



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, January 9, 2018

Circulation detail for most recent month - Accomac=3,445; Cape Charles= 1,284, Chincoteague=789, NFL=1,631

Recommendation: Approve receipt of the audit

• **Library Services & Patron Relations**

- Emergency closing of Accomac library due to boiler failure on Dec. 20. For first few days, custodial staff cleaned library. TS staff worked from home cataloging. Deliveries normal. Messages/announcements referred patrons to NFL phone. NFL says have been getting alot of phone calls for renewals, but not significant new traffic, however, NFL circulation up from last Dec. ESPL circulation significantly down.
- **"Funding Information Network Partner,"** a.k.a. FIN. Shortcuts are on all public stations at Accomac so that patrons can search the Foundation Directory. A computer is being installed designated just for the Foundation Directory. A ribbon cutting ceremony will be held Jan. 17 at 11:00 a.m. A training class on "Finding Grants" will be Jan. 31 at Eastern Shore Community College; registration limited. A in-service Finding Grants class was held on December 20th in the library.
- **Youth Services (Janice Felker):**
 - Staffed outreach table at the Riverside Shore Memorial Festival of Lights tree lighting ceremony on Dec. 1.
 - 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 at Nassawadox library - attendance of 18 on Dec. 1.
 - Decorated for the holidays in the children's areas at Accomac and Nassawadox libraries.
 - Scheduled, promoted, and supervised movie events for Accomac and Nassawadox libraries.
 - Gathered results from Youth Services survey conducted in November (see attached).
 - Continued to work on and promote 2018 ESPL Mock Newbery Book Discussion program.
 - Attended Friends of the Eastern Shore Public Library meeting on Dec. 6.
 - Helped set up for Sensitive Santa appearance at Nassawadox library on Dec. 9.
 - Attended and helped with Friends of the Eastern Shore Public Library sponsored "Visit with Santa" event on Dec. 9.
 - Attended Board of Trustees meeting at Accomac Library on Dec. 12.
 - Met with Linda Ryan at Chincoteague Island Library to discuss and begin planning for children's programs for the upcoming year on Dec. 13.
 - Worked on scheduling a 2018 Story Time visit with Oliver (therapy dog) in anticipation of considering a "Paws for Reading" program in the future.
 - Began working on plans for Winter Reading program (to occur in February 2018).
 - Completed online webinar "Five Big ideas on Early Brain Development" on Dec. 27.
 - Began process of setting up mobile device management system for iPads with ManageEngine.
 - Applied for three additional grants - 2018 ALSC Bookapalooza Program Grant, 2018 Dollar General Teen Summer Intern Program Grant, and the 2018 Dollar General Summer Learning Resources Grant.
- **Exhibits:** New book exhibits: "Twice Told Tales" and "Boarding Schools."
- **Passive Programs:** The December basket drawing submission included a survey with two questions, with 41 responses:

- How do you find out about library events? Website - 19, Facebook - 11, flyers in library - 13, word of mouth - 18, email newsletter - 5, ES First - 5, ES News - 8, ES Post - 15, WESR - 10, other: walkins (2), "friends of library" (3), outdoor sign (1)
- **Technical Services (Charle Ricci):**
 - Selecting materials on grantwriting, fundraising, proposal writing to supplement in-house resources for use by individuals utilizing Foundation Center Funding Information Network database
 - Island Library inventory project completed by 2017 year end. 724 items that were in catalog but no longer physically present at library were identified and removed. For ESPL system as a whole, inventory project resulted in the removal of approximately 5,500 items from the catalog, reducing patron frustration when searching for items that were not on shelves, as well as reducing cost of ILS, which is based on collection size.
 - Receiving positive feedback from patrons and staff regarding "Upcoming Hot Releases" lists (print/website/e-newsletter). Plan to evaluate number of holds placed in advance of publication date to determine future impact on circulation rates.
 - Large print and Western collections evaluated for circulation activity and condition with help of Pam Holley. Biography collection evaluation underway. Items with little to no circulation or poor physical condition withdrawn.
 - With volunteer assistance, performing final check for items set at missing or lost for at least 2 years. Those not on shelf will be removed from catalog to clean up collection database and reduce ILS costs.
 - With special allotment of \$500 from NFL friends, took advantage of special sale opportunities for sound recordings and large print titles from materials vendors (\$10 apiece!) to increase selection of in-demand collections at NFL.
- Eastern Shore Room
 - Stacia Childers has started shipping yearbooks to LVA for scanning.

Meetings:

- 12/11 Parksley ANPDCplanning meeting
- 12/11 Parksley Town Council
- 12/12 TJ Johnson, ESCC Workforce Development
- 12/13 Nonprofit capacity group
- 12/14 Kim Miles, Heritage Center
- 12/14 Foundation
- 12/18 Construction Committee
- 12/19 Staff volunteer appreciation party
- Outreach:
- Facility:
 - Boiler died Dec. 20. Library closed.
 - Still waiting for sink to be repaired; will also replace metal door to utility room that is rusted and window broken.
- Marketing & Communications:
 - 1/3 WESR Chamber Chat with Robie Marsh: FIN, 3/17 fundraiser, New Library info meeting
 - FIN Finding Grants class flyer & p.r.
 - Building public meeting flyer & p.r.
 - End of year donations options via e-newsletter
- Technology
 - Technician is obtaining new firewall to handle faster Internet speeds.
 - New computer for Foundation Directory received and being set-up.
- Continuing Education
- Personnel
 - Staff annual reviews have started.
- Library Associations & Library of Virginia:
- Other

Upcoming:

January 10 - Public Information Meeting about Parksley building design, 10 am & 2 pm

January 17 - Ribbon Cutting for FIN, 11:00 am at the Accomac library

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