

Administrative

- Personnel
 - Linda Duffy retired at the end of January after 15 years of service.
 - Onboarding and training for three new positions:
 - Assistant Director of Programming & Engagement
 - Discovery Archivist
 - Office Manager
- Library & HC Facilities Project – Coordinated with school administration and the library attorney to review approval requirements for project planning next steps.
- COVID-19 - Continue to coordinate coverage and maintain required PPE and supplies, as needed.

Strategic

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

- Summer 2023 – work continues on summer events.
 - Tentative plan for up to 10 concerts, including 4 in partnership with the Borough.
 - Seeking three more speakers for the summer series.
- Spring 2023 – April and May events are set and being prepped for transfer to marketing.
- Marketing
 - Recommendation to renew marketing contract for 2023, pending Board approval.
 - Will distribute an online survey in February to support communications planning in 2023.
 - Preparing a plan for 2023 print publication pieces.
- Outreach – Work has begun on the organization's initiative to expand outreach efforts, starting with increased in person engagement at community events.

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

- Library
 - Integrated Library System – Initiated process for shift to a new library system in 2023.
 - Collection Update – Shifting to a different established vendor for print library materials. Results in a shift from preprocessed materials to a return to inhouse processing.
 - Panic Alarms – Working with Library alarm company to upgrade and expand panic alarm system.
 - Library records/OCLC – Evaluating a new service designed for small libraries to save on record costs.
 - Working with AVES personnel to coordinate planned programs around building maintenance.
 - Working toward downsizing the library's offsite storage unit.
- History Center – Seeking local consultant to support plans for an expanded oral and video history program in 2023.

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

- Statistics Project – Work continues on the Treasurer-led statistical analysis of comparable NJ libraries.
- Program Evaluations 2022 Q 3 and 4 – Feedback provided during events in the second half of 2022 was compiled and analyzed.
- January Staff Professional Development & Training
 - JIF: Preparing for a First Amendment Audit - EB & SN
 - Digital Preservation: What Libraries Need to Know by the Indiana State Library – SN
 - Privacy Audit – SN
 - Moving Collections - BR