



# AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

December 2021

## *Administrative*

- Personnel
  - PT Business Assistant and PT Museum Assistant hires approved, and the new FT Collection Development Librarian started – completed onboarding and coordinating ongoing training for all.
  - Coordinated business office duties.
- COVID-19:
  - Managing updates to guidelines to reflect NJ State changes.
  - Maintaining required PPE and testing supplies.
  - Coordinating coverage to support staff leave as needed.
- History Center Addition
  - Investigating options for a temporary History Center location during construction.
  - Worked with various vendors to identify options for moving and storing the HC collection during construction.
- Monthly Staff Security & Emergency Training: AFPL coordinated with AVES on a community school drill.
- Completed annual employee performance appraisals.

## *Strategic*

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

- Programs
  - Firming up plans for summer 2022. Coordinating with Borough to ensure a variety of offerings. Considering outdoor venue options.
  - Coordinated kids and family programming for June, July, and August. The library's offerings will closely resemble pre-pandemic daily events, while the HC will return with alternating Monday kids' programs and expanded family events.
- Marketing
  - Prepared copy and details for upcoming January and February marketing pieces, proofed publications.
  - Began planning for the return to a newsletter format for library marketing.

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

- Library
  - Evaluating options for new vendors for print materials. Considering new approach for preprocessed library materials.
  - Reorganizing the book and DVD sections for adults in response to strategic plan feedback.
  - Installed new shelf signage in the children's area.
- History Center
  - Exhibits in the works for 2022 – Stormy Weather & Helen Diller Home
  - New Video Oral History shared - *Avalon Talks: Marcia & Bernie Bischoff* – Over 400 views in 3 days!

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

- Staff Strategic Committee – Admin met to review projects that were pending and organize the agenda for the upcoming February meeting. Meeting findings will help support the 2022 Strategic Plan status report.
- Year-End Statistics – The Assistant Director compiled and analyzed data from a variety of sources to provide a look at the past year and plan for the months ahead.