



# AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

## FEBRUARY 2020

### Administrative

- **Personnel**
  - Initiated hiring process for a new year-round PT Library Assistant.
  - Continued hiring process for the History Center Digital Collections Coordinator position.
  - Worked with Personnel Committee to consider various matters for both year-round and seasonal employees.
- **History Center Building Project** – Awaiting engineering meetings.
- **State Aid Report** – Completed the 2019 Per Capita State Aid Report. Compiles data about library services for nationwide analysis.
- **Return of Funds** – Drafted the annual Strategic Plan Status Report and Technology Plan for inclusion with the Return of Funds packet.
- **New Policies** – Drafted new and revised policies for Trustee consideration.
- **2020 Capital Projects**
  - **Kids' Shelving** – Met with vendor to consider options for new shelving in the Children's room.
  - **Flooring** – Finalizing details for the Children's room and Back Office flooring projects.
- **History Center Admin** – Coordinated meetings with History Center personnel, reported to Historical Society at their monthly meeting, arranged for building coverage.

### Strategic

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

- **Summer Programming**
  - Finalized Summer Author Series lineup
  - Booking events for the June-September cycle
- **2020 History Center Exhibits**
  - Last Call at 36<sup>th</sup> & Ocean – Celebrating Jack's Place, Gallagher's, Meany's, and the Black Eagle.
  - Avalon from Above – A collection of aerial views of Avalon.
- **Collection Development** – Developing new guidelines to direct the organization's collection development efforts.
- **Library Facility** – Arranged for a detail cleaning of the library facility following the completion of the 2019 capital projects.
- **Genealogy Resources** – Considering new resources to expand offerings for patrons using the library for genealogy research.

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

- **Trimester Mailer**
  - Outlined initial spreadsheets for 2020 Summer Guide.
  - Preparing strategic survey to be included in the 2020 Summer Guide, to be reviewed by the Planning Committee.
- **March marketing** – Distributed marketing pieces for March programming and featured services.
- **Borough of Avalon summer publications** – Shared content about Library and History Center summer and fall programs to be included in various Borough publications.
- **Little Free Libraries** – A project of the Staff Strategic Committee, the Library has reached out to the Borough about possibly placing "Little Free Libraries" in a few locations through town.
- **Community Outreach Committee** – Also a Staff Strategic project, the committee has put together a framework for more comprehensive staff involvement in community outreach.

## AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – FEBRUARY 2020

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

- **Integrated Library System Upgrade planning** – Initial integrated library system migration was completed on March 3. Training and set up to occur throughout March with a transfer to the new system at the end of the month. Patrons were notified of potential disruptions to service through the regular marketing channels.
- **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.
- **JIF Cyber Security Training** – All staff successfully completed the mandatory cyber security online training through the Joint Insurance Fund.
- **Census Training** – CMC Library invited staff to attend a Census Training workshop at their facility after statewide trainings were canceled.
- **Staff Strategic Planning Quarterly Meeting** – The Committee met in February to review progress on various projects, including:
  - Tools for Remote Access
  - Overdrive Marketing
  - Community Outreach
  - Little Free Libraries
  - History Center Library Room