



Avalon Free Public Library & History Center Report May 2018

Administrative

- **Staffing**
 - Completed hiring and began onboarding for:
 - 3 Seasonal Assistants
 - Seasonal Program Aide
 - Completed interviews and selected successful candidates for:
 - FT Circulation Coordinator
 - PT Program Assistant
 - PT Youth Services Librarian
- **HVAC Project** – Project is scheduled to start July 9 and end by mid-August. The School and Borough have worked together on a plan to fund the project. Staff have supplied contractors with summer schedule details to minimize patron and event disruptions.
Project Details: The existing HVAC uses a central plant to service the Library, Elementary School, and the Borough Hall building and is in need of major renovation due to the age of the equipment and its exposure to the elements. There are also central air handling units in the school's ceiling space that are included in the scope of the project. The age of the equipment and ongoing issues require a full renovation of the plant and components. The scope includes: comprehensive replacements to the boiler and chiller, retro-commissioning of the library and school lobby's air handler units, and replacement of all system water pumps.
- **Disaster Plan and Security** – Working with the Avalon Police Department to transition to the Borough procedure for Employee and Volunteer Background Checks.
- **Parking Lot Maintenance** – in progress week of June 11.
- **HC Addition** -- met with and received quotes from architects regarding potential addition project.

Strategic

Increase Use (Library & History Center use, Collection Development, Programming, Analytics)

- **Monthly Resource** – Hoopla for Roku and Apple – The May resource promotion was Hoopla, especially as it relates to use on devices such as Roku and Apple TV. This promotion which tied in with the initiation of Roku circulation. Hoopla instantly delivers thousands of free movies, television shows, music and audiobooks for streaming.
- **Wetlands partnership** – We are sponsoring a weekly dune & beach walk led by a naturalist from the Wetlands Institute. While this is an established program, Library sponsorship allows it to be offered for free to the public.
- **Educational lectures to supplement BAS concerts** – a related lecture is planned the Monday preceding each concert, as part of an Arts & Culture series Monday evenings. These are included as part of existing contract.
- **Rainy Days** – staff have prepared family-friendly “pop-up” activities suitable for rainy days. A publicity plan is in place.
- **Chautauqua partnership** – as part of a continuing partnership on the Chautauqua lecture series, the Library will host comedian Susan Sparks on July 10.
- **Book Bike** – scheduled for delivery.

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- **History Center display** – installed “Growing Up in Avalon” display, including photos of Avalon School classes from 1971 – 1996.
- **History Center Children’s Program** – details determined for “Behind the Scenes at the Museum”

Spread Awareness (Marketing, Service, and Community Engagement)

- **Memorial Day** – Library & History Center were represented in annual Memorial Day festivities.
- **Summer Marketing** – Comprehensive Summer Guide, Kids’ Summer Guide, and other marketing pieces were received in advance of Memorial weekend and are being distributed.
- **Open House** – the annual Open House is being planned, and a postcard promoting it and other summer events will be direct-mailed to all Avalon property owners. The Open House is June 23.
- **Seven Mile Times** – Library events were featured in an editorial spread in the Memorial Weekend issue, in addition to other mentions.
- **Special Summer Events** – event ticket distribution is underway to Avalon residents and property owners for the three major author events and the July Symphony Concert.
- **Summer Reading Signups** – The Avalon Summer Reading program is off to a great start – nearly 50 patrons are already signed up and the program officially kicks off at Open House.
- **Book Expo** – community representatives distributed Library information to authors, agents, and publicists at BookExpo 2018 in New York City.
- **Avalon Players Reunion** – details determined for July 28 event. Historical Society sponsoring in part.

Foster Innovation (Digital Outreach, Technological Literacy, Innovation, Staff Engagement)

- **New Jersey Library Association Conference** – Nine Library employees attended a variety of workshops and lectures during the 2018 New Jersey Library Association Conference in May.
- **Special Technology Committee** – Collaborating on an innovation and technology survey to be launched later this summer.
- **MakerSpace Webinar** – Shannon attended a two-part online course focusing on the role of the MakerSpace in Libraries in anticipation of our fall 2018 Computer Lab updates.