

July 14, 2020

# Library System Director's Report

Cara Burton, Director

**Mission:** The Eastern Shore Public Library is a regional library system which enhances the quality of community life and serves the citizens and visitors of Accomack and Northampton Counties by providing access to information to meet their educational, personal, professional, and recreational needs.

**Vision:** The Eastern Shore Public Library system is an innovative, community-oriented resource providing an inviting environment for life-long learning.

## Trustee News:

### Training:

Library of Virginia is encourage Trustees to watch Short Takes:

Short Takes for Trustees is a series of 10 short videos (8-10 minutes each) that can be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries.

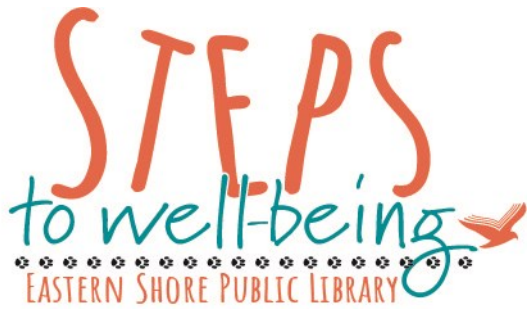
### Strategic Planning:

ESPL is due to update its Strategic Plan for Library of Virginia. Burton asked if it could be delayed due to the pandemic and the construction project. LVA said no, but a simple updating will suffice.

### Insurance:

Burton determined that ESPL had duplicate **Public Officials Liability Insurance**, paying VRSA, \$568 and VARisk, \$469. Burton obtained a copy of the VARisk policy and Barbara Coady was contacted about the history of the insurance as minutes showed one new policy was approved in 2015, the year before Burton was hired. VARisk policy has \$1m aggregate limit for any lawsuits brought against ESPL board members. VRSA policy has \$1m limit per each claim with \$1m excess coverage available for total of \$2m limits per each claim. VARisk does not provide any guidance or pay for any claims brought against unless there is a formal lawsuit brought against ESPL. VRSA has legal consultants, which ESPL has used in the past four years. Coady recalled it was recommended to get a better policy.

Burton confirmed the VRSA policy was obtained in 2015, the VARisk one since 2004. Burton has never received communication from VARisk, besides billing while VRSA provides numerous communications, training, and support services. It is also preferable to have policies consolidated in one company. Since the VARisk policy was due for renewal, upon review with the Chair and due to the current financial situation, the duplicate VARisk \$469 policy was cancelled immediately.



## COVID-19 Pandemic Response

### Current Status:

ESPL is now in Step 4 of its Reopening Plan.

Patrons are notified via library account email, the ESPL website and Facebook page, phone greeting message, notices to the media, and occasional e-newsletters.

ESPL is closed nights and weekends due to staffing limitations to maintain cleaning procedures and manage restriction of services. This is planned until Labor Day, unless the State of Emergency is lifted.

Virtual Summer Reading Program is underway.

Patrons are not being charged fines at this time.

NFL's meeting room is available for very small group meetings, mainly for student testing.

All staff were provided a cloth "Steps to Well-Being" mask. These masks are also available for sale.

New custodial services for weekend cleaning has been retained. Floors/carpets were cleaned and a more thorough cleaning done prior to allowing patrons in the building. Bathrooms are cleaned daily. Staff are responsible for cleaning surface areas, equipment, and materials during the day.

### Covid-19 State of Emergency Timeline:

March 10	ESPL COOP approved by BoT.
March 12	Governor declares a State of Emergency.
March 16	Social distancing signage posted in the library.  Hours of operation reduced NFL and CIL.  Staff hours on-site restricted for high-risk individuals. TS staff telecommutes.  Programs cancelled.
March 18	Public time in the library limited to 30 minutes.
March 19	Libraries closed to the public. Curbside pick-up starts.
March 21	Accomack County declares a State of Emergency.
March 30	Governor issues Stay at Home Executive Order.
March 31	Curbside pick-up ends at Accomack and CIL.
April 1	Curbside pick-up ends at NFL.

## In-Library Volunteers

Volunteers assisting within the library need to sign a form recognizing the risks exposure to COVID-19, the procedures ESPL is taking to protect health, and the expectations of behaviors, such as wearing a mask. This is not only a liability issue, but ensure there is clear communication about the current situation.



