



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
Thursday, June 15, 2017

Circulation detail for most recent month - Accomac=5,720; Cape Charles=1,493, Chincoteague=829, NFL=1,753

Recommendation:

Transfer of Edmonds Foundation

Exhibit Policy

Local History Collection Development Policy

• **Library Services & Patron Relations**

Youth Services (Janice Felker):

- Attended Design Committee Meeting on May 4. Presentation by Paula Altman from Library Interiors.
- Met with Christina Ruszczuk-Murray, VCE Northampton County 4-H Extension Agent and Unit Coordinator and discussed plans for implementing grant for a community garden at Northampton Free Library on May 2.
- Continued to update Summer Programs brochure and create other marketing materials for Summer Programs.
- Prepared presentation and activities for Family Literacy Night in collaboration with the Eastern Shore Literacy Council on May 10 at Metompkin Elementary School at 6:00 PM.
- Conducted Storytime at Accomac on May 11.
- Wrapped up the "Build a Better Library" contests and issued prizes to two winners.
- Continued to work on scheduling and other plans for the Summer Food Program.
- Attended BOT meeting in Accomac on May 9.
- Selected and ordered books to replace more missing titles in Juvenile fiction and nonfiction.
- Met with Barbara Boggs (in Accomac) on May 11 and attended training session on May 22 for Summer Food Program.
- Attended Eastern Shore Healthy Communities Walking Meeting on May 11 - walking part was rained out, but we still worked hard on our "Vision 2020 and Plan for Well Being."
- Continued weeding project in Children's Room at Accomac.
- Worked with Summer Dahlmans to update and organize apps on Library iPads.
- Completed project for combining collections of hard cover and paperback juvenile fiction at Accomac and Nassawadox branches. Rearranged shelving to better display Juvenile fiction at Nassawadox.
- Worked on creating more specific plans for STREAM (science, technology, reading, engineering, art, and math) events for 2017 Summer Programs.
- Attended ES Healthy Communities Food Access and Equity Committee meeting on May 15.
- Created 4 articles for the Bookworm, the Accomac Friends Newsletter.
- Managed the final setup of the Summer Reading BookPoints website .
- Attended ESPL Design Committee meeting on 5/18.
- Worked on update to website pages with Summer Dahlmans.
- Met with Keren Plowden, Director of Special Programs for Northampton County Public Schools. Discussed opportunities for cooperation and collaboration with the Eastern Shore public libraries.
- Reorganized some shelving at Northampton Free Library to improve book visibility.
- Served as "mentor" for Catherine Long as part of her Senior Work Week as a graduating senior of Broadwater Academy (week of May 22 through May 26).
- Attended Friends of the Eastern Shore Public Library meeting on May 24.

- Attended ESVA Chamber of Commerce: Facebook Advertising Workshop on May 25.
 - Finalized arrangements for Summer Food Program.
- BB&T will be volunteering to help with Summer Food Program as part of their Lighthouse Project that also included a donation of display shelving.
 - Book Displays: Travel. Staff Picks.
 - Stacia and Charle visited TS and public spaces of Princess Anne and Snow Hill Libraries.
 - The new guest card is still in the development process. The ILS vendor is creating circulation and hold settings to meet the policy's requirements.
 - Fiction weeding is up to the "N's". Paperbacks are being weeded as moving that collection; thereafter, a new paperback display will be created and the DVD's will be moved. Goal is to increase circulation.
 - New circulation desks, seating and tables are in place of furniture salvaged from the NAM hospital. The plan is to use much of it in the new building, but go ahead and use now to make the library more comfortable for staff and patrons. Staff thoroughly cleaned the items.
 - Spanish language materials are getting changed in the catalog so that they have unique searchable identifiers and also labels on the books.
 - Patron being barred from Nassawadox due to behavior. Sheriff's office and CSB were consulted.
 - Eastern Shore Room:
 - The room will be locked after Stacia leaves facility. Patrons will need to request a key to enter.
 - Technology upgrades need to be made to microfilm readers and scanner.
- Meetings:
 - 4/27 Design Committee, Melos vendor
 - 5/4 Design Committee, Library Interiors vendor
 - 5/8 Museum Network meeting to discuss VFH grant and Latimer collection
 - 5/10 Foundation
 - 5/15 Art League officers to review exhibits
 - 5/18 Design Committee - reviewed slides of other libraries Cara and Summer visited
 - 5/19 Elaine Meil, ANPDC
 - 5/22 NAM Hospital walk through to select furnishings
 - 5/24 Construction Committee
 - 5/24 Foundation Fundraiser Committee (3/17/17)
 - 5/25 George McMath, Interview about library history
 - 5/26 George Bryant, SBDC, with Paul Berge regarding library services to entrepreneurs
 - 5/31 Peter Suran, fire inspector
 - 6/2 Dr. Arthur Fournier regarding foundation funding
 - 6/8 Staff meeting
- Outreach:
 - 4/27 Chamber Eggs & Issues, gave prayer
 - 4/29 YMCA Healthy Kids Day with Janice
 - 4/29 Locustville Academy fundraiser
 - 5/6 Habitat for Humanity fundraiser
 - 5/10 Literacy Council - Metompkin
 - 5/18 Dining for Women
 - 5/19 Interesting Women
 - 5/29 Memorial Day: Veteran Memorial dedication in Parksley, in costume
 - 6/3 Parksley Yard Sale for the Foundation fundraiser; sold donated prints
 - 6/10 ES Historical Society gala
- Facility:
 - The Fire Inspector calculated occupancy levels for Accomac rooms:
 - Main room - 136
 - ES Room - 15
 - Children's room - 45
 - Summer will be doing an inventory of library fixed assets in preparation for the move and for auditor purposes.
 - Herbert Senn fixed toilet seat and bathroom faucet. Exit signs are now working. Will be coming to shorten electric cabling at circulation desk as changed with "new" desk from hospital.
 - The Accomac library has passed the fire inspection with all issues cleared.

