



Main Library
Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

PO Box 360
Accomac, VA 23301
Phone: 757-787-3400
Fax: 757-787-2241
www.espl.org

From the Director's Desk

Cara Burton, Director

Director's Report Tuesday, December 12, 2017

Circulation detail for most recent month - Accomac=5,172; Cape Charles= 1,440, Chincoteague=846, NFL=1,680

Recommendation: Approve the closings for 2018. Approve changes to the Holiday Policy and the Bereavement Policy.

- **Library Services & Patron Relations**

- ESPL has received login credentials for the Foundation Directory as a **"Funding Information Network Partner,"** a.k.a. FIN. A computer is on order for the designated purpose of this computer.
- Staff are hosting a **volunteer appreciation party** on Tuesday, December 19th all day, except for during our staff meeting 1-3 pm.
- The National Endowment for Humanities (NEH) grant application has been submitted. It will support compact shelving and consulting for the Heritage Center construction. The next step is to apply for a conservation plan grant.
- **Fines:** Food for Fines is taking place in December to support the Food Bank. The Directors at the Tidewater Directors meeting weighed the value of fine penalties to computer access. Cara will evaluate and make recommendations as to the ESPL's policies. Charle provided Cara an Evergreen report on fine and fee income history for Cara to compare to Quickbooks reports; Cara evaluating fine income trend, which seems fairly stable. Fax income has increased, so long distance fees will be evaluated.
- **Youth Services (Janice Felker):**
 - Swapped the locations of juvenile fiction and juvenile nonfiction books with the help of two members of the Friends of ESPL and one ESPL staff person.
 - Continued weekly story time programs at Accomac (Thursdays at 10:30 AM) and Nassawadox (Fridays at 10:30 AM).
 - Conducted library tour and story time for PK students from Kiptopeke Elementary - attendance of 15 on Nov. 3 and 20 on Nov. 10.
 - Researched Literary Landmark dedication program whereby local Friends groups, State Friends, Trustees, and libraries may apply to dedicate a Literary Landmark. Saved documentation for potential future use. For the record, this was received from Jillian Wentworth from United for Libraries, a division of the American Library Association.
 - Thank you for contacting us! The current fee is \$850 for United for Libraries members and \$1050 for nonmembers. (Membership can be group or personal.) That includes a front- or rear-mounted plaque (pole-mounted has additional costs), plus listing on the website, national press releases through ALA, a piece in the United for Libraries newsletter, etc. To avoid additional rush/shipping charges, the plaque specs (color, text, etc.) need to be approved at least eight weeks ahead of the time when you will need the plaque - so the application should be submitted well ahead of that date (we recommend at least a few months). At least three sponsors can fit on the plaque, so that is helpful if a few different organizations are sharing the cost.
 - Attended Healthy Communities Coalition Meeting on November 9 and reported there on work accomplished by the Food Access and Equity Work Group.
 - Promoted Picture Book Month.
 - Worked with Cara to create children's gift baskets to serve as prizes for drawings at Accomac and Nassawadox branches. Created Youth Services survey which served as "ticket" for entering the drawing.
 - Continued to work on and promote 2018 ESPL Mock Newbery Book Discussion program.