## COVID-19 SOE Timeline, Continued from Page 1

- April 6      ESPL Staff sent personal letters of new workplan.
- May 28      Set 1 – Curbside pickup for existing holds starts.
- June 1      Step 2 – Advertised curbside service begins.
- June 16     Step 3 - Patrons allowed into building by appointment. Restricted hours.
- July 1      Virginia begins Phase 3
- July 6      Step 4 - Building open 10-5. Curbside 9-10. ½ hour limits.

*ESPL received a good cleaning while facilities closed to visitors. So organizing, too, in preparation for moving to Parksley!*

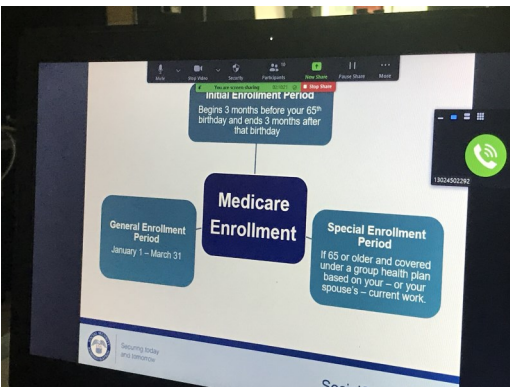




# FEMA



*A Social Security 101 virtual program was held in April with a Social Security representative presenting. Around 15 people attended. Another is planned for August. Staff time in involved in promoting the program, handling registrations, communicating with registrants, and providing the Zoom invitations and instructions. Technical support is provided during the program, as well.*



ESPL has been approved to be eligible for FEMA CARES funding. Currently, Burton is at the step in the process where Virginia Emergency Management (VEM) approvals have taken place, which moved the process to the FEMA level. A response as to the approval of our RPA (Request for Public Assistance) is pending, after which Burton has a “Recovery Scoping Meeting” with the assigned FEMA Program Delivery Manager. Funding has been requested to support sanitation supplies and equipment for ESPL, NFL, Parksley, and CIL. CCML has to apply through their town and Burton did discuss this with the town’s treasurer.

Burton is also asking for support in another category related to public health information promotion. This is unique to the pandemic. The Steps to Well-Being initiative falls under this program.

Getting into the FEMA system is important as ESPL may need FEMA assistance for future emergencies. Burton has to appeal to VEM for special consideration to qualify, which was approved at the federal library. Most public libraries in Virginia would be covered under their municipality’s request.

Expenses from January to October 2020 are being considered with the end date of the emergency declaration still undetermined. Burton has compiled over \$100,000 in expenses to be reimbursed. To receive FEMA funds and



*Status. Continued from Page 1*

Most staff are working. One is furloughed. One is unable to work weekdays. Five staff, Technical Services and the Youth Librarian, are telecommuting, though do come on-site weekly or as needed.



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES

Burton presented the need for the **NEH Challenge Grant** change order at the Accomack Board of Supervisors meeting on June 17. BoS approved the change order, with qualifications, which have been met and the grant process up to date. Funds should be received by the Foundation by the end of July.

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*FEMA, Continued from Page 4*

other federal grant money, ESPL has to be part of the SAM system, System for Award Management, which is a process in itself to be approved.

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**Facility News:**

ESPL failed a water test. Summer met with the VDH representative. Burton is reviewing the need to have NFL inspected and tested as well. Stewart Hall has been copied on the correspondence. ESPL is responsible for the water in both Accomack and Parksley, however, Parksley has town water, so ESPL will not have to test it in the future.

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**Civil War Trails Update:**

Burton asked OBCA to consider changing the use of the grant to install StoryTrails at Ker Place and Historic Onancock School and give the balance of the funds to those two organizations due to the pandemic hardships. They declined the request. Kellee Blake is finalizing the text.

**Other Pending Grants...**

- ◆ Institute of Museum and Library Services (IMLS) CARES for \$180,000 for Outreach Librarian, Intern, equipment and supplies for two year.
- ◆ National Endowment for the Humanities (NEH) Sustaining Cultural Heritage grant for \$233,000 for the ESVA Heritage Center that includes compact shelving and equipment, moving consulting, a Mobile Disaster Recovery project, and archival supplies.
- ◆ National Endowment for the Humanities (NEH) Preservation Assistance Grant for \$15,000 that includes a consultant to help prepare for moving the archives and for a consultant to help the Museum Network plan for the US250 under the NEH "A More Perfect Union" initiative.

