



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

DECEMBER 2020

Administrative

- COVID-19
 - Addressed associated personnel/staffing matters.
 - Tested remote work assignments for PT staff.
 - Identified new sources for cleaning and PPE.
- Capital 2020
 - Children's Library: Developing plan for temporary storage of collection and removal of existing furniture.
- Audit 2020: Coordinated year-end details for the annual audit.
- Security Procedures: Developing a schedule to complete remote refresher training for facility security procedures.
- Right to Know: Completed the Library's Right to Know survey for 2019.
- 2020 Performance Appraisals: Coordinating performance appraisals for staff and supervisors.

Strategic

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

- December 2020 Library Use: Library visitation half of December 2019 but circulation is slightly up due to the continued growth in digital circulation.
- Strategic Planning
 - Planning Survey: Received over 700 responses to the 2020 Planning Survey via mail and online. Leaving it open through mid-January.
 - Staff SWOT Analysis: Compiled data from staff sessions and distributed to the Planning Committee.
- Programming 2021:
 - Expanding Kids' virtual programs.
 - Fielding growing requests for 2021 program and event plans.
- Library by Mail: Launched our revamped LBM program and resumed shipping and receiving books and DVDs by mail using our new inhouse mail meter and USPS pick up and drop off service.
- History Center: Planning the first HC Virtual Exhibit Opening, to be held January 21.

Spread Awareness (Marketing, Service, and Community Engagement)

- RFP for Marketing Services: Announced a request for proposals for marketing services on January 4, 2021.
- Winter Program Mailer: Distributed postcard detailing January and February virtual programs.
- HC Virtual Opening Postcard: Distributed a postcard announcing the virtual museum opening to all Avalon property owners.

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

- Digital Library: Launched a new access point for the Library's digital resources in response to 2020 growth.
- Book Recommendation Form: Developing a tool to support remote reader's advisory.
- Cloud backup: Evaluating new tools for backing up Library and History Center PCs.