



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, October 10, 2017

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

Recommendation:

- **Library Services & Patron Relations**

- Youth Services (Janice Felker): Youth Services Report – September 2017
 - Gathered and tabulated statistics for Summer Food and Summer Reading Programs.
 - Selected books for Young Adult and Juvenile Fiction and Nonfiction collections.
 - Continued weeding project in Children's Room at Accomac.
 - Worked on Library Card Sign-Up Month promotions.
 - Planned for Banned Books and created displays at Accomac and Nassawadox.
 - Completed first draft of Strategic Plan for Youth Services.
 - Worked with Christina Ruszczuk-Murray, VCE Northampton County 4-H Extension Agent and Unit Coordinator to prepare for community garden at Northampton Free Library.
 - Met with Doris Gebel several times to plan for, create, and promote ESPL Mock Newbery Book Discussion program as a Facebook group.
 - Attended 3-day STEM and Library Conference in Richmond – Sept. 12, 13, and 14.
 - Worked on collecting youth services statistics for the annual Library of Virginia Bibliostat report.
 - Attended ES Healthy Communities Food Access and Equity Committee meeting on Sept. 18.
 - Updated operating system and apps on the library owned iPads for use in outreach and in-house programs.
 - Attended Friends of the Eastern Shore Public Library meeting on Sept. 27.
 - Planned, organized, promoted, and conducted Community Garden “Groundbreaking” event on Sept. 29. The event was scheduled to coincide with the inaugural Feed Virginia Day of Action, an initiative of the Commonwealth Council on Bridging the Nutritional Divide and First Lady Dorothy McAuliffe. Over 35 people were in attendance (not including staff members) and Eastern Shore News sent a writer to cover the event.
- **Exhibits:** The Art League paintings in Accomac. Teatallers and Moonshiners from Library of Virginia until Sept. 30th in Accomac was returned. A Banned Book Week display is on the new BB&T rack.
- **Passive Programs:** The September Library Card basket drawing encouraged new card sign-ups, referrals to get new cards, and updating cards. 44 tickets at NFL and 50 at Accomac. October's basket celebrates National Family History Month and Archive Month with patrons voting for their favorite local museum.
- A calendar of outreach events was created and is being updated. The Friends of ESPL gave some suggestions.
- DVD's at Accomac are being moved to a wall shelf for easier browsing.
- A DVD donation drive is being started to respond to the demand to borrow DVD's. The material budget does not support DVD purchases except for occasional ones for programs.
- A procedures manual for the circulation desk is being created. A staffperson was allocated additional time to lead the project.
- Charle is working LVA on standardization in some of the Evergreen patron records and circulation categories.
- The Farm Bureau donated the funds to support 17 magazine subscriptions related to farming, gardening, hunting and other interests of its members.

- Charle raised awareness of a texting feature of the catalog to title, author, and call number when searching the catalog. Staff were instructed and an article was in the e-newsletter.
- Responded to a patron complaint about book availability at NFL and copied NFL Friends on the collection development summary for that location.
- Eastern Shore Room
 - JoAnn Riley McGee Court Orders released on espl.org – all subsequent volumes will be exclusively on our website.
 - Melinda McPeek, consultant for Museum Network’s FRESH project, inventoried our holdings.
- Meetings:
 - 9/7 Staff meeting
 - 9/13 Parksley planning meeting, ANPDC at Parksley
 - 9/14 Health Communities
 - 9/19 Corporate Solicitation Committee meeting
 - 9/26 Steering Committee
 - 9/27 Friends of ESPL meeting
 - 9/27 Cape Charles joint Board of Trustees and Friends Board meeting
 - 9/29 Finance Committee
 - 9/29 NEH grant meeting
 - 10/3 Fundraiser planning
 - 10/4 ESR and Trustee joint meeting
- Outreach:
 - 9/22 Shakespeare in the Park, “Hamlet”, in Exmore.
 - Cara has been asked to speak at joint board and Friends meeting at Cape Charles, date tbd.
 - 9/29 NFL Community Garden launch event
 - Providing some resources to Cape Charles Board for their 100th anniversary planning.
- Facility:
 - Limbs on crepe myrtles and hollies were removed at Accomac. More limb removal will take place in October.
 - Front door automatic entry button in foyer not working; Brian Simpkins contacted repairman.
 - Thornton completed NFL heat maintenance. Accomac is scheduled.
 - The state inspected our water source area. The light bulb needed replacing and the Thornton staff had left a hose connected to the pipe. Water tests have been coming back negative.
 - Termite treatment will take place in October.
- Marketing & Communications:
 - Surveys using Survey Monkey have been distributed for collection development, Parksley planning, and Youth Services. E-mail blasts using our e-newsletter contacts has been most effective in distributing. Paper copies of the Collection Development survey are being distributed at each library.
- Technology
 - Decided to get least expensive vendor merchant device.
- Continuing Education
 - 9/28 e-VA training for Cara and Summer. Representative came to instruct on how to use the state’s procurement database system.
 - 9/28 Hurricane Harvey and Disaster Recovery webinar. Charle and Cara.
 - Amy and Theresa are taking an online ALA cataloging class. The goal is to provide more backup for routine cataloging to free up time for Stacia and Charle to work on other projects and in anticipation of the move the Parksley.
- Personnel
 - Library Specialist I – Circulation and Archival Assistant position was advertised with VEC, GHOTES Facebook page, in libraries, and on ESPL Facebook page.
- Library Associations & Library of Virginia:
 - Library Director’s meeting 9/21-22. Programs on emergency response, Re-envisioning the Future of Public Libraries, Research Institute overview on output measures and library impact.
 - State Librarian Report:
 - Of 198 positions, there are 73 vacancies due to budget cuts
 - When McAuliffe leaves office, they have to process 2.5 terabytes of government records
 - State aid is funded at 56% of what is allowed. They do not know how a Federal sequester will affect the state budget, and then trickle down to LVA.

- LSTA received level funding---thanks to all the advocates. \$4M for Virginia which funds FindItVA, some staff, and digitization projects
 - LSTA should be on all promotional materials
 - Libraries are being recognized for their role in civic engagement as the library is a safe space for it.
 - The state library association is working to improve what data is collected to truly demonstrate what public libraries are really doing, not what we were doing in the 90's. Want to collect meaningful information that shows the impact of library services.
 - Besides the 2019 Library Evolution (Jamestown) celebration, LVA also planning for 2020 Woman's Suffrage anniversary.
- October 11, 6 pm - VLA awards banquet
 - Bibliostat state annual report is being compiled
- Other

Upcoming:

March 17, 2018 - Foundation Fundraising Auction

April 2018 - Tidewater Reads, Kwami Alexander is author.

2019 - ODU Big Read