*Should hear in August on all 3.*

# Youth Services

Janice Felker, Youth Services Coordinator

## June

- ◆ Promoted our first Eastern Shore Public Library *Story Trail*, located at Northampton Free Library.
- ◆ Continued to promote 2020 Census message “Count All Kids” on social media.
- ◆ Continued to share (to library website and/or Youth Services Facebook page) links to online resources for free at-home-learning as well as links to local agency resources and links to Eastern Shore Public Library electronic resources.
- ◆ Continued to work on making additions to the Youth Services section of the ESPL website to better serve young patrons during the COVID 19 stay at home time and beyond.
- ◆ Collaborated with other Eastern Shore libraries and staff members to execute and promote the virtual online summer reading challenges for *ImagineYour Story – Summer Reading 2020*.
- ◆ Added additional information and badges to our online summer reading challenges using online software, *Beanstack* by Zoobean.
- ◆ Updated ESPL webpage for Summer Read-



ing.

- ◆ Collaborated with local agency, The Nature Conservancy’s Brownsville Preserve, on plans to include a Nature Conservancy badge in the online Summer Reading Challenges and on supporting their efforts to create a StoryTrail at the preserve.
- ◆ Attended virtual meetings of the staff of Accomack County Parks and Recreation Dept. in order to continue collaboration on creating outreach to the youth of Accomack County this summer. (June 4, 11, 18)
- ◆ Updated mobile device management system for iPads with ManageEngine and the Apple Device Enrollment Program. (June 5)
- ◆ Attended *Eastern Shore Healthy Communities Better Birth Outcomes Work Group* virtual meeting. (June 8)
- ◆ Attended ESPL Board of Trustees virtual meeting. (June 9)
- ◆ Opened online access for Beanstack and the online Summer Reading Challenges to the general public and began a series of promotional activities including Facebook, emails, flyers, and signage. (June 9)
- ◆ Attended *Eastern Shore Healthy Communities Food Access and Equity Work Group* virtual meeting. (June 15)
- ◆ Weeded and cleaned up beds and garden paths of Kid’s Community Garden at Northampton Free Library. (June 21)
- ◆ Attended ESPL Board of Trustees special virtual meet-

# Youth Services

Janice Felker, Youth Services Coordinator

ing. (June 23)

- ♦ Helped to promote Cape Charles Memorial Library's "LOST DINOSAUR – Virginia Living Museum Virtual Program" including social media ad and creation of a badge for it in the Beanstack online Summer Reading Challenges. (June 23)
- ♦ Sent Youth Services update report to the Friends of Eastern Shore Public Library for their June meeting. (June 24)

virtual online summer reading challenges for *Imagine Your Story – Summer Reading 2020*.

- ♦ Worked on setting up online summer reading programs using online software, *Beanstack* by *Zoobean*.
- ♦ Updated and polished ESPL webpages related to Youth Services resources for families and youth.
- ♦ Created promotion for Children's Book Week on Youth Services Facebook page.
- ♦ Collaborated with local agencies such as Vir-

## May

- ♦ Continued to promote 2020 Census message "Count All Kids" on social media.
- ♦ Continued to share (to library website and/or Youth Services Facebook page) links to online resources for free at-home-learning as well as links to local agency resources and links to Eastern Shore Public Library electronic resources.
- ♦ Continued to work on making additions to the Youth Services section of the ESPL website to better serve young patrons during the COVID 19 stay at home time and beyond.
- ♦ Collaborated with other Eastern Shore libraries and staff members to best plan the



## 2020 Summer Reading At Virginia's Eastern Shore Public Libraries

ginia Eastern Shore Land Trust and Family Nutrition Program, Youth Division of the Virginia Cooperative Extension/Virginia Tech on plans to provide outreach and services to the youth on the Eastern Shore this summer.

- ♦ Worked with ESPL Director to create "Off the Shelf" article, "Ideas for At-Home Learning and Fun," for submission to *ES Post*.
- ♦ Ordered low cost books from *First Book* and

# Youth Services

Janice Felker, Youth Services Coordinator

*Scholastic Literacy Partnerships* for distribution to youth on the Eastern Shore of Virginia this summer. (May 5)

- ♦ Attended webinar training session “BeanstackEDU Presents: Points: What are they and how/when should we use them in a challenge?” webinar presented by Jordan Bookey, 1.0 Hour. (May 7)
- ♦ Attended *Eastern Shore Healthy Communities Better Birth Outcomes Work Group* virtual meeting. (May 11)
- ♦ Represented the library at the virtual meeting of the *Community Partners of the Eastern Shore of Virginia*. (May 13)
- ♦ Attended webinar "COVID-19: Safety Tips for Reopening Your Library" a Demco webinar presented by Dr. Dipesh Navsaria, 1.0 Hour. (May 14)
- ♦ Attended *Eastern Shore Healthy Communities Full Coalition Meeting Devoted to Answering Community Questions* virtual panel discussion meeting. (May 14)
- ♦ Attended webinar “Sneak Peek of Kids InfoBits (Gale In Context: Elementary) Enhancements” live webinar and updated ESPL website



