



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, May 9, 2017

Circulation detail for most recent month - Accomac=5,498; Cape Charles=1,410, Chincoteague=820, NFL=1,587

Recommendation:

1. Approve Charle Ricci to sign Warrant Registers in Director's absence.
2. Approve Summer Dahlmanns to have a credit card as her duties include supply purchasing and branch manager.
3. Approve Registration Policy modifications.
4. Approve Personnel Manual with recommended changes of the Personnel Committee.
5. Approve e-rate Internet contract.
6. Approve change to insurance coverage.

• **Library Services & Patron Relations**

- Youth Services (Janice Felker)
 - Attended Design Committee Meeting on April 5. Owner/Manager of Liberty Systems furniture design consultants presented information about their services.
 - Set up and ran monthly Movie presentation - The BFG.
 - Finished Summer Programs brochure and sent to Eastern Shore Printing on April 10.
 - Helped Katie O'Shea with Storytime at Accomac on April 13.
 - Continued to promote "Build a Better Library" contests.
 - Continued to work on scheduling and other plans for the Summer Food Program.
 - Attended lunch and BOT meeting in Cape Charles on April 11.
 - Selected and ordered books to replace some missing titles in Juvenile fiction and nonfiction.
 - Created tri-fold poster display for Kids Count Event. Attended and participated in this event on April 12. Represented and promoted the Library during the Poster Display Session.
 - Worked to help Summer Dahlmanns plan and implement changes in shelving arrangements at the Northampton Free Library branch to maximize and improve use of library shelving space.
 - Worked with Barbara Boggs (in Accomac) and Debbie Kleeger (Food Bank) on plans for Summer Food Program.
 - Met with Wayne Burton about Summer Food Program on April 17.
 - Watched ALA webinar, Practical Privacy Practices on April 18. (First aired on April 13.)
 - Continued to work with Cara, Wendy and Doris Gebel on plans and preparations for El Dia de los Ninos, El Dia de los Libros.
 - Continued weeding project in Children's Room at Accomac.
 - Planned and oversaw relocation of Science Fiction collection to make room for YA collection to expand and grow.
 - Reorganized and decorated YA area to create a more teen-friendly atmosphere.
 - Updated operating system on iPads and worked with Summer Dahlmanns to create a plan for her help with this in the future.
 - Worked on combining collections of hard cover and paperback juvenile fiction at Accomac and Nassawadox branches. Helped with rearranging shelving to maximize space at Nassawadox.
 - Worked on creating more specific plans for STREAM (science, technology, reading, engineering, art, and math) events for 2017 Summer Programs.
 - Provided a tour of the library for local Girl Scout Troup on 4/20.
 - Attended ES Healthy Communities Food Access and Equity Committee meeting on 4/24.

