



Administrative

- **Personnel** – Executed hiring process for a year-round PT library assistant. Completed exit process for departing employee.
- **Seasonal Personnel** – Identified seasonal staffing needs. Prepared associated hiring documentation, pending Board approval.
- **Code of Conduct** – Library staff drafted a revised Code of Conduct, pending Board approval.
- **Shared Services Agreement** – Initiated process for the proposed 2019 amendment to the Interlocal Agreement, concerning the 2020 school bond payment.
- **Return of Surplus 2019** – Completed documentation to support the return of surplus package, including the 2019 Strategic Plan Report and Technology Plan.
- **Security Drill** – Joined AVES for an all-building security drill with Avalon Police Department.

Strategic

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

- **National Library Week!** – The Library is celebrating NLW by offering a special food for fines program in support of the food bank at Holy Redeemer.
- **Library by Mail** – Identified a new source to replace the Library's mail courier bags.
- **March Programing** – The Award Season Film Series continued to be popular, with crowds of 90+ at some showings. Other well received March events included a visit from The Fiddle Club and Maker's Day activities.
- **Chairs for Summer Events** – Collaborating with the Avalon Recreation Department to add 200 folding chairs for shared use. These chairs will be used by the Library for the major summer events in the gym.
- **HC Collections Digitization** – Created proposed list of items to be digitized and made into a searchable Community History Archive, seeking pricing and vetting companies.
- **HC research project** – Conducting research on / creating interpretive materials regarding fate of 1st – 5th Streets.

Spread Awareness (Marketing, Service, and Community Engagement)

- **Annual State of the Library** – The Directors presented the 2019 Report to Avalon Borough Council on Wednesday, April 10.
- **AHLOA Community Connections** – Library staff (and the Book Bike!) will be in attendance at the 12th Annual Community Connections event on Saturday, April 13.
- **Summer Program Preview** – A preview version of the Summer Guide, titled as "Summer Programs Preview," will be available for patrons to pick up at Community Connections.
- **Terracycle Box** – The Library will serve as a community collection site for plastic bag recycling.
- **Library Signage** – Following up on staff feedback from fall 2018, are working with 7MP to develop a few pieces of directional signage.
- **Summer 2019** – Beginning marketing cycle for summer 2019.
- **History Center Collections Committee** –
Collections Committee recommends the following for acquisition:
 - 02/14/2019 – Carl Mattia: Photocopy of VFW card 1956-1957
 - 02/14/2019 – Jacquie Ewing: 1982 beach tag
 - 02/19/2019 – Rose Marie Chew:
 - 1990 Avalon Supply Co. notepad
 - Homeowners insurance docs 1965-1973
 - Water bills 1965-1968

AVALON FREE PUBLIC LIBRARY & HISTORY CENTER DIRECTORS' REPORT – MARCH 2019

- Color postcard of Sportmen's Tavern
- Various local business fridge magnets from 2000 onwards
- Color slides (Avalon Hotel with snow, rainbow over ocean, sinking boat, Community Hall, person in snow, snowy road, snowy road with car, house & snow x2)

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

- **Website Anniversary** – The Library website celebrated one year on April 3rd! Following a year of use and feedback, staff continue to develop new ways to use the site to reach our patrons remotely.
- **Innovative Interfaces Server Migration** – The Integrated Library System software was migrated to a new cloud server by the vendor. This move improves security and software speed.
- **Curating Digital Resources** – One of our strategic projects, the Library has been working to evaluate use of our digital resources and remarket, rework, or remove resources as needed.
- **Staff Development Day** – Library staff visited eight area libraries in small groups on Friday, April 5 and then reconvened at the Library to discuss their experiences. The data gathered will help guide the library's planning process.