

Administrative

- Personnel
 - Update – A PT Library Assistant resigned effective Monday, May 29.
 - Seasonal Staffing – Completed onboarding process for five seasonal colleagues.
 - Three new full-time colleagues hired in early 2023 exited the 120-day probationary period.
- Artemis – Continue with management of deaccessioned documents.
- Return of Surplus – Prepared documentation required for the annual application. Resolution for consideration, June 2023.

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

- Programming
 - Extensive planning and prep for summer events, including personnel, scheduling, supplies, and marketing.
 - Summer Reading Program launched Friday, May 26. 79 participants joined in the first week!
 - An extra author event for summer 2023 is being tentatively coordinated.
 - Popular May events included the Puzzle Swap, HC Boardwalk lecture, and nearly 100 in attendance at Book Bingo on Memorial Day Weekend.
 - Met with Borough and Community members to coordinate plans to expand offseason children's and family programming.
- Marketing
 - Finalized events and copy for the 2023 print newsletter, and summer publications; working with marketing firm to identify supplemental pieces and supplies for summer 2023.
 - Hometown Heroes booklet – Annual booklet for distribution is in process and expected for June 2023.
 - HC Marketing – Met with staff to brainstorm and coordinate marketing ideas for both general summer engagement and a special push for the Fabulous Greaseband concert in July.
 - Countdown to Summer social campaign – various staff worked together to record photo and video content for a June social media campaign.
 - PHL17 Visit to HC – featured in a recent "Down the Shore" segment during the morning show, including Bonita sharing information about various exhibits at the History Center.
- Outreach & Engagement
 - Library & HC staff participated in the 2023 Memorial Day parade.
 - Coordinating with NJ Talking Book and Braille Center for annual Diller Home collection.
 - Working with a patron to donate a selection of deaccessioned children's materials to a Philadelphia public school.

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

- Library
 - Greeter/Information Station – Added a new public service desk by the front door to welcome patrons; to be used during particularly busy times in the summer.
 - School/Library Waterline repair – Awaiting an update from Middlesex Water for the waterline repair.
 - Newspapers – The Library is now offering expanded digital access in response to various print media updates limiting regular access to physical daily papers.
 - Door Counter Updates – New door counters installed at the library's main door, children's room, and HC.
- History Center
 - Exhibits 2023 – Coordinating panels for expanded local business exhibits and upcoming mini exhibits.
 - HC Water – Working with Middlesex Water and DPW to address an issue at the History Center.
 - Rail Update – The recently discovered rail is in need of a consultant to provide detailed guidance on improved storage and exhibition options.
 - Carpet cleaning completed May 2023.

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

- SOAR Analysis – The first component of the 2024-2027 Strategic Plan process was initiated, with staff taking part in a collaborative SOAR analysis. The results of these meetings will be compiled and shared with the Board's Planning Committee.
- NJLA Annual Conference – Seven Library and HC staff attended the annual state library conference in Atlantic City, with one employee presenting - Mary Ecklund.