



Administrative

- COVID-19
 - Expanded Library weekday hours: 10am-6pm Monday through Friday
 - All staff are onsite for all shifts.
 - Staff assessment form for compliance with EO-192.
 - Addressed personnel/staffing matters, as needed.
 - Exploring options for onsite programs and public seating in winter/spring, should situation permit.
- Capital Plan 2020
 - Children's Room shelving: Identifying furniture and finishes for the Children's Library project.
 - Window Treatments: Received quote for new shades to match/supplement existing fixtures.
- Budget 2021: Working with Treasurer to prepare the 2021 Budget for December review.
- Audit 2020: Initiated process for annual audit, pending approval.
- Personnel: Addressed staffing and administrative needs related to personnel.
- JIF Training: Staff received link for required 2020 virtual training through the JIF's online site.

Strategic

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

- October 2020 Library Use: More traffic on Fridays, with the remaining weekdays showing mostly consistent visitation. Saturday and Sunday use is moderate and fairly even, with visits split throughout open hours.
- Strategic Planning
 - Planning Survey: Finalized 2020 Planning Survey, to be distributed via mail and email in November/December 2020.
 - Staff SWOT Analysis: Finalizing 2020 staff planning via SWOT worksheets and group sessions via zoom.
- Library by Mail
 - Finalizing shift to new USPS return mail service.
 - Reviewing quotes for postage meter to obtain equipment to streamline mail service.
- History Center
 - Organizing logistics for upcoming Jack's Place exhibit.
 - Working to repair gas lamp damaged in spring 2020 storm.
 - Seeking a quote for a fall clean up of the HC back garden.

Spread Awareness (Marketing, Service, and Community Engagement)

- Marketing RFP 2021: Prepared RFP packet for process to seek marketing services in early 2021.
- Programs Postcard: Worked with marketing firm to develop winter virtual programs postcard – distributed to Avalon property owner list.
- Winter Newsletter: Wrapping up details for 2020 Winter Newsletter (to include 2020 Strategic Planning Survey), to be mailed to Avalon property owner list.
- Winter Tidings: Preparing upcoming History Center/Historical Society newsletter, exploring options to potentially mail to a wider audience.

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

- New Remote Resources
 - Wall Street Journal online
 - Scholastic Teachables (supplemental classroom content for educators and parents)
 - Newspapers.com (largest online newspaper archive - millions of pages of historical newspapers from 19,000+ newspapers)
- HC Staff completing updates necessary to migrate to a cloud solution for collections management.