

Highlights

- Architectural Programming – preparing for the first phase in the project.
- Circulation, members, and library visits all up over April 2023.
- Little Free Library – First LFL was installed at the History Center in April.

Areas of Focus

- Seasonal Employment
 - PT Program Assistant – Completed interview process, recommendation pending.
 - PT Library Assistants – Initiated hiring process for 1-2 seasonal assistants.
- Potential Building Projects – Prepared resolution and agreement to potentially contract with a firm for architectural programming, pending Board approval.
- Summer 2024
 - Content for most key pieces transferred to the marketing firm, including details for the annual Summer Guide, Kids Guide, and HC CIO Newsletter. Other pieces include signage for events and assorted publications and giveaways for outreach.
 - Coordinating building and procedural updates to improve workflows as patron traffic increases.
- New Borough employee manual – Preparing for distribution.
- Staff Development – Annual staff development sessions scheduled for May 2024.
- 2024-2026 Strategic Plan – Distributed via monthly eNewsletter and website.
- QPA – Working to fill upcoming anticipated vacancy.

Strategic Goals

Strengthening Community Connection (Library & History Center use and facilities, Collections, and Digital Resources)

- Capital Projects
 - Storage Cabinets – Anticipated in June.
 - Study Spaces – Anticipated for delivery in May. Prepared policy for use, pending Board approval.
- Membership Policy – Amended the existing policy to address changes following the recent library system migration, pending Board approval.
- Koha Library System – Wrapping up the final training component for the recent library system migration. Preparing for all staff refresher and review sessions.
- Online Museum Pass Program – Preparing to launch a new digital service for museum pass loans.
- Phones – Ongoing phone issue at the library diagnosed. Working with vendors to identify options to resolve it.

Cultivating Culture in the Community (Marketing, Community & Staff Engagement, and Events)

- Programming – Wrapping up final details for summer 2024. The Library & HC lineup includes:
 - 17 concerts, 11 featured events, dozens of classes and lectures, kids' events M-TH all summer, as well as a dozen more special family events.
- Marketing - In addition to ongoing items, coordinating summer marketing, publication, and signage needs.
- Social Media – Preparing for the May 1 shift to staff coordination of social media content. Testing posts in recent weeks to identify engagement.
- Hometown Heroes – HC staff assisted with new banners for this community program. Also edited and updated the associated booklet, anticipated for late May. As of May 2024, the program recognizes 117 veterans.
- AHS Tidings – Sent to print, anticipated for distribution in May.
- Surfside Park – Coordinating with marketing for signage to improve wayfinding and crowd control at large concerts this summer.
- Outreach – Recent staff outreach activities included Sit & Be Fit and the Garden Club's plant sale.
- Kids' Beach Reads – Coordinating a special initiative for summer to feature a kids' beach reads area on the porch.