



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, April 10, 2018

Circulation detail for most recent month - Accomac= ; Cape Charles= , Chincoteague= , NFL= **issue with Evergreen reporting.

Recommendation:

- Approve endowment fund recommendations.
- Authorize Director to charge CC, CI, or Friends of NFL per book for processing costs if they exceed an agreed upon budgeted quantity.
- Approve closing of ESPL libraries for Staff Development Day Wednesday, July 25.

• **Library Services & Patron Relations**

- Did not close for bad weather:
- **"Funding Information Network Partner,"** a.k.a. FIN. A training class on "Finding Grants" will be held Monday, April 23, 2018.
- **Youth Services (Janice Felker):**
 - Finished Winter Reading Program - prepared and distributed completion certificates and bags of surprises for those who completed the program: Cape Charles 0, Chincoteague 3, Nassawadox 3, Accomac 27 (including a class of 16). Total books listened to by children participating was 1408.
 - Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:30 AM) and Nassawadox (Fridays at 10:30 AM).
 - Created Women's History Month displays in both NFL and Main.
 - Continued to learn more about ManageEngine, the mobile device management system for iPads, and to develop ways to maximize its usefulness.
 - Phone conferenced with organizers and other grantees of the Summer Teen Intern Grant. (March 6)
 - Attended and completed Youth Mental Health First Aid all day class with Community Services Board. (March 9)
 - Attended meeting of Eastern Shore Smart Beginnings Go and Grow committee. (March 12)
 - Attended ESPL Board of Trustees meeting. (March 13)
 - Promoted and completed our local phase of the Tidewater Reads Poetry Contest. Arranged for judging by some members of the ESPL Board of Trustees and sent our top 3 entries in each of 5 age groups (15 entries) to regional level by the end of March.
 - Helped to promote The Latimer Oral History Contest with flyers, emails and Facebook.
 - Assisted Charle Ricci with collection development for Youth Services.
 - Prepared materials for and attended Grandparents Day event at Pungoteague Elementary School. Provided outreach to over 200 participants. (March 16)
 - Completed training for library's new cloud version of Evergreen (automated circulation and cataloging system for the all 4 library locations. (March 16)
 - Completed online webinar Bridging the Gap Between Afterschool and Workforce. (March 20)
 - Promoted, launched, and supervised Stuffed Animals Tour the Shore Libraries event - began on Mar. 22, scheduled to be complete by April 14 (32 participants).
 - Met with Sharon Silvey at Cape Charles Memorial Library to work on schedule for Summer Reading. (March 23)
 - Attended meeting of Food Access and Equity Workgroup of Eastern Shore Healthy Communities. (March 26)

- Attended and reported at Friends of the Eastern Shore Public Library meeting. (March 28)
 - Worked on plans for El Día event (scheduled for May 6) off and on during the month of March.
 - Created certificates of appreciation (for Teen Intern Grant funding from Dollar General Literacy Foundation) to distribute to ESVA Dollar General stores.
 - **Passive Programs:** Women's History Month was the March basket; no survey. The April basket will survey reasons for visiting the library.
 - **Technical Services (Charle Ricci):**
 - Created display for Womens History Month
 - Continuing cataloging training with Amy and Theresa
 - Continuing with biography weeding project.
 - Webinar: Measures that Matter (3/7/18)
 - Attending Dennis Custis' Eastern Shore History class through ALL @ESCC
 - Evaluating existing collection and books recommended by Dr. Balmoria to ensure availability of materials focusing on sex education
 - Oversee staff training and preparation for transition to web-based version of Evergreen ILS
 - Prepare study of cataloging output of Technical Services department for FY 2014/15 to present
 - Attended VLA's Cataloging & Technical Services Forum - Virginia Wesleyan University (3/30/18)
 - Prepare shipment for bindery - mainly ES Room materials
 - Select and process updated selection of grantseeking/fundraising materials in print to support Foundation Center database
 - **Eastern Shore Room (Stacia Childers)**
 - Burton has begun application for NEH Preservation Assistant Grant which will hire a consultant to do a needs assessment of the archives and some training for Museum Network members. This will be the 3rd application to NEH for grants this year.
 - Friends of ESPL and NFL provided history of adult programs for the NEH PAG.
 - Continues to ship yearbooks to LVA for scanning.
 - Burton met with Holden and Hatch to review Latimer collection scanning project status. Burton has to research ways to store oral histories; contacted Lyrasis.
 - Childers compiled 3 years statistics for ESR use.
- **Meetings:**
 - 3/7 NEH grant writing committee
 - 3/7 Pam Holley with Charle
 - 3/8 Foundation
 - 3/12 Parksley Town meeting
 - 3/16 NCALL consultant fundraising training with Foundation (Salisbury)
 - 3/27 With Kitty Hall to discuss personnel issue
 - 3/27 Parksley Chief Greer: planning May 6 event and library site design: traffic flow and security
 - 3/28 Hampton Roads Community Foundation luncheon with Jay Davenport (Slover Library)
 - 3/29 Construction Committee
 - 3/29 Northampton Admin Kowalski and John Chandler about budget with Paul Berge
 - 3/30 Holden and Hatch to review Latimer VFH grant status
 - 3/30 Parksley Marketing & Event Planning Meeting
 - 4/2 Healthy Communities' Better Birth Outcomes working group
 - 4/3 Lyrasis consultant regarding NEH PAG grant application
- **Outreach:**
 - 3/11 St. Patrick's Day Parade in Onancock. Burton drove van.
- **Facility:**
 - NFL is getting the carpet cleaned and other "heavier" cleaning, but having issues getting service to respond.
 - Boiler has shut off a couple times; technician thinks has to do with oil come from tank.
 - Tyco inspected fire equipment at Accomac and replace the battery.
- **Marketing & Communications:**
 - Press release on Parksley historic buildings program April 12.
 - Will work with TGD to develop a case for support for the capital project.
- **Technology**
 - Working to login to wifi access point software to collect use data.
 - Trying to install fax machine at front desk, but issue running phone line.

- 3 laptops were purchased for staff (TS manager, Circulation manager, and Director) through Dell government. Branch manager will get Director's laptop.
- Continuing Education
 - Stacia, Charle, Theresa, and Cara finished aking Dennis Custis' ESVA History class with ALL. Dennis allowed audio recording so Burton could hear missed classes.
 - Cara to attended PLA in Philadelphia (March 20-24). Will attend 2 workshops at Computers in Libraries in Arlington (April), one dealing with virtual reality.
 - Webinar: Measures that Matter (3/7/18) – with Ricci.
- Personnel
 - Stephanie Smith has been hired as Library Specialist 1 for ten hours per week, filling existing scheduled hours. She has skills and experience with archives, which will help in the future.
 - Staff Development Day on July 25 is being developed. VML will do sexual harassment training.
- Library Associations & Library of Virginia:
 - Am not attending the VPLDA meeting in Staunton, due to workload.
- Other

Upcoming:

April 9 - ANPDC update on Parksley Planning Grant at Parksley Town Hall, 7 pm
 April 18 - Burton to present at Episcopal Women meeting
 April 18 - BoS meeting, 5 pm
 April 12- Parksley historic buildings talk by Laura Purvis, 3 pm at Accomac library.
 April 19 - Foundation
 April 23 - Finding Grants workshop (registration required)
 April 28 - Tidewater Reads, Kwami Alexander is author.
 May 6 - El Día de Los Niños, El Día de Los Libros, 1-4 pm
 June 21-23 - GHOTES conference
 2019 - ODU Big Read