



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

OCTOBER 2022

Administrative

- Personnel
 - Completed onboarding for two PT positions:
 - HC Program Coordinator
 - PT Patron Assistant – Circulation & HC
 - Completed application review and initiated interview process for:
 - Assistant Director – Programs & Engagement
 - Archivist
- COVID-19 - Continue to coordinate coverage, maintain required PPE and supplies and update policies, as needed.
- 2023-2025 Capital Plan – Reviewed draft Capital Plan with Buildings & Grounds and Finance Committees, pending Board approval.
- HC Addition Project – Shared a recommendation about the future of this project with Trustees and updated the Capital Plan to reflect.
- SHBP – The Borough of Avalon initiated a response to NJ Public Employee health benefit costs. FT library staff were provided with guidelines for the updated plan recommendations.
- 2023 Budget – Working with the Treasurer to finalize the 2023 budget, to be shared with Finance in advance of December meeting.
- AVES Drill – Anticipate participating in a planned Avalon School drill in coordination with NJ DOE Office of School Security.
- Safety Training – Scheduling refresher training for staff for CPR and fire extinguisher use.
- Annual Staff Evaluations – Initiated annual evaluation process.

Strategic

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

- Summer 2023
 - Authors – Issued invitations to two potential authors as part of a potential Monday night speaker series at Surfside Park. Partnering with Avalon Environmental Commission to bring two speakers, confirmed.
 - Concerts – Exploring options for summer concerts, both hosted at the Library/School and in partnership with the Borough.
 - Kids' Events – Outlining program plans in line with popular formatting from previous summers (weekday morning kids' activities at library and HC).
- Upcoming Programs
 - Identifying and scheduling events for February & March.
 - Reviewing scheduled 2023 HC events during transition to new HC Program Coordinator.
- Marketing
 - Exploring options for 2023 print mailed publications to adapt to changing costs.
 - Proofing details for November/December marketing pieces.
 - CIO HC Newsletter – Arrived in mailboxes, early November.
 - Tidings Newsletter – sent to marketing for design.

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

- Library
 - Collections - Updating documentation for ordering and cataloging procedures.
 - Acquisitions – Completing training for multi-vendor acquisitions procedures for the Technical Services Associate.
 - Book Return – Replacement book return was received, awaiting DPW install (capital expense for 2022).
- History Center
 - Assembling a mini exhibit to support the recent acquisition of the Smith family safe.

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- HC Collections Committee – Donations recommended for acquisition:
 - 09/09/22 - Dee & Chris Phillips :
 - Walter A. Smith safe used in early Avalon PO
 - Francis Phillips notebook with hand-written combination
 - blue envelope addressed to Francis Smith, postmarked 1908, containing paper dolls
 - postcard, notepaper & envelope from Golden Inn
 - 8 x 1992-'93 Phillips Exxon calendars
 - 4 x various photograph
 - Copy of 2006 mayoral proclamation recognizing Walter A. Smith & family
 - Scrapbook made by George Phillips for Wildwood Kiwanis Club Hobby Show
 - 1920-30s Wool bathing costume
 - 09/14/22 - James McCann :
 - 1998 Avalon property details
 - Letters from property owners
 - Film reels (not developed)
 - 10/10/22 - Jolene Williams :
 - USA-USSR "Hands Across the Ocean" Avalon School t-shirt (1990?)
 - 11/01/2022 – Michele Petrucci :
 - Avalon Museum Journal 2006
 - 6 x 2022 Holiday Beach Tags
 - 11/01/2022 – Rose Marie Chew :
 - "Kudos" business card
 - 2022 AVFD window decal
 - Avalon Supply credit card wallet
 - Avalon Supply money holder
 - Avalon Fishing Club tags from 1989, 1991 to 1996
 - 11/01/2022 – Susan McLaughlin :
 - Newspaper cutting from Philadelphia Inquirer 11/14/2009 – photo of Susan & Jerry Batten on bulkhead during Hurricane/Storm Ida
 - **Deaccession** 11/2/2022 – AFPL :
 - 2020.012.001-004 : Livescan (fingerprinting) machine ILS2, fingerprint enhancer, operator's guide, maintenance checklist (Donated by Avalon PD)

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

- Staff Strategic Planning – Preparing for the Q4 meeting of the staff strategic committee. Selected project/subcommittees in process:
 - 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.