



General Updates

- **Personnel**
 - Completed onboarding for Digital Collections Coordinator.
 - Recording Secretary has submitted notice, Personnel Committee proceeding with hiring process.
- **Audit** – Received, April, 2020. Resolution for consideration at next in person Trustee meeting.
- **Return of Funds** – resolution for consideration, May 2020.
- **HVAC payment** – 1st of two payments scheduled for May 2020. Repayment for 2018 HVAC project.
- **Strategic Planning** – Due to current events, rethinking community survey approach. Recommendations to be shared with Planning Committee in late May/early June.
- **Capital 2020**
 - Sierra Migration & Training – Successfully migrated integrated library system from Millennium (original system) to Sierra on April 27.
 - Library flooring phase 2 –Shifted timeline for back office flooring and children’s room carpet to summer/fall.

COVID-19 Closure

- **Admin & Marketing**
 - Researching and developing reopening and long-term plans. Drafting procedures and associated documentation, including:
 - Curbside service and materials management plan
 - Remote Programming & Online Summer Reading planning and tools
 - Remote Help tools for tech help and patron questions
 - Supplies for reopening
 - Video conferencing with staff, one-on-one and small and all group meetings each week.
 - Purchasing for the Library and History Center.
 - Library email and phone monitoring and response.
 - Working with marketing firm to develop pieces, for both current and future needs.
 - New social media features in May: Curator’s Corner & Making it Through May
 - Developing informal staff videos to promote library services in a new way.
- **Circulation & Collections**
 - Seeing significant increases in digital circulation, especially OverDrive and hoopla as well as Library Facebook and Instagram engagement.
 - Ordering for physical and digital collections.
 - Planning for materials and tools needed for reopening.
 - Supporting AVES by filling requests for digital materials.
 - Exploring options for providing service to patrons who do not use digital resources.
 - Maintaining patron accounts remotely via email and website form.
- **Programming**
 - Coordinating details for program cancellation and future program planning.
 - Implementing remote programs in June 2020 for adults, kids, and History Center.
 - Identifying tools for remote programs and completing training for them.
- **Technology**
 - Led Sierra migration and developed Staff Training plan.
 - Exploring remote help and website chat options for patron questions and tech help.
 - Evaluating new resources to support remote services.
 - Using social media to engage with Library and History Center patrons.

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- **History Center**
 - Distributed postcard to History Center mailing list in lieu of spring Tidings newsletter (Tidings to resume upon reopening).
 - Developed Share Your Stories program to gather community experiences during COVID-19.
 - Developing onsite (Jack's Place & Aerial Avalon) and remote exhibits (Local Businesses).
 - Exploring Google Arts & Culture platform.
 - Evaluating documentation and forms to ensure they meet criteria for digitization and remote exhibition.
- **General Projects**
 - Sierra Training
 - Booklist and future book/DVD recommendation planning
 - Professional development
 - Troubleshooting issues related to remote work and closure.