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to reflect the changes. (May 15 & 29)

- ♦ Attended *Eastern Shore Healthy Communities Food Access and Equity Work Group* virtual meeting. (May 18)
- ♦ Attended *Smart Beginnings Kids Count* virtual planning meeting. (May 18)
- ♦ Attended webinar “RB Digital Overview & Best Practices: A Live Webinar” hosted by the Library of Virginia, 1.0 Hour. (May 19)
- ♦ Attended webinar training session “BeanstackEDU Presents: Library Staff Overview” recorded webinar presented by Tracy Johnson, 1.0 Hour. (May 20)
- ♦ Attended webinar "Social Media 101: Turning Your Library Social Media into a Community" live PCI webinar presented by Patricia Spencer from Lewis and Clark Library, 1.0 Hour. (May 20)
- ♦ Attended virtual meeting of the staff of Accomack County Parks and Recreation Dept. in order to begin collaboration on creating outreach to the youth of Accomack County this summer. (May 21)
- ♦ Attended webinar "Leveraging Gale LegalForms to Support the Changing Needs of your Patrons" live Find It



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# Youth Services

Janice Felker, Youth Services Coordinator

Virginia webinar presented by Amber Winters.  
(May 21)

- ♦ Worked throughout the month along with the Library Director to create the first Eastern Shore Public Library *StoryTrail* and installed it on the property at Northampton Free Library on

May 23.

- ♦ Attended webinar training webinar

“BeanstackEDU: Staff Actions Overview” presented by Tracy Johnson.

(May 27)

- ♦ Attended some components of the “L J Day of Dialog” virtual conference event. (May 28)

- ♦ Attended the live webinar “How

to Begin Virtual Programming” live webinar presented by Martina Mathisen. (May 29)



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## April

- ♦ Continued to work on collection development (purchasing and discarding) for Children’s and YA collections.
- ♦ Continued to work on developing proficiency in using the library’s new library management program (Atrium) by reading support documents, viewing tutorials, and practicing different methods of using the software.
- ♦ Continued to promote 2020 Census message “Count All Kids” on social media.
- ♦ Continued to share (to library website and/or Youth Services Facebook page) links to online resources for free at-home-learning as well as links to local agency resources and links to Eastern Shore Public Library electronic resources.
- ♦ Continued preliminary planning for Summer Reading Program including investigating and helping to procure license for online summer reading program software, *Beanstack* by Zoobean.
- ♦ Updated and polished ESPL webpages related to Youth Services resources for families and youth.
- ♦ Created promotion for National Library week on Youth Services Facebook page.
- ♦ Worked with ESPL Director to create “Off the Shelf” article, “Ideas for At-Home Learning and Fun,” for submission to *ES Post*.
- ♦ Attended “Understanding the Impact of Trauma on Behavior, by Barbara Kaiser” a webinar presented by Early Childhood Investigations.

# Youth Services

Janice Felker, Youth Services Coordinator

(Apr. 1)

- ♦ Attended “If You Give a Librarian a Microphone... (VLA Youth Services Forum Virtual Learning Opportunity) by Nan Carmack,” presented by the Library of Virginia. (Apr. 2)
- ♦ Attended ““Funded Opportunity to Expand Services to Adults with Limited Education/English” a webinar focusing on the project, “Propagating Promising Practices”, funded by the Institute of Museum and Library Services (IMLS) to implement technology-enabled practices to support adults with limited literacy, technology and/or English skills. (Apr. 3)
- ♦ Finished packaging 2020 Census bags (including the book *We Count: A 2020 Census Counting Book*,” a Census rack card “What You Need To Know” (from Va. CCC), a National Library of Medicine activity book (while supplies last), a parenting brochure (while supplies last), and ShoreCat bookmark that talks about the library’s new online catalog. 200 were delivered to the person coordinating the Northampton School food pickup. (Apr. 7)
- ♦ Attended “Middle School Magic” a virtual online conference hosted by *Library Journal* and *School Library Journal*. (Apr. 8)
- ♦ Attended “Mitigating COVID-19 When Man-

aging Paper-Based, Circulating, and Other Types of Collections” a webinar presented by IMLS and the CDC. (Apr. 9)

