



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

SEPTEMBER 2022

Administrative

- Personnel
 - Posted openings for the following positions:
 - Assistant Director – Programs & Engagement
 - Archivist
 - PT Patron Assistant – Circulation & HC
 - PT Patron Assistant – Circulation & Youth Services
 - HC Program Coordinator position filled inhouse by HC Senior Museum Assistant.
- COVID-19 - Continue to coordinate coverage, maintain required PPE and supplies and update policies, as needed.
- 2023-2025 Capital Plan – Outlined initial draft of the updated three-year plan. Awaiting recommendations for facility projects before bringing the plan to Buildings & Grounds and Finance Committees.
- HC Addition Project – Plans and initial estimates received from the architect and engineers. Recommendations for next steps being evaluated by members of the Buildings & Grounds Committee. Meeting of the ad hoc HC Building Committee scheduled for mid-October.
- Return of Surplus Application – Treasurer submitted 2022 application, pending State review.
- 2023 Budget – Preparing the 2023 budget and associated recommendations.
- AVES Lockdown Drill – Participated with Avalon School for their first lockdown drill for the 2022-23 school year.

Strategic

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

- September Events
 - Well-attended September events included the final Surfside Park concert (Chicago 9) and a lecture led by Holocaust Survivor Maud Dahme.
 - Coordinated ongoing logistics related to program updates, cancellations, and location changes.
- Upcoming Programs
 - Proofing details for December and January events to transfer these to marketing for the next round of publication pieces.
 - Providing support for Avalon's Wine & Spirits/Seafood Fest & Thanksgiving Weekend activities.
- AHS Project – The Historical Society is pursuing a new initiative – Historic Marker Program. More information about this effort will be shared in the coming months.
- Summer 2023 – Connecting with community partners to initiate planning for next summer. Both opportunities for collaboration and also to identify possible event locations.
- CIO HC Newsletter – The fall edition of the newsletter is scheduled to go to print in October for distribution in advance of Thanksgiving weekend.

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

- Library
 - Modular room/office – This space was installed in mid-September and is currently in use as the Director's office.
 - Library Catalog –Feedback for the new catalog has been very positive and engagement is up - patrons are spending almost 3x the amount of time per session in Aspen vs. the former catalog.
- History Center
 - Historic Houses – Shannon is working on a comprehensive list of Avalon properties, using data from the tax office to identify properties to be documented for historic significance.
 - Digitization – Working with Seven Mile Publishing to being the process to upload Seven Mile Times to the archive.

AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – September 2022

- Walter A. Smith safe – Chris Phillips donated Walter A. Smith’s personal safe, which spent many years inside Avalon’s post office. Smith was Avalon’s 4th postmaster, started in 1894 and remained in the position for 40 years. AHS supported the financial costs associated with moving this item.

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

- First Annual Staff Bocce Tournament was held in September at the 39th Street Courts.
- September 2022 statistic notes:
 - Onsite Library visitation: increased 11% from 9/21, decreased 25% from 9/19
 - Overall circulation: increased 6% from 9/21, **increased 5% from 9/19**
 - Physical circulation: increased 27% from 9/21, decreased 14% from 9/19
 - Digital circulation: increased 5% from 9/21, **increased 36% from 9/19**