



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

From the Director's Desk

Cara Burton, Director

Director's Report
Tuesday, June 12, 2018

Circulation detail for most recent month - Accomac= 5,184; Cape Charles=1,436, Chincoteague=779 , NFL= 1,613

Recommendation:

- Authorize Director to charge CC or CI per book for processing costs if they exceed an agreed upon budgeted quantity.
- Motion to authorize the Treasurer to transfer the library operating fund checking account to SunTrust bank and to open a vendor merchant account at SunTrust bank for library business.
- Motion to transfer the remainder of the funds in the capital account to Accomack County to be placed in a fund restricted to capital expenditures for the new regional library. The transfer of the funds will take place on a date at the discretion of the Treasurer to meet the needs of the county and progress of the capital project financing. This transfer of capital funds meets the needs of the Memorandum of Understanding between Accomack County, the Eastern Shore Public Library Board of Trustees and the Eastern Shore Public Library Foundation that addresses the financing for the capital project.
- Motion to approve the updated 2018-2019 Budget Plan as recommended by the Library Director and includes the revised income from Accomack County

• **Library Services & Patron Relations**

- **"Funding Information Network Partner,"** a.k.a. FIN. A training class on "Introduction to Proposal Writing," a webinar by Foundation Center at ESCC on May 15. Access to FDO at Cape Charles is in the works, with the technical issues being addressed by CCML's Internet provider. **Fundraising Planning**, another FIN webinar, will be July 17 at 1 pm. Amy Bull has organized a workshop on the **use of Census Data** to be held August 7 at the Chamber. Cara to speak on grant finding at Kids Count Forum 6/13.
- **General/Adult Programs:** None this month.
- **Exhibits:** "Flora" exhibit from LVA here (had to come back as was broken). Garden club floral exhibit here week of June 4 in recognition of national garden week.
- **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).
 - Received and reviewed applications for Teen Intern positions.
 - Throughout the month, continued to work on plans for Summer Reading and Summer Food programs including preparation of flyers to be distributed to all public school students.
 - Promoted Teen Intern positions and information, as well as Summer Reading in ESPL E-News and Friends of ESPL Bookworm publication.
 - Worked on ESPL STREAM logo ideas.
 - Promoted Children's Book Week voting displays for the Children's & Teen Choice Book Awards at both Accomac and Nassawadox. Story Time children at Accomac voted for their favorites. (May 1)
 - Attended and reported at Friends of the Northampton Free Library meeting. (May 2)
 - Attended United Way of Virginia's Eastern Shore - 2017 Campaign Breakfast of Appreciation as representative for the Eastern Shore Public Library. (May 3)
 - Supervised second annual El Día de los Niños y El Día de los Libros (Day for Children and Books) event. Event was well supported and attended (approx. 200 attendees) in spite of misty rain conditions. (May 6)
 - Attended ESPL Board of Trustees luncheon and meeting in Nassawadox. (May 8)

