



General Updates

- **Personnel**
 - Initiated on-boarding for HC Digital Collection Coordinator.
- **History Center Building Project** – Paused, awaiting engineer walk-throughs.
- **Audit** – anticipated in early April, resolution in May 2020.
- **Return of Funds** – resolution anticipated May 2020.
- **Strategic Planning** – work on the community survey continues. Planned for distribution to the Planning Committee by mid-April.
 - Staff Strategic Inservice was cancelled, but staff still completed their SWOT analysis worksheet. Results will be compiled and shared in April 2020
- **State of the Library** – shared 2020 State of the Library report with Borough Council. Will report in person when it can be arranged in the future.

COVID-19 Closure (effective March 17, 2020)

- **Remote Work** – Staff working remotely using following tools (set up by the Assistant Director at onset of closure):
 - AFPL laptops & hotspots
 - Dropbox (shared cloud storage for general files)
 - GoToMeeting Platform for video conferencing and remote training.
 - GoToMyPC for remote desktop access to library PCs.
 - Share weekly work reports.
- **Meetings** – Staff meet via video conferencing.
 - Weekly One-on-Ones w/ supervisor
 - Weekly Informal staff lunch session
 - Weekly admin staff meeting
 - Weekly all staff meeting
 - 1 Committee meeting (committee varies weekly - Collection Development, Programming, etc.)
- **Assignments**
 - Integrated Library System Migration
 - Administrator training
 - Migration planning and preparation
 - Training outline development, with a focus on remote training.
 - Migration date anticipated for late April.
 - Purchasing & Administrative Items (requires building access, currently being handled by EB)
 - Retrieving and sorting the mail.
 - Coordinating with vendors to hold papers and other general deliveries.
 - Working with the Borough to process invoices and purchase orders for payment via Edmunds (system reconnected 4/6).
 - Program Coordination, both in response to closure, and future planning.
 - Considering options for scheduled large scale summer programs.
 - Programming staff suspending programming in alignment with the Borough of Avalon timing and handling associated details.
 - Exploring options to expand remote program offerings.

AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – MARCH 2020

- Exploring new tools for program registration.
- Collection Development
 - Coordinating with vendors and shipping companies to hold shipments.
 - Selectors continue to order physical materials that they anticipate will be in demand upon reopening. (Shipments are held.)
 - Selectors have expanded digital ordering to meet the growing demand.
- Youth Services
 - Summer program planning and adjustments in coordination with programming department.
 - Summer reading book lists
 - Story Time planning
- Marketing & Outreach
 - Working with marketing firm to develop pieces, for both current and future needs.
 - Various pieces to announce closure.
 - Expanded Social Media/Blog Posts
 - Staff Outreach Videos
 - Staff Resource Recommendations
- Trimester Mailer – Summer 2020
 - Program Department had completed scheduling through September 2020. Reviewing plans to make necessary adjustments.
 - Developing two approaches to the summer newsletter, will select best option when we have more information.
- Patron Services
 - Library email and phone monitoring and response
 - Increased Constant Contact communication
 - Exploring options for providing service to patrons who do not use digital resources. If identified, notify patrons via mail.
 - Exploring remote help and chat options for patron questions and tech help.
- History Center
 - HC Scanning Project
 - Tidings – spring edition under development
 - 2020 History Center Exhibits (Work on exhibits continues, opening celebration postponed.)
 - Program coordination in tandem with library efforts.
 - Preparing new social media series – Curator’s Corner
 - Expanded Facebook posting
 - Trivia question development.
 - Evaluating resources to improve access to the museum collections.
- General Projects
 - Policies & Procedures – refine existing procedures and identify what is needed.
 - Website link checking
 - Patron database cleanup
 - Booklist and future display planning
 - Professional development
 - Troubleshooting issues related to remote work and closure.