

Highlights

- Presented updated library site concept to the Board's Buildings & Grounds Committee.
- Initiated contracting for Thursdays at Surfside and other special summer events.
- Initiated a selection of 2025 capital projects – AM Quartex software, ROOM booth.
- Chris Pidgeon celebrated 15 years with Avalon Library!

Areas of Focus

- Building Plans – Reviewed inhouse concept for library site with Building and Grounds. Seeking an architect to review the concept.
- Shared Services 2025 – Updated agreement for consideration, February 2025.
- Marketing Agreement 2025 – Reviewed proposal for renewal of marketing services. For consideration, February 2025.
- Back Office update – Install anticipated February 2025.
- Circulation Desk – Scaling project back from previous plans, while still aiming to add an additional service point in 2025.
- Capital 2025 – Initiated two 2025 capital projects – AM Quartex platform for HC Collections, and an additional ROOM booth for the library.
- Staff Development & Training – A new process for employee JIF training was developed. All staff will be required to follow a schedule of sessions each year via the online platform.
- Summer 2025
 - Finalizing plans for 2025 seasonal staff.
 - Contracting was initiated for many of the larger summer events, including concerts and author visits.
- Spring Marketing – events through May 2025 are confirmed and related marketing pieces are underway.

Admin

- Procurement Cards – the Borough has switched to a new vendor for this service, new cards anticipated in February.
- Audit 2024 – Anticipated for early March, with a report in May/June.
- Employee Cell Phones – Initiated the process to transfer administrative staff to employee cell phones.
- Personnel Files – Initiated a 2025 project to audit and update personnel files, where needed.
- New Jersey Paid Sick Leave – Working with the Borough's Finance Office to improve the process for this employee benefit.
- HC Cleaning – Contracted for monthly cleaning services for the museum.

Strategic Goals

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

- Community Webs – the organization applied to and was accepted into the Internet Archives' Community Webs program, a nationwide initiative to build archives of web-published primary sources documenting local history. Includes access to the Archive-It web archiving platform, which we can use to preserve content from Avalon community web pages, and user access to our collections on the Digital Public Library of America (DPLA). Also included is archival storage for our digital collections in Vault, a digital repository and preservation service.
- Selection of Current History Center Projects
 - Research and planning for 2025 Avalon's Changing Environment exhibit & additional Notable Women for inclusion in exhibits.
 - Maintenance/updating catalog records and digitized files for AFD, Emergency Services, AFD.
 - Planning for a Please Touch area for children in the Local Business exhibit area.
- Borough Fiber Project – The Borough has invited the organization to participate in an upcoming upgrade to their network. Anticipated to provide improved service and cost savings.

AVALON LIBRARY & HISTORY CENTER REPORT – January 2025

- Website – work on the project to evaluate the website’s usability continued. Recommendations are anticipated for later in 2025.

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

- Outreach – Various staff have been serving as bingo callers at few recent sessions at the Avalon Senior Center.
- New Initiative: Resource Promotion – Staff launched a new resource promotion effort at the end of January. The goal is to focus on one resource for a 3–4 month period and attempt to track measurable gains in engagement with these resources. February-April’s resource is Kanopy, the organization’s streaming service.