



Administrative

- **Personnel** – Received notice from a current PT Library Assistant. Prepared associated hiring documentation, pending Board approval.
- **Audit** – Worked with the Library’s auditing firm to support the 2018 audit. Noted areas where changes to policy or procedure would better support the organization moving forward.
- **HC Addition** – work group reviewed plans and requested bigger space. Another draft in progress.
- **Library Procedures** – Began working with staff to update and organize all general and departmental organization procedures.
- **Return of Surplus 2019** – Began drafting documentation to support the return of surplus package, including the 2019 Strategic Plan Report and Technology Plan.
- **NJ Earned Sick Leave** – Working with the Borough to develop documentation for all staff impacted by the 2018 NJ Earned Sick Leave legislation.

Strategic

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

- **Summer 2019** – Wrapping up planning for June-September 2019. Anticipate preliminary marketing pub for spring events including AHLOA Community Connections.
- **Summer Guide** – Evaluating options for a new layout to complement our trimester mailer.
- **February Programing** – Strong attendance at featured February events. Over 30% increase in overall program attendance over previous February.
 - Kids Beach Party 68
 - Beck’s Brigade 48
 - Award Season Films AVG 92
- **Bay Atlantic Symphony** – Received contract for consideration.

Spread Awareness (Marketing, Service, and Community Engagement)

- **Marketing Analysis** – Working with the Marketing Committee to organize and analyze data from our various marketing channels.
- **Library Mini-Case** – updated exhibit topic to Storm of ’62 for anniversary.
- **Book Bash** – The Library Open House will be reimagined as the Book Bash for 2019. The event will focus on the family resources and activities that were featured during previous Open Houses.
- **26th Street School** – met with Borough officials to discuss.
- **Vacation Guide** – provided content to be included in articles in the 2019 Vacation Guide from the Avalon Chamber.
- **History Assembly** – History Center presented a full-school assembly to AVES.

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

- **HC Website** – graphics for the new website are under development.
- **Library Email Client** – The Library is working to transition to a new email host and client. Support is being provided for free via JerseyConnect, a service of the NJ State Library.
- **JIF Cyber Training** – All Library employees have completed the mandatory JIF Cyber Risk Training.
- **Staff Development Day** – Planning to hold our annual Staff Development Day on Friday, April 5.