



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, November 14, 2017**

Circulation detail for most recent month - Accomac=5,195; Cape Charles= 1,449, Chincoteague=965, NFL=1,776

Recommendation: Approve the Animal Policy.

• **Library Services & Patron Relations**

- ESPL has been accepted to be a Foundation Center "**Funding Information Network Partner,**" a.k.a. FIN. This is part of our Nonprofit Capacity Building Initiative in collaboration with the ESVA Community Foundation, United Way of ESVA, and the ESVA Chamber of Commerce. ESVACF is providing the funds to have access to three databases, which includes the Foundation Directory, and corresponding grant writing training. United Way is providing funds for the required designated computer, though all devices (ESPL and patron) can connect, though use only allowed within the library walls. We will have grantwriting workshops in the future, too. Our Nonprofit Capacity Building Collaborative will be initiating other programs in the future that will help the Shore's nonprofits be stronger and sustainable.
- The National Endowment for Humanities (NEH) grant, related to the archives, is taking considerable time to compile, but will greatly support the Heritage Center in the future, if we are successful.
- **Youth Services (Janice Felker):**
  - As of October 5, officially weekly story time programs were held at Accomac (Thursdays at 10:30 AM) and Nassawadox (Fridays at 10:30 AM).
  - Met with Sharon Silvey, Ann Rutledge, and Summer Dahlmanns at Cape Charles on October 6 to discuss results of Summer Reading Programs and plans for Youth Services programs in the coming months. Plan to have a similar meeting with Chincoteague in the near future.
  - Presented outreach STEM program for Family Literacy Night to 35 participants at the invitation of the Literacy Council on October 11 at 7 PM.
  - Attended Nurse Family Partnership graduation on October 12 and left Story Time flyers for distribution.
  - Completed the Library Journal online Maker Workshop for a total of 18 hours of professional development coursework, Oct. 3 - 24, 2017.
  - Promoted Teen Read Week and National Friends of the Libraries Week on Youth Services Facebook page.
  - Planned for Teen Read Week and created displays at Accomac and Nassawadox.
  - Continued to work on and promote 2018 ESPL Mock Newbery Book Discussion program.
  - Prepared youth services statistics for the annual Library of Virginia Bibliostat report.
  - Attended ES Healthy Communities Food Access and Equity Committee meeting on Oct. 16.
  - Coordinated the effort and worked with 4 volunteers from the Exmore location of the Community Services Board to paint boards for the raised beds of the Community Garden in Nassawadox on October 17. Volunteers showed interest in continuing to help with the garden as well as attend other programs (such as movie showings) at the library.
  - Displayed seasonal books (Fall and Halloween) in Juvenile areas in Accomac and Nassawadox.
  - Submitted articles about Summer Reading and Eclipse Viewing for Friends of ESPL newsletter.
  - Set out boards for perimeter of raised beds of community garden at Nassawadox on Oct. 25.
  - Began ordering books for the Friends Dec. 9, Santa at the Library event.
  - Created order for supplies for Winter Reading Program.
  - Helped Cara by prepping supplies for her attendance (Popup Library) at the Northampton Agricultural Country Fair on October 21.

