



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](http://www.espl.org)

*From the Director's Desk*

*Cara Burton, Director*

**Director's Report**  
**Tuesday, March 13, 2018**

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

Recommendation:

- Include "Safety" in the Facility Committee and add Barbrielle Rogers, as new NFL Branch Manager.
- Approve naming of Northampton Free Library youth garden as "The Betsey Tankard Memorial Garden" and accept the donations of memorial gifts from Northampton Free Library to support physical improvements to the garden and/or gardening books in her memory. A plaque will be installed at the garden which is a grant project of Cooperative Extension.
- Approve the regional library donor naming list, attached.

• **Library Services & Patron Relations**

- **"Funding Information Network Partner,"** a.k.a. FIN. A training class on "Finding Grants" was held February 28 at Eastern Shore Community College; registration 25 people. A spring class on writing proposals will be planned, by request of attendees.
- **Honoring our Ancestors** - A public program at United Baptist Church in Eastville with Bobby Harmon talking about the use of the Francis B. Latimer Collection in researching his genealogy. 50 attended.
- **Youth Services (Janice Felker):**
  - Launched Winter Reading Program at all 4 locations - including kick-off event at Main library on Sat., Feb. 10.
  - 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 16 on Feb. 9.
  - Created Black History Month displays in both NFL and Main.
  - Attended Healthy Communities annual meeting as the representative for the library on Feb. 8.
  - Helped C Burton prepare application for United Way Grant requesting funds to purchase three Single Side, Double Wide Tablet Tables with matching chairs to provide increased public access to our iPads, specifically for children. (two for Accomac and 1 for Nassawadox location).
  - Learned we had been chosen as a recipient of one of the thousand-dollar 2018 Summer Learning Resources Teen Intern Grants from YALSA and the Dollar General Literacy Foundation.
  - Updated calendar information with esva.net.
  - Phone conferenced with NASA representatives about offering to collaborate with NASA's Wallops Flight Facility Visitor Center for the 2018 NASA Teams Engaging Affiliated Museums and Informal Institutions (TEAM II) proposal - an offer to work together in the summer of 2019 to implement moon-themed STEAM activities in support of the 2019 Universe of Stories and the 50th Apollo anniversary themes. Followed up with a letter of commitment and descriptive paragraph about Youth Services at the Eastern Shore public libraries.
  - Continued to learn more about ManageEngine, the mobile device management system for iPads, and to develop ways to maximize its usefulness.
  - Organized, worked on, and promoted our local phase of the Tidewater Reads Poetry Contest. Created a display to promote Tidewater Reads author, Kwame Alexander and the related Poetry Contest. Promoted all aspects with flyers, emails, and Facebook.
  - Helped to promote The Latimer Oral History Contest with flyers, emails and Facebook.

- Created displays for, and promoted on Facebook, the ALA Youth Media Awards results.
- Created Youth Services purchase suggestions to assist Charle Ricci with collection development.
- Attended and spoke at the Northampton Middle School Family Literacy Night. Barbii Rogers and I also set up a table, where we provided free books, bookmarks, and Check-Me-Out buttons for student attendees, promoted the Tidewater Read Poetry Contest and The Latimer Oral History Contest, and distributed a general information packet about the ESVA libraries and Youth Services. Evening of Feb. 21.
- Met with Margaret Van Clief on Feb. 23 to discuss ways we might partner with The Nature Conservancy.
- Prepped materials for Cara Burton and Jazmine Collins to attend Heritage Celebration at Eastern Shore Community College on Feb. 24.
- Attended ES Healthy Communities Food Access and Equity Work Group meeting on Feb. 26.
- Began working on plans for El Dia event (in April) and Stuffed Animals Tour the Shore event (in March).
- Attended and reported to the Friends of the Eastern Shore Public Library meeting on Feb. 28.
- **Passive Programs:** A Black History Month celebration basket drawing was the February theme, but no survey being taken. Women's History Month is the March basket; no survey.
- **Technical Services (Charle Ricci):**
  - Created display for Black History Month.
  - Upcoming Bestsellers list for Readers Advisory covering months of March to June 2018 created.
  - Continuing cataloging training with Amy and Theresa.
  - Trained Barbii in the use of Evergreen and Ingram iPage to determine cost of lost/damaged items and adding fee to patron accounts
  - Reviewed periodical subscriptions for circulation and browsing activity. Reviewed current titles with Brian, Summer, and Barbii in advance of renewal date to make any necessary changes to EBSCO subscription list.
  - Continuing with biography weeding project.
  - Attended Foundation Center FIN training: Getting Grants (2/28/18)
  - Working closely with Janice to order Youth Media Award Winning materials for juvenile and young adult collections.
- **Eastern Shore Room (Stacia Childers)**
  - Compiled rough quotes for a digitization station equipment for the purposes of NEH grant.
  - Cape Charles yearbooks digitized by Library of Virginia are now available online. NAMH Nursing School and Francis Latimer collections yearbooks are the next batch to be sent.
  - Finalizing an inventory of ESPL collections' provenance, usage rights and designations.
  - Cara took webinar about the NEH PAG - Preservation Assistance Grant for Smaller Institutions.
- Meetings:
  - 2/15 Foundation; 3/1 Foundation Special Meeting
  - 2/23 Better Birth Outcomes work group of Healthy Communities
  - 2/23 phone conference with Mike Rawls
  - 2/23 Raising the Green pr planning with L. Badger
  - 3/1 Parksley Planning Grant
  - 3/1 Colette Nelson and Art Fournier re major donor packet
- Outreach:
  - 2/21 Chamber Chat on WESR
  - 2/24 Heritage Festival at ESCC
- Facility:
  - Another bird came into the ES Room. Likely through attic vent and missing ceiling tile; tile replaced.
  - Building survived the Nor'easter; lost a few shingles.
  - Getting quote for rug and other cleaning needs from cleaning service for NFL.
- Marketing & Communications:
  - Boosted some events on Facebook, including 3/17 fundraiser
  - Flyer about donating tax return
  - E-newsletter done by Stacia
- Technology
  - Reviewing wifi counting options. LVA wants the statistics of use, but recording mechanisms expensive.
  - New computer for Foundation Directory received and being set-up; delay due to an older computer crashing and need to install cable to computer.
- Continuing Education
  - Stacia, Charle, Theresa, and Cara are 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
- Library Associations & Library of Virginia:
  - did not attend TALDC due to weather and class
  - communicated with LVA State Librarian about executive budget line item for Heritage Center
- Other

Upcoming:

March 17 – Foundation Fundraising Auction, “Raising the Green” to be at the Island House.

March 21 – BoS meeting

April 6 – Literacy Council SpellRite at MNS Cultural Center

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

2019 – ODU Big Read