements. Financially ESPL ended the year where it needed to be.
- The FY27 budget is in your packet and will be discussed under new business

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Parksley

- Summer Fest was a great success
 - The door count was about 900 people, but some of that is accounted for by staff coming and going, but exceeded the 200-300 participants in years past
 - The success of the event has given staff confidence in holding it at the Regional Library in Parksley, and can make it bigger and better next year
- The Miles Files and the Heritage Center were featured in the Eastern Shore Post
- The new outreach van is being prepared, and hopefully it will arrive by the Be Well Block Party taking place in the town of Parksley on Aug 1st
- Access Control
 - Preliminary work has been completed
 - No timeline at this point for the installation

Northampton Free Library

- Renovation
 - The civil and mechanical reports are in; there were no surprises
 - HVAC should be fully replaced for the renovation
 - Sewage system will need to be augmented
 - Takeaway: everything seems to currently be in good working order, but is 20 years old
 - A few typos and clarifications were identified in the preliminary reports that need to be addressed
 - Otherwise, the architect has completed the floor plan, one exterior rendering, and is now focusing on the two interior renderings, and then sending off to the cost estimator; a final packet should be received in about a month.

COMMITTEE REPORTS

Finance Committee (G. Chesser)

No report.

Christopher Pote and Grayson Chesser will be in contact with County Administrators to reconvene the Finance Committee.

Personnel Committee (Miles)

No report.

Trustee Training Committee Report (Holland)

Joyce Holland shared that the committee will plan training to cover the Trustees role in the upcoming strategic planning process to cover the Trustees role and to go over how the process should work.

Facilities Committee Report (Poyer)

David Poyer sought clarification about the status of Cape Charles Memorial Library's lease with the Town of Cape Charles; C. Pote was unable to answer as it's not his purview.

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]

No Report- David Poyer was out of town and missed the last meeting.

NEW BUSINESS

FY27 Operating Budget

The proposed FY27 budget was submitted to Northampton and Accomack Counties which included 2% COLA for all staff as well as an increase to cover increases in operating expenses. Accomack approved the 2% and nothing else. Northampton was informed of Accomack's approval and ESPL provided a modified budget reflecting the 25/75 partnership. Subsequent to Accomack's budget approval and on the same day as Northampton's, Commonwealth Legislature approved a 3.5% COLA, when a 2% was anticipated. There will also be another 3.5% COLA next year that will need to be covered.

In order to stay in line with state requirements, all current staff received the full 3.5% COLA for FY27, and that is reflected in the draft budget.

This unanticipated mandated increase has greatly affected the budgets for Accomack, Northampton, and ESPL.

There is a possibility that Northampton County could reduce our allotment for FY27; they are meeting tonight to work on the budget.

The health insurance went up 20% this year and those costs were absorbed by the FY27 budget.

In light of all this, a balanced budget is before the Board.

Joyce Holland moved to approve the draft FY27 budget. Dennis Custis seconded. Motion carried unanimously.

Trustees Roster

Updated roster was presented to the Board for review.

2028-2033 Strategic Plan ad hoc Committee

Janet Justis shared that Maureen Teague was interested in serving on the committee. All Board members will be participating in the strategic planning process in various ways. The training that the Trustee Training Committee is working on will help address the Trustees' roles in the strategic planning process.

Janet Justis and Maureen Teague agreed to serve on the Strategic Plan ad hoc Committee.

ADDITIONAL COMMENTS

Parking Concerns at ESRL & HC:

Joyce Holland inquired about the status of the parking lot. Discussion ensued.

NEXT MEETING

Tuesday, August 11, 2026 at 1PM | Facility: Eastern Shore Regional Library & Heritage Center, 24313 Bennett Street, Parksley, VA 23412

ADJOURNMENT

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

The meeting adjourned at 1:53pm by Janet Justis.

