



### Administrative

- Personnel
  - Coordinated hiring process for seasonal Museum Assistant.
  - Prepared onboarding documentation for HC Program Assistant.
  - Prepared hiring packets for seasonal Library Assistants, pending Board approval.
  - Addressed various items related to employee personnel items, including temporary assignment coverage.
- COVID-19
  - Revised procedures due to COVID-19 EO changes and updated communication tools.
  - Opened access to library public seating.
  - Revised item quarantine guidelines.
- Return of Surplus: Assisted Board Treasurer with RoS application.
- Staff Security & Emergency Training: June staff training topics include: Missing Child, Missing Parent, and Medical Emergency. Coordinated with Borough EMS to renew staff CPR training fall 2021.

### Strategic

#### Engage (Marketing, Service, Community & Staff Engagement, and Programming)

- Summer Programming
  - Completed planning for July/August events. Offering a variety of virtual events with some in person outdoor options.
  - Addressing tech requirements for virtual and prerecorded events (calendar listing details, video editing needs, marketing coordination, program registration).
  - Coordinating zoom training for summer virtual events.
  - Expanding Take & Make Craft program in response to patron demand.
- In Person Programming: Planning continues for fall 2021. Also considering options and tech required for hybrid events (in person & virtual).
- Marketing
  - Provided copy and proofing for Summer Mailer (to be sent to Avalon property owners and distributed inhouse).
  - Completed AHC/AHS Tidings, mailed May 2021.
  - Google Arts & Culture access has tripled since early April, following the marketing campaign.
  - Prepared copy and details for other upcoming marketing pieces (StoryWalk, Scavenger Hunt, etc.)
- Helen Diller Home: Resuming our long-running book loan program for the Diller Home campers.

#### Enhance (Library & History Center use and facilities, Collections, and Digital Outreach)

- Computers
  - Completing scheduled replacement of staff PCs.
  - Working on planned laptop replacement project – having a difficult time finding suitable available tech due to supply issues.
- Library
  - Managing fulfillment issues for some book orders, identifying ways to both resolve the issues and minimize impact on patrons.
  - Summer Reading Program launched late May – 60 patrons have signed up so far.
- History Center
  - High Tides Memorial Fund exhibit is in process.

## AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – May 2021

### Envision (Analytics, Reporting, Long-term Planning, and Innovation)

- Staff Professional Development: May courses included:
  - Super Supervisor course through LibraryLinkNJ – Circulation Coordinator
  - Let's Talk COVID Safety in the Workplace & NJDOL Resources - Director
  - NJSL Pandemics, Epidemics, and Infestations – Director
  - Atlantic JIF - Summer Seasonal for Supervisors
  - Smart Spaces are Community Places
- Strategic Plan: The strategic plan is available on the Library's website and onsite. This information was shared in the June eNewsletter and the upcoming Summer Mailer.