



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, May 8, 2018

Circulation detail for most recent month - Accomac= 5,098 ; Cape Charles=1,637 , Chincoteague=766 , NFL= 1,613

Recommendation:

- Approve bylaws update defining roles of Treasurer and voting.
- Authorize Director to charge CC, CI, or Friends of NFL per book for processing costs if they exceed an agreed upon budgeted quantity.

• **Library Services & Patron Relations**

- **"Funding Information Network Partner,"** a.k.a. FIN. A training class on "Finding Grants" held Monday, April 23, 2018. A total of 51 people have been training. 5/15 will be "Introduction to Proposal Writing," a webinar by Foundation Center at ESCC. Burton did one-on-one training for development staff at local nonprofit, 4/27.
- **United Way grant funding:** United Way has approved our request to fund Foundation Directory Online access at CCML, \$1,000. United Way has approved the grant request via Friends of ESPL for the ipad tables.
- **General/Adult Programs:** 4/12 Laura Purvis, consultant for Va. DHR, spoke on ESVA historic building survey and focused on Parksley. 5/2 - Eyreville archaeologists.
- Addressing homeless loitering issue with ANP-DC.
- **Youth Services (Janice Felker):**
 - Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:30 AM) and Nassawadox (Fridays at 10:30 AM).
 - Created Poetry Month displays in both NFL and Main.
 - Attended Summer Food webinar, Growing Readers and Healthy Eaters. (April 4)
 - Began promotion for Teen Intern positions by creating Google online interest form and internship application form for distribution to interested teens. Notified schools and posted on Facebook.
 - Attended ESPL Board of Trustees luncheon and meeting in Cape Charles. (April 10)
 - Assisted Cara Burton with our presentation to the United Way in support of our funding request (through the ESPL Friends group) for three iPad display tables. (April 11)
 - Wrapped up details in Stuffed Animals Tour the Shore Libraries event - began on Mar. 22, completed on April 14 (32 participants). Distributed prize bags to go home with stuffed animals.
 - Held Second Saturday kids event (LEGO Poetry Fun) on April 14.
 - Set up Children's Book Week voting displays for the Children's & Teen Choice Book Awards at both Accomac and Nassawadox. Shared information with Cape Charles and Chincoteague.
 - Attended meeting of Food Access and Equity Workgroup of Eastern Shore Healthy Communities. Accepted assignment as vice chair of this workgroup. (April 16)
 - Assisted Eastern Shore Smart Beginnings Go and Grow committee with assembly of their Go and Grow diaper bags. (April 16)
 - Attended IFLA webinar "Can the library do everything? The changing role of librarians and the library as a space of social inclusion." . (April 20)
 - Built forms for Nassawadox raised garden beds with spouse, Rick Felker, and arranged for their delivery and installation, donated and accomplished by Mattawoman Creek Farms.
 - Attended planning meeting of Eastern Shore Smart Beginnings Go and Grow committee. (April 23)
 - Attended and reported at Friends of the Eastern Shore Public Library meeting. (April 25)