- Charles Sample has made additional repairs to peaked/shingle roof as his work is under warranty.
- The boilers will be inspected as required.
- The library closed early on May 24 due to plugged toilets. Franklin Plumbing responded & worked on plug and called Bundick to pump septic. Drain field likely has failed.
- Over 300 items were donated by Riverside salvaged from NAM hospital. Some are now in the library, in Onley fundraising office, and in storage in Parksley. Tim Valentine is donating space for storage. The following items have been junked and removed from inventory:
 - Circulation desk
 - Director black metal desk
 - Bookkeeper grey metal desk
- Marketing & Communications:
 - Foundation's Eastern Shore Room Committee placed a flyer in ES Room to promote donations.
- Technology
 - The erate funding decision for FY17 has been received by the vendor, Eastern Shore Communications. The total pre-discount approved amount is \$70,920 with 80% discount rate.
 - Summer Dahlmann updated the website. Added the Summer Program and Summer Food Program pages to the website. Changed info@espl.lib.va.us to espl@espl.org per Stacia's request. The volunteer form is also linked to the new email address.
 - Summer Dahlmann researched and managed the email provider changeover that includes changing email address to @espl.org instead of @espl.lib.va.us. May be a small cost savings, but also makes articulating emails easier and more accurate.
 - Robert Johnson installed Smartboard donated by Williamsburg Regional Library in the children's room.
 - Verizon hotspot wifi account being set up to provide for off-site library card registration, service demonstrations, etc. when doing outreach. Cannot always connect to wifi in schools if after hour programs.
 - Charle Ricci obtained samples of two pre-loaded tablet devices for children. Reviewing to circulate in-house.
 - AWE Early Learning Station has arrived! Funded by United Way. Janice Felker set it up by adult computers along with non-tech activities to occupy children while caregiver is on the computer and better supervision by staff.
- Continuing Education
 - Janice, Summer, Theresa Van Dessel, and Janice's Broadwater job-shadow student attended Chamber social network marketing class.
- Personnel
 - Kentoya Garcia resigned as of May xxx, 2017.
 - Kristen Scalley has been hired to work on Saturdays at Chincoteague.
 - Plan to advertise front desk position for Saturdays in Accomac and subbing.
- Library Associations & Library of Virginia:
 - Submitted request for State Aid.
 - Cara did not attend TALDC as was joint meeting far away and conflict. Did not attend spring directors meeting as topic too basic.
- Other
 - 5/11 , Charlottesville to Center for Nonprofit Excellence to research ES Room grants
 - Mike Mason provided information on how the library not pay sales tax. Have correct form now.
 - VMFA exhibit on Jamestown archaeology still on display in Accomac. Plan to travel to NFL.
 - Determined what form to use to be tax exempt for sales tax. Will save us lots of money.

Upcoming:

- 6/13 – Cara talk at Chincoteague Island Museum
- 6/17 – Shoremade music fesitval: Pop-up library. Need help setting up tents
- 7/13 – Senator Kaine Representative in Nassawadox, 1-3 pm
- 7/26 – Libraries closed for Staff Development Day
- 9/13 – Cara at joint CC Board & Friends meeting
- March 17, 2018 – Foundation Fundraising Auction