



Main Library
Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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From the Director's Desk

Cara Burton, Director

Director's Report
Tuesday, April 11, 2017

Circulation detail for most recent month - Accomac=5,926; Cape Charles=1,419, Chincoteague=977, NFL=1,791

Recommendation:

• **Library Services & Patron Relations**

- Youth Services (Janice Felker)
 - Celebrated the end of Winter Reading Program with distribution of "goody bags" on Dr. Seuss's birthday on 3/2.
 - Hosted Nurse Family Partnership graduation event on 3/2.
 - Continued to promote "Build a Better Library" contests.
 - Continued to work on scheduling and other plans for the Summer Library Program including the Summer Food Program.
 - Selected and ordered books to replace some missing titles in Juvenile fiction.
 - Finished setup of personal workspace in the Children's Room at Accomac location.
 - Set up and worked information table at Pungoteague Elementary Grandparents Day event on 3/10.
 - Met Elise Trelegan to discuss partnering opportunities and their participation in our Summer Reading Program on 3/10.
 - Attended Library of Virginia workshop about the library's science (STEM) hub materials on 3/16.
 - Attended Eastern Shore Healthy Communities Food Access and Equity Work Group Meeting on 3/20.
 - Attended Friends of the Eastern Shore Public Library meeting on 3/22.
 - "Attended" webinar on Summer Food Program on 3/23.
 - Met with Marissa Spady, Regional Associate for No Kid Hungry, about the Summer Reading Program on 3/24.
 - Registered for our participation in the Poster Session of the Kids Count event, sponsored by Smart Beginnings and registered for four representatives from the library to attend the event on April 12.
 - Visited Chincoteague Island Library on 3/30 to observe Tales 4 tots and work on Summer plans.
 - April is National Poetry Month - set up children's and adult's displays at Nassawadox and children's display at Accomac.
 - Worked with Cara, Wendy and Doris Gebel on plans and preparations for El Dia de los Ninos, El Dia de los Libros.
- Book Displays: April is Poetry Month and Staff Picks
- **Virginia Museum of Fine Arts** loaning us educational exhibit on Jamestown Archaeology. Working to get a speaker and a Bill Kelso video. Will install in front room. Local archaeology chapter contacted.
- Reviewed status of Book Club bags with NFL Friends.
- TS and Youth Services are planning to shift some collections for better browsing. YA, Sci-Fi, DVD and mass market paperbacks. YA at NFL being better placed as well.
- Eastern Shore Room: Assisting a stakeholders group with writing a grant to preserve and digitize a Frances Latimer's collection.

• **Meetings:**

- 3/13 - Parksley Town Council, ANPDC Planning Meeting
- 3/14 - Foundation Corporate Giving Committee

- 3/15 – Foundation Board
- 3/16 – Board of Supervisor’s presentation about capital project
- 3/17 – BBT with Lynn
- 3/20 – Executive Committee meeting
- 3/20 – Latimer Collection grant planning meeting
- 3/21 – Nurse Family Partnership Advisory Committee
- 3/22 – Latimer Committee meeting
- 3/23 - Community center for Northampton stakeholder meeting
- 3/29 – Foundation auction fundraiser planning meeting
- 3/30 – Tysons grant planning meeting
- 3/31 – United Way grant application (for Friends) interview with Carol Callander
- Facility:
 - Boiler confirmed service up to date. A/C at NFL and Accomac received Spring maintenance.
 - The Fire Inspector inspected the building with Cara on March 10. Following needed to be corrected: extinguishers inspected (1 year past due), smoke detectors be inspected (Miles does not recall this ever done; supposed to be annual), test pull stations, remove extension cord by entrance that patrons use for charging, get lights in Exit signs to work, clear space above shelves in inner room, remove items in front of electric panels..
 - On April 4, Tyco:
 - > Removed heat detectors as they were out of service and had never been removed
 - > Replaced 3 non-functioning smoke detectors.
 - > Replaced non-functioning fire pulls.
 - > Fixed emergency light and horn.
 - > Replaced device that alerts when power failure.
 - > Returning this week to replace other power failure device (only had one part).
 - > Will supply report upon completion.
 - > I asked that we be on annual maintenance.
 - * Nassawadox location HAD been on annual maintenance. For some reason, Accomac never was.
 - Derrick’s Pressure Washer inspected all the fire extinguishers at Accomac. Doing NFL by end of April.
 - Extension cord at entrance (for patron charging devices) was removed. Staff cleaned off upper shelves in inner room and removed items in front of electric panels.
 - Charles Sample patched roof around chimneys that leaked on March 31.
- Marketing & Communications: NFL website being updated for consistent format
- Outreach:
 - 3/12 – St. Patrick Day Parade in Onancock. “St. Patrick driving snakes out of Ireland – snake chasing library card”
 - 3/26 – Onancock Rotary Taste of Shore fundraiser
 - 4/1 – Northampton Health Fair at NHS
 - 4/1 – Exmore Rotary auction
- Technology
 - 3/23 – Met with Verizon reps about circulating wifi hotspots/Jetpacks. Decided to wait until summer to have time to explore potential funding and how Suffolk PL implements theirs. Need third party vendor to provide setup and devices.
 - Obtained quote for RFID. Need to re-inventory in several months to estimate loss rate.
- Continuing Education
 - 3/15 – Charle Ricci attended a teleconference LVA Evergreen Cataloging Committee meeting.
 - 3/24 - Charle Ricci and Stacia Childers attended VLA Technical Services & Collection Development Forum in Roanoke.
 - Stacia attended an ALA webinar on Digitization.
 - Cara taking a conversational Spanish class. Cara esta en una clase de Español.
 - Human Trafficking forum at ESCC.
- Personnel
 - Staff Best Practices for Library Customer Service finalized. Will be used for performance reviews.
- Library Associations & Library of Virginia:
 - Communications received on impact of unfunded IMLS in proposed federal budget.

- Other
 - 4/5 - Library Design Committee formed. Meeting with furnishing vendors, exploring interior design schemes, etc. Staff, board, and community representatives.

Upcoming:

4/19 - Senator Warner's representative, Drew Lumpkin, at NFL and ESPL
4/20 - ANPDC business incubator meeting, 9:00 am
4/22 - "Build a Better Library" contest deadline & event
4/26 - Friends of ESLPL, 10:00
4/27 - Chamber Eggs & Issues
4/29 - Tabling at YMCA Healthy Kids Day (need volunteer)
4/30 - El Dia de los Ninos/El Dia de los Libros at Parksley (volunteers needed!)
9/13 - Cara at joint CC Board & Friends meeting
10/14 - Foundation Fundraising Auction