



Avalon Free Public Library & History Center Report January 2019

Administrative

- **HC Addition** – received draft plans from architect.
- **HC Facilities** – received two quotes on duct work cleaning/crawlspace remediation, to review with Borough.
- **Disaster/Emergency Planning & Preparedness**
 - Share911 – Recommendation to begin offering the service to staff on a voluntary basis.
- **Library Policies and Manual** – Identified areas of the manual that duplicate the Borough manual. Worked with staff to identify policies that may be needed.
- **Staff Strategic Planning Committee** – Met in January. Reviewed completed 2018 projects and brainstormed in-process projects for 2019. Committee’s purpose is to identify and execute projects to support the Library’s strategic initiatives. Projects include:
 - Library website
 - HC Exhibit case in the Library porch
 - Service/Program recommendation bookmark
 - Mailed Trimester Program Guide
 - Online Book Club
 - Video Marketing
- **New Jersey State Library Survey** – Prepared and submitted the annual statistical report for the Library.
- **Scheduling & Administrative Tools** – The Library is implementing a new tool for scheduling and time off requests, as well as a tool for supply ordering and inventory.
- **Budget 2020** – Informal planning for 2020 budget requirements began.
- **Interlocal Agreement** – Began reviewing the current Interlocal Agreement and associated amendments with a focus on identifying areas that may need to be addressed by a new amendment. Planning to meet with School and Borough in the coming months to address potential revisions.
- **HC Hours** – proposal to adjust year-round hours to Monday – Friday 10am – 4pm; Saturday 11am – 4pm, approved by personnel Committee.

Strategic

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

- **Summer 2019** – Planning for June-September 2019 continues. Goal to begin marketing by late April into May.
- **Check It Out Collection** – Exploring options for expanding the use of our Check It Out collections to support our Library By Mail service in the off season.

Spread Awareness (Marketing, Service, and Community Engagement)

- **Tri-Annual Mailer** – In response to the popularity of the mailer, considering expanding the reach by mailing to a larger audience and exploring options for the summer season.
- **HC Exhibits** – distributed a call for items for 2019 Exhibits, themed around Early Avalon.
- **Calendar Publications** – submitted summer facilities information and program slate for inclusion in Borough’s Recreation Guide and Chamber’s Vacation Guide.
- **Library Mini-Case** -- developing material for first exhibit in Library case, “Romance in Avalon”
- **HC Collections:**
Collections Committee recommends the following for acquisition:
 - **12/2018 – Kit Vernon**

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- 5 x 1890's photographs of early Avalon. In excellent condition, affixed to board, explanatory notes included.
- **12/23/2018 – Joseph Browning Bond III**
 - Digital information of Bond family history.
- **2018 – James Franklin**
 - 105 digital scans of photographs of early Avalon, Wildwood, Michell family.
- **01/2019 – James Thatcher**
 - Digital copy of AHLOA incorporation documents
 - Digital copy of 1985 AHLOA annual meeting report
- **01/2019 – Robin Macintosh**
 - DVD of 9/11 news coverage
- **01/10/2019 – Elaine Scattergood**
 - Brief & Appendix – “Save the Dunes, LLC” v Rice family & NJ DEP
- **01/12/2019 – Joyce McGowan**
 - 1975 Avalon Baby Parade – Salute to the Mummers, program
- **January 2019 – Sue Keen**
 - Miss Avalon Chair

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

- **Comcast Fiber** – The Library official switched over to fiber on February 5. Service has met expectations.
- **Network Audit** – The Library received the results of the recent Network Audit. No threats were identified.
- **HC Website** -- took initial steps to integrate HC website into Library site
- **Maker Day** – Library staff are preparing for New Jersey's annual Maker Day on March 23. Activities for all ages will be offered, from crafting to Lego robotics.
- **Computer Lab Renovation** – New projector, screen, and speakers were installed in the Lab to expand programming options.
- **LibraryWorks and ALA Workshops** – Library staff attended a variety of webinars and workshops in January, topics included customer service and programming.