



### Administrative

- Personnel
  - Onboarding for new year-round and seasonal employees.
  - Coordinated coverage for personnel on temporary leave, including purchasing, collection management, and circulation.
  - Seeking new program moderators for: Italian Culture Group and Romance Book Club
  - Preparing recommendation to Personnel Committee for new and open positions.
- COVID-19
  - Ended quarantine for returned items.
  - Expanded public seating access.
  - Returned discovery kits, binge boxes, and other large format items to circulation.
  - Reworking Library Lab from workstations and storage back to a meeting space.
- Staff Security & Emergency Training: July staff training topics include: hurricanes, flooding, and other weather/natural disaster situations

### Strategic

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

- Summer Events
  - Managing three event formats: virtual live, virtual prerecorded, and in person outdoor.
  - Addressing tech requirements for virtual and prerecorded events (calendar listing details, video editing needs, marketing coordination, program registration).
  - Coordinating weekly Summer Reading Program and Take & Make Craft program and supplies.
- In Person Programming:
  - In person outdoor events scheduled through the end of summer include: Dune & Beach Walk, Wednesdays at Surfside in August, Tea Time, and sponsored lectures.
  - Two in person outdoor Author Events are planned at Surfside for August and September.
  - Library StoryWalk and Scavenger Hunt both receiving a positive reception since the launch in June.
  - Planning continues for fall 2021. In person inside events are anticipated, provided venues and vendors can be coordinated for that format.
  - Planning an event to coordinate with the opening of the High Tides Memorial Fund exhibit in September.
- Marketing
  - Prepared copy and details for upcoming marketing pieces.
  - Used social media to provide additional promotion for virtual kids and teens events.
  - Avalon AM radio: Recorded summary of library and HC services to be shared on the Borough's radio broadcast.
- Outreach: HC staff will share information about the museum and historical walking tour program at the July Civic Club meeting.

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

- Library
  - Addressing electrical and wiring needs due to reworked workstations.
  - Working with a vendor to identify new book shelving for the library porch.
- History Center
  - Launched collection rehousing project in late June.
  - Items identified during the May Security and Emergency review have been received (fire ladder, door locks).

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

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

- Cape May County's bizHub Program has reached out to area libraries, including Avalon, regarding possible involvement in an upcoming small business development effort.
- Remote Tech: Laptops to support flexible work stations (capital plan) on site and remote have been received.