



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

April 2022

Administrative

- Summer Staffing – Reviewed applications and interviewed for open seasonal positions. Recommendations for hiring, pending Board approval.
- COVID-19 – Continue to coordinate coverage as needed, maintaining required PPE and testing supplies.
- HC Electrical Incident – All materials related to the insurance claim have been sent to the adjuster, awaiting HVAC condenser repair.
- Staff Security and Emergency Training – Most staff have attended all six hours of staff security and emergency training. The content developed for these sessions will form the framework for the organization's revised security and emergency planning manual.
- CRS Documentation – The Library received updated documentation from the Borough for the CRS program and updated onsite hard copies and digital catalog records.
- Share911 – Enrollment was revised to reflect staff opt ins effective spring 2022.
- Personnel planning – Working with the Personnel Committee to review plans related to upcoming and potential staff openings.

Strategic

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

- Community Connections – EB, BR, and a member of AHS attended AHLOA's annual meeting to share organization information with the community.
- Memorial Day – Library and History Center staff will join the Borough's 2022 parade.
- Volunteers – The Library is exploring options to resume its volunteer program for summer 2022.
- Summer Reading – The annual program kicks off Memorial Day weekend, with programs for all ages.
- Programs
 - Continuing to finalize a few remaining summer events, primarily author events. Otherwise, moving on to planning for fall 2022.
 - Expanded concert offerings for summer 2022 include Bay Atlantic Symphony, a Broadway Revue performance and sponsorship of two Borough concerts – Johnny Cash and Chicago cover bands.
 - Upcoming Events include an evening with Holocaust survivor Maud Dahme, and an author talk with Ray Didinger.
- Marketing
 - Finalizing content for 2022 Summer Guide.
 - Finalized Kids' Summer Guide, as well as various other early summer marketing pieces for print and digital. Proofed May marketing publications.
 - Wrapping up ordering of supplies for various summer events and programs, including the all-ages summer reading program.
- History Center
 - Spring/Summer HC CIO Newsletter – mailed late April.
 - Identified and purchased signage and other promotional pieces to increase awareness of HC presence at offsite events.

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

- Library
 - Initiated planning for the upcoming transition to a new discovery/catalog service.
 - Exploring modular room/office option to expand work areas.
 - Testing is nearly completed for the transition to a new book vendor for preprocessed print materials.
 - Set up new staff processing station to improve circulation work flow.
 - Exploring options to expand library by mail service to on island delivery.

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- Exploring option to develop a space budget for library collections to plan beyond the traditional financial methods.
- The library interior doors continue to fail, exploring options for repair/replacement.
- History Center
 - Engineers have resumed work on the HC addition plans, more information expected early summer 2022.
 - Stormy Weather – check out the newest YouTube video on the HC channel – an interview with Bonita about the creation of the Stormy Weather exhibit.
 - Ordered a new reception desk for the front room of the museum, to rework the current layout.
 - The Borough's new cleaning contract extends to the HC, have transitioned to the new company as of early May.

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

- Innovative Users Group Conference – Staff attended this year's virtual conference over a few days in April, gaining new insights about the integrated library system, Sierra.
- Annual Report – EB presented the annual report to Borough Council in late April.