- Worked with Summer Dahlmanns to update and add new pages to the Youth Services portion of the ESPL website.
  - **Exhibits:** The Art League changed out their artwork. The Library of Virginia sent their Flora exhibit, but it was broken, so has been sent back. New book exhibits: "Twice Told Tales" and "Boarding Schools." The Onancock window display was changed to be a new poster, 10/9.
  - **Passive Programs:** The October basket drawing encouraged focused on Family History Month and included brief questions about our local history resources and updating cards. A basket was only done in Accomac. The November basket focuses on Picture Book Month and includes a survey on youth services programs scheduling times. December is "Learn a Foreign Language Month."
  - Tidewater Reads – The books of Kwame Alexander will be the books selected for Tidewater Reads. Cara is hoping to have his April talk at the Slover televised here. More details to come!
  - DVD's at Accomac have been moved to a wall shelf for easier browsing. Spanish language materials have been moved to the shelving unit where the DVD's were (in front of where DVD's are now). Citizenship and grant writing materials will also be located there.
  - The collection development survey has been completed, both online and print forms. Results have also been sent to CI, CC, and NFL. Historical fiction and nonfiction need to have more attention, which will be addressed when weeding in preparation for the move. Overall, comments were positive about our collections.
  - The third expansion of the graphic novels collection is underway with 90 new titles ordered, thanks to a donation by Pam Holley.
  - The inventory at CC has been completed with missing titles removed from the catalog. CI has just finished the inventory and missing titles will be deleted. This helps keep the costs down for our Evergreen subscription and makes the system run faster. It also provides better customer service.
  - Eastern Shore Room
    - Melinda McPeek, consultant for Museum Network's FRESH project, sent us the inventory of our local history and archives collections. This is also helpful for grant writing.
    - Brenda Holden and Karen Hatch hosted a family history workshop at BIC under auspices of Latimer grant on 11/3. 20 people attended and some were recruited to volunteer.
- Meetings:
  - 10/5, 11/9 Staff meeting
  - 10/6 Met with Dr. Barnes, re: NEH grant
  - 10/11 Latimer Committee meeting, in Exmore
  - 10/16 Nonprofit Capacity Collaborative
  - 10/17, 10/27, 11/7 NEH grant committee
  - 10/19 Foundation
  - 10/24, 11/7 Corporate Solicitation meeting
  - 10/30 Special Board meeting
  - 10/31 Foundation fundraiser committee meeting
  - 11/2 NCALL phone meeting
  - 11/3 TALDC at Poquoson PL
  - 11/6 Parksley Planning Grant branding public meeting at Club Car. Dana Bundick, Tim Valentine, Paul Berge, Kitty Hall, Stacia Childers, and Miles Barnes attended, also.
  - 11/8 Community Partners (at ESCC)
- Outreach:
  - 10/20 SciPhi "Mushrooms of ESVA:
  - 10/20 Exmore Rotary Oyster Roast
  - 10/21 Northampton Agricultural Fair – pop-up library with Barbara Coady, Ann Rutledge, and Dianne Davis (CC Friends)
  - 10/28 NAACP banquet
- Facility:
  - Limb removal postponed until Spring based on budget restraints.
  - Brian Simpkins repaired front door automatic entry button in foyer; needed special tool to replace battery.
  - Thornton completed Accomac heat maintenance.
  - The water pump failed. Benjamin Franklin Plumbing replaced. Also replaced backflow valve.
  - Fire alarm around 9:00 on November 6. Cara responded. Tasley FD responded. They filed a complaint with the fire inspector who came on 11/7 when Tyco came to service. Referred to the library as a "firetrap" and reviewed the alarm system would not meet current code, but is "grandfathered." Faulty smoke detector.

Discovered broken alarm pull. Both replaced. Reviewed alarm system and lack of alarm audible and visual (strobe). The alarm only sounds in the middle room where the panel is, so that staff at the front desk will not hear it possibly. An evacuation plan that addresses this deficiency needs to be developed. Additionally, there is no detector in the room with the refrigerator, so closing procedures were adjusted to ensure a door is left open to office. Staff were notified of issues and changes at the 11/9 staff meeting. 911 was notified of Burton's phone number.

- Still waiting for Morgan to come treat the termites.
- Marketing & Communications:
  - 11/8 Took van to Signmasters in Virginia Beach to be design wrapped. Funded by Buchanan Subaru. Summer picking up on 11/11.
  - Parksley planning survey results were presented at ANPDC branding meeting. Jane Berge compiled answers as a volunteer.
  - Each library has a framed poster of the capital campaign donors to display.
  - Press releases were printed on the BB&T Lighthouse project, the Friends, and Barbara Coady's award.
- Technology
  - The Suntrust donated computers are all, but one, installed. 1 pc at NFL for catalog, 1 in ES Room, 1 in public area (4<sup>th</sup> will be, too). 1 laptop for Latimer scanning and 1 laptop for NFL branch manager to help with fixed asset inventory.
  - Technician is evaluating router as culprit behind slow running Internet.
  - United Way is supporting purchase of new computer for FIN requirement.
- Continuing Education
  - 10/24 CSB Opioid Forum at ESCC
  - 11/7 FIN orientation with Charle Ricci
  - Cara has registered for the Public Libraries Association conference in Philadelphia in March 2018.
- Personnel
  - We welcome Jazmine Collins to the position of Library Specialist I - Circulation and Archival Assistant! She will mostly be working on Saturdays.
- Library Associations & Library of Virginia:
  - Bibliostat state annual report is being compiled. Delays due to incorporating CI financials into our report as was not done in the past.
- Other
  - ANPDC has a survey open on branding Parksley.

Upcoming:

Sat., Dec. 9, 10-noon - Santa's Visit!

March 17, 2018 - Foundation Fundraising Auction, "Raising the Green" to be at the Island House.

April 2018 - Tidewater Reads, Kwami Alexander is author.

2019 - ODU Big Read