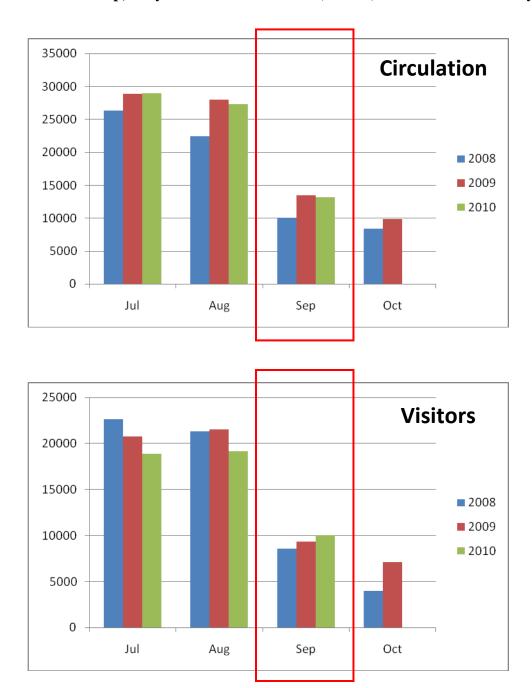
Director's Report for September 2010

Sept circulation (13193) decreased by 52% from Aug (27331), and decreased by 2% from this time last year (13464). At the end of Sep, the year to date circulation (138867) was 0.1% below last year (138977).



In September the library had 10,048 visitors (not counting entrance from school corridor). This is a 7% increase from September of 2009 (9355) and a 47% decrease from August of 2010 (19129). By the end of September, 93,788 people had visited the library since the beginning of the year, a 7% decrease from the previous year (101,347).

Wi-Fi Internet access is now available for patrons at the History Center. While the administrative access to the internet continues to be through the Borough, patron access is through Comcast to prevent security issues with the Borough's network.



Renovation of the library workroom got underway in the middle of September with the arrival of the PODS storage container. On September 20th the library was closed while the staff moved boxes of supplies and equipment from the to the container. During the following days work stations were relocated within the library and History Center. Public Works moved surplused furniture to the Beach Patrol HQ and storage. They also removed most of the cabinets against the interior wall. During the week electrical and network wiring work was completed. By the end of the week Public Works had patched the rug, spackled where necessary, and started painting. Painting was completed on the Sept 28th, a head of schedule. Congratulations to the staff and Public Works on a job well done.

On September 1, the air conditioning brokedown and the temperature climbed to over 80 in the library. The staff were sent home at 4:30pm while the director kept the library open for the remainder of the day.

On October 24 and 28, the library closed for part of the day as a result of fumes from the painting of the workroom.

On October 24, the director attended a workshop at the New Jersey State Library Talking Book and Braille Center (TBBC) that qualified AFPL to become an "Outspoken Library" – a facilitator of services provided by the Library of Congress and the State Library to patrons who have reading difficulties as a result of blindness, cognitive disabilities, aging, or physical handicaps. On November 9, AVLP will have



a kiosk workstation intalled by the TBBC that will allow qualified patrons to access:

- The National Library Service Braille and Audio Reading Download (BARD) services
- National Federation for the Blind Newsline
- Audiovision: audio access to New Jersey Newspapers
- 1500 audiobooks which are available on the kiosk. The library will publize these services, assist qualified patrons in the registration process, and train them on the use of the associated websites and equipment.

The employee manual is available on a new page called the Staff Resource Center (http://www.avalonfreelibrary.org/staff.html). The manual is accessible indexed-link mode or through a pdf download. All forms are available in the "Forms Section" of the "Library Information" page, In the Staff Resource Center, and in the indexed-linked manual.

Avalon Free Public Library

Staff Resource Center

Employee Manual Online

Employment Manual Table of Contents

October 7, 2010 Avalon Free Public Librar

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Attendance at Conferences and Seminars

Within reason and subject of the scheduling needs of the Library, the Director may permit attendance at conference and seminars on library time. "Time off" will be limited to the number of work hours missed, not the number of hours in attendance.

- a) The Director coordinates staff training and related travel. Staff members are encouraged to attend meetings and workshops that will benefit them in their work at the Library.
- b) The Director may have to limit the number of staff who can attend the same seminar, workshop, or conference in order to maintain library service.
- c) By January 1 of each year, employees should notify the Director about conferences they would like to attend during the following calendar year. The Director will submit a conference-and -training budget to the Library Board for approval and for use in preparing the travel and training budget for the fiscal year.
- d) Employees who wish to attend an off-site conference or workshop should complete a "Conference Attendance Request" form in advance of the event detailing the time and support requested from the Library. This form may be obtained from the Director.

The Director, in consultation with the employee's supervisor, will authorize attendance and determine the extent to which expenses will be paid and/or administrative leave approved when funds cannot be granted, as available.