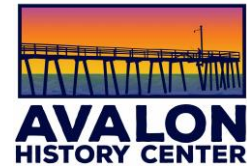




# Directors' Report

## September 2016



### Combined Library & History Center

#### Capital Plan

Collaborated on the 2017-2019 Capital Plan.

Final plan was reviewed and approved by the Space, Buildings, and Grounds and Finance committees at their October 2016 meetings and will be submitted to the Board in November.

#### Estimated 2017 Budgets

Submitted estimated 2017 budget figures for the Operations portion of each respective budget. 2017 combined budget was reviewed in the October 2016 Finance committee meeting and following further revisions will be submitted to the Board for approval in November.

#### Marketing

Attended monthly marketing meeting with 7MP. Reviewed concepts for seasonal promotions and programming. Library Director met with 7MP for an overview of the marketing plan/services.

#### Programming

Approved budget for remaining scheduled programs this year, including scheduling brass quintet for Festive Friday. Evaluated members and role of Program Committee, planned meeting. Worked with Bay Atlantic Symphony to establish dates for 2017 concerts.

#### Community Engagement

Met with staff from 7MP to review upcoming opportunities for community engagement. The focus of the meeting was Festive Friday opportunities, with additional review of other annual events.

### Library – Erin Brown, Director

#### Administration

- Administrative Change – Erin Brown assumed the role of Library Director on September 15, 2016 following the retirement of Norman Gluckman. Norman was recognized by the Library Board of Trustees, Library staff, and the Borough of Avalon for his dedicated tenure at a celebration on September 8, 2016.
- Funds - The Board of Trustees was notified on September 14, 2016 that the 2016 resolution of intent to transfer funds was approved by the New Jersey State Librarian.
- Library Planning Documents - Reviewed the current Strategic, Capital, and Technology Plans, organization financial policies, budgets, reports, and other key organizational documents.
- Accounting - Obtained a login for Edmunds and the P-Card system. Developed a plan/schedule for running reports.
- Borough Council Meeting – Was introduced to Borough Council by the Library Board President at the September 28<sup>th</sup> meeting.
- Summer Volunteers – This summer, coordinated by Terri, seven volunteers contributed 137.75 hours of work. They assisted with shelf maintenance.

#### Technology

- Library Network – With Shannon, met with representatives from the company that services the Library network. An overview of services was shared as well as a review of pending items.
- Technology – Met with Shannon and Ryan to receive an overview of library technology and discuss digital and technology goals both immediate and long term.

# Avalon Free Public Library & History Center Directors' Report – September 2016

## Collections & Use

- Collection Maintenance – Met with Shannon and Michelle to review possible resources and contacts for collection maintenance and storage upkeep.
- New resource – The Library is now offering digital access to the New York Times, both unlimited in-house and limited off-site options.

## Facilities

- Avalon Elementary School – Reviewed pending and ongoing School facilities projects.

## Capital Plan Updates

- Children's Area – This project has been resumed. We are proceeding with the design process following approval from the Space, Buildings, and Grounds committee meeting in October.
- Library Vestibule – The firm handling the project has provided an estimated completion date of the end of October 2016.

## History Center – Nina Ranalli, Director

### Administration

- Submitted updated job description/request for salary adjustment for Museum Technician.
- Recognition plaques for benches arrived.
- Completed hiring process for part-time, year-round Interpreter. Began re-fitting Library/conference room for a workspace.

### Programs & Outreach

- Attended Avalon Book Club meeting to discuss Oral History and other projects.
- Held monthly Teatime (9/22, six visitors) & Rawlins music program (9/10, 25 visitors).
- Resolved several patron research requests including: info on history of dune grass planting; find a specific photo of '62 storm; share photo of 21st Street beach house.

### Collections

- Continued work on Local Businesses exhibit.
- Gas lamp delivered back to public works; has been stripped and metalized. To be re-installed and painted in place this month.
- Collections Committee recommends acceptance of the following object donations from Linda Doering:
  - 31 volunteer Fire Department discs dating from 1975-2008.
  - W. Wallace Smith framed oil painting.

	# Visitors On-site	# Reached Digitally	# Objects Catalogued	# Objects Digitized
September 2015	129	5,050	67	67
September 2016	134	28,448	29	73