



The Library and History Center reopened to the public on July 16, 2020.

- **Administrative & Marketing**

- Communicated approved policies to staff and the public:
 - COVID-19 Policy for staff and patrons
 - Remote Work Policy
 - Occupancy Monitoring procedures and scheduling
- Posted signage throughout the Library and HC to communicate policies for using the spaces during COVID-19.
- Maintaining a spreadsheet of all COVID-19 related costs.
- Worked with marketing firm to develop pieces for upcoming program promotion and reopening guidelines for the Library & HC:
 - Monthly and dedicated eNewsletters
 - Remote Programming graphics
 - Additional signage for phase 4
- Planning for September & October facility needs:
 - Considering operating hours
 - Updating staff onsite and remote schedules
 - Based on current requirements, considering options for available services.
 - Continuing to identify sources for PPE and cleaning supplies. Remains challenging.
 - Evaluating increased cleaning services at Library & History Center
 - Rented climate-controlled storage unit to store library public seating.
- Personnel
 - 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.
 - Planning for workstation needs to potentially bring all staff back onsite FT. Temporarily converting the Lab to a staff work area.
 - Staff and supervisors worked together to outline remote assignments and schedules to complete remote work agreements as part of the Remote Work Policy.
 - Weekly video conferencing to maintain communication between onsite and remote staff.
 - Assist with on-boarding for the new Recording Secretary.
- Reviewing 2020 Capital and Strategic goals to determine how to best proceed with or pause on these initiatives.

- **Circulation & Collections**

- Porch Pick Up continues, but use dropped off once patrons were permitted onsite for pick up. 849 porch pick ups were scheduled and filled in July.
- Digital circulation remains strong, but less growth than seen in previous month.
- Based on new guidelines from library professional groups, items are now being quarantined for 4 days.
- Maintaining patron accounts remotely via email and website form.
- New reusable bags are available for patron use.

- **Programming**

- Hosted 41 programs for adults and kids in July via zoom and prerecorded programs.
 - Author Talks and Lectures
 - Story Time, Lego Challenges, Crafts, and Special Events for kids
 - Book Clubs & Creative Writing

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- Genealogy, Tech Classes, and more.
- Evaluating June and July remote programs to plan for events into the fall.
- Onsite program planning is still paused due to COVID-19 and space requirements.
- Hosted half of our Virtual Summer Author Series, nearly 400 registered attendees (likely 600 or so attendees due to multiple viewers watching from one registration).
- Over 100 patrons are participating in our Online Summer Reading Program. Kids have read for over 28,000 minutes so far!

- **Technology**
 - Coordinating technology needs for reworked onsite workstations and remote work.
 - Ordered additional wireless hotspots for patron use.
 - Coordinating staff training for the new Integrated Library System, Sierra.
 - Evaluating new options for automatic data backup.

- **History Center**
 - Hosted three virtual programs via zoom. Over 40 patrons attended A History of Maritime NJ. Planning monthly lectures through the end of 2020.
 - Released a sneak peak of the first virtual History Center Exhibit. Additional exhibits are close to completion and will be shared soon, along with access to the HC's Google Arts & Culture site.
 - Planning to share details for our first self-guided walking tour in August.
 - Preparing to hang planned 2020 exhibits onsite:
 - Last Call at 36th and Ocean
 - Aerial Avalon