



Administrative

- COVID-19
 - Materials quarantine: Extended quarantine period to 8 days following guidance from NEDCC.
 - Onsite Storage: Moved quarantining materials into an onsite storage unit.
 - Staff Workstations: Library Lab has been converted to a temporary staff workroom.
 - Door Monitoring: Shifted to an intermittent schedule for door monitoring. Current library use and policy compliance support this.
 - PPE & Cleaning Supplies: Currently have sufficient inventory to maintain services for some time, but our regular vendors have been unable to supply certain cleaning supplies since mid-September.
 - Considering next phase of library hours, for winter 2020-2021.
- Personnel
 - Coordinated various administrative personnel matters.
- Capital Plan 2020
 - Library flooring project complete, September 2020.
 - Reviewing draft plans for Children's Room shelving project.
- Capital Plan 2021-2023: Drafted updated plan, reviewed with Buildings & Grounds and Finance Committees, pending Board approval.
- History Center Building Extension: Reconvened the HC Building Committee, architect to set up meetings with the engineers and DPW.
- Library Server Closet: Minisplit AC unit requires replacement asap.

Strategic

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

- Program Committee met, reviewed upcoming virtual events, evaluating options for in-person programming.
- Expanded online library card procedure.
- Resuming magazine circulation in October 2020.
- Porch Pick Ups continue to decline.
- History Center
 - *Avalon From Above* exhibit is open.
 - Planning to document new exhibits with 360 photography and offer a virtual opening as well as virtual access to both exhibits.
 - Preparing to launch Google Arts & Culture page for the Avalon History Center.

Spread Awareness (Marketing, Service, and Community Engagement)

- Reworking marketing publication schedule to address changes due to COVID-19. Upcoming pieces:
 - November/December program postcard
 - Winter Newsletter including Strategic Planning Survey
 - January/February program postcard
- Planning to support entertainment offerings at Annual Festive Friday & Snowfest Saturday events.

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

- NJ State Library offering Zoom access through CARES Act support, will help offset library costs for this resource.
- Identified technology needed to support flexible work stations, included in Capital Plan for 2021.
- Exploring options for migrating to a cloud-based collection management system for HC collections.