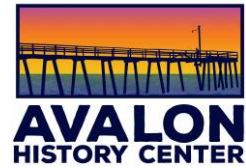




Directors' Report

October 2016



Combined Library & History Center

Administration

- Library/History Center Collaboration - Due to an unexpected maintenance issue, Library staff temporarily occupied a portion of the History Center. This led to various collaborative efforts detailed in this report.
- Personnel Study – Began working with Exude to identify goals for the study. Revised job descriptions and began organizing other related data.
- Disaster plan – Began outlining the Disaster Plan, with a focus on the Library and HC supporting each other while identifying unique needs and role of each organization.
- CPR/AED training – Contacted Borough emergency personnel to set up training for CPR/AED. Initial trainings are in November.

Marketing and Community Engagement

- Attended monthly marketing meeting. Worked with Library and HC staff to plan for upcoming promotions and events.
- Trunk or Treat – Represented the organization at the Avalon Recreation Department's Halloween event.

Programming

- New combined Program Committee met and discussed:
 - Structure and function of Committee.
 - Festive Friday activities.
 - Updates on ongoing Library programs: films, technology workshops, art workshops, etc.
 - Coordinating summer programs with Recreation Department.
 - Brainstorm ideas for HC programs: Trivia Night, camp, lecture series, winter programs.
 - Review 2016 library programs, especially author lectures.
 - Summer 2017 scheduling strategy.
 - Video-recording programs for patron access later.

Library

Administration

- Library Journal – On November 1, 2016, the Library was awarded 5 Star status by Library Journal for the 9th year in a row.
- Maintenance Issue
 - October 13, 2016: Discovered an issue related to HVAC condensation that occurred summer 2016. Attempted to resolve in-house. Ultimately worked with outside parties to address the issue. Library was closed to the public from October 14-21, 2016.
 - Temporary Location & Service: Maintained service to the community by opening a temporary location at Avalon History Center from October 18-21. Circulated almost 200 items and served over 100 patrons from this location. Provided access to holds, popular books, DVDs, audiobooks, Wi-Fi, computer access, and public printing. Via digital resources, served over 300 patrons, circulating over 700 items between October 14-21.
 - Communication: Provided updates about the closure via website, Facebook, email, and community partners.

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

- Staffing: Maintained hours for all staff, full time and part time. Part time staff divided their time between a storage project, database clean up, and a History Center Collection inventory. Full time staff completed regular assignments and assisted as needed with the temporary location.
- Collection: Reviewed collection. Worked with staff to identify options for resolution. Reworked existing collection within space.
- Library Security procedures - In correlation with Disaster Planning, began working with staff to review current and necessary security procedures. Will work with School to ensure collaboration.
- Library card application - Working with Library staff to offer a secure and simple online Library card application.

Facilities

- HVAC project - Attended meetings concerning the ongoing study for the joint School/Borough/Library HVAC project. Working with the Library Board and project personnel to identify next steps in this project.
- Vestibule - Library Vestibule project is scheduled for completion by November 18, 2016.

Collections

- OverDrive Use - Received a report from Overdrive detailing the Library's significantly higher than average eBook and audiobooks circulation when considering nationwide use. Working with OverDrive to identify how to analyze and sustain this growth.

History Center

Programs & Outreach

- Held monthly Teatime on 10/20.
- Attended Small Museum Committee meeting with other Cape May County organizations.
- Presented to Garden Club.
- Resolved several patron research requests including the following topics:
 - History of Clamshell game
 - News & history of Doris Zogas
 - Photos of Christmas in old Avalon
 - Promotional plaques (patron purchased at yard sale) reading "Cooler by a Mile" & "Gem of the Beaches"

Collections

- Gas lamp post re-installed, pits filled, and painted. Top at Public Works, to be replaced soon.
- Began comprehensive collections inventory with assistance from Library staff.
- Collections Committee recommends acceptance of the following object donations:
 - Linda Doering
Metal desk plaque – 1st Lt. Edward r. Doering, Adjutant
Uniform 21st Army Corps – jacket, pants, black tie
Light blue Rescue Squad jacket, belonged to Linda's mother
Dark blue Rescue Squad jacket, belonged to Linda's mother
Rescue Squad jumpsuit, belonged to Linda's mother
 - Barbara Eckhardt
Thumb drive of 07/03/2016 fireworks
 - Teri Dignazio

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

- Aerial photograph, shows Hoy house at end of Fifth Ave
- Digital image of large framed photograph, shows Silvio "Babe" Dignazio & Joseph Tersha holding ducks. Photo was taken by Wyn Barron
- 5 x digital images of view of, from & inside of house once owned by Hoy family
- Digital image of house once owned by Hoys, called Neptune's Hideaway by Teri's mother
- o Mark Farkas (Avalon Property Management, Inc.)
 - Paper fan advertizing "Armstrong's" formerly "Sprowles", circa 1930's
- o Avalon Police Department
 - Noise meter
 - Breathalyzer
 - Police ID & photo printer equipment
 - Statement tape recorder & foot pedal
 - Portable telephone
 - Flashlight alcohol meter
 - 2 x PR 24 sticks & holders
 - 2 x Nightsticks
 - Various beachtags
 - Various name tags
 - Various Police badges
 - Various trophies

	# Visitors On-site	# Reached Digitally	# Objects Catalogued	# Objects Digitized
October 2015	70	11,977	66	66
October 2016	183	15,129	17	11