

Administrative

- Congrats! Thanks to Sean and Heather for 10 years of service to the Library, celebrated in February.
- Summer Staffing - Coordinating plans for 2022 seasonal staffing.
- COVID-19 – Maintaining required PPE and testing supplies, coordinating coverage to support staff leave as needed.
- NJ Annual Report – completed the 2021 NJ State Aid report.
- Library Fines – Proposing a permanent change to the library's borrowing rules to eliminate overdue fines. Bills and fees would still be charged for lost and damaged items.
- Staff Checks – Initiating the process for biannual background checks and fingerprinting required by ordinance.

Strategic

Engage (Marketing, Service, Community & Staff Engagement, and Programming)

- Programs
 - Developed and distributed a program survey to patrons via Constant Contact to support planning for summer 2022.
 - Contacted Bay Atlantic Symphony to begin planning for summer 2022. Proposal expected in February.
 - Accepted offer from Boro to sponsor/present two of the upcoming summer concerts at Surfside Park.
 - Managing challenges related to identifying locations for programs and events, both for adult and children's programs.
- Marketing
 - Working with marketing firm to pursue a new agreement for 2022, pending Board approval.
 - Prepared copy and proofed content for the spring 2022 mailer. Working on returning to pre-pandemic marketing pieces and cycles. The newsletter will be mailed to all property owners and distributed inhouse.
 - Proofed February marketing publications, began outlining content for summer publications.
- Staff
 - Annual Staff Development Day – scheduled for Monday, March 7.

Enhance (Library & History Center use and facilities, Collections, and Digital Resources)

- Library
 - Completed collection shift for adult materials, beginning process to replace signage.
 - AVES Projects
 - The upcoming lighting replacement project is anticipated for February.
 - AVES is also planning on a building-wide window replacement project this summer. All Library exterior windows, except the large ones in the reading area, are included.
 - New Resource – Book Club bundles, available for patrons to borrow for their personal book clubs to use.
- History Center
 - Stormy Weather exhibit content has been proofed and sent for production – anticipated for March 2022.
 - Improvements made to AHC website - the goal was to make it as easy as possible to market the new digital services including Google Arts & Culture, Avalon Archive, and our latest offering: Avalon Historic Photos <https://ahc.catalogaccess.com/> This new resource currently has a selection of 300 photos from the catalog, more to come.
 - HC Alarm system replacement scheduled for February 2022.

Envision (Analytics, Reporting, Long-term Planning, and Innovation)

- Moving Average – Revised moving average shared in January 2022 statistics report to better demonstrate major library metrics over two separate time periods – 2018 & 2019 and 2020 & 2021.
- Strategic Plan Status Report & Technology Plan – these annual tools are scheduled for update in February 2022.