- ♦ Attended *Eastern Shore Healthy Communities Better Birth Outcomes Work Group* virtual meeting. (Apr. 13)
- ♦ Attended “Demo & Overview of *Beanstack* Mobile App and Web Service” presented by Rebekah Garrity of Zoobean. (Apr. 14)
- ♦ Worked on making additions to the Youth Services section of the ESPL website to better serve young patrons during the COVID 19 stay at home time and beyond. (Apr. 16)
- ♦ Attended “BeanstackEDU Presents: Insider’s View: How to Train a Happy Staff” a recorded training session with Rebekah Garrety of Zoobean. (Apr. 17)
- ♦ Attended “Everything You Need to Learn About Podcasting in One Hour” with Amanda Jacobs-Foust by PCIWebinars. (Apr. 22)
- ♦ Completed “Creating WordPress Websites,” an online course offered by *Universal Class*. (Apr. 22)
- ♦ Worked on plans for Story Trail to be installed at Northampton Free Library. (Apr. 27)

# # #



# Northampton Free Library

Barbrielle Rogers, Branch Manager



## June Computer Usage

- ◆ There were 42 adult computer users this month.
- ◆ Due to COVID-19 safety precautions there are no AWE or iPad users to report this month.

## Building Maintenance

*June:* Outdoor light bulbs were changed, lockable TP dispenser installed, inside sliding door fixed, and a small area of shingles were fixed on the roof.

*May:* HVAC system check and repair. Carpet Cleaning done. Shelves and contents cleaned. Bathroom Door Handle and lock replaced. Waiting to install new toilet paper dispenser.

## Programs

There were approximately 37 patrons to walk the new Story Trail during library hours of operation.

## Other:

- ◆ Our Youth Services Librarian put up our Story Trail, where you can read the children's book "Bird Count" by Susan Edwards.
- ◆ Working on Inventory

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# Muddy Toes Public Library

Tangier, Virginia

Burton is going to Tangier on July 15-16 to distribute Accomack County Parks and Recreation packets that include ESPL Summer Reading Program information. Census packets with a picture book and YA books will also be handed out on the Museum's front porch. Burton will meet with the library manager, Henrietta Dize, to review the \$3,000 budget for the Muddy

Toes Public Library. Work has not yet begun on their new location's renovations due to emergency repairs on the Museum. The Museum board oversees the library. Census material and a review of current Census activities will be reviewed with Tangier town manager.



# Technical Services

Charle Ricci, TS Manager

## Atrium/ShoreCat

### June

- ♦ Working with ESPL catalogers to expand visibility of extended titles in OPAC and in reports
- ♦ Created new item circulation classes and associated circulation rules in Atrium to simplify monthly circulation statistics reporting
- ♦ Continued to oversee Community Posts Project (including local historical and genealogical societies?) within Atrium.
- ♦ Posted news related to ESPL reopening steps on ShoreCat homepage

### May

- ♦ Working with Atrium technical support to expand visibility of extended titles in OPAC and in reports
- ♦ Created new physical locations and item report classes in Atrium in preparation for physical reorganization and labeling of subsets of the Eastern Shore Room collection
- ♦ Created instructions and selected information and keywords to be used for Community Posts tab within Atrium.
- ♦ Added custom links for MilesFiles and the Library of Virginia's Yearbook Project on

ShoreCat homepage

- ♦ Adjusted due date, renewal, and checkout period settings in Atrium to support "Safer at Home" recommendations

### April

- ♦ Monitored progress and supported circulation staff in searching for Missing and Lost items
- ♦ Communicated with Equinox leading up to closure of the ESPL Evergreen site and data removal on April 13, 2020



## Collection

## Development

### June

- ♦ Overseeing inventory project at all ESPL libraries during closure
- ♦ Continued weeding in nonfiction sections on World history, WWI, and WWII. Selected materials to replace worn items or refresh these sections
- ♦ Continued to provide guidance and support for staff at NFL to weed portions of nonfiction, and audiovisual collections. Reviewed items selected for deletion.
- ♦ Finalize end-of-year materials related recordkeeping for bookkeeping service and financial reports



### May

Overseeing inventory project at all ESPL libraries during closure

Continued weeding in nonfiction sections on Literary criticism, World literature, Ancient history, Travel, and Genealogy. Selected materials to replace worn items or refresh these sections

Selected materials for PNC grant award for “Adult New Readers” collection to support the newly literate and local literacy organizations  
Provided guidance and support for staff at NFL to weed portions of nonfiction, paperbacks, and audiovisual collections. Reviewed items selected for deletion.

