



Administrative

- **Personnel Items**
 - Employee retirement announcement
 - Employee request to reduce year-round hours.
 - Seeking approval for two personnel items that have been presented to Personnel and Finance Committees.
 - Staff schedule – Temporarily reworked the staff schedule to assign two employees to each week day evening shift.
- **Shared Services Agreement** – The first draft of the revised Shared Services Agreement has been distributed to Trustees and School and Borough representatives.
- **Library Carpet** – Staff committee is selecting samples for staff and trustee review. Goal to complete project before December.
- **Library Restroom Renovation** – Seeking contractors that will quote the project.
- **HC Addition** – met with working group to review new set of plans, approaching readiness to present to Planning & Zoning.
- **Staff Workstations** – The mini library renovation is nearing completion. All staff have been relocated. A few pieces of furniture still need to be moved/ordered.
- **2020 Capital Planning** – Library director has begun process for reviewing Capital Projects for 2020.

Strategic

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

- **Bay Atlantic Symphony** – 377 patrons joined us for Passion and Fire, the Symphony's August performance.
- **End of Summer Reading Program** – 103 of the 292 patrons signed up for the program joined us for our Summer Reading Ice Cream Social, with sundaes donated by Sundae Best.
- **Magazine Area** – Seeking a new consultant to identify new seating options for the Library's magazine area as part of the 2019 capital plan.
- **Children's Room Shelving** – Seeking a new consultant to plan for a replacement of the shelving in the children's room in 2020.
- **Summer Notes** –
 - DVD circulation continues to slowly decline, as more patrons stream content. **However, our effort to offset this decline with innovative loans is proving successful!** August 2019 physical circulation was almost exactly the same as August 2018. 15,697 vs. 15,692 While DVD circ was down, this maintenance is in large part thanks to strong growth in museum passes, tech loans, and discovery kits.
 - A review of library use during expanded hours (Friday 5-8, Sunday 9-11,3-5) shows that this schedule was well received by users.
 - Our 2019 Seasonal staff were a great support. Three of the four returned from 2018.
- **Check It Out Collection** – We're hoping to expand use of the current Check It Out Now collection, our circulating collection of popular new books and DVDs, by adjusting the loan rules for these materials seasonally, to allow for extended loans, renewals, and mailing during the off season. This will start in October.
- **HC Case at Library** – installed newest exhibit topic, Avalon's school buildings through the years.
- **HC Display** – put up a small display commemorating the contributions of Robert Penrose to Avalon's historic record.

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

Spread Awareness (Marketing, Service, and Community Engagement)

- **Community Outreach**
 - The Library participated in the 2019 Community National Night Out program on August 6.
 - The Directors attended the Annual AHLOA meeting in August.
 - The Library Director was invited to join the Borough's Recreation Committee and begins attending meetings in September.
- **Marketing Pieces** – Finalizing details for the October – January mailer.
- **Signage** – The Library was added to the new School signage but the logo needs updating. Expected in the next month.

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

- **Innovative Collections**
 - **Tech Loans** – We expanded our tech loan offerings in 2019 to include game consoles, a projector, action cameras, and other items patrons might want to try out. We saw over an 150% increase in circulation this summer.
 - **Cultural Passes** – Saw a growth in circulation of 400%! The new display and expanded options were very well received.
 - **Discovery Kits** – These kits continue to grow in popularity. We saw a 77% increase in circulation.
- **Little Green Button** – We implemented a new tool this summer for patrons using library computers. Rather than leave their computer, they press a button that alerts the desk that the user needs assistance. Allowed us to better manage staffing of the desk and computer areas.
- **Comcast** – Issue with Comcast related to our transfer from cable to fiber service has been resolved.