- Registered Eastern Shore Public Library to participate in the Library of Congress "A Book That Shaped Me" Summer Writing Contest for rising 5th & 6th graders. (May 9)
- Attended Eastern Shore Healthy Communities quarterly meeting and reported for Food Access and Equity Work Group. The program, Building a Resilient & Trauma-Informed Community, was presented by John Richardson-Lauve, LCSW, Director of Mental Health and Lead Trauma and Resilience Educator, ChildSavers. (May 10)
- Received notification on receipt of United Way grant and placed order for three iPad display tables and six chairs. (May 11)
- Viewed webinar, Summer YA Announcements, 2018. (May 18)
- Conducted our first two Youth Garden Club meetings and workdays at Northampton Free Library. The group planted tomatoes, peppers, and eggplant and began the work of building their club purpose, mission, and goals. (May 18 & 25)
- Attended meeting of Food Access and Equity Workgroup of Eastern Shore Healthy Communities. (May 21)
- Attended and reported at Friends of the Eastern Shore Public Library meeting. (May 23)
- Attended VML Understanding ADA Requirements webinar. (May 23)
- Attended webinar, Embracing All Patrons: Mental Health in the Public Library, Part I. (May 23)
- Met with Charmin Horton, Joani Donohoe and Patti Kiger about setting goals and strategic plan for Food Access and Equity Workgroup of Eastern Shore Healthy Communities. (May 24)
- Viewed webinar, Planning Optimal Library Spaces. (May 25)
- Helped with Pop-Up Library display at Cape Charles Farmers Market at the Museum. (May 29)
- Attended Summer Food Program training session with Summer Dahlmanns and Wendy Johnson at Accomack County Parks and Rec. (May 30)
- **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):**
 - Met with Paula Altman of Library Interiors to determine optimal layout of shelving and fixtures in the adult collection area of Parksley library.
 - Created book display with the theme of "Green" .
 - Continuing cataloging training with Amy and Theresa who are now working mostly independently but with short collaborative training sessions for the more difficult cataloging situations they encounter.
 - Training Barbii Rogers in tasks to assist in Tech. Services (4 hours weekly).
 - Completed biography weeding project.
 - Weeding of Young Adult collection has begun.
 - Continuing to troubleshooting Evergreen 3.0 to determine bugs and workarounds in the cataloging module.
 - Collaborating with circulation manager to offer instructional documents to increase consistency for patron data entry into ILS
 - Created Facebook post on the new materials added to support local artists, writers and poets. Also posted on Facebook about Free Comic Book day and the library' s graphic novel collection.
- **Eastern Shore Room (Stacia Childers)**
 - Burton working with Dr. Barnes on NEH grant for an archivist.
 - WESR has continued airing the oral history contest winners on Saturday mornings. Burton has connected with ESAHS, CC and CI museums encouraging them to submit recordings to continue this programming.
 - Parksley Historic Walking Tour brochure printed by Town of Parksley and distributed in local shops and the railway museum.
 - Latimer Collection grant update meeting. About 1/3 done. Two people have been hired for data entry and volunteers continue to scan documents.
 - 35 books have been received from bindery and are being cataloged for Eastern Shore Room.
 - 15 Cape Charles annuals from CC Museum have been sent to LVA for digitization; D. Custis will be loaning 30 from Onancock
 - "History of Education in Accomack County" was scanned and sent to the DOVE project online archive.
- Meetings:
 - 5/10 Staff meeting

- 5/10 Healthy Community – talk on ACES
- 5/11 Board Effects demo
- 5/15 Mike Mason, MOU implementation
- 5/15 Parksley Town Council
- 5/16 Board of Supervisors
- 5/15 211 “Poet” workshop
- 5/17 Foundation
- 5/25 Linda Ryan – Chincoteague agreement
- 5/29 Latimer Collection committee meeting
- 6/1 TALDC in Suffolk
- 6/4 Construction Committee
- 6/5 Budget Committee (Coady and Valentine)
- 6/6 Key staff review of construction plans: electric, doors, mechanical
- Outreach:
 - 5/17 Perdue Community Lunch
 - 5/28 Parksley Memorial Day ceremony
 - 5/29 Cape Charles Farmers Market pop-up library
- Facility:
 - NFL carpet cleaned by ServiceMaster LLC.
 - Trim off over front door at ESPL replaced
 - Surveyor for NFL property donation: playing phone tag
 - Bushes around ESPL pruned and some dying ones removed
- Marketing & Communications:
 - Press release on MOU and one on Steering Committee.
 - Press release on yearbooks digitization.
 - TGD has drafted the 60th anniversary book. Committee is proof-reading it now. Two donors are sponsoring the printing.
- Technology
 - 2 computers purchased to replace 10+ y.o. TS computers
 - 2 computers purchased for public access – 1 for Central, 1 for NFL
- Continuing Education
 - Burton attended webinar on VML ADA compliance (1 hour).
 - 6/5 Burton attended talk on Chincoteague cemeteries (1.5 hours) and CI Museum
- Personnel
 - Kristen Scalley resigned.
- Library Associations & Library of Virginia:
 - LVA getting increase in state aid, but the final numbers depend on whether 4 library systems’ waivers are approved by LVA board. They did not meet minimum local government funding.
 - Getting Biblostat Connect, which allows for directors to directly get reports comparing other systems’ annual report data
 - RFP’s are being done for FindItVa databases
 - New youth services coordinator being hired at LVA; starts June 10
 - State Aid instructions and what we can spend the money on are being revised
- Other
 - Governor Northam visited library 6/7 to receive genealogy from M.K. Miles.

Upcoming:

June 13 – KidsCount Forum

June 21-23 – GHOTES conference

July 17 – FIN webinar on Fundraising Planning

July 25 – Staff Development Day – Libraries Closed!!

2019 – ODU Big Read