### April

- ♦ Purchased additional eBooks through RB Digital in response to Virginia’s Stay at Home order
- ♦ Obtained quote from Overdrive to ensure our current eBook provider’s pricing is competitive
- ♦ Continuing planning for inventory project at all ESPL libraries during closure. Set up collection categories in Atrium. Created

instructional documents for staff who will carry out the inventory

- ♦ Continued weeding in nonfiction sections on Literary criticism, World literature, Ancient history, and travel. Selected materials to replace worn items or refresh these sections
- ♦ Selected materials for PNC grant award for “Adult New Readers” collection to support the newly literate and local literacy organizations
- ♦ Created list of Upcoming Bestsellers for May – August 2020. Posted on [espl.org](http://espl.org) and Facebook.

### Public Services

- ♦ Collaborated with Equinox representative to acquire a detailed report of all patron fines/fees at point of migration into Atrium. This report, accessible through Google Drive will allow circulation staff to access details of pre-migration balances when collecting fines
- ♦ Acquired a detailed historical circulation report by title and author from Equinox to assist with acquisitions work post-migration

# # #

## Personnel

- ♦ Harriet Lonergan has retired after 23 years. She will continue to volunteer at CIL as a regular volunteer and assist with collection development.
- ♦ Karen Sharp has been promoted to Interim Library Manager at CIL.
- ♦ Mirissa Sorenson and Stephanie Smith have resigned for other career opportunities.
- ♦ Due to the low cost of the virtual ALA conference, administrative team staff attended which includes: Burton, Dahlmanns, Felker, Ricci, and Rogers.

# Heritage Hub

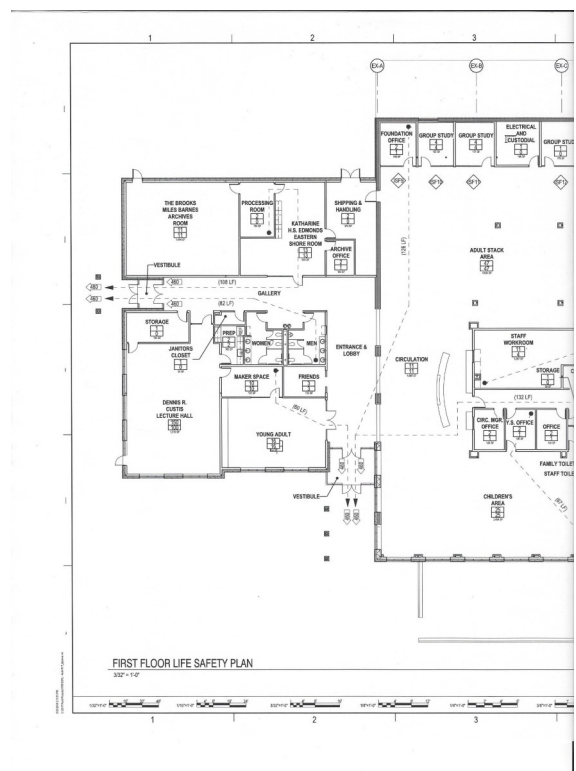
## Local History Services

Stacia Childers, LH Specialist

### June

Projects in process with update:

- ♦ PAG grant step: Reorganizing most frequently accessed genealogical resources in Eastern Shore Room (reading room only) by subject:
  - ♦ Designations for categories determined, status and location changed in ShoreCat (complete)
  - ♦ Theresa is now working on pulling items to label (in process)
- ♦ PAG grant step: Create new website for Heritage Center – Researched website examples and vendors/providers, and drafted website outline and grant narrative (completed).
- ♦ PAG grant step: Research contract for ESPL to house digital archive copies of Eastern Shore First, then work with editor Ted Shockley to implement; also Eastern Shore Post (Cara contact)
  - ♦ Took inventory of Eastern Shore Post issues available online and began downloads. After downloads are complete, will purge hard copies from archive room. Inventory (including list of those issues still available in hard copy in ESPL archives) and digital copies will be uploaded to ES Room computers for public access. This will be a yearly process going forward.
- ♦ Same will be done for Eastern Shore First.
- ♦ Contract not pursued at this point, but would be helpful for future, especially to try and get digitized copies not available online, if possible.
- ♦ PAG grant step: Create rough inventory of archival collections at Accomac in order to:
  - ♦ Identify top collections for emergency removal and mark accordingly with Miles guidance. Approximately what



two people can carry. Use color code system for level of importance: red (1) = high, orange (2) = medium, yellow (3) = low

- ♦ Identify high priority preservation projects for Cara
- ♦ Includes a condition assessment survey and collection inventory prior to collections move.
- ♦ PAG grant step: Label archive boxes that contain heavy or particularly delicate contents – in process as part of above.
- ♦ PAG grant step: Place everything that is not currently in a box in some kind of box to partially protect from dust and pests and to prepare for move to new library – in process as part of above.

