



### Administrative

- **Library Personnel**
  - Posted a position for an On-Call Library Assistant. Currently reviewing applications.
  - Working with the Circulation Coordinator to draw up hiring recommendations for the Circulation Department following recent staff changes.
- **HC Personnel**
  - Nina Ranalli, History Center Director submitted her resignation effective October 4, 2019.
  - My current areas of focus:
    - Support/administration of History Center staff and facility through this transition.
    - Reviewing History Center's staffing needs, meeting with the Personnel Committee to discuss and move forward with plans for hiring.
    - Keeping the History Center building project moving forward.
    - Arranging and providing History Center coverage for lunches and other schedule needs.
    - Attending Historical Society meetings as a Library/HC representative.
  - Completed exit process for departing HC Director.
- **Shared Services Agreement** – Reviewed first draft with Buildings & Grounds and Finance Committees. Revised draft following those meetings. Borough and School personnel are reviewing the current draft. Anticipate regrouping to review at the end of October.
- **Library Carpet** – Narrowing down the selection. Plan to push the project to December, to hopefully follow the restroom renovation.
- **Library Restroom Renovation** – Sent RFQs for the restroom renovation project. Quotes to be reviewed with Buildings & Grounds and Finance Committees. Aim to complete the project in early December, followed by carpet.
- **HC Addition** – Received revised plans. Had call with attorney to discuss next steps to present to Planning & Zoning.
- **2020 Capital Planning** – Gathering final details for 2020-2022 Capital Plan. Will reach out to Buildings & Grounds and Finance Committees to schedule meetings to discuss in advance of November Board meeting.
- **Lab Electrical Project & Lab HVAC** – Worked with an electrician to address power issues related to the malfunctioning ductless HVAC unit and AV setup in the Library Lab. Received quotes to remove/replace the ductless unit.
- **Annual Staff Appraisals** – Working with Library supervisors to initiate the process for annual performance appraisals.
- **Staff Area** – Remaining portion of staff workstation reorg. New lockers and seating to be ordered in November.

### Strategic

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

- **Magazine Area** – Identified a new consultant to assist with furniture needs. Anticipate ordering new lounge seating in early November. Will present final selections to Buildings & Grounds and Finance committees for approval.
- **Children's Room Shelving** – Working with same consultant to estimate costs to replace the shelving in the children's room in 2020. To be included in the 2020 Capital Plan.
- **Library Resources** – Evaluating use and usability of current library resources to make recommendations for ordering in 2020.

## AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – SEPTEMBER 2019

- **Library Acquisitions Process** – Collections staff are revising the process for receiving, cataloging, and processing materials. End goal is to increase documentation, efficiency, and cross training in the department.
- **Library Book Club** – Working with Programming Department to review feedback for the Library’s regular book club program, which has continued to grow in popularity each year. Identifying options for ensuring the continued success of the program.

### Spread Awareness (Marketing, Service, and Community Engagement)

- **Marketing Workflow** – Reassumed day to day marketing oversight upon NR’s departure.
- **October to January Mailer** – Mailed the new trimester mailer to all Avalon property owners. Also distributing to the public via the Library and History Center.
- **ASCO October Meeting** – Attended the meeting to share information about the Library’s current offerings.
- **Festive Friday** – Supporting this annual Borough event, including:
  - Story Time and Craft with Mrs. Claus
  - Bay Atlantic Symphony Brass Quintet performance at Veteran’s Plaza
  - Giveaway craft at the Library
- **History Center Collections Committee** – Collections Committee recommends the following for acquisition:
  - 05/24/2019 – Al Haring
    - Ocean Dr. metal street sign. Found by donor on the ground at 21st & Ocean, nr Phillips gas station, in 1975
  - 06/05/2019 – Bruce Udovich
    - Big Top Circus coloring book, signed on front cover by clown, when circus was visiting Avalon
    - 1 x poster for Vidbel’s Olde Tyme circus, performing Sun July 6th & Mon. July 7th (likely ‘86)
    - 1 x poster for Vidbel’s Olde Tyme Circus, performing Sun. July 11th & Mon. July 12th (likely ‘93)
  - 07/02/2019 – John DoGiamberardino
    - Local Business advertising card table
  - 07/21/2019 – Doris Shirley
    - 1960 ABP jacket, belonged to donor’s husband Robert Shirley
  - 08/07/2019 – Susan McLaughlin
    - 6 x Avalon beachtags
    - 2 x digital copies of sepia photos from 1930’s of Bill Salvesen
    - 5 x color photos from Avalon Centennial parade
  - 08/17/2019 – Peg Shirley
    - 1960 Lifeguard Ball Handbook
  - 08/19/2019 – Joseph P. McGowan family
    - 2 x tickets for meet & greet with Owen P. Quinn (for Avalon Borough Commissioner) Sept. 21, 1978
  - 08/21/2019 – Craig Cunningham
    - Avalon Chamber of Commerce notes & minutes from 1959 to 1965, kept by donor’s mother Jane Cunningham

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- Typed letter from Jane Cunningham to Cape May Co. Board of Elections, dated Nov. 6th, 1974
- 09/03/2019 – Liz Tracy/Circle Tavern
  - 3 x framed photos of Avalon Sports teams
- 09/12/2019 – Charles Schiffer
  - 3 x postcards –
    - “Residence at Avalon, N.J.”
    - “21st St. and First Avenue, Avalon, N.J.”
    - “Cottages Along Princeton Harbor, Avalon, N.J.”

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

- **Library Cameras** – CM3 has installed the library’s new cameras. They will not be operational until the camera policy has been approved by the Trustees (anticipated November 2019).
- **Large Format Photo Printing** – The Library now offers large format and art photo printing by appointment.
- **Secure IT Asset Disposition** – Explored options for secure disposition of information technology equipment such as computer hard drives. Identified possible source, pending Board approval.
- **Data and Analysis Tools** – Technology and Collections staff are evaluating services to potentially improve Library data analysis and reporting. If recommended by staff, will be submitted to the Board for their consideration and approval.
- **Integrated Library System Upgrade** – The Library’s ILS is scheduled for an upgrade in 2020 as part of the Capital Plan schedule. Working with the Assistant Director to review the quote provided by the Library’s current ILS vendor.