

Administrative

- Personnel
 - PT Circulation/Youth Services opening – Initiated hiring process for year-round PT employee. Recommendation anticipated for June 2023 meeting.
 - Seasonal Staffing – Prepared recommendations for seasonal employees, for review at the May meeting.
- COVID-19 – Continue to coordinate coverage, maintain supplies, and update policies, as needed.
- Artemis – Continued with project to manage the disposition of deaccessioned documents.
- Audit – 2022 audit received, for review at the May meeting.
- Security & Emergency training
 - Working with Borough and School personnel to refine various procedures.
 - All new library staff have received all six sections of security and emergency training.
- Joint Insurance Fund Training
 - New online training site released by the JIF.
 - Two employees attended an in person First Amendment Audit training.

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

- Programming
 - Planning for summer author events continues.
 - Received proposal for summer symphony concerts, for review May 2023.
 - Popular April events included a family science event, monthly cooking class, and HC lecture.
 - Prepared online website and associated items for annual summer reading program.
- Marketing
 - Finalized events and copy for the 2023 print newsletter, and summer publications.
 - Launched a new events calendar - <https://www.avalonfreelibrary.org/events>
 - Countdown to Summer social campaign – preparing photo and video content for a social media campaign.
- AHLOA Community Connections – Staff attended the annual AHLOA meeting to promote library and history center services.

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

- Library
 - Building project – Worked with library attorney to review ongoing questions about a potential library and history center building project.
 - Storage Unit – Emptied, as part of the ongoing plan to rework library and HC storage.
 - School/Library Waterline repair – Awaiting an update from Middlesex Water for the waterline repair.
 - Cleaning – coordinated various cleaning projects in advance of summer 2023.
- History Center
 - HVAC – HC heating system required extended repair over two weeks in April.
 - Signage – Opportunity from the Borough for improved permanent wayfinding signage for AHC.
 - New seating – Public seating, purchased as part of a capital project, received.

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

- Outdoor PA System – Ordered and received a new outdoor PA system capable of supporting multiple microphone speaker events, indoor and outdoor. Anticipated for use at Surfside Park summer 2023.
- April Professional Development & Training
 - How to effectively market today's library
 - User engagement: new approach and tools
 - Digital Commonwealth Conference

AVALON LIBRARY & HISTORY CENTER REPORT – April 2023

- MARAC Conference
- Summer Picks for Librarians - OverDrive
- South Jersey eBook and Audiobook Download Center - Check In
- Classroom Library Compliance: Strengthening Reading Culture in the Era of Regulation
- Children's Services Section Meeting
- SYNC Audiobooks for Teens