



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

November 2021

Administrative

- Personnel
 - Completing onboarding for the new Collection Development Librarian.
 - Expanded job search for PT Museum Assistant and PT Business Assistant positions after initial post, reviewed applicants and completed interviews.
 - Coordinated business office duties.
- COVID-19: Coordinating details related to EO 253. Maintaining required supplies. Evaluating plans to expand services in 2022.
- History Center Addition
 - Received preliminary quotes for museum collection packing, moving, and storage.
 - Met with Building Committee to wrap up final items in advance of final plans (anticipated for January 2022).
 - Met with Trustee Committees to recommend amendments to the 2022-2024 Capital Plan to address construction costs.
 - Met with HC staff to begin programming the addition spaces.
- 2022 Budget: Worked with the Treasurer to prepare next year's budget, for approval.
- Monthly Staff Security & Emergency Training: For November, coordinated make up training for staff who missed previous 2021 trainings.

Strategic

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

- Programs
 - November events were held in person, aside from a few virtual classes by patron request. Attendance is growing for some but remains inconsistent. Story Time with Mrs. Claus was the most popular November event.
- Marketing
 - Prepared copy and details for upcoming marketing pieces, proofed publications.
 - January & February program details sent to 7MP. Planning a program postcard for J&F, with the mailer to return for March, April & May events.
- History Center
 - New History Center newsletter delivered in late November.
 - Instagram Challenge yielded strong engagement and new followers over the Thanksgiving weekend.
 - Upcoming program - January 8: Lighthouses of NJ with the New Jersey Lighthouse Society
 - Exploring plan to coordinate a panel discussion for a program/oral history collaboration.
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Enhance (Library & History Center use and facilities, Collections, and Digital Resources)

- Library
 - Revising Sunday hours to 9:30-2 starting in January 2022 to mirror use measured between May-November 2021.
 - Updating documentation for business office and technical services procedures in anticipation of new personnel.
- History Center
 - Mini Exhibit – Coming Soon! Let it Snow, a mini exhibit in the library porch featuring Avalon snowstorms.
 - Advantage Archive – Shipped 1,416 pages of various materials to be digitized and added to our online archive. These materials included issues of the Avalon Reporter, handbills from the Avalon Theatre, programs from Avalon Players, as well as 56 maps.

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- New HC YouTube – For the launch of our new page, posted the Historical Society's Ed McMahon interview video. In just two weeks it had nearly 900 views.
- Document Repair – Bonita has expanded her preservation abilities to include specialized document repair skills and has been using them on various new acquisitions.
- QR Codes - We will soon be placing QR codes on some of the exhibits, which will allow visitors to access each exhibit's virtual counterpart or additional information.

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

- STEM Workshops – Linda G. is attending the Franklin Institute Leap into Science virtual program to be trained to offer STEM based programming for youth ages 3-10.
- Annual Appraisals – Supervisors are currently completing annual staff evaluations.
- Strategic Planning Committee – Scheduled to resume in January 2022.
- Website Updates – After evaluating use, staff identified various website improvements and are working with 7MP to complete these updates.