



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

AUGUST 2022

Administrative

- Personnel
 - Years of Service Awards – Congrats to Jen B. for 10 years and Chris H. for 5 years of service!
 - Drafted documentation associated with hiring for vacant or soon to be vacant positions. Met with Personnel Committee to review recommendations.
 - The HC Programming Assistant has shared their intention to resign at the end of September.
- COVID-19 – Time continues to be committed each week to the coordination of facility and assignment coverage, policy changes, and ongoing management of COVID-19 related items. Weekly testing for employees who have not reported vaccination status is no longer required.
- Staff Security & Emergency Training – All organization staff have completed all 6 hours of staff training, including employees hired within the past year.
- Return of Surplus Application – Completed final pieces for the 2022 application, pending Board approval.
- 2023 Budget – Began work on the 2023 budget in coordination with personnel and capital planning.

Strategic

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

- August Events
 - Popular July events included two visits from NYT Bestselling Authors and a concert presented by the Bay Atlantic Symphony. Kids' events were well attended throughout the month with Crafty Wednesdays the most popular of the weekly events.
 - The library's collaboration with the Borough for two of the Surfside Concerts was a very positive experience – the 9/1 Chicago 9 performance was the most well attended program of the year.
 - Coordinated ongoing updates related to promotion and location updates.
- Upcoming Programs – Proofed details for October and November events in advance of marketing. Reworked offseason print marketing to new postcard design. Preparing details for December and January events for marketing.
- After School Programs – Exploring options for offering a selection of afterschool events as part of a new AVES & SHES program.

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

- Library
 - AVES Window Project – During the month of August, various library windows were replaced as part of an AVES facility project. No building closure was required and the vendor reinstalled the library's shades at our request.
 - Library Catalog – New library catalog went live, August 29. Extensive training and prep during the weeks prior. Feedback has been very positive. As part of this project, the library added a requirement for PINs for patron accounts.
 - Integrated Library System and Catalog – Exploring options for a new ILS following our recent transition to a new catalog discovery product.
 - New bike racks installed, August 2022.
 - Book Lists – New resource for all ages, detailed book lists to help patrons select their next book.
- History Center
 - Historic Preservation – Researching mechanisms to use to develop a comprehensive spreadsheet detailing Avalon's older homes and buildings.
 - Digitization – Resumed work on the HC's 2022 digitization initiative. Items being sent for addition to the archive.
 - AHC Collections Committee to meet 9/6/22. Items for consideration to be presented during 9/8/22 Trustee meeting.

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

- August 2022 Professional Development
 - All staff - Aspen user experience
 - EB, SF, ME, CP, SN – Aspen administrative functions
 - SN - WebJunction webinar on Emerging Tech
 - ME & SN - Sierra statistics training
 - SF - Emerging Tech and Managing a Library of Things webinars
- Records Retention and Disposition – Preparing for a significant records project using the State of N.J.'s Artemis system.