***Steps for PAG grant – Stacia (Based on meeting with Cara 22 October 2019) – COMPLETE***

- ♦ Developed cost estimate for boxes to house NAMH Auxillary scrapbooks
- ♦ Steps for PAG grant – Stacia (Based on meeting with Cara 22 October 2019) – remaining, not yet in process
  - ♦ Purchase: fillers to support boxes that are only partially filled and to support smaller items within larger archival boxes for both ESPL and Latimer (with help from Jazmine)
  - ♦ Purchase temporary rare book

supports for patron use

- ♦ Create written care and handling guidelines for patrons to reinforce verbal instructions given by staff – look for examples to borrow
- ♦ Purchase inexpensive temperature/ humidity reader and set up log to monitor daily

***May***

**Projects in process with update**

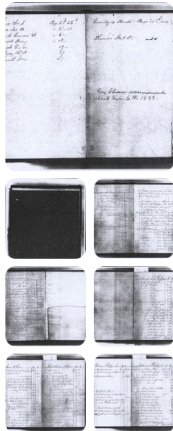
- ♦ PAG grant step: Reorganizing most frequently accessed genealogical resources in Eastern Shore Room (reading room only) by subject
  - ♦ Selected materials to move and changed Physical Location and Item Report Class to appropriate locations which will be designated by an additional spine label affixed above Dewey call number:
    - \* AA - African American Records
    - \* BIBLE - Bible Records
    - \* BUSINESS - Business and Commercial Records
    - \* CENSUS - Census Records
    - \* CHURCH - Church & School Records
    - \* COURT - Court Records
    - \* DE - Delaware

- \* GEN - Genealogies
- \* IMM & COL - Immigration & Early Colonial Records
- \* LAND & PRO – Land and Probate Records
- \* LINEAGE – Lineage Societies
- \* MD – Maryland
- \* MILITARY – Military Records
- \* NEWS – Newspapers
- \* GOVT – State and Federal Government
- \* TAX – Tax Records
- \* VA – Virginia – Statewide
- \* VITAL – Vital Records

the classes I signed up for as they will still be useful in editing and maintaining the current site, as well as a future one.

♦ Steps for PAG grant – Stacia (Based on meeting with Cara 22 October 2019)

- ♦ Create rough inventory of archival collections at Accomac in order to (on hold):
- ♦ Identify top collections for emergency removal and mark accordingly with Miles guidance. Approximately what two people can carry. Use color code system for level of importance: red (1) = high,



Catalog Number	2017.16.12
Object Name	Ledger
Title	Slave Trading - Ledger 1859
Description	This ledger contains info on slaves sold and traded in Northampton County on the Eastern Shore of Virginia. The ledger details the price that each slave was worth.
Year Range from	1845
Year Range to	1859
Subjects	Eastern Shore Northampton County Slave trade Slavery Slaves Virginia

**Much work has been done on the Latimer Digitization Project. A staffperson normally on the Circulation Desk was re-assigned to data-entry so that she could tele-commute. This was done until the donated funds to support the project were all spent.**

- ♦ Create new website for Heritage Center – Researched platforms including SquareSpace and WordPress themes, costs, and began Universal Classes on WordPress. Though I am very interested in developing a site for the Heritage Center, creating one from scratch is beyond my current skill set. Will finish

orange (2) = medium, yellow (3) = low

- ♦ Identify high priority preservation projects for Cara
- ♦ Includes a condition assessment survey and collection inventory prior to collections move.
- ♦ Label archive boxes that contain heavy



or particularly delicate contents – on hold

- ♦ Place everything that is not currently in a box in at least a banker box to partially protect from dust and pests and to prepare for move to new library – on hold
- ♦ Purchase: fillers to support boxes that are only partially filled and to support smaller items within larger archival boxes for both ESPL and Latimer (with help from Jazmine)
- ♦ Purchase temporary rare book supports for patron use
- ♦ Create written care and handling guidelines for patrons to reinforce verbal instructions given by staff – look for examples to borrow
- ♦ Purchase inexpensive temperature/ humidity reader and set up log to monitor daily
- ♦ Research contract for ESPL housing digital archive copies of Eastern Shore First, then work with editor Ted Shockley to implement; also Eastern Shore Post (Cara contact)

