



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

March 2022

Administrative

- Summer Staffing – Posted openings for seasonal library and program assistants. Recommendations expected for May 2022 meeting.
- COVID-19 – Maintaining required PPE and testing supplies. Returned to pre-COVID19 seating levels.
- HC Electrical Incident – Work continues to restore utilities and complete and insurance claim following a power surge at the HC on 3/22/22.
- Staff Security and Emergency Training – Staff are scheduled to complete the organization's final annual session covering security and emergency scenarios at the end of April. Topics include power failures, environmental hazards, and network disruptions.
 - Staff also participated in an AVES facility bomb threat drill (shelter in place).
- AVES/AFPL Lighting Project – The all facility lighting replacement project began in late March and is expected to be completed in April.
- Materials Selection Policy review – Administrative staff are completing a scheduled review of the library's collection development policy and tools.

Strategic

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

- Programs
 - Finalizing details for Library and History Center programming through September 2022. Some major events still pending details as of early April, including author events.
 - Finalizing details for potential symphony concert, pending Board approval.
- Marketing
 - Finalizing content for 2022 Summer Guide and Kids' Summer Guide.
 - Refreshing publications and promotional pieces in advance of summer.
 - Proofed April marketing publications, continued outlining content for summer publications.
 - Partnered with Avalon Post Office in advance of the release of the new Shel Silverstein stamp.
- History Center
 - Spring HC Check It Out Newsletter set to go to print in April – will be in mail boxes by May.
 - Bonita is working on a new Walking Tour- Avalon's Churches: Past & Present.
 - Jon gave a presentation on Google Arts & Culture to the Cape History Coalition.
 - Storms of the Jersey Shore program welcomed 57 patrons.
 - Avalon Centennial quilt to be displayed at Stockton University as part of an upcoming textiles exhibit.

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

- Library
 - Catalog - Finalized recommendations for new library discovery service, pending Board approval.
 - Digital resource authentication – working with various vendors to address anticipated authentication updates. May cause temporary disruptions to some databases and services in the coming months.
 - Beach Books shelving – new shelving installed in March.
 - Book return replacement – as part of a planned Capital project, initiated replacement for an exterior book return.
 - Carpet Repair – Various sections of carpet were repair following recent shelving moves.
- History Center
 - Online Archive - Vendor expects to finish processing second batch of documents in the next few weeks. Includes maps, Avalon Players handbills, the Avalon Reporter newsletters, and more.
 - Stormy Weather – in addition to the recently installed exhibit, Bonita and Jon are working on a behind-the-scenes video about the creation of the exhibit.

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

- Staff Strategic Planning – The following staff subcommittees met in advance of the April Quarterly Committee meeting:
 - Community Outreach & Visibility – Focused on increasing visibility in the community including staff participation at community events, increased participation with local orgs, and increasing the visibility of facilities through signage, mini exhibits, and other tools.
 - Free Little Libraries – Exploring the possibility of installing Free Little Libraries in the community to expand reach and library awareness.
 - Library Wayfinding – Working to develop a plan for clearer, more cohesive, and aesthetically pleasing library signage.
 - Program Evaluation & Marketing Brainstorming – Working to explore new and more detailed ways to evaluate programs and resources and identify innovative and unusual ways to engage new patrons.
- Strategic Plan Status Report – completed and submitted for Trustee review. Annual report to Council anticipated for late April.