



# Avalon Free Public Library & History Center Report September 2018

## Administrative

- **HC Addition** – contract with architect being finalized.
- **Capital Planning** – Preparing revised Plans for 2019-2021, to be considered at the November meeting.
- **2019 Budget** – Preparing recommendations for the 2019 operating budget.
- **Summer Volunteers 2018** – Under the direction of Terri Breslin, 7 adult volunteers and 1 student volunteer completed 229.25 hours of service to the Library this summer.
- **Supervisory Training** – attended personnel management training as required by JIF insurance fund.
- **Disaster/Emergency Planning & Preparedness**
  - Developed a framework for ongoing staff security and emergency response training. Using the training to refine the procedures for the Emergency Response Manual.
  - Led initial training for all library staff (Active Threat, Lockdown, Fire).
  - Coordinated with Avalon Elementary School for an Active Shooter drill.
  - Installed open door alarm on south library door.
  - HC scheduled installation of mobile panic button.
- **Employee Evaluations** – Preparing for the annual cycle of staff performance appraisals.
- **COIL** – Hosted the September meeting of the Coalition of Independent Libraries of South Jersey.

## Strategic

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

- **HC Outdoor signage** – with assistance of public works, outdoor interpretive signs are being installed.
- **Reading Down Fines** – The Youth Services Coordinator and School Media Specialist developed a plan to increase student access to materials by permitting them to read down fines for late AV materials.

### Spread Awareness (Marketing, Service, and Community Engagement)

- **Tri-Annual mailer** – the first mailing has been finalized and will be mailed this week.
- **Community Engagement** – the organization was represented at Avalon Book Club; Borough 9/11 event; Mayors Cup Bocce Tournament; Seafood Festival.
- **Cookbook** – developed cookbook of Italian recipes from the Italian Culture Group.
- **Summer Reading Donation** – Local business Sundae Best donated the services they provided at the August Summer Reading Celebration.
- **HC Collections** – Collections Committee recommends the following for acceptance into the collection:
  1. **Bob Penrose** –
    - Plastic ice bucket from Jack's Place
  2. **Martha Wright** –
    - Blue vinyl Avalon Yacht Club bag
    - 11 x Avalon Vol. FD window decals – earliest 1975, latest 2018
  3. **Lauren Cochran** –
    - Avalon Beach Patrol Yearbooks – 1986 & 1987
  4. **Dave Fellenbaum III** –
    - August 31, 1931 Souvenir program from Avalon Vol. FD 1<sup>st</sup> Annual Ball
    - Digital scans of 13 x sepia photographs from 1920's & '30's, showing scenes of Avalon, people, etc.
    - Digital scan of 1943 marriage certificate between Vivian Marie & D.H.Fellenbaum.

## Avalon Free Public Library & History Center Directors' Report – September 2018

- Early 1960's booklet – "Historical Cape May County".
- 1970's (approx. 1976) booklet from Cape May Co. Historical & Genealogical Society
- 5. **Janice Mills** –
  - 10 x paper photocopies of color photographs from 1962 storm
- 6. **Josh Soudres – 7 Mile Deli**
  - Orange 7 Mile Deli t-shirt
- 7. **Scarpa for Avalon Vol. FD** –
  - 4 x Avalon Vol. FD Annual Clam Bake activity passes from Aug. 13, 1994
- 8. **Wilda Richardson** –
  - Avalon Historical Society Jean Losch Memorial Race t-shirt
  - Avalon Museum & Historical Society Tri-Avalon race t-shirt
- 9. **Susan McLaughlin** –
  - Special Memorial Edition of Cape May Co. Herald – Reprints of 'Round the Island'
- 10. **Lynn Schwartz** –
  - Material related to conversion of Library
- 11. **Pastor Dave Montayne** –
  - Beige cloth Pudgie Pelican baseball hat
- 12. **Robert Cobb Jr.** –
  - Avalon PTA Scrapbook (compiled by donor's mother Ina Cobb)
  - Avalon School certificates
  - Avalon School report cards
  - Avalon school newspaper articles
  - School presentation booklet of US Constitution & Declaration of Independence
  - 4 x postcards
  - 1968 Blvd & bridge dedication booklet
  - Avalon FD photos
  - 1962 storm articles & photos
- 13. **Lynn Tomfohrde**
  - 1970's Avalon business cards
  - Avalon postcards
  - 1973 Avalon Fire Dept. disc
  - Avalon business matchbook covers
- 14. **Gary DeVeto via Bob Penrose**
  - Sash window from 1218, First Ave. property. Basic dark red & yellow glass around edges of standard glass
- 15. **Sue Keen**
  - Commemorative 9/11 memorial coin in white box, from 2018
- 16. **Rose Marie Chew** – Avalon Supply items
- 17. **Kim Pedroni Schiela** – photos & artifacts related to Avalon Gems cheerleading team

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

- **Epson Photo Printer** – The library received a donation of a large format professional photo printer from Marc Revoir. This equipment will enable the library to expand its MakerSpace offerings.
- **Library Journal Virtual Reality Workshop Series** – Sean Farrell and Chris Hunnicutt are attending an ongoing series focused on using virtual reality, augmented reality, and mixed reality in public libraries.