



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

DECEMBER 2022

Administrative

- Personnel
 - Congrats to Linda Duffy and Pat Wilk - both celebrated 15 years with the library in December!
 - Recommendation for Office Manager.
 - Onboarding and planning for two new FT employees – Assistant Director, Programing & Engagement and Discovery Archivist, starting January 9.
 - Assisted retiring employee with pending details and documentation.
- COVID-19 - Continue to coordinate coverage, maintain required PPE and supplies and update policies, as needed.
- Library & HC Facilities Project – Planning Committee met in December. Next steps – connect with School and Borough to confirm details related to planning, then begin outlining RFP for Planning Committee review.
- Annual Staff Evaluations – Completed annual evaluation process.
- Code of Conduct review – Worked with attorney to ensure existing policies and guidelines for staff and patrons comply with current legal standards.

Strategic

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

- Summer 2023 - Focus on collaborations where possible.
 - Authors – Planning a Monday night Speaker Series at Surfside Park. Speakers will include popular authors and other arts & culture figures. In collaboration with Avalon Environmental Commission.
 - Concerts
 - Symphony – Received a draft proposal for 3 outdoor chamber concerts at Surfside Park.
 - Thursday Concerts – Sponsoring 2-3 bands for 2023 Borough Summer Concerts.
 - Onsite – Anticipate hosting two indoor concerts at AVES gym.
- Programming Highlight – Happy Noon Year welcomed over 175 kids and their families on December 31.
- Marketing
 - Preparing a patron survey to guide 2023 marketing publication planning.
 - Preparing February/March content for distribution.

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

- Library
 - Collection Update – The vendor the library contracted with in 2022 for processed print materials is not meeting expected standards. Administrative staff are working together to set a new direction.
 - Alarm System – The Library is seeking quotes to update its panic alarm system.
 - New book drop installed December 2022 – capital project.
 - Working with AVES personnel to coordinate planned programs around building maintenance.
 - Overdrive will officially sunset in early 2023 – replaced by the service Libby. This transition has been ongoing for the past two years.
 - Working toward downsizing the library's offsite storage unit.
- History Center – Completing an update of the second-floor workspace area.
- HC Collections Committee – Recommend the following for accession following 1/3/23 meeting:
 - 11/28/2022 – Helen Eigabroadt
 - Assorted Avalon Beach tags from 1989 to 2022 – most for AHS Gift Shop
 - 12/05/22 – Sean Keating
 - Digital copies of newspaper article – Mrs Schock's swimming lessons, Northeast Magnesite Co.
 - 12/06/22 – James Brazel
 - CD with images of July 4, 1970 Avalon home explosion, plus printed copies of images
 - Handwritten letter explaining context of printed emails & photos from "Avalonspast.com" featuring Ed McMahon

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- 12/12/2022 – FIC
 - Plastic bag with Sullivans Dept. Store printed on one side, Vision Surf Shop on the other side.
- 12/15/2022 – Mary Millar
 - Set of 10 x B&W photos of post 1962 storm in Avalon
- 12/16/2022 – Lisa Cincotta
 - Sylvester's T-Shirt
- 12/22/2022 – FIC
 - 2001 Avalon Museum Certificate of Occupancy
- 12/22/2022 – FIC
 - Black plastic wrist band with number disc attached, from Jean Loesch races
- 12/22/2022 – FIC
 - 2 x framed Wetlands Institute Wings & Water Festival posters from 1987 and 1988
- 12/22/2022 – FIC
 - CD with images of Sherwood Apartments/ Diller home, plus 1971 property Deed

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

- Statistics Project – SN & EB working with Board Treasurer on data analysis for a selection of NJ Libraries to evaluate service engagement post 2020.
- December Staff Professional Development & Training
 - Fire Extinguisher Training – All staff
 - The Book Report Network – Next Reads - ME
 - Getting Organized in Google - ME
 - NJASL Conference - ME
 - Social Work Informed Library Services in New Jersey - SN
 - Museum Next Virtual Exhibits online conference - SN
 - Mental Health First Aid Certification – EB
 - Privacy Audit – EB