



- **Administrative & Marketing**
 - Updated policies and procedures to guide the Library's Reopening Plan:
 - COVID-19 Policy for staff and patrons
 - Remote Work Policy
 - Porch Pick Up Procedures
 - Occupancy Monitoring procedures
 - Library & History Center COVID-19 FAQs
 - Maintaining a spreadsheet of all COVID-19 related costs.
 - Working with marketing firm to develop pieces for program promotion and Phases 3 and 4 of reopening:
 - Postcard to announce Porch Pick Up
 - Postcard to announce Summer Author Series
 - Various monthly and dedicated eNewsletters
 - Remote Programming graphics
 - Interior and exterior signage for phases 3 & 4
 - Coordinating FFE and resources necessary for reopening:
 - Partitions for public desks
 - PPE
 - Sourcing cleaning supplies and increased cleaning services at Library & History Center
 - Social distancing equipment and set up (signage, stanchions, gaffer tape, etc.)
 - Supplies for curbside service and quarantining materials
 - Occupancy monitoring system set up
 - Porch Pick Up procedures
 - Library Access procedures for Phase 4
 - Personnel
 - Staff returned onsite June 15, 2020.
 - Maintaining two-team schedule for the Library to support reduced numbers of staff onsite and social distancing. FT staff continue to work remotely part of each week.
 - Recommending two seasonal PT Library Assistants to support coverage needed for reopening and occupancy monitoring.
 - Reworked shared and individual workstations to support social distancing.
 - Video conferencing with staff each week to maintain communication between onsite and remote staff.
 - Assisted with the hiring process for a new Recording Secretary for the Board of Trustees.
- **Circulation & Collections**
 - Porch Pick Up started June 22, 2020. Over 1,000 items circulated in the first week.
 - Continuing to see significant growth in digital circulation, especially OverDrive and hoopla.
 - Receiving materials onsite again, processing three-month backlog, prioritizing holds and patron requests.
 - Pursuing options to support browsing for patrons who are not ready to visit onsite.
 - Still maintaining patron accounts remotely via email and website form.
- **Programming**
 - Hosted 29 programs for adults and kids in June via zoom and prerecorded programs.
 - Evaluating remote programs to plan for events moving forward.
 - Coordinated Virtual Summer Author Series featuring 7 bestselling authors, including David Baldacci, Mary Kay Andrews, and Liz Moore.
 - 100 patrons are participating in our Online Summer Reading Program.

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- **Technology**
 - Preparing technology services for reopening including digital occupancy monitoring system, public PC adjustments, and printing/scan/fax/copy services.
 - Coordinating technology needs for reworked onsite workstations and remote work.
 - Finalizing details for Remote Help planning.
 - Testing and acquiring new resources to support remote services and onsite services with remote functions.
 - Using social media to engage with Library and History Center patrons.

- **History Center**
 - Preparing facility for reopening. Developing plan for managed patron access with occupancy limits.
 - Expanded cleaning services to include mid-day cleaning/sanitizing Monday-Friday when the facility is open to the public.
 - Hosted three virtual programs via zoom.
 - Finalizing details for a self-guided walking tour.
 - Testing Google Arts & Culture platform for remote exhibit development.