

Administrative

- Audit – Onsite fieldwork for the 2022 audit was completed in February.
- Cyber Security Training – All staff are completing a required cyber security training distributed by the Borough.
- 2022 Annual State Report submitted to the NJ State Library.
- Return of Surplus application - Annual Strategic Plan Status Report & Technology Plan in process.

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

- Programming
 - Adding a concert for summer 2023 lineup.
 - Working to finalize summer author visits.
 - Summer Reading Program – initiated planning for summer 2023.
 - Summer events support – coordinating with new vendors to provide sound and other support for summer concerts and events.
 - Developing plans for summer 2023 teen events.
- Marketing
 - Distributed an online and print survey for marketing feedback.
 - Contributed adult and kids' events for the Borough Information and Rec Guide.
 - Reworking previous mailed publications into one annual print newsletter representing both parts of the organization. *Check It Out at the Library and History Center*
 - Coordinating with marketing to produce information and copy for spring and summer publications.
- Mini Exhibits – Part of a strategic and capital project, two mini exhibits will be placed in offsite locations to increase awareness and engagement with the History Center.

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

- Library
 - Space Budget - Reworking the annual collections' budget to follow a space budget model, making sure materials spending aligns with available library space.
 - Workstations – Staff workstations shifted following a recent retirement.
 - Door Counters – Additional door counters are being installed in both the library and HC to better communicate visitation in specific locations.
 - Library restrooms – Deep cleaning scheduled for April.
- History Center
 - Developing plans for expanded local business exhibits for summer 2023, including a mini recreated Sullivan's counter at the HC!
 - Seeking collections and photo donations specifically related to businesses of the 1960s and 1970s, in support of the exhibits mentioned above.
 - Staff are researching and compiling updated lists of former and current local Avalon businesses.
 - HC staff received a refresher course on handling museum collections from the archivist.

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

- February Professional Development & Training
 - Penguin Random House Book Buzz – ME
 - Moving Collections - BR
 - AM Quartex Intro demo - SN
 - AM Quartex Create Destination Websites - SN
 - AM Quartex Presenting Oral Histories - SN
 - I Didn't Know the Library Did That marketing webinar - SN
 - Finding Your Promotional Voice from CCAHA - SN