



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, September 12, 2017

Circulation detail for most recent month - Accomac=6,425; Cape Charles= - , Chincoteague=1,325, NFL=1,983

Recommendation: Bylaws compiled revisions.

• Library Services & Patron Relations

- Youth Services (Janice Felker): to be presented at the meeting
- **Exhibits:** The Art League paintings in Accomac. Teatottlers and Moonshiners from Library of Virginia until Sept. 30th in Accomac. Pat Bloxom will be returning the archaeology exhibit to Richmond's VMFA around August 15. Investigating getting an acrylic top to one of the book units for 3-D exhibits. A Banned Book Week display is being planned.
- **September is Library Card Sign-Up Month!** Appreciation bookmarks and other simple activities planned. Attendance at Northampton High School open house Aug. 31 provided for sign-up opportunity.
- Fiction weeding is done/up-to-date. This is important as well-maintained shelving increases circulation as it is easier to browse and more appealing. Culling is based on book damage, condition (which can include odors), and circulation history. The lowest shelves are kept empty to improve access for disabled. Top shelves are left empty for safety and accessibility issues. We thank Pam Holley for her hard work assisting Charle Ricci with this project, which included cleaning the shelves. Annual maintenance will be needed.
- The "collection expansion" project was completed by Charle Ricci. This involved standardizing collection codes throughout the system.
- Staff were instructed to standardize and correct patron records for consistency in formatting.
- Emergency management procedures are being developed. Staff have been interviewed and other library directors provided input as to what has happened in past emergencies. The county is being contacted for information and the county plan was reviewed.
- Pam Holley donated an addition \$2,000 for graphic novels.
- Charle Ricci is compiling statistics to evaluate materials allocations and circulation at Main and NFL. NFL staff requested DVD funding from NFL Friends; was told restricted to books and audiobooks.
- Eastern Shore Room
 - JoAnn Riley McKey donated abstracts of Accomack County court orders, 1777-1780 as a pdf. It is now publicly available at <https://espl.org/wp-content/uploads/sites/36/2015/06/Volume-28-1777-to1780.pdf>.
 - Stacia Childers, Cara Burton, and Lynn Badger were given a tour of the Nabb Center for planning the new library's local history facilities and review management.
 - The roof repair in the room continues to be addressed (see facility).
 - Karen Hatch created two displays of samplings from the Francis Bibbens Latimer collection; one in the foyer bulletin board case and one on a table that asks for identification of people in photographs.
 - As part of the VFH Latimer grant, PastPerfect museum software was purchased.
 - VML insurance of archives is being reviewed

• Meetings:

- 8/9 Bank loan meeting with Frank Hall and Paul Berge
- 8/23 Foundation meeting
- 8/25 Ann and Miles Barnes tour of Mariner house with Stacia Childers
- 8/31 Bank vendor merchant account meeting
- 9/1 Tidewater directors meeting via Facetime

- 9/5 Ron Wolfe
- 9/5 Foundation executive committee
- Outreach:
 - 9/9 Pop-Up Library at ES Historical Society art show at Ker Place
 - 9/12 United Way breakfast – campaign kickoff
 - Cara has been asked to speak at joint board and Friends meeting at Cape Charles, date tbd.
- Facility:
 - PNC bank is donating furniture: easy chair, two wood cabinets, lamps, utility cart
 - BB&T donated book display unit arrived
 - A termite infestation is being addressed, which will include replacing some woodwork and removing flora from around the building.
 - Roof in Eastern Shore Room has been repaired again. Persistent problem, partially related to past poor repairs.
 - Front door automatic entry button in foyer not working; Brian Simpkins researching repairman.
- Marketing & Communications:
 - TGD Design, pro bono, is drafting new library logo for the van wrap. Buchanan Subaru is sponsoring the wrap.
- Technology
 - Vendor merchant device will be able to scan for inventory.
- Continuing Education
 - Safety and customer service DVD's on loan from VML insurance have been circulating among staff.
- Personnel
 - The Latimer archive assistant has been hired, but cannot work on Saturdays at main. Position will be advertised. Requirement that very familiar with ESVA history.
- Library Associations & Library of Virginia:
 - State Aid grant confirmation received. Counties notified.
 - Library directors have been discussing emergency management, staffing, compensation surveys, circulating wifi hotspots/MIFI.
- Other
 - Va. Department of Taxation erroneously send ESPL payments from tax return donations that are designated for ESPL Foundation. ESPL is to reimburse VDT and they will send Foundation funds.

Upcoming:

September 21, 22 – Cara at Virginia Director's meeting

October 11, 6 pm – VLA awards banquet

March 17, 2018 – Foundation Fundraising Auction

April 2018 – Tidewater Reads, Kwami Alexander is author.

2019 – ODU Big Read