



Administrative

- Planning for September & October
 - Expanded library hours begin September 8. Open 7 days/week and until 6pm Mondays and Fridays.
 - Pursuing necessary PPE and cleaning supplies for operating.
 - Moving stored furniture offsite to convert Lab to a staff work area.
 - Planning to construct storage onsite for quarantined returns. (Temporarily using Library classroom.)
- Personnel
 - Developed detailed COVID-19 case guidelines, pending Trustee approval.
 - Transitioned to next phase of team scheduling. FT staff are now onsite 25 hours/week and remote 10 hours/week. PT staff are onsite 19 hours/week. This schedule is designed to support social distancing between staff onsite.
 - Weekly video conferencing to maintain communication between teams.
- Capital Plan 2020
 - Phase 2 of the flooring project is scheduled to start September 14. Replacing flooring in the back office and children's library.
 - Met with shelving suppliers to move the children's shelving project forward. Adjusting plans for changes due to COVID-19.
- Capital Planning 2021-2023: Outlined updated Capital Plan. Anticipate reviewing with Buildings and Grounds and Finance Committees in advance of October Board Meeting.
- Strategic Planning: Exploring options to shift the planning cycle to allow sufficient time for data gathering and drafting the new plan.
- History Center Addition: Reached out to Buildings & Grounds Committee and architect to put together a plan for moving forward with this project.

Strategic

Increase Use (Library & History Center use, Collection Development, Programming, Analytics)

- Porch Pick Ups continue to decline as patrons choose in-person pick up options.
- Program Committee to reconvene in September to address the successes and challenges presented by remote and onsite programs. Many programs continue to see strong engagement, including lectures, book clubs, and genealogy programs.
- 2020 Virtual Summer Reading Program
 - 122 participants
 - Kids read over 32,000 minutes
- Library ordering: SN continues to coordinate collections ordering. Balancing demand for both physical and digital materials.
- Library by Mail: USPS is retiring the service AFPL used to provide books by mail to patrons. We are migrating to their new service and exploring options for running Library by Mail completely onsite.
- History Center
 - *Avalon From Above* exhibit is currently being hung.
 - *Last Call for 36th and Ocean* exhibit is in the final stages. Anticipate hanging it in the next month, brainstorming options for sharing these openings both onsite and remotely.
 - JG is loading digitized items onto our Google Arts and Culture page to move forward with our virtual exhibits' releases.
 - HC Virtual Lectures scheduled monthly through December.

AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – August 2020

Spread Awareness (Marketing, Service, and Community Engagement)

- Worked with marketing firm to develop pieces for library signage and upcoming program promotion for the Library & HC.
- Homebound Service: Exploring the best way to develop the library's homebound service to better serve Avalon resident patrons who are unable to visit the library.
- History Center
 - The Self-Guided Walking Tour was released in August.
 - BR has assumed management of the Hometown Heroes program.

Foster Innovation (Digital Outreach, Technological Literacy, Innovation, Staff Engagement)

- Technology coordination for onsite and remote work continues. Evaluating future technology needs for capital planning.
- Continued specialized staff training for the new Integrated Library System, Sierra. Made extensive updates to the system as a result of training.
- Evaluating database offerings to identify resources most in demand by patrons over the past six months.