July 2026

Column Reference Number	FY 2025-2026			
	Unrestricted	State Aid	Restricted	Subtotal
	1	2	3	6
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	848,435			848,435
41020 · Northampton County	282,812			282,812
41030 · State Aid		472,101		472,101
41040 · Grants		0		0
Total 41000 · Government Income	1,131,247	472,101	0	1,603,348
42000 · Contributions				
42010 · ESPL Friends			7,500	7,500
42020 · NFL Friends			2,000	2,000
42030 · Contributions Unrestricted	7,500			7,500
42040 · Contributions Restricted			5,500	5,500
42050 · Legacies & Bequests			100	100
42060 · Adopt-a-Book			500	500
42070 · ESPL Foundation			30,000	30,000
Total 42000 · Contributions	7,500	0	45,600	53,100
43000 · Reimbursements				0
43010 · NFL Book Endowment			6,160	6,160
43020 · Island			2,000	2,000
43030 · Cape Charles			14,000	14,000
Total 43000 · Reimbursements	0	0	22,160	22,160
44000 · Fines & Fees				0
44010 · Fines	750			750
44020 · Photocopying	10,000			10,000
44030 · Fax	10			10
44040 · Interlibrary Loan	100			100
44000 · Fines & Fees - Other	400			400
Total 44000 · Fines & Fees	11,260	0	0	11,260

July 2026

45000 · Endowments				0
45090 · Miscellaneous Endowments			0	0
Edmonds Endowment				0
Mariner Endowment				0
Milner Endowment				0
45090 · Miscellaneous Endowments			0	0
Total 45000 · Endowments	0	0	0	0
46000 - Private Grants				0
47000 · NFL Renovation			0	0
49000 · Miscellaneous Income				0
49000 · Miscellaneous Income - Other				0
Total 49000 · Miscellaneous Income	0	0	0	0
Total 40000 · INCOME	1,150,007	472,101	67,760	1,689,868
Total Income	1,150,007	472,101	67,760	1,689,868
Expense				
60000 · EXPENSES				0
61000 · Operations				0
61100 · Building				0
61102 · Building Maintenance, NFL	6,000			6,000
61104 · Building Maintenance, Parksley	55,386		12,240	67,626
61106 · Renovation, NFL			0	0
Total 61100 · Building	61,386	0	12,240	73,626
61200 · Utilities				0
61202.1 · Electricity - NFL	6,000			6,000
61202.2 · Electricity - Parksley	18,000			18,000
61203 · Telephone	4,700			4,700
61204 · Water/Sewer - Parksley	2,000			2,000
Total 61200 · Utilities	30,700	0	0	30,700
Total 61300 · Vehicle Operation	1,500		0	1,500
61400 · Insurance				0
61400 · Insurance (VRSA)	19,000			19,000
Total 61400 · Insurance	19,000	0	0	19,000

July 2026

61500 · Computer				0
61511 · Computer Hardware - State Aid		20,000		20,000
61513 · Online Services,	0	50,000		50,000
61514 · Internet Services, State		3,200		3,200
61515 · Computer Software	0			0
61516 · Computer Software, State Aid	0	6,500		6,500
61517 · Computer Maintenance	0	20,000		20,000
61518 · Technology				0
Total 61500 · Computer	0	99,700	0	99,700
Total 61000 · Operations	112,586	99,700	12,240	224,526
62000 · Equipment				0
62100 · Equipment, General		0		5,520
62200 · Equipment, State	0	47,500		47,500
62300 · Equipment Maintenance				0
62310 · Contractual Services		10,000		10,000
Total 62000 · Equipment	0	57,500	0	57,500
63000 · Programs				0
63100 · Adult		3,800		3,800
63200 · Youth		6,500	0	6,500
63300 · Outreach		4,000		4,000
63400 · Foundation Restricted Funds			5,000	5,000
63000 · Programs - Other			0	0
Total 63000 · Programs	0	14,300	5,000	19,300
64000 · Personnel				0
64010 · Salaries - Director		111,935		111,935
64020 · Salaries - Other	514,421	6,090	5,520	526,031
64030 · Hourly Employees	212,000			212,000
64050 · Payroll Expenses (8.9%)	76,500			76,500
64070 · Retirement	40,000			40,000
64080 · Insurance				0