## *April*

- ♦ Reorganizing most frequently accessed genealogical resources in Eastern Shore Room (reading room only) by subject
- ♦ Steps for PAG grant – Stacia (Based on meeting with Cara 22 October 2019)

♦ Create rough inventory of archival collections at Accomac in order to (ongoing):

- ♦ Identify top collections for emergency removal and mark accordingly with Miles guidance. Approximately what two people can carry. Use color code system for level of importance: red (1) = high, orange (2) = medium, yellow (3) = low
- ♦ Identify high priority preservation projects for Cara
- ♦ Includes a condition assessment survey and collection inventory prior to collections move.
- ♦ Label archive boxes that contain heavy or particularly delicate contents -- ongoing
- ♦ Place everything that is not currently in a box in at least a banker box to partially protect from dust and pests and to prepare for move to new library – ongoing
- ♦ Purchase: fillers to support boxes that are only partially filled and to support smaller items within larger archival boxes for both ESPL and Latimer (with help from Jazmine)
- ♦ Purchase temporary rare book supports for patron use
- ♦ Create written care and handling guidelines for patrons to reinforce verbal instructions given by staff – look for

# Technology

- ♦ The Miraki wifi devices are now operational at Accomac and NFL. They provide extended wifi service out into the parking lot. It was funded by a **grant through the Public Library Association**. There were additional, unplanned costs that Burton is working to get reimbursed.
- ♦ The Library of Virginia has been given approval by **IMLS to subgrant the \$50,000 CARES funds** that LVA is awarding to ESPL, based on our high need. It will likely be spent on circulating wifi hotspots and a hotspot for the van. One use of the van is to follow the FoodBank truck on its routes on days the library does not have deliveries, if the grant allows staff support. Dr. Schaeffer wants to discuss with Burton. ESVABA and the County Administrators have already been informed that this broadband access funding is coming. ESPL currently has two wifi hotspot devices that staff use for outreach and teleworking, cost \$40/month.
- ♦ Replacement laptops for Burton and Felker have been purchased with FY2019-2020 funding. Their laptops will be used for staff or projects that do not need the capacity.
- ♦ The **DigitalLead ThinkPads** have been well used during the pandemic. Staff are using them for videoconferencing, taking book inventory (as very portable and light), outreach at Census events, teleworking in the TS Department, and most recently, the Friends are using in processing withdrawn books to send to Better World Books.
- ♦ Burton has connected Eastern Shore Communications with RH Contracting via the Accomack DPW, to plan the installation of Internet at the new library. **E-rate will discount installation 80%.**
- ♦ A new lease agreement has been put in place for NFL that will be less expensive and will install a newer machine. The agreement is on a Virginia state contract and is Xerox equipment. The current vending equipment, which ESPL owns, will be used. The local Cannon supplier was contacted for a quotation, but it was more and not state contract pricing. ESPL will keep its current Xerox and very old Cannon at Accomac in hopes grant funds will purchase new units for Parksley. Copiers will be needed for the office, public area, and Heritage Center.
- ♦ NFL is in need of a new security system as the current one will no longer be supported by Johnson Control.



*ESPL staff is using Zoom virtual conferencing for programs, meetings and continuing education. Libraries are actively reviewing the future of this technology post-pandemic.*



- ⇒ School meal distribution sites have been used to promote taking the Census. Burton handed out Census packets at Accawmacke and Pungoteague Elementary schools in April and Felker gave Northampton schools packets to distribute. Packets included donated books.
- ⇒ ESPL tabled at three Black Lives Matter marches.
- ⇒ Burton has managed numerous communications between the Census area representatives, the Complete Count Committee, and community stakeholders to ensure the outreach continues and responses increase during the pandemic.



## Generosity...

- ♦ **Jane Batten** donated a oak conference table, which is now at the campaign office. It has ten upholstered arm chairs. It can be used in either the large group meeting room or the Eastern Shore Room.
- ♦ ESPL is a designee for **Evelyn Hinman Ray's**, of Parksley, memorials.
- ♦ ESPL receives royalties from books of **Nora Turman** and **Frances Bibbins Latimer** sold by Heritage Books. Burton communicated with the owner to ensure the funds were sent to ESPL. A phone conversation reviewed the status, a check was received recently for \$88 and another is expected next month.

