



Administrative

- **Personnel**
 - Posted an internal opening for a Senior Library Assistant. Reviewing schedule options.
 - Developed job description and position details for potential History Center opening.
 - Library supervisors are wrapping up 2019 employee performance appraisals.
- **History Center Building Project**
 - Planning and Zoning application was accepted, will present at December 10, 2019 meeting.
 - Drafted and sent informal notice of Planning Board presentation to all property owners within 200' of the proposed project.
- **2020 Budget** – Finalized recommendations for the 2020 Library Budget.
- **Shared Services Agreement** – Reviewed Avalon BOE's revisions to the agreement. Worked with Board attorney to draft responses for Trustee consideration. Reviewed with Finance Committee, drafting revisions based on that meeting.
- **Personnel Procedures**
 - Worked with new time sheet vendor to identify solutions for various library time keeping procedures.
- **2019 Capital Projects**
 - **Library Carpet** – Scheduled install, January 8.
 - **Library Restroom Renovation** – Selected finishes and fixtures, awaiting scheduling.
 - **Magazine Area Seating** – Awaiting delivery, scheduled for December 2019.
- **History Center Admin** – Coordinated regular meetings with History Center personnel, reported to Historical Society at their monthly meeting.
- **Donation** – Received and processed Library donations.

Strategic

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

- **Library Programming**
 - Festive Friday and Snowfest Saturday events were the featured November programming:
 - Story Time with Mrs. Claus (117)
 - Bay Atlantic Quintet performance (500)
 - Friday/Saturday: Art Bar / Musical performance
 - Completed program planning for February – May. Finalizing details for marketing.
 - Identifying possible authors for the 2020 Summer Author Series.
 - Coordinated Youth Services summer 2020 programming dates.
- **History Center Programming**
 - 31 patrons attended the November featured HC program – Prohibition in Cape May County.
 - HC staff coordinated items in support of the Historical Society's annual party.
 - Finalized spring 2020 programming and began coordinating dates for summer 2020.
- **History Center 2020 Exhibits**
 - Museum Curator is organizing details for new 2020 exhibits.

Spread Awareness (Marketing, Service, and Community Engagement)

- **November marketing** – Distributed marketing pieces for November programming and featured services.
- **Community Engagement** – Attended community meetings representing the Library and History Center, including:
 - Recreation Committee

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- Safety Committee
- Small Museum Committee (w/ Museum Curator)
- Coalition of Independent Libraries of Southern NJ
- **Tidings** – Mailed copies of Tidings in advance of the annual Historical Society Holiday Party.
- **Hometown Heroes**– With support from the DPW, HC staff developed a spreadsheet for the Hometown Heroes banner locations.

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

- **Integrated Library System Upgrade planning** – Following the approval to upgrade the Library's ILS in 2020, the Assistant Director planned database cleanup, new system training, and other related details.
- **Secure IT Asset Disposal** – Completed our first secure technology disposal through our new vendor.
- **Staff Strategic Planning Committee** – The Staff Committee met in November and reviewed progress on various subcommittee projects, including:
 - Tools for Remote Program Access
 - Videos for Library Resources and Services
 - OverDrive Marketing
 - Signage and Outreach in the Community
 - History Center Library
 - Library Wayfinding