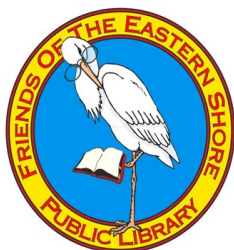
July 2026

64085 · Insurance, Medical	132,000			132,000
64086 · Insurance, Dental	2,100			2,100
64090 · Liability Reserve	10,000			10,000
64100 - Staff and Volunteer Appreciation			7,000	7,000
Total 64000 · Personnel	987,021	118,025	12,520	1,117,566
				0
65000 · Supplies				0
65100 · Custodial	5,000			5,000
65200 · Office		15,000		15,000
65300 · Library Supplies	0	25,000		25,000
65400 · Program Supplies	0	5,000	2,500	7,500
65500 · Archival Supplies	0	8,000		8,000
65000 · Supplies - Other				
Total 65000 · Supplies	5,000	53,000		58,000
				0
66000 · Materials				0
				0
66310 · System Materials				0
66311 · Books, State Aid		74,000		74,000
66312 · Periodicals, State Aid		3,500		3,500
66313 · Continuations, State Aid		500		500
66315 - Electronic Resources, State Aid		33,376		33,376
66317 · AV, State Aid		7,500		7,500
66320 · Cape Charles Contract #15		3,200		3,200
Total 66310 · System Materials	0	122,076		122,076
66350 · Affiliates				0
66351 · Books, Affiliates			22,000	22,000
Total 66350 · Affiliates			22,000	22,000
66900 · Restricted			7,500	7,500
Other			5,000	5,000
Total 66000 · Materials	0	122,076	34,500	156,576
				0
67000 · Other				0
67100 · Postage	2,000			2,000

July 2026

67200 · Travel & Meals	5,000	0		5,000
67210 · Travel - State Aid		5,000		
67300 · Dues	4,000	0		4,000
67000 · Other - Other				0
Total 67000 · Other	11,000	5,000	0	16,000
				0
68000 · Miscellaneous				0
68100 · Bank Fees	3,500			3,500
68500 · Marketing			2,500	2,500
68600 · Continuing Education		2,500		2,500
68700 · Tangier		0	1,000	1,000
Total 68000 · Miscellaneous	3,500	2,500	3,500	9,500
69000 · Professional Services				0
69001 · Professional Services, Financial	19,200			19,200
69002 · Professional, Library Services		0		0
69003 · Erate Consultant	4,000			4,000
69004 · Auditor	7,200			7,200
69000 · Professional Services - Other	500			500
Total 69000 · Professional Services	30,900	0	0	30,900
Total Expense	1,150,007	472,101	67,760	1,689,868
Net Ordinary Income	0	0	0	0
Other Expense				
8010 · Reserve				
8020 · Miscellaneous				
Restricted carryover				
Carryover (prior year)	0			0
Balance				0
	State aid (see 41030)			

	How State Aid Allocated:	FY27
	Books & Materials	
	Salaries	
	Internet Access	
	Equipment	
	Furniture	
	Supplies	
	Other	
	Contractual Services	
	Fellowship	
	Total = \$451,527	0.00



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

July 2026

To: Board of Trustees

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

Greetings from The Friends.

The *Friends* will be holding their Annual Meeting on Wednesday, 22 July 2026 at 10:15am in the Lecture Hall at the Eastern Shore of Virginia Regional Library and Heritage Center. It is an open meeting and all are welcome!

Our agenda will include elections for the offices of Secretary (Sharyn McQuaid) and Treasurer (Dan Sossaman). Kate Baird will remain as President, entering her final year in office and Maureen Teague was appointed to fill the vacant Vice President position for one year.

We will also be voting on our 2026-2027 budget. Our budget contains continued support for library programming and the purchase of a wide variety of materials for the library including but not limited to books, manipulatives and online resources such as Kanopy and Shelf. We are also proud to continue support of the Healing Reads collection which has proven to be a valuable resource to the community. Throughout the year we will remain in conversation with Director Christopher Pote and Collections Management and Acquisitions Librarian Charle Ricci and Programs and Outreach Librarian Tiffany Flores for additional ways we can be of assistance to the library. In addition, we have allocated monies for administrative use such as our newsletter, mailings, supplies for Better World Book processing, the Bookshop, advertisements and a Post Office Box.

Several members of the Friends shared their time and energy at Summer Fest on June 13th. Whether supervising the bouncy house, manning the Bookshop, helping in the games area or in the arts and crafts room, everyone had a good time and enjoyed interacting with the many families in attendance. Many thanks to Tiffany, the entire staff and Director Pote for a great community day. (And for lunch!)

For June we had 5 membership renewals for a total of \$350 and Book Shop sales of \$200. Our YTD sales at the shop total \$3882. Our work for Better World Books for the month of June saw 7 boxes of books shipped, 112 books processed for gross sales of \$185.86 with a commission of \$18.77 with a YTD of \$749.23.

As always we are honored to work on behalf of the programs and staff of library and hope to continue our efforts in the coming year.