- Distributed (or arranged for distribution of) certificates of appreciation for Teen Intern Grant funding from Dollar General Literacy Foundation to all 7 ESVA Dollar General stores.
- With funds provided by Friends of the Eastern Shore Public Library, chose books by Kwame Alexander and prepared Poetry Collection Booklets as prizes for Tidewater Reads poetry contestants.
- Prepped event items for our attendance at the YMCA Heathy Kids Day event (attended by Summer Dahlmanns and Brian Simpkins) on April 21.
- Planned and carried out Family Fun Poetry event to celebrate Poetry Month and our Tidewater Reads Poetry Contest winners on April 28.
- Met with representatives of Virginia Cooperative Extension (Accomack County) about their participation in our Summer Reading Program. (April 30)
- Throughout the month, continued to work on plans for Summer Reading and Summer Food programs.
- Planned for and promoted our second annual El Día de los Niños y El Día de los Libros (Day for Children and Books) event scheduled to be held on May 6.
- **Passive Programs:** April basket had a survey on why visitors used the library. Traveling exhibit on Flora of Virginia from Library of Virginia at Central library.
- **Technical Services (Charle Ricci):**
 - Created display for Poetry Month
 - Continuing cataloging training with Amy and Theresa
 - Continuing with biography weeding project.
 - April 25-26, 2018: Attended Evergreen User's Forum at the Library of Virginia: training on cataloging, serials, administration, and workflows in the new web-based Evergreen application.
 - Troubleshooting and testing Evergreen 3.0 to determine bugs and workarounds, particularly in the cataloging module, but also including circulation and patron activity issues
 - Created an updated database listing of unexpired patrons for ESPL Foundation
 - Attended ESPL Construction Committee meeting and Board of Trustees meeting, both on April 10, 2018
 - Evaluated current schematic design for Parksley facility and made suggestions to improve productivity and work environment for Tech. Services department
 - Created Facebook post on the new materials collection supporting the Foundation Center's FIN computer - grantwriting and fundraising books.
 - Created Upcoming bestsellers list for May through August 2018. Distributed in print, ESPL website, Facebook post. Will be included in eNewsletter.
- TS Capacity
 - Burton working with TS staff and branch managers to better manager workload with staffing constraints
 - Regional library services costs compiled, reflecting more true cost of processing a book
 - Reviewed year end billing for books with CCML
- **Eastern Shore Room (Stacia Childers)**
 - Burton submitted 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.
 - Continues to ship yearbooks to LVA for scanning if they are prior to 1977 (due to copyright restrictions). The following yearsbooks have been digitized: ones from Latimer collection, from NAM Nursing School, some from Onancock and Cape Charles schools. Cape Charles Museum and Historical Society loaned the CC yearbooks. Yearbooks are very helpful in genealogy searches.
 - WESR is airing the oral history contest winners on Saturday mornings.
 - The Imagex scanner was serviced as image crooked. The factory is no longer servicing with spare parts, so it was adjusted, but not fixed.
 - Dr. Barnes and Childers annotated the library's list of collection in archives and it is now on the espl.org website.
 - Parksley Historic Walking Tour brochure completed. Done on Burton's personal time and asked Parksley to fund printing.
 - Unable to meet patron individual needs with current staffing to the extent past librarian provided. Staff working part-time for ESR cannot provide hour long research assistance. Patrons are walk-in, despite encouragement to make appointments or call ahead.
- Meetings:
 - 4/4 DOVE (school desegregation in Va. history project) tele-meeting
 - 4/5 Staff meeting

- 4/7 Prospective volunteers in Parksley
- 4/9 Senator Tim Kaine
- 4/9 Parksley Town Council
- 4/10 Construction committee meeting
- 4/11 United Way interview
- 4/11 FIN meeting webinar
- 4/12 Healthy Communities executive committee
- 4/19, 5/3 Foundation
- 4/20 Greg Lukmire, architect, phone meeting
- 4/24 Bundick and Hedge with Dahlmans and Burton to review vendor merchant account
- 4/24 Fournier, Davenport, Nelson – major donor presentation materials
- 4/25 Friends of ESPL
- 4/27 BoardEffect portal sales call
- 4/28 DHR archaeologists about upcoming program and library partnerships
- 4/30 Presentation at Northampton County BoS budget meeting
- 5/2 ESCC College & Career Readiness Council Meeting
- 5/7 ANEC, capital financing with F. Hall and Berge
- 5/7 NCALL phone conference with F. Hall and Berge
- Outreach:
 - 4/6 Spellrite Literacy Council fundraiser. Brian and Wendy teamed with Frank Hall on “BookMates.” Took second place!
 - 4/8 Taste of Shore, Onancock Rotary
 - 4/18 Episcopal Women, Onancock, about building project and change in library design
 - 4/19 Dining for Women
- Facility:
 - NFL is getting the carpet cleaned by ServiceMaster LLC.
 - ESPL a/c serviced.
 - Fire extinguishers were inspected at ESPL and NFL.
 - Sink hole, 3’ diameter, over drain field; will fill with sand
 - Trim off over front door at ESPL; contractor called
- Marketing & Communications:
 - Press release on oral history and poetry contest winners and archaeology program.
 - Worked with TGD to develop a case for support for the capital project. Powerpoint slide show also created.
- Technology
 - Fax machine near front desk installed. Better service for patrons as less time from desk and can monitor transmission more closely.
 - 3 larger monitors purchased for TS staff as Evergreen upgrade was not allowing fullscreen view on smaller monitors, decreasing efficiency.
 - 2 smartscreen TV monitors purchased, one supported by Friends of ESPL, to show upcoming events at the front desk
- Continuing Education
 - Burton attended 2 workshops at Computers in Libraries in Arlington (April 16), one dealing with virtual reality the other with library design. Accommodations pro bono.
 - “Can the library do everything? The changing role of librarians and the library as a space of social inclusion.” April 20. IFLA webinar. Burton, 1 hour. Variables to consider missing from library visitor population: disabled, social class, religion, immigration status, language, race/ethnicity. An invitation is not enough.
- Personnel
- Library Associations & Library of Virginia:
 - LVA state aid application submitted
 - Regional library system directors have requested LVA organize a meeting of the group at upcoming state meeting
- Other
 - Took advantage of State Farm’s community shred day.

Upcoming:

May 6 – El Día de Los Niños, El Día de Los Libros, 1-4 pm

June 21-23 – GHOTES conference

