

Administrative

- Seasonal Staffing – Initiated hiring for summer 2023. Recommendations to be presented at the May 2023 meeting.
- Artemis – Director and Office Manager have been working together on a process to manage the disposition of documents the organization does not need to retain.
- Alarm System Update – Additional panic alarms have been installed throughout the library at various workstations.
- Audit – Draft report for the 2022 audit received, Board review anticipated for May 2023.
- Return of Surplus application - Strategic Plan Status Report & Technology Plan submitted to Board Treasurer.
- Phone System – Assistant Director is working to improve the network that services the library phones due to increasing disruptions and outages.
- COVID-19 – Continue to coordinate coverage, maintain required PPE and supplies and update policies, as needed.
- Program Contracts:
 - Updated agreements used to contract with program vendors.
 - Reviewed/amended detailed contracts for various summer special events vendors.

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

- Programming
 - Wrapping up planning for summer 2023 events. (Still finalizing author events.) Coordinated with various vendors and community partners to organize details.
 - Reworking program department workflow following the recent staffing shifts.
 - Popular events included the Irish Dance Performance, monthly cooking class, and HC lecture.
 - New Churches of Avalon walking tour available!
- Marketing
 - Analyzing results from Communication Survey (524 responses)
 - Prepared plan and content for summer 2023 marketing pieces (summer guide, kids' guide, etc.).
 - Assembled events and copy for the 2023 print newsletter.
 - Awaiting input from DPW to prepare the first edition of the Hometown Heroes booklet.
 - Setting up at special online events calendar for summer 2023.
 - Fielding responses related to a postcard mailing issue.
- Outreach – Assistant Director spoke at the March 2023 ASCO meeting, sharing information about Library and HC services and events.
- AHS Historic Marker program – Nominations for this program are being accepted through May 15.

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

- Library
 - Storage – Staff are clearing out and inventorying the library's storage areas with the dual goal of vacating one or both of the storage units as well as planning for future storage needs.
 - Newspapers – Library staff are working to anticipate changes to print media distribution.
 - Water Line – A exterior water line on school/library property needs repair. Anticipated for a weekday evening in May.
 - OCLC – Shifted to a new service for library records for significant cost savings.
- History Center
 - Oral Histories - Portable recording equipment set up and tested and required forms approved.
 - Avalon railroad rail has been placed in the exhibit after careful cleaning by DPW.
 - Signage – working with the Boro for both temporary and permanent improved wayfinding signage for AHC.
- History Center Collections Committee – Items recommended for acquisition:

AVALON LIBRARY & HISTORY CENTER REPORT – March 2023

- 01/04/2023 – Michael Scythes :
 - 18 x digital images (printed) of 1984 Tortilla Flats interior mural by Lisa Beard, taken in March 2022
- 01/19/2023 – Al Haring :
 - June 1963 letter from Borough of Avalon to Avalon residents. Ordinance # 347, announcing change of house address numbers
- 01/21/2023 – Susan B. Dietz (daughter of Howard & Louise Blithe) :
 - 5 x Avalon postcards (Fishing off the Pier postcard has green 1c postage stamp, identified as being from 1940)
 - Avalon Hotel room key
 - Doric Zogas numbered AYC print
 - Rock'n Chair menu
 - July 1982 Avalon – Historical Highlights, compiled by Cape May Co. Library
 - B&W aerial photograph – 21st St/Princeton Harbor
- 02/07/2023 – Cary Lawson :
 - Princeton jacket
 - Cary's Sunoco T-Shirt
- 03/01/2023 – Bob Penrose :
 - 1983 Maris Stella brochure (we have at least 2 of these)
 - Avalon's High Dune booklet (we have at least 2 of these)
 - 1956 American Druggist Counterdoes for the Home from Keen's Pharmacy
 - 1987 Borough of Avalon: General Information notice
 - Avalon Police Det. Dog owners notice
 - Fly Swat advertising Suzi's Beauty salon of 2199 Dune Drive
 - Avalon Bureau of Fire Safety item
 - Phillips Exxon mini tape measure in shape of car tire
 - Matalucci Bros. – Cape Concrete and Princeton Grille tin thermometer
 - Fischer Hardware weather Checker and thermometer

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

- Cyber Security Training – All staff have completed mandatory Borough cyber security training.
- Future Book Fest - Met with community partners to brainstorm the possibility of a large-scale community book/author event.
- Outdoor PA System – Evaluating options for a tool that would eliminate the need to hire outside vendors to support sound at larger outdoor speaker events.
- March Professional Development & Training
 - Expand Content Discovery and Leverage Patron Interests with Libby OverDrive
 - Tricks for Google Sheets NJALA
 - Patron Point Webinar
 - Podcasting for Museums