



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, February 9, 2018

Circulation detail for most recent month - Accomac=3,443; Cape Charles= 1,293, Chincoteague=799, NFL=2,061

Recommendation: Approve Board meeting calendar.

• Library Services & Patron Relations

- Emergency closing of Accomac library due to boiler failure from Dec. 20, 2017 to January 13, 2018. We did receive a check for all but \$1,000 of the cost to replace the boiler. Significant circulation increase at NFL during the closing; interestingly, Accomac's circulation ended up about the same as in December as was CI and CML. Weather likely factored into circulation with snowstorm in early January.
- **"Funding Information Network Partner,"** a.k.a. FIN. A ribbon cutting ceremony was held Jan. 17 at 11:00 a.m. A training class on "Finding Grants" was held Jan. 31 at Eastern Shore Community College; registration 25 people. The next class will be February 28. Staff and waiting list people will have priority on the limited registration. A spring class on writing proposals will be planned, by request of attendees.
- **Youth Services (Janice Felker):**
 - Prepared calendar of events, programs, celebrations, and special occasions for calendar year 2018.
 - Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:30 AM) and Nassawadox (Fridays at 10:30 AM).
 - Conducted story time about Camouflage for PK students from Kiptopeke Elementary at Nassawadox library - attendance of 15 on Jan. 26.
 - Removed holiday decorations and displays in the children's areas at Accomac and Nassawadox libraries.
 - Continued to work on and promote 2018 ESPL Mock Newbery Book Discussion program.
 - Continued preliminary planning for Summer Reading Programs including meeting with Sharon Silvey on Jan. 26.
 - Worked on promotional materials for Winter Reading Program.
 - Designed webpage for Winter Reading Program.
 - Attended Friends of the Eastern Shore Public Library meeting on Jan. 24.
 - Updated calendar information with Eastern Shore Post.
 - Attended Regional Library Update at the Eastville County Administration Building on Jan. 10.
 - Completed online webinar "Five Big ideas on Early Brain Development" on Dec. 27.
 - Set up mobile device management system for iPads with ManageEngine and the Apple Device Enrollment Program.
 - Attended webinar "Promoting Social and Emotional Learning in Preschool: Programs and Practices That Work, by Karen Bierman" on Jan. 17.
 - Worked on Tidewater Reads Poetry Contest form (contest to begin in late February).
 - Assisted Cara Burton with prep for Ribbon Cutting for the launch of the Funding Information Network at Eastern Shore Public Library.
 - Set up for and cleaned up after thank-you reception for patrons upon reopening of the Accomac location of the library on January 16 and 17.
 - Presented program on Camouflage at Literacy Council's Family Literacy Night at Metompkin Elementary School on Jan. 24.
 - Attended ES Healthy Communities Food Access and Equity Work Group meeting on Jan. 22.

- **Passive Programs:** We did not do a basket in January due to the closing. A Black History Month celebration basket drawing is the February theme, but no survey being taken.
- **Technical Services (Charle Ricci):**
 - Created two displays:
 - This is the year to get your Financial House in order
 - American Tales: the most famous book from each state
 - Completed study of collection size broken down by major divisions along with count of number of 3' shelves currently occupied by adult and children's collections
 - Working closely with Equinox to create a report template to demonstrate percentage of collection in circulation at a given point in time in order to assist library consultant with space needs estimates for new library.
 - Updating collection materials about grant writing/fundraising/nonprofits to support FIN computer station
 - Continuing to weed biography collection
 - Created summary report of ESPL collection sizes and cost of Evergreen Hosting & Support Services over time (April 2015-October 2017).
 - Attended and recorded minutes for ESPL Construction Committee meeting on January 15, 2018.
 - Attended FOIA and Records Management Webinar, 3 hours, January 24, 2018.
- Eastern Shore Room
 - Stacia Childers installed a printer for patron convenience as the copier will no longer be maintained, due to costs.
 - The Library of Virginia completed scanning (digitizing) Cape Charles yearbooks and has digital access to them on a website. Stacia continues to send yearbooks to them for digitizing.
 - 1/26 - Meeting with Tim Smith, Kellee Blake (Facetime), Miles Barnes, Stacia Childers, and Charle Ricci to review value of the collection for the NEH grant applications. Smith was to talk with Fournier.
 - Items have been donated from the Governor Northam inauguration.

Meetings:

- 1/11 with Frank Hall, met with ES Community Foundation and Hampton Roads Community Foundation about endowments
- 1/11 Healthy Communities Executive Board
- 1/15 phone conference with Karen Kollias (NCALL), Mike Mason, Kitty Hall, and Frank Hall
- 1/15 Construction Committee
- 1/23 BoT Special Board meeting
- 1/24 Friends of ESPL - new renderings presented
- 1/25 Foundation
- 1/29 Construction Committee met at Parksley location with architects and their engineering teams
- 2/1 Staff meeting.
- 2/2 with Jackie Davis
- 2/7 Accomack BoS presentation on budget
- 2/8 Foundation Fundraising Planning Retreat (9-3)
- 2/12 Parksley Planning Meeting
- 2/12 Parksley Town Meeting - will give presentation
- Outreach:
 - 1/3 Spoke on Chamber Chat about FIN and fundraiser
 - 1/10 Public Information Meetings at Parksley and Eastville with architects showing new renderings
 - 1/12-13 Volunteered at Governor Northam inauguration
 - 1/31 Kiwanis presentation of new plans
 - 2/3 Gov. Northam Health Forum
 - 2/3 CCML Friends annual dinner brief presentation of plans followed by Dennis Custis history talk
- Facility:
 - Boiler replaced.
 - Sink in public bathroom replaced with vanity (so wouldn't rip off wall). The other bathroom is handicapped accessible.
- Marketing & Communications:
 - Boosted some events on Facebook, including 3/17 fundraiser

- Flyer about donating tax return
- E-newsletter done by Stacia
- Technology
 - ESVA Communications installed new router. Putting more substantial firewall out to bid on e-rate.
 - New computer for Foundation Directory received and being set-up; delay due to an older computer crashing and need to install cable to computer.
 - Internet service submission made to renew e-rate application.
- Continuing Education
 - Stacia, Charle, Theresa, and Cara will be taking Dennis Custis' ESVA History class with ALL
 - Cara to attend PLA in Philadelphia (March) and 2 workshops at Computers in Libraries in Arlington (April)
- Personnel
 - Staff annual reviews have started; interrupted with closing.
 - Barbii Rogers promoted to NFL Branch Manager, effective February 1.
 - Summer Dahlmanns promoted to Circulation Manager, effective February 1.
- Library Associations & Library of Virginia:
 - did not attend TALDC due to weather and workload
 - LVA new Director has been surveying directors about e-services
 - VPLDA meeting in Staunton
- Other

Upcoming:

February 24 - ESCC Heritage Day, ** Need volunteers

February 25 - "Honoring Our Ancestors: Learning Our History" Francis Latimer program at Union Baptist Church

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

April 28, 2018 - Tidewater Reads, Kwami Alexander is author.

2019 - ODU Big Read