- Attended ES Healthy Communities Food Access and Equity Work Group meeting on Nov. 20.
 - Attended online webinar "Picture This! Great New Picture Books!" presented by Booklist on November 7.
 - Displayed seasonal books (Thanksgiving and Christmas) in Juvenile areas in Accomac and Nassawadox.
 - On Nov. 10, helped the Friends of ESPL with the setup for their Veterans Day Used Book Sale.
 - Created ESPL Story Time manual to document and preserve a record of all Story Time programs presented at the Accomac and Nassawadox branches.
 - Attended lunch and Board of Trustees meeting at Chincoteague Island Library on Nov. 14.
 - Researched policies at other public libraries with respect to juvenile member cards and juvenile internet use.
 - Finished ordering books for the Friends of ESPL Dec. 9, Santa at the Library event.
 - Created and posted shelf signs for Juvenile Fiction and Juvenile Nonfiction areas of the Children's Room in Accomac.
 - Worked with Todd Humphrey from Moms in Motion to arrange for "Sensitive Santa" visit at Northampton Free Library (scheduled for Dec. 9).
 - Decorated children's areas for Christmas at Accomac and Nassawadox.
 - Ordered Summer Reading promotional supplies for all 4 libraries on Nov. 28.
 - Attended webinar "Credo Reference and Homework Help" on Nov. 29.
 - Applied for three grants - 2018 Candlewick Press Light the Way Grant, Baker & Taylor YALSA Collection Development Grant, and the YALSA's Great Books Giveaway Competition.
- **Exhibits:** New book exhibits: "Twice Told Tales" and "Boarding Schools."
 - **Passive Programs:** The November basket focuses on Picture Book Month and included a survey on youth services programs scheduling times. 24 surveys were collected at Central/Main and 19 at NFL. Felker is using the information for planning programs. December's basket includes a survey on how people find out about our programs and asks what a new year resolution should be for ESPL. We continue to ask for donations of items for the baskets as patrons love them.
 - **Collection Relevance:** Janice, Cara, and Charle have started examining the nonfiction collection and inventory management. One measure will be looking at the median or average age of books. One of the goals is looking ahead to the future library space. We don't want to pay to move outdated books.
 - **Endowment:** Part of Nora Turman's endowment was royalties from her book sales. Cara contacted the publisher and ESPL was due for a payment.
 - **Reader Advisory:** Charle has developed a monthly flyer of upcoming "Buzz-worthy New Books" to alert patrons and enable them to place holds in advance of availability. Being publicized in paper at the desk, in e-newsletter, website and Facebook.
 - **Technical Services:** Charle has been training Theresa and Amy to catalog on Evergreen. The weekly training will take months. Evergreen training and seminars will be in Richmond in the spring, but it is doubtful ESPL will have funding to send these additional staff. DVD shelving has been improved so it is neater. Staff appreciates DVD donations to improve this unbudgeted collection. Cara and Charle met with an RFID salesman about self-checkout equipment.
 - Eastern Shore Room
 - The Museum Network's FRESH project is working on standardized keyword list.
 - An anonymous donor gave wooden Onancock church wood miniature folk art to ESPL; found at a garage sale.

Meetings:

- 11/9 Staff meeting
- 11/9 Construction Committee
- 11/9 Health Communities
- 11/15 Nonprofit Capacity
- 11/15 BoS, Financing capital project presentation by Frank Hall & Dennis Custis
- 11/16 Foundation
- 11/17 Tim Smith, appraising local history collection; with Stacia
- 11/21 Corporate committee
- 11/21 NEH meeting
- 11/27 Parksley planning management team meeting

- 12/1 TALDC at Williamsburg
- 12/4 Museum Network
- 12/7 Patti Kiger, Healthy Communities
- 12/8 Budget Committee: Barbara Coady & Tim Valentine
- Outreach:
 - 11/10 ESVAHS – Tabitha Scarborough reception; Waterman Museum – Oyster Wars talk
 - 11/13 Parksley Town meeting
 - 11/14 Community Forum on School to Prison by Virginia Organizing, ESCC
 - 11/29 Chamber afterhours – Taylor Bank in Onley
- Facility:
 - Morgan treated the termites in the office and by the front entrance.
 - A public bathroom sink broke; repairman contacted to replace.
 - Paul Berge, John Callendar, and Cara toured the Chincoteague Bay Field Station to observe LEED features.
- Marketing & Communications:
 - Cara updated the Onancock display window to Christmas theme, “gifting books.”
 - **E-newsletter** sent out 12/5. *If you did not get it, you are not subscribed! Link on our website.*
- Technology
 - The Suntrust donated computers are all installed.
 - Technician is evaluating router as culprit behind slow running Internet.
 - @espl.lib.va.us domain is being cancelled now that the @espl.org has been in effect long enough to notify people of the change.
 - Foundation Center welcome page to be installed on all Accomac public computers.
- Continuing Education
- Personnel
 - Staff annual reviews have started.
 - Staff brought to Cara’s attention lack of clarity with Holiday and Bereavement policies. Recommended changes given.
- Library Associations & Library of Virginia:
 - Bibliostat state annual report submitted.
 - Nan Carmack is the new Director at Library of Virginia, a position that has been vacant several years. Kim Armentrout reports to this position. One of her goals is to be more responsive to the needs of small rural libraries. She is also evaluating cost effectiveness of some of the products or services LVA provides.
 - The LVA Youth Services Coordinator position is now vacant.
- Other
 - 11/13-16 Auditor on-site. Cara has some outstanding paperwork to send him.
 - ANPDC Parksley branding survey was distributed with the management team considering taglines and vision for the town. Planning monthly meetings. Grant application will be delayed until March 2019.

Upcoming:

Tuesday, Dec. 19 – Volunteer Appreciation party

December 25 – library closed

January 1 – library closed

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