

Highlights

- Received proposals for architectural design services.
- Installed new workstations at the library.
- Bonita celebrated 10 years full time with Avalon Library & History Center!

Areas of Focus

- Building Plans – Met with two architectural firms to review the organization’s priorities. Received proposals to develop concepts for stakeholder review.
- Back Office update – Staff workstations were reorganized and new furniture was installed in the back office.
- Circulation Desk – Received updated renderings using more standard components, awaiting a quote. Moving forward with plans to add a new staff service point at circulation before a new desk is received.
- Staff Development & Training
 - FT library staff participated in a series of reference training sessions supporting the new service point.
 - All staff have been assigned Office Safety Refresher & Bloodborne Pathogens Refresher trainings via the JIF platform. Supervisors were also assigned– Implicit Bias in the Workplace and Bullying and Other Disruptive Behaviors.
- Personnel - Received notice from two year-round part time library employees - Initiated opening for one year-round part time position.
- Summer Marketing – Initiated planning for summer marketing pieces and began preparing and sharing content for community publications (Avalon Info Guide, Vacation Guide, etc.)

Admin

- Audit 2024 – Scheduled for 3/10-3/12.
- State Report & Application for State Aid – The report was completed and application filed.
- Return of Surplus Application – Began drafting reports for the application packet. Application is filed following receipt of the audit.
- New Jersey Paid Sick Leave – Drafted guidelines for library management of paid sick leave for PT employees.

Strategic Goals

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

- Selection of Current History Center Projects
 - Exhibit Plan Update - Local business signs installation planned for 2025 in place of Avalon’s Changing Environment exhibit. (Environment exhibit will open in Spring 2026 to give additional time for planning.)
 - Additional Notable Women research for inclusion in exhibits is wrapping up this month.
 - Catalog maintenance and updating.
 - Planning for a Please Touch area for children in the Local Business exhibit area continues.
- Website – The first phase of updates (menu reorganization) has been completed for the organization’s website.
- Spring Cleaning – Carpet and tile cleaning at the library and museum are underway.
- Capital Technology – A substantial server and wireless access point update was completed in February.

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

- Kanopy Resource Promotions Update – 27 patrons joined this service for the first time in February 2025. Average new users in previous months had been in the single digits, making this a positive outcome for the first month of this initiative.
- Little Free Libraries – Received tentative approval to expand this project. Preparing a proposal to place two more Little Libraries adjacent to Borough playgrounds in 2025.