



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, March 14, 2017

Circulation detail for most recent month – Accomac; Cape Charles, Chincoteague, NFL

Recommendation:

- **Library Services & Patron Relations**

- Youth Services (Janice Felker)
 - Ran and completed Winter Reading Program. Prepared "Goody Bags" for 13 participants. Bags included information about the library and early childhood literacy for adults and bookmarks, crayons, hacky sacks, and a hardback book for the children.
 - 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 from the winners of ALA media awards, such as Newbery, Caldecott, and Coretta Scott King for this year.
 - Planned and began the setup of personal workspace in the Children's Room at Accomac location.
 - Created Presidents Day and Women's History Month displays at Nassawadox and Accomac.
 - Participated in Cara's in-house workshop about the library's science hub materials.
 - Attended Healthy Communities annual meeting as the representative for the library.
 - Presented a workshop about the Library system at ESCC for 8 students in the Project Horizons program run by Ina Birch.2/28
 - Updated operating system and apps on the library owned iPads for use in outreach (and eventually in-house) programs.
 - Applied for a grant of \$1000.00 for a community garden at Nassawadox location.
- Book Displays: Woman's History Month and Staff Picks
- Quit Now smoking signs ripped off poles by wind.
- Applied to be a **Virginia Museum of Fine Arts** "Partner" making us eligible to have their traveling exhibits and lectures.
- Provided Friends groups & CI contact for Virginia Foundation for Humanities speakers.
- Increasing speed of processing materials: TS Staff have changed work patterns to greatly decrease the backlog of cataloging books, dvd's, etc. Over the past four weeks,, they catalogued 1,348 items (2.07 times the past average!). For the first six months of the current fiscal year (July – December), there was an average of 651 items catalogued each month. Staff believe this figure will only increase as they finish with the backlog of DVDs and audiobooks (which take longer to catalog than books usually do) and move on to the print materials backlog. We plan to monitor circulation of DVD's to see if increase.
- Eastern Shore Room
 - Received scrapbooks and yearbooks donated by hospital
 - A "Deed of Gift" form has been created for all donations
 - Minerva Parker Nichols, well-known late 1800's architect, query of interest for Parksley history

- **Meetings:**

- 2/13 Chamber talk by August Walmeyer
- 2/13 Parksley Town Meeting which included ANPDC Parksley Planning Meeting Public Meeting
- 2/13 ANPDC Parksley Planning Management Team Meeting
- 2/16 ANPDC IRF grant writing meeting (Berge & Schwenk)
- 2/16, 3/9 Staff meeting
- 2/17 STEM kits demonstration with staff

- 2/21, 2/28, 3/7 Corporate Donors meetings
- 2/22 Friends of ESPL
- 2/27 CC Town Manager and Clerk, Ann Ruttledge, and Barbara Coady
- 3/1 Carletha Ayres, Director, Literacy Council
- 3/2 ANPDC Northampton County High School public planning meeting
- 3/2 Friends of NFL President, Jenny Floyd with Summer Dahlmanns
- 3/3 TALDC at Chesapeake PL
- 3/7 Executive Committee
- 3/8 Campaign Council Meeting
- 3/9 ANPDC Parksley Planning Management Team Meeting
- Facility:
 - Heat system (boiler) conked out and leaked; replaced valves and other repairs.
 - The Fire Inspector inspected the building with Cara on March 10. Following needs 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.
- Marketing & Communications:
- Outreach:
 - 2/22 Scott Taylor Town Hall
 - 2/25 ESCC Heritage Day
- Technology
 - Set the Wi-Fi to turn off at closing at Accomac location due to beer cans and trash in parking lot.
 - Getting an older smartboard donated by another library system.
- Continuing Education
 - Cara taking a conversational Spanish class. Cara esta en una clase de Español.
- Personnel
 - 2/16, 3/9 Staff meeting. Reviewed personnel manual dress code suggestions. Staff development day is planned for July 26, 2017 and libraries will be closed. Reviewed after hours trash in parking lot. Reviewed Homework Help.
- Library Associations & Library of Virginia:
 - Completed edits to LVA annual report. Approved. Distributed to Board and staff via email.
- Other
 - Library Design community feedback is being solicited. Surveys were gathered at Heritage Festival. Surveys planned to be mailed to Parksley area residents. Youth contest in process. Will email one out as well.
 - Ensured libraries are included in the Healthy Communities Strategic Plan, now in draft.
 - Cara did receive the Accomack County Code Red notification text message as part of their new system; no longer doing a calling tree.

Upcoming:

- 3/13 - Town of Parksley Planning Meeting, 7 pm
- 3/15 - Presentation before Accomack Board of Supervisors about building project
- 4/22 - "Build a Better Library" contest deadline & event
- 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