

Avalon Free Public Library Director's Report – July, 2016

Building

Air curtain equipment is in the process of being installed.



Leaks occurred from ceiling vents in the periodical section and along the east side of the building as a result of condensation during extremely humid days.

The School District is turning over the computer to the library pending future needs. The school's computer curriculum is entirely mobile based and occurring primarily in the classroom making the computer lab obsolete. The District has removed all its computers from the room. The computer lab can now be programmed throughout the day. The library will need to determine how best to utilize and configure this space.

Gymnasium floor to be refinished starting the week of August 22. Fumes generated by the process may necessitate library closure.

Personnel

Employment search is currently underway to replace library assistant Skyler Edwards. Skyler has taken a full-time position at the school. He will continue to work for the library through Memorial Day during the weekends.

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Administrative

With authorization from NJ State Records Management Services and the Borough, the following the following records were disposed of by shredding:

Record Type	Range	Retention Period
Library Card Applications	2012-2013	2 years
Employment Applications For Those Who Did Not Get The Job	11-12/2008, 2012-2013	3 years

Technology

The library experience 3 network outages in July and early August. On July 30, the library lost connectivity with our remote Innovative server for a day. Innovative said that the issue was with their internet service provider. Earlier in the month, another Innovative outage occurred which lasted 36 hours. Innovative was not fourth coming with and explanation other than to say that the issued started with their equipment on the west coast. During both outages, stand-alone software permitted continued operations of basic circulation functions. While the catalog was not functioning, our APP based catalog was as it is independent of Millennium. It should be noted that when there is an outage of our ILS, most of our virtual services are unavailable to patrons as a result of the inability to authenticate accounts.

On August 5, 6, and 7, we lost connectivity with the Borough server due to issues related to backup at the Public Safety Building. We were able to switch to our staff wireless and were able to maintain all circulation functions at the front desk. Patrons were not impacted either online or at the library.

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Donation

Library assistant donated **Olivia Gorecke** donated a **bead work portrait of Wonder Woman**. Olivia currently has an exhibit of her artwork at the library.



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Proj #	Project Name	Budget	Vendor	Status	Componets	Costs
1602	Children's Room Shelves	\$25,000	Public Works	Completed.	Total	\$50.00
1604	Renovated Foyer and Children's Area	\$40,000	Janice Davis?	Pending board approval	TBD	TBD
			Blufish	Quote for furniture. Waiting for window treatment and table conversion quote	Furniture Window treatment Legs & misc for table conversion	\$5600.00 TBD TBD
		Total				
1606	Network Upgrades	\$15,040		Completed	Total	\$13,735.39
1608	Furniture Accomodation and Shelving	\$1,580	Library Interiors	Completed	SH-3610 Steel Shelf 35 1/4" L x 9 7/8" D with brackets to match and intermember with existing stacks.	\$1070.00
			Staples	Completed.	Sit / Stand Desk attachment (arrived)	\$399.00
			Total			
1610	Audio Visual Upgrades	\$3,015	Staples	Completed	2 iPad pro, Pencil, Keyboard	\$2,124.00
			TBD	Pending	Bluetooth send receive kit for PA, GoPro Accessaries. Various Microphones	TDB
			Total			
1612	Copier& Coin Kiosk	\$16,000		Completed		\$4855.00
1614	Digital Signage	\$2000		Completed		\$1753.70
1616	Replace Public Computers and Staff Workstations	\$11,725	AWE	Completed	AWE Early Literacy Station and Software	\$2578.00
			Total			
1618	Create Maker Spaces	\$7,700	TDB	Pending	Media Production and Editing Technology	TBD
			Total			
Replacement	Door Counter	\$1,929.95	SenSource	Completed		\$1,929.95