



- **Administrative & Marketing**

- Researching and developing reopening and long-term plans. Drafting procedures and associated documentation, including:
  - COVID-19 Policy for staff and patrons
  - Remote Work Policy
  - Library & History Center COVID-19 FAQs
- Video conferencing with staff, one-on-one and small and all group meetings each week.
- Purchasing for the Library and History Center – Edmunds access down for two weeks, delayed purchasing for May 2020.
- Library email and phone monitoring and response.
- Working with marketing firm to develop pieces, for both current and future needs:
  - Print mailer to be sent to all property owners with updates and information about remote services.
  - Various monthly and dedicated eNewsletters
  - Remote Programming graphics
  - Coloring book
  - Signage
- Ordering and receiving supplies necessary for reopening:
  - PPE
  - Cleaning supplies
  - Social distancing supplies
  - Supplies for curbside service and quarantining materials
- Staff Schedule and Workstation planning:
  - Developed a two-team schedule for the Library to support reduced numbers of staff onsite and social distancing. FT staff will continue to work remotely part of each week.
  - Drafted a schedule for HC staff.
  - Developed plans for any workstation that needs to be moved/changed. Ordering supplies.
  - Making plans for extended remote work needs.

- **Circulation & Collections**

- New service – PressReader features hundreds of newspapers and magazines via computer, smartphone, and tablet.
- Significant increases in digital circulation, especially OverDrive and hoopla as well as Library Facebook and Instagram engagement continue.
- Ordering for physical and digital collections. Preparing to begin receiving materials onsite again.
- Developing a reader's advisory (recommendation) program for patrons who will need help selecting materials during curbside service.
- Maintaining patron accounts remotely via email and website form.
- Batch updating return dates for current patron loans.
- Finalizing procedures for new services:
  - Porch Pick Up (curbside service)
  - Remote Help for Reader's Advisory
  - Quarantining materials
  - Quarantining incoming shipments

## AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – May 2020

- **Programming**
  - Extensive training and prep for this new service, both live programs hosted via Zoom and prerecorded and edited programs shared on social media.
  - Hosting over 30 remote programs in June 2020 for adults, kids, and History Center. Learning how to best coordinate marketing, registration and execution of this format.
  - Planning remote programs for July and August 2020, including an Online Summer Author Series.
  - Developing tools for an interactive Online Summer Reading program for adults, teens, and kids.
  - Coordinated with vendors of planned large-scale programs.
  
- **Technology**
  - Coordinating details for Remote Help planning.
    - Help Form
    - Web chat
    - Virtual Appointments
    - Equipment and software
  - Developed tutorials to educate users about news services (Zoom and PressReader).
  - Evaluated range of exterior Wi-Fi and developed access page for users.
  - Evaluating new resources to support remote services.
  - Using social media to engage with Library and History Center patrons.
  
- **History Center**
  - Developing onsite (Jack's Place & Aerial Avalon) and remote exhibits (Local Businesses).
  - Signed agreement with Google Arts & Culture platform, once on-site, will identify best way to develop access to this service for the community.
  - Revised Deed of Gift to directly address the possibility of remote exhibition.
  - Transitioning planned onsite lectures and events to online formats. Hosted first lecture on June 6.
  - Reworking planned history walk into a self-guided walk for patrons.
  
- **General Projects**
  - Sierra Training
  - Booklist and future book/DVD recommendation planning
  - Professional development