- Presented update on Youth Services at Annual Friends of the Northampton Free Library meeting on 4/24.
 - Attended and reported at Accomac Friends meeting on 4/26.
 - Attended online training for Summer Reading BookPoints website management with Enid Costley from the Library of Virginia on 4/26.
 - Attended ESPL Design Committee meeting on 4/27. Presentation by Melos.
 - Attended “Mental Health First Aid” class on 4/28.
 - Set up and worked information table kid’s activities at YMCA Healthy Kids Day with Library Director, Cara Burton on 4/29.
 - Helped to set up and work our Dia del Los Ninos, Dia de los Libros event on 4/30.
 - Wrapped up “Build a Better Library” contests, winners to be announced in early May.
- ***Congratulations to Charle Ricci for completing her Masters in Library Science!***
- BB&T is providing a grant of \$1,200 to purchase a new book display.
- Book Displays: Archaeology and Jamestown to correspond with VMFA. Staff Picks.
- **Virginia Museum of Fine Arts** has loaned 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. Press release sent out and posted on Facebook
- Received four book club bags donated from Williamsburg PL. This will be at the Accomac location. NFL Friends decided to keep their collection outside of the library and it is coordinated by a Friends member.
- TS and Youth Services are shifted some collections for better browsing: YA, Sci-Fi, mysteries. DVD and mass market paperbacks are being moved, particularly to make browsing DVD’s easier as will be a eye-level. Paperbacks are being weeded. The move of DVD’s will provide more space on that unit, allowing for a special collection in “prime” location. The new **citizenship kits** and workforce development materials can be shelved there.
- System-wide consistency in call numbers is being generated, particularly with juvenile and graphic novel titles. Other locations are also making graphic novels a separate collection. Spine labels are being updated as well as the catalog record edited. The goal is more seamlessness between libraries, better workflow for TS, and easier browsing for patrons.
- Fiction at Accomac is still being weeded. Pam Holley has been very helpful as she has the technical skills to volunteer for this.
- “Read-a-like” recommendations bookmarks have been created and printed for various genres. Distributed to each library.
- Eastern Shore Room:
 - The Virginia Foundation for the Humanities has awarded a grant to the Museum Network to start a union catalog. Since most of our items are already indexed/cataloged, this should not require much time on our part.
 - Stacia is working on a collection development policy for the ES Room.
 - Stacia is attending a genealogy conference, National Genealogy Society.
 - 4/17, 4/27 Stacia attended training sessions for archive inventory of Latimer Collection; Kellee Blake.
 - “American Evolution” is a big statewide celebration of 400 year anniversary of: first record African to English North America, first women in Virginia colony, first English Thanksgiving, development of the colony’s ‘innovative and entrepreneurial spirit’ (some laws were passed). We are planning how we can participate. www.americanevolution2019.com
- Meetings:
 - 4/4 – Corporate Giving Committee meeting
 - 4/5, 27 & 5/4 – Design Committee: Liberty Shelving
 - 4/10 – USDA grant meeting Paul Berge and Caroline Bott
 - 4/12 – KidsCount Forum at ESCC, sponsored by Smart Beginnings, etc.
 - 4/18 – NCHS planning meeting
 - 4/18 – NH budget meeting presentation
 - 4/20 – ANPDC Economic Development meeting on incubators
 - 4/24 – Exmore town manager – offsite services
 - 4/24 – architects via Skype
 - 4/24 – NFL Friends presentation
 - 4/25 – NCHS planning meeting
 - 4/26 – Economic Dev. Presentation, CC
- Outreach:

- 4/7 - Literacy Council Spell-Rite with ESPL Foundation. BookMates team: Frank Hall, Wendy Johnson, Theresa Van Dessel, and Cara Burton
- 4/10 - Cape Charles Tea
- 4/12, 18 - Tyson Foods
- 4/26 - Chamber, BAH
- 4/27 - Chamber, Eggs & Issues. Gave Invocation.
- 4/29 - YMCA Health Kids Day with Janice Felker. Had games, literature.
- 4/30 - El Die de los Niños, 300 attended. With Janice Felker, Wendy Johnson, Theresa Van Dessel.
- Facility:
 - Herbert Senn coming to fix toilet seat, faucet (Cara broke doing water test), ceiling fan, and exit lights. Exit lights are last item on fire inspection punch list.
 - Roof did NOT leak during heavy rains in April. No repairs have been done yet on flat roof. County indicated that we would have to fix.
 - A/C maintenance up to date.
- Marketing & Communications:
 - Printing: general ESPL brochure printed in 3 languages. Summer Reading brochure printed. Genre bookmarks printed.
 - Foundation's Eastern Shore Room Committee wants a "Support" link put on MK Miles' website.
- Technology
 - Wifi hotspots - Plan to get one for off-site card registrations, demonstrations, etc. Charle and Summer researching.
 - 4/24 - webinar meeting with Useful computer systems
 - Summer has been handling renewal of our espl.org domain with Network Solutions (quite involved as changing administrator). Reviewing email provider.
 - Robert Johnson resolved email password popup issue. Had to change all passwords in InfoRailway and on Outlook software.
 - Williamsburg PL is donating a smartboard. Cara to go pickup.
- Continuing Education
 - All staff, except director, have completed the Mental Health First Aid class.
- Personnel
 - Personnel manual updated. Staff have been given two updates to review and comment prior to approval.
 - AFLAC representative met with staff at March staff meeting; has dropped off opt-out and sign up forms for all to sign.
- Library Associations & Library of Virginia:
 - Continuing advocacy for IMLS.
- Other
 - 4/13-14 - Traveled to VMFA to get exhibit, James City Library to get kits and tour library, Charlottesville to Center for Nonprofit Excellence.
 - 4/19 - Senator Warner's representative visited NFL and AC to meet with constituents.

Upcoming:

5/9 - United Way breakfast

5/10 - Metompkin Literacy Council program

5/29 - Memorial Day: war memorial dedication in Parksley

7/26 - Libraries closed for Staff Development Day

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

March 2018 - Foundation Fundraising Auction