



Administrative

- **Personnel**
 - With Circulation Coordinator, planned for coverage needs resulting from recent staff changes.
 - Posted HC position – Digital Collections Coordinator, closes February 28, 2020.
 - Reviewed job descriptions following 2019 performance appraisal process.
 - Chris Pidgeon celebrated 10 years of service to the Avalon Library.
- **History Center Building Project**
 - Planning and Zoning adopted a resolution at their January 2020 meeting approving the HC Addition project. Met with Planning Group to move forward with the documents required for the RFP. Anticipate meeting with engineers in the coming weeks.
- **Shared Services Agreement** – Finalized details related to the redrafted agreement. For Trustee consideration, February 2020.
- **2019 Capital Projects** – Wrapped up 2019 projects.
 - **Library Carpet** – Completed, January 29.
 - **Library Restroom Renovation** – Inspection approved, January 30.
 - **Magazine Area Seating** – Received, January 31.
- **History Center Admin** – Coordinated meetings with History Center personnel, reported to Historical Society at their monthly meeting, arranged for building coverage.
- **Audit** – With the Library’s Business Assistant, worked with the Library’s auditing firm to support the 2019 audit.

Strategic

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

- **2019 Statistics** – Developed various statistical reports for 2019 including year-end reporting and 2019 Community Report.
- **Macmillan Publishing** – Staff developed a marketing piece alerting patrons to a new policy that may delay access to eBooks from Macmillan publishing.
- **Library Collection Inventory** – Assistant Director led an inventory of various library formats in advance of the migration to the new system.
- **Program Contract** – Refining details for the new program vendor contract.
- **Summer Programming**
 - With Program Coordinator, began contracting for 2020 Author Series.
 - Reviewed contract for 2020 Summer Concert Series.
 - Discussed potential programs for cross-promotion to generate additional interest for concerts.
 - Programming staff shared dates and confirmed Library and History Center summer 2020 programming for the Borough Recreation Guide.
- **History Center Collections**
 - HC Curator installed the “Doctors in Avalon” mini exhibit at the Library in January.

Spread Awareness (Marketing, Service, and Community Engagement)

- **Marketing Services** – Reviewed proposal for 2019 Marketing Services.
- **Trimester Mailer**
 - Programming staff compiled events for the next four-month cycle.
 - Proofed and sent to 7MP for the February – May mailer.
- **February marketing** – Distributed marketing pieces for February programming and featured services.

AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – JANUARY 2020

- **Reusable bags** – Ordered new reusable bags for 2020, anticipated for May 2020.
- **Spring 2020 Tidings** – HC Curator outlined the summer 2020 Tidings.
- **HC & AVES Outreach** – HC staff are working on a 2/13/20 program for the 5th grade students at Avalon Elementary School.
- **HC Initiatives**
 - **Historic Preservation:** HC Curator met with the HP Committee to review the 2019 plaque program and discuss possible 2020 initiatives.
 - **Hometown Heroes:** HC Curator is transitioning oversight of this program to the HC.

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

- **Integrated Library System Upgrade planning** – Assistant Director initiated process for library system migration/upgrade. Anticipated live date in late March 2020.
- **Library Inservice** – The Library will close on Monday, March 30, 2020 for our annual Staff Inservice Day. Staff will be participating in a session to gather data for the upcoming strategic plan.
- **Comcast** – Assistant Director worked with our ISP to update HC settings to allow for access of Library specific services (ILS, inhouse databases).
- **Library Video Committee** – The Committee released a new video in advance of summer 2020 featuring the library's loanable action cams.
- **AFPL Journal** – In addition to the regular popular features, the Digital Outreach Associate shared a new AFPL Q&A with NYT Bestselling author Ann Napolitano on the Library Blog.