

### Highlights

- Buildings & Grounds reviewed architectural concepts to address various facility needs.
- Summer Marketing efforts underway.

### Areas of Focus

- Building Plans – Buildings and Grounds held weekly meetings with architects to develop concepts addressing established facility needs for both the library and museum. Worked with various Borough departments to address related items. Concepts to be reviewed with the full Board at the May meeting.
- Return of Surplus Application – Application completed, for Board review, May 2025.
- Circulation Desk – Received quote for new circulation desk. Order anticipated in May, with install fall 2025.
- Staff Development & Training
  - All staff have been assigned We Must Respect Each Other in Local Government and Slips, Trips, and Falls trainings via the JIF platform. Supervisors were also assigned– Handling a Harassment Investigation and Preparing for First Amendment Audits.
  - Director attended Media Training for Library Administration presented by the NJ State Library.
  - Developing onboarding documentation for use with new online training platform.
- Personnel
  - Initiated hiring for seasonal employees.
  - Initiated an internal opening for a Senior Library Assistant.
  - Prepared onboarding for two new PT year-round employees, to start in May.
  - Received notice from a year-round part time library employee. Working with Personnel Committee to address recent personnel shifts.
- Summer Marketing – Completed outline and copy for all summer marketing publications, signage, advertising, and related items.

### Strategic Goals

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

- Selection of Current History Center Projects
  - Preparing a recommendation to hire a museum intern for summer 2025.
  - AHS Tidings – spring 2025, sent to print.
  - Updating Hometown Heroes pieces for 2025, including the annual booklet.
  - Labeling project for collections' storage initiated and completed.
- Website – Preparing new graphics and layouts for assorted webpages, including the Digital Library.

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

- Spring into Summer – This community initiative returns for a second year, kicking off on May 30 with a concert at Surfside Park.
- Staff Wellness – The Borough launched its new staff wellness program. The program includes a staff portal, with information on wellness items, schedules of events, lectures and classes.
- Resource Promotions Update – This three-month effort was a success, with 56 patrons joining Kanopy between February -April. Next resource for special promotion – Avalon History Center for June-August.
- Little Free Libraries – Preparing to install two more little libraries in Avalon at Grace O'Brien and Surfside Parks.