

Highlights

- RFQ for architectural programming distributed, responses anticipated by the end of March.
- Over 25 patrons participated in in person and virtual planning focus groups in February.
- Submitted the 2023 Annual State Report.
- Circulation, physical and digital, remained strong in February, slightly over 2023 figures.

Areas of Focus

- 2024-2026 Strategic Plan
 - Completed in person and virtual focus groups, distributed an additional staff feedback request, and began compiling and analyzing collected data in advance of developing the new plan.
- Personnel
 - Recording Secretary – Welcomed Lisa Sasdelli as the Board’s new recording secretary!
 - PT Museum Assistant & FT Program Assistant – Completed training/onboarding for these new positions.
 - New Borough employee manual – Reviewing reference notes shared by the Board’s attorney. Anticipated for distribution in April.
 - Initiated study to update the organization’s compensation framework.
 - Coordinated details related to a payroll item in early February.
- History Center Facility – Phase three (duct cleaning) is scheduled for mid-March and will complete this project.
- Potential Building Projects – Distributed a request for quotes for architectural programming in order to develop a plan to bring to Borough partners for potential avenues for facility expansion, responses anticipated by the end of March.
- Spring into Summer – Partner of community effort to build shoulder season engagement in June 2024.
- 2023 Audit – The onsite portion of the annual audit was completed in February. Report expected in spring.
- Return of Surplus Application – A draft of the technology plan has been completed. Updated strategic plan for 2024-2026 is in process.

Strategic Goals

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

- Marketing
 - Developing a new approach for library social media content.
 - Initiated planning for summer marketing and publication needs.
- Surfside Park – working with Borough partners to ensure upcoming events at Surfside Park are as safe and accessible as possible.
- COIL – Hosted the February meeting of the Coalition of Independent Libraries of SJ.
- Training and Documentation Systems – staff are evaluating cloud-based learning management systems to make it easier for staff to access necessary documentation and review training materials.

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

- Policies – Working on policy updates for a few areas of service (programs, membership), for consideration at an upcoming meeting.
- Capital Projects (Storage Cabinets) – Received a quote for this project, preparing recommendation for Finance.
- HC Facility – Completed semiannual deep cleaning in advance of the spring/summer season.
- Online Museum Pass Program – A staff committee is investigating options for an online service to loan museum passes.

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

- Professional Development - Administrative Staff are working on a series of virtual sessions for staff development in late April/early May.