



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, July 11, 2017

Circulation detail for most recent month - Accomac=5,891; Cape Charles=1,659, Chincoteague=1,135, NFL=1,726

Recommendation:

- Exhibit Policy
- Local History Collection Development Policy

• **Library Services & Patron Relations**

Youth Services (Janice Felker):

- Continued to work with Christina Ruszczyk-Murray, VCE Northampton County 4-H Extension Agent and Unit Coordinator on plans for implementing grant for a community garden at Northampton Free Library.
 - Delivered Summer Programs flyers to Accomack County Public Schools for distribution in the six elementary schools.
 - Met with Friends of the Northampton Free Library, to provide instruction on the use of the projector for presenting movies in the library, on June 5.
 - Helped with move/receipt of "new furniture" (donated by Riverside) on June 5, 6, and 7.
 - Continued to work on scheduling, promotion, and other plans for the Summer Food Program.
 - On June 7, set up and promoted new AWE Early Literacy Station which was made possible by a grant from the United Way of Virginia's Eastern Shore.
 - Took Lego building blocks on-the-road to Pungoteague Elementary School's Fun Day, an all-day event for all students on June 13.
 - Attended training session with Summer Dahlmans and Barbii Rogers on June 14 at Food Bank in Norfolk for Summer Food Program at Nassawadox location.
 - Promoted Summer Reading Program and Events on WESR with Cara Burton on June 15.
 - Helped prep materials for outreach done by Cara at Shore Made Music Festival on June 17.
 - Conducted Pop-Up Story Times at Accomac location on June 8 and June 15.
 - Coordinated volunteer helpers provided by BB&T for assistance with Summer Programs.
 - Attended BOT meeting in Accomac on June 15.
 - Selected and ordered books and audio visual materials for Young Adult and Juvenile Fiction and Nonfiction collections.
 - Presented Summer Reading training information to staff at monthly meeting on June 8.
 - Continued weeding project in Children's Room at Accomac.
 - Updated apps on Library iPads.
 - Attended ES Healthy Communities Food Access and Equity Committee meeting on June 19.
 - Worked on update to website pages with Summer Dahlmans.
 - Attended Friends of the Eastern Shore Public Library meeting on June 28.
 - Conducted and/or supervised Summer events on June 21, 22, 28, and 29 in Accomac.
 - Conducted and/or supervised Summer events on June 20, 23, 27, and 30 in Nassawadox.
 - Picked up donation of seven boxes of books on June 25 from James City County Library.
- Book Displays: Travel. Staff Picks. Summer Reading. Nora Roberts (as received grant). Wonder Woman.

- The VMFA archaeology wall panel exhibit was removed and installed at NFL. The Art League plans to install paintings week of July 10 in Accomac. The new Strong Women exhibit is in place at Accomac.
- Summer is preparing guest cards for Tyson employees signed up at Foundation volunteer recruitment event.
- Fiction weeding is up to the "S's".
- Charle is working to improve communication and financial accounting to facilitate budget monitoring and prompt reimbursement.
- Planning the Staff Development day with speakers.
- OneClick Digital and Zinio e-resources have merged into one app called "RB Digital."
- Eastern Shore Room
 - A password has been installed on the computers to prevent non-authorized use.
 - Finalizing Deed of Gift for Latimer collection.
 - VFH grant to organize/process Latimer collection was awarded to the Center for Community & Family Development with Brenda Holden as Project Director and Karen Hatch as Fiscal Agent.
 - Insurance has been acquired for the Latimer collection being stored at Edward Jones in Exmore.
 - Kirk Mariner will was probated on June 26 with ESPL as a beneficiary. Trustees were sent section of the will pertaining to ESPL and ESPL Foundation.
- Meetings:
 - 6/20 NFP Advisory Board
 - 6/20 Kellee Blake, with Stacia and Karen Hatch to review Collection Development Policy
 - 6/22 ESPL Foundation
 - 6/22 60th anniversary committee meeting (Coady, Edmonds, Hall)
 - 6/28 Richard Chagnon, Literacy Council new director
 - 6/28 NCHS stakeholder meeting
 - 6/29 Charles Kolakowski, NH administrator
 - 6/30 Greg Lukmire, architect. Space planning.
 - 7/6 Construction Committee
 - 7/13 Staff Meeting
- Outreach:
 - 6/13 Updated Onancock storefront window display; Summer Reading program theme
 - 6/13 Presentation at Chincoteague Island Museum on "History Heroes." 3 attended.
 - 6/15 WESR with Janice
 - 6/15 Exmore Rotary, to get check
 - 6/17 ShoreMade Music Festival, had "pop-up" library
 - 6/21 Sunset Cruise, Chincoteague Island Library fundraiser
 - 6/23 & 30 Literacy Council Feed-a-Mind
- Facility:
 - 6/23 - Moved hospital salvage furniture to make room for asbestos abatement and reorganized some pieces.
 - The boilers were inspected as required.
 - Insurance was obtained for furniture at Onley and in Parksley, including at Valentine's building.
- Marketing & Communications:
- Technology
 - Starting to work on the technology plan.
 - Jetpack ordered from Verizon for off-site wifi to do card registrations and demonstrations. Cannot provide public wifi off-site with this device.
- Continuing Education
- Personnel
- Library Associations & Library of Virginia:
 - State Aid budget modification submitted based on actuals.
- Other
 - In process of purchasing Ford Transit. Kool Ford declined to bid. In process of registering in state contract eVA system and RFP sent to Hertrich Ford in Pocomoke.
 - Established paperwork to get sale tax exemption on purchases.

Upcoming:

7/13 - Senator Kaine Representative in Nassawadox, 1-3 pm
 7/26 - Libraries closed for Staff Development Day

8/1 - National Night Out in Exmore. Tuesday, 6-9. *Volunteers needed for pop-up library, 5-9:30 pm.*

9/13 - Cara at joint CC Board & Friends meeting

March 17, 2018 - Foundation Fundraising Auction