



### Administrative

- **Library Journal** – The Avalon Library was awarded 5 Stars in Library Journal’s 2019 Index of America’s Star Libraries.
- **Personnel**
  - With Circulation Coordinator, carried out hiring process for Senior Library Assistant position and evaluated options for vacancy created by the Senior position hiring.
  - Developed job description and position details for History Center opening.
  - Completed 2019 performance appraisals.
  - Michael Scythes celebrated 10 years of service to the Avalon Library.
- **History Center Building Project**
  - Planning and Zoning application was approved by the P&Z Board at their December 10, 2019 meeting. They plan to adopt a resolution at an upcoming meeting.
- **Shared Services Agreement** – Working with the Library attorney to revise the Shared Services Agreement following December committee meetings.
- **2019 Capital Projects** – Coordinated logistics for the following projects (marketing pieces, construction logistics, supplies, temporary restrooms, etc.):
  - **Library Carpet** – Install pushed back to January 13. Expected to last 2 weeks.
  - **Library Restroom Renovation** – Construction starts January 13. Expected to take 2-3 weeks.
  - **Magazine Area Seating** – Awaiting delivery, expected late January 2020.
- **History Center Admin** – Coordinated meetings with History Center personnel, reported to Historical Society at their monthly meeting, arranged for building coverage.
- **Energy Audit** – The library was evaluated as part of the Borough facility energy audit.

### Strategic

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

- **Library Programming**
  - Organized and proofed program details for February-May 2020.
  - Troubleshoot options for 2020 Author Series with Program Coordinator.
- **History Center Programming**
  - 65 guests attended the Annual Avalon Historical Society Party.
  - Prepared contracts for spring 2020 HC programming.
- **History Center Exhibits**
  - Museum Curator is working with 7MP to put out a call for artifacts for the 2020 Jack’s Place exhibit.
  - Museum Curator met with Lydia Borek re: High Tides Memorial fund objects donations and loans for future exhibition.

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

- **December marketing** – Distributed marketing pieces for December programming and featured services.
- **Reusable bags** – Working with 7MP to explore options for a new reusable bag design.
- **History Center Collections Committee** – Collections Committee recommends the following for acquisition:
  1. 11/2019 – Avalon Borough Public Works
    - Wooden “Rubber Ducky Race” sign (Wetlands Institute)
    - Wooden “Wetlands Institute Wings & Water Festival” sign

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

2. 11/14/2019 – Allie Davis on behalf of Greenman-Pedersen, Inc and Cape May Co., Richard Grubb & Associates, Inc.
  - Archival report of Historic American Engineering Record (HAER) of Ocean Dr. over TI Bridge project
  - CD-R of final report
  - 3 x packets of photographs from 2018
3. 11/20/2019 & 12/17/2019 – Lydia Borek
  - 2 x Cape May Co. directories from 1988-‘89
  - Various tee-shirts from Brendan Borek High Tides Memorial Fund events
  - Various Flags & banners (specific banners not for acquisition noted)
  - 2 x wooden beach signs
4. 12/03/2019 – Betty Shoemaker
  - Folder containing collection of press clippings & info. On storms to have hit the New Jersey coast.
5. 12/06/2019 – Bob Ross, on behalf of David & Susan Ross
  - Large Borough of Avalon lot plan/map
  - Early 1900’s cloth lot plan from Borough of Avalon
6. 12/06/2019 – Eric Heisman on behalf of Avalon PD
  - Livescan (fingerprinting) machine, inc. instruction book
7. 12/07/2019 – Betty Shoemaker
  - Floppy discs and drive of Betty’s HC cataloguing records (*I already have these digitally but, the discs & drive could become collection items*)
8. 12/11/2019 – Carol MacFeat
  - 13 x digital color images of Jack’s Place on day of demolition

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

- **Integrated Library System Upgrade planning** – With the Assistant Director, worked with the library attorney to review and revise the agreement for the Integrated Library System Upgrade anticipated for 2020.
- **Strategic Planning 2021-2023** – Initiated planning for the next three-year Strategic Plan.