



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, July 10, 2018

Circulation detail for most recent month – Accomac=5,490; Cape Charles=2,209, Chincoteague=1,392, NFL=1,726. Total FY2017-2018: 113,409. Total FY2016-2017:116,603. Note unusual event of Central closed 1 month due to boiler failure.

Internet total FY2017-2018: 19,734. Total FY2016-2017: 21,630. Again, unusual closing event affects statistics and individuals using their own devices is not currently tracked. Of note, NFL's increased.

Note on statistics: This is the first year we have started tracking "fines forgiven" and Eastern Shore Room usage.

Recommendation:

- Authorize: Cape Charles Memorial Library and Chincoteague Island Library may be charged a technical services processing fee per item processed above an annual recommended quantity of items. The fee will be established at the beginning of each fiscal year and based on estimated staff time to process items and technical staff wages relevant to these duties. The recommended quantity of items will be determined by (1) **staff capacity**, which is determined by the annual budget, the availability of trained staff, and the current "backlog" of materials needing processing and (2) previous year **circulation rates** at each location as a percentage of total system circulation rates. The fee will be used to increase hourly staff specifically to process materials. Locations will be invoiced quarterly with increased staff hours distributed throughout the year, based on the estimated threshold of items and either the current or past year's materials budget of that location. Each location will notify the Library Director by June 1 of each year of the budget plan amount for materials purchases as well as processing estimates.
- Change to the Personnel Manual: Add: "Staff will be reimbursed mileage to ESPL locations if the travel is not part of the staffperson's regular schedule. This includes meetings and substituting."
- **Library Services & Patron Relations**
 - **The libraries will be closed July 25 for Staff Development Day.**
 - **July 5** – Governor Northam, Senator Lewis, and Delegate Bloxom presentation for \$1M
 - **"Funding Information Network Partner,"** a.k.a. FIN. A training class on "Introduction to Fundraising Planning," a webinar by Foundation Center at ESCC will take place July 17. Access to FDO at Cape Charles is in the works. **Fundraising Planning**, another FIN webinar, will be July 17 at 1 pm. Amy Bull, ESRH, has organized a workshop on the **use of Census Data** to be held August 7 at the Chamber. Cara to spoke on grant finding at Kids Count Forum 6/13.
 - **General/Adult Programs:** None this month.
 - **Exhibits:** No special exhibits. Art League did sell a painting; library gets a %.
 - **Youth Services (Janice Felker):**
 - Delivered Summer Reading Program flyers to Northampton and Accomack County Public School systems for distribution to all students. (June 5)
 - Throughout the month, continued to work on promotion and final plans for Summer Reading and Summer Food programs.
 - Attended special staff meeting at Cara Burton's request - to review new library plans and make recommendations from a staff perspective. (June 6)
 - Completed book orders with Charle Ricci for the balance of Youth Services materials budget for current fiscal year. (June 7)
 - Attended ESPL Board of Trustees meeting in Accomac. (June 12)
 - Attended and participated in second annual Kids Count on the Eastern Shore sponsored by Smart Beginnings Eastern Shore. Participation included serving as a Round Table Discussion moderator,

preparing and presenting at the Poster Exhibit Session, and co-leading the Breakout Session on “ Exploring the Benefits of Youth Internship Programs.” (June 13)

