



Administrative

- **Seasonal Personnel** – Concluded hiring process for 3 seasonal PT library assistants, pending Board approval. Still interviewing for one PT position.
- **Personnel** – Completed on-boarding for the newly hired year-round PT library assistant.
- **Loan Rules** – Drafted revised loan rules, pending Board approval.
- **Shared Services Agreement** – Worked with the library attorney to begin process for redrafting the School, Borough, and Library Shared Services Agreement.
- **Library Law Workshop** – Director attended a seminar detailing legal matters affecting NJ municipal libraries.
- **HVAC** – Received rebate from 2018 HVAC project.
- **HC Addition** – Revised plans to be discussed by Buildings & Grounds Committee.

Strategic

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

- **Library Magazine Area** – As part of the 2019 Capital Projects, initiating process for a refresh of the library's magazine reading area. Meeting with Buildings and Grounds Committee to discuss next steps.
- **Library Camera System** – 2019 Capital Project – seeking quotes for an expanded library camera system.
- **Museum Pass Program** – Expanded museum pass program with various new passes and working to feature this program and technology loans via new library displays.
- **April Programming** – 110 patrons attended the library's Spring Break Family event on April 19.
- **Summer Programming & Tickets** – A reminder that no tickets will be required for library summer events, including Bay Atlantic Symphony.
- **Summer Reading Program** – Preparations have begun for this year's program. The theme is "A Universe of Stories" and options will be offered for adults, teens, and kids. Teen programming has been doubled this summer, due to the positive reception in 2018.
- **Library Storage** – Annual update of the Library's storage unit is underway.
- **HC Exhibit** – content for upcoming Early Avalon exhibit has been finalized.

Spread Awareness (Marketing, Service, and Community Engagement)

- **Library Exterior Signage** – Obtaining quotes to have the library added to new outdoor school signage.
- **Herald Article** – Directors' presentation to Borough Council was covered by the Cape May County Herald.
- **Avalon Elementary School** –
 - AVES has met their caps donation requirement for the Buddy Bench – Library patrons became very engaged with the project.
 - Erin joined AVES for their Community Day volleyball game!
 - AVES 8th grade class visited the History Center.
- **Community Connections** – the Library & History Center were represented at AHLOA's Community Connections event, including a Book Bike appearance.
- **Community Engagement and Partnerships** – Working with various community partners to support upcoming activities and initiatives, including:
 - Broad selection of Community Organizations' events to be featured in the Kids' Summer Guide
 - AHLOA Bike Auction on display at the Library
 - Participating in the Avalon Garden Club Yard Sale
 - Awarding an AVES grad with a Reading Achievement recognition
 - Staff participation in Borough Memorial Day activities

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

- Supporting The Wetlands Institute's Upcoming Birthday Celebration
- **History Center Collections Committee –**
Collections Committee recommends the following for acquisition:
 - 03/25/2019 – Jacqueline Bagley
 - Digital copy of photocopy of 1916 house at 141, 33rd St., Avalon.
 - 03/25/2019 – Liz Matt via Ted Burke
 - Avalon Players press clippings, etc. 1968
 - 03/25/2019 – Carl Mattia
 - 2 x Fabulous Greaseband posters
 - Draftman's desk & 2 x lamps (Mayor's desk)
 - 03/30/2019 – D. Skinner
 - 1966 "Historical Study of Borough of Avalon", project report by Fred G. Postick, including handwritten note from Mayor Bell.
 - 04/02/2019 – Jack & Mimi Donlevie
 - Avalon Players – "The Dream" program from 1990
 - 04/03/2019 – Dave Coskey
 - Copy & enlargement of photo of pier
 - Copy & enlargement of photo of Avalon sign
 - Copy & enlargement of photo of Whitebrier
 - Copy & enlargement of photo of Diller home
 - Copy & enlargement of photo of Avalon Hotel – Bongo room visible
 - Copy & enlargement of photo of pier at sunset/sunrise
 - 04/03/2019 – Bob Penrose Jr.
 - Large wooden Fishing Pier sign

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

- **Staff Reviews/Meetings** – Director met with all library staff for informal one-on-one meetings as part of the library's ongoing review process.
- **New Email Service** – Went live with the new service on April 15, 2019. Has been a great experience so far. Speed and reliability have been significantly improved by this transfer.
- **Staff Strategic Committee** – The second quarter meeting was held April 24. Project discussed include:
 - Refresh Magazine Area & Increase physical and digital magazine circulation
 - Identify tools for remote program access
 - More videos in general to feature items and services
 - OverDrive marketing
 - Increase signage in the community
 - Revise Library Welcome Brochure
 - One Book Avalon Program (Community Book Program with associated events)