



Administrative

- **Personnel**

- Selected candidate for On-Call Assistant position. Circulation Coordinator completed onboarding.
- Met with Circulation Coordinator to review options for filling open Senior Library Assistant position.
- Developed History Center personnel recommendations; met with the Personnel Committee to review.
- Presented budget recommendations to the Personnel Committee.
- Years of Service – Michelle Devine celebrated 15 years of service to the Avalon Library in October.

- **History Center Building Project** – Submitted application and initial sets of plans to the Planning and Zoning Board for the History Center addition project.

- **2020-2022 Capital Plan** – Amended the 2020 & 2021 capital projects and drafted plans for 2022. Reviewed plans with Buildings and Grounds and Finance Committees.

- **2020 Budget** – Prepared recommendations for the 2020 Library Budget. Received anticipated appropriation figure for 2020.

- **Shared Services Agreement** – Awaiting notes from Avalon BOE to move forward with final draft of the agreement. To be presented to Trustees in December.

- **History Center Admin** – Coordinated regular meetings with History Center personnel, reported to Historical Society at their monthly meeting.

- **Personnel Procedures**

- Received initial information regarding Borough switchover to online timekeeping service.
- Revised employee onboarding and exit documentation.

- **2019 Capital Projects**

- **Library Carpet** – Selected, pending Board approval.
- **Library Restroom Renovation** – Contractor selected, pending Board approval.
- **Magazine Area Seating** – Selected, pending Board approval.

- **History Center Alarm System** – Addressed and resolved various museum alarm issues.

- **AVES Security Drill** – Library staff and patrons participated in a security drill coordinated by AVES and APD.

Strategic

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

- **Data and Analysis** – Staff met with the Planning Committee to review library reporting, library user demographics, and upcoming strategic planning.
- **Program Agreement** – With programming staff, drafted a revised agreement to be used with all library programming vendors beginning in 2020.
- **Bay Atlantic Symphony** – Received draft program for the 2020 Summer Concert series.

Spread Awareness (Marketing, Service, and Community Engagement)

- **October marketing** – Distributed marketing pieces for October programming and featured services.
- **Reusable Bags** – Seeking quotes for a new order of library bags.
- **Tidings** – HC Collections Coordinator developed content and selected photos for the upcoming November History Center newsletter.
- **Historic Register** – Three homes were added to the Historic Register.

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

- **Library Network** – Assistant Director pursued various projects related to improving the Library’s network.
- **Library Cameras** – Drafted policy for new library camera system, pending Board approval.
- **Library Hotspots** – Following feedback from staff and patrons, ordered additional hotspots to meet growing demand for this service.