- Continued to promote Eastern Shore Public Library’ s participation in the Library of Congress “ A Book That Shaped Me” Summer Writing Contest for rising 5th & 6th graders.
- Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (June 1, 8, 20 & 27)
- Interviewed and chose Teen Interns for Accomac and Nassawadox positions - one for each location.
- Attended meeting of Food Access and Equity Workgroup of Eastern Shore Healthy Communities. (June 18)
- Attended Summer Food Program training session with Summer Dahlmanns and Barbii Rogers at the Foodbank of Southeastern Virginia and the Eastern Shore in Norfolk. (June 19)
- Organized and held Summer Reading Kickoff events at Nassawadox (June 21) and Accomac (June 22).
- Promoted our new online service “Early World of Learning” with World Book Online available through the Library of Virginia.
- Began promoting the upcoming American Evolution program. “AMERICAN EVOLUTION™ commemorates the 400th anniversary of several key historical events that occurred in Virginia in 1619 that continue to influence America today. Featured events, programs, and legacy projects inspire local, national, and international engagement in the themes of democracy, diversity, and opportunity.” - <http://www.americanevolution2019.com/about/>
- Served Lunch at the Library at Nassawadox (Mondays and Wednesdays from 12 Noon to 1 PM beginning June 25) and at Accomac (Tuesdays and Thursdays from 12 Noon to 1 PM beginning June 26).
- Held Summer Programs at Nassawadox (Mondays and Wednesdays at 1 PM beginning June 25) and at Accomac (Tuesdays and Thursdays at 1 PM beginning June 26).
- **Passive Programs:** No basket drawing this month, due to time constraints and supplies.
- **Technical Services (Charle Ricci):**
 - Book display - Books about Books. Facebook post created to highlight display.
 - “You’ re going to want to read these” list created for upcoming bestsellers to be published during July-October 2018. List distributed as flyers, on ESPL website, and on Facebook.
 - Construction Committee Meeting - June 4, 2018
 - Board of Trustees Meeting - June 12, 2018
 - Developed adult collection layout and shelving plan for Parksley facility in collaboration with Paula Altman, consultant with Library Interiors.
 - Determined target collection sizes for Parksley facility based on projected shelving space in order to conduct a thorough weeding of the adult collections at the necessary level of reduction.
 - Finalized materials spending for FY17-18 for all four ESPL locations.
 - Worked closely with bookkeeper to fine tune classification of materials expense accounts for fiscal year end.
 - Made recommendations for reserve to be carried over into FY18-19 to refresh/replace materials as significant weeding project takes place in the nonfiction collection.
 - Young adult collection weeded with assistance of Pam Spencer Holley, volunteer, and Janice Felker.
 - Selected and ordered approximately 100 new graphic novels for the adult and juvenile collections because of the generosity of a donor.
- **Eastern Shore Room (Stacia Childers)**
 - Burton working with Dr. Barnes on NEH grant for an archivist. Deadline July 17.
 - WESR has started airing Cape Charles Museum oral histories. Burton connected with ESVAHS, CC and CI museums encouraging them to submit recordings to continue this programming.
 - Latimer Collection grant report being submitted by Brenda Holden to Virginia Humanities.
 - Burton spoke at the GHOTES conference.
 - 6/7 M.K. Miles presented Governor Ralph Northam and his family their genealogy.
 - 6/26 Met with Ray Thompson about NEH grant with Dr. Barnes and Stacia Childers.
- **Meetings:**
 - 6/8 Construction Committee
 - 6/11 Staff meeting
 - 6/21 Foundation meeting
 - 6/21 Phone interview with NEH representative for grant
 - 6/25 Richard Lewis
 - 6/27 Friends
 - 6/27 Steering Committee

- 6/27 Cape Charles Board of Trustees
- 6/28 NCALL phone conference with Frank Hall, Paul Berge, and Colette Nelson
- 7/2 TechLogic representative re:RFID with Charle Ricci and Summer Dahlmanns
- Outreach:
 - 6/9 ESVVHS gala, Eastville
 - 6/24 Literacy Council fundraiser at Mallard's
 - 6/29 Onancock window updated
 - 6/30 Accomack Sawmill Park grand opening
 - 6/30 Cape Charles Museum Rosenwald exhibit reception
- Facility:
 - A/c at Central has a leak. Window units will be purchased if it continues to fail.
 - Roof leak repaired. No rain to test.
 - Floor cleaning scheduled for Central.
- Marketing & Communications:
 - Press release on Friends capital donation and DAR donation.
 - TGD has drafted the 60th anniversary book. Committee has submitted edits. Two donors are sponsoring the printing.
- Technology
 - New computers received and in process of being formatted/installed.
- Continuing Education
 - GHOTES (Genealogy and History of the Eastern Shore) conference was held June 21-23. Stacia Childers, Theresa Van Dessel, Stephanie Smith, Jazmine Collins, and Cara Burton attended.
 - July 13 Kids County Forum, Cara Burton and Janice Felker
- Personnel
- Library Associations & Library of Virginia:
 - Our State Aid allocation will be \$176,444, an increase of \$11,442
- Other

Upcoming:

July 17 - FIN webinar on Fundraising Planning

July 25 - Staff Development Day - Libraries Closed!!

August 7 - Use of Census data training workshop

2019 - ODU Big Read: Claudia Rankine's Citizen