



Avalon Free Public Library & History Center Report September 2017

Administrative

- Addressed hiring details for the recently vacated Digital Outreach Associate position, including revision of the job description.
- Welcomed a new year-round part time library assistant.
- Drafted and compiled various onboarding and exit documents to streamline personnel procedures.
- Developed procedure and form for processing history-based patron information/research requests.
- Formalized procedure for accepting and researching Historic Places applications.
- Wrapping up annual staff performance appraisal process.
- Finalizing the 2018-2020 Capital Plan.
- Evaluating budget needs for 2018.

Strategic

Goal 1 – Inspire the Community to Read, Learn, and Grow.

(Library use, collection development, analytics, digital outreach, & technological literacy)

- Attended initial training sessions for Stacks web site. Identifying content to migrate to the new website.
- Evaluating book drop options prior to completing 2017 replacement purchase.
- Reviewing options for addressing coming changes to the OverDrive app.
- Prepared for the discontinuation of the Library's Boopsie app.

Goal 2 – Provide Exemplary Customer Service.

- Summer Volunteers – Coordinated by Terri Breslin, five volunteers contributed 148.25 hours of work from June through September.
- Developed new internal procedures for assisting patrons with technology help.

Goal 3 – Foster an Awareness of Avalon's Past.

- Held Avalon's Heroes Open House, effectively a reunion for past Avalon police, firefighters, and EMTs. About 75 people attended.
- Several short-term loans or donation offers relevant to police, fire, or EMS were generated as a result of the scheduled Open House. These will be processed at the next Collections Committee meeting.
- Researching restoration methods for 1940s fire extinguisher.
- HC Collection pieces included as part of a NJ State Library feature on the National Endowment for the Humanities website: *50 States of Preservation: New Jersey State Library in Trenton, New Jersey*
- Conducting research to fulfill patron requests on:
 - Avalon flag
 - Landscape of Holiday Beach in the 1920s
 - Bootlegging in 1920's Avalon, in particular involving family name of Shevlin (assistance needed -- anyone have knowledge of this?)
 - Phillips' Rock n Chair

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- AYC yearbooks (photos of family member)
- Specific historic homes/properties
- Native American arrowheads

Goal 4 – Promote Engagement with AFPLHC.

- Identified concepts for featured off-season programs at the Library & HC.
- HC Director spoke to ASCO regarding HC exhibits, programs & initiatives.
- Implemented new drop-in tech help program format.
- Initial planning for Bay Atlantic Symphony 2018.
- Increased programming and planning for September 2017 led to doubled programming attendance vs. September 2016.