



Avalon Free Public Library & History Center Report October 2018

Administrative

- **America's Star Libraries Award** – The library has been awarded 5 Stars by Library Journal for the 11th consecutive time. This award was based on 2016 use data.
- **Capital Planning** – Met with Space, Buildings, and Grounds, and Finance Committees to review the 2019-2021 Capital Plan.
- **2019 Budget** – Finalized recommendations for the 2019 operating budget, to be reviewed at the December meeting.
- **Personnel** – The three employees awarded positions in June 2018 were moved from probationary to permanent in their positions.
- **HC Addition** – Finalized contract with architect. Plan to complete design phase in 2018.
- **Insurance Review** – Met with JIF representative to review plan coverage.
- **Disaster/Emergency Planning & Preparedness**
 - Revising procedures for the next phase of staff training, focusing on youth safety and medical emergencies.
 - Share 911 – Working with AVES on a tool to support communication during emergencies.
- **Borough Employee Manual** – Library staff received the latest revision of the Borough Employee Manual.
- **HC Collections Care** – purchased and set up dehumidifiers in upstairs and downstairs spaces, in response to observed increases in relative humidity.

Strategic

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

- **Fall 2018** – Statistics show us library use is on par with this time last year, with circulation of digital items overtaking physical checkouts by a small margin.
- **Bay Atlantic Symphony** – We are in the initial planning phase for 2019. Exploring options for summer and off-season programming.
- **Spring Program Planning** – The programming committee is working to develop the February through May lineup of programs, to be marketed starting in January.
- **Discovery Kits** – The library has recently added a variety of new kits, mostly for the children's collection. These kits are one of our most popular collections and we anticipate the new kits will be a popular checkout during upcoming holiday weekends.
- **Analytics Tool** – Staff attended a demo of a Library Analytics' tool to consider the product's potential use to support ongoing reporting. Staff decided to hold off for now but reconsider in Fall 2019.

Spread Awareness (Marketing, Service, and Community Engagement)

- **Reusable Bags** – The library is preparing to transition from plastic to reusable bags in anticipation of the Borough's ordinance concerning single-use plastics.
- **Tri-Annual mailer** – Patron response to the new marketing tool has been positive.
- **Marketing the 21st Century Library** – PIO completed a marketing course through the American Library Association.
- **Community Engagement**
 - **Festive Friday** – Preparing for library and outreach efforts for the holiday weekend
 - Mrs. Claus Story Time and Craft
 - Take Home Craft
 - Friday Art Bar sponsorship

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- Bay Atlantic Symphony Quintet
- Saturday Band sponsorship
- **Festival of Trees** – Library decorating a tree and HC organizing event.
- **EEC** -- The Library is celebrating 10 years of outreach at the Early Education Center.
- **Dune Grass** -- Participated in Borough's fall Dune Grass planting.

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

- **Computer Lab Renovation** – The carpet has been installed in the lab. We are currently reviewing quotes for AV equipment to support programming in the space.
- **3D Printer** – Exploring options for ongoing use of the 3D printer.
- **Firewall** – Completed planned replacement of the firewall.
- **Network Audit** – Evaluating vendors for a network security audit.
- **Technology Loans** – A variety of new tech loans to support the existing collection have been ordered ("GoPro style" cameras, power monitors, air quality testers). Staff are working to discuss innovative ways to get the word out about these and existing tech loans (hotspots, Roku, etc.).
- **NJLA Youth Services Forum** – Youth Services Coordinator Linda Gauld-Elichko attended the annual forum focusing on services for youth and families.
- **NJ Makers' Day** – The library has developed a proposal to participate in the annual statewide Makers' Day event on Saturday, March 23, 2019. The event will include programming and details about services that support maker activities (discovery kits, 3D printing, photo printing, audio transfer, and more).