



Administrative

- Personnel
 - Prepared job postings for Collection Development Librarian and Business Manager
 - Coordinated/supported coverage for personnel on temporary leave, including finance, collection management, and circulation.
- COVID-19: Distributed updated information to staff re: current COVID-19 protocols.
- Capital Planning: Preparing revised Capital Plan for 2022-2024, for review at the October Trustee meeting.
- Monthly Staff Security & Emergency Training: September staff training topics: suspicious packages and related threats, vandalism

Strategic

Engage (Marketing, Service, Community & Staff Engagement, and Programming)

- Programs
 - Expanding to four program formats in September. In addition to virtual live, virtual prerecorded, and in person outdoor, adding in person indoor events, including story time, art workshops, and lectures.
 - Addressed tech requirements for virtual and prerecorded events (calendar listing details, video editing, marketing coordination, program registration).
 - Hosted series of kids' events at Surfside Park in late August.
 - September & October program mailer sent in late August.
 - 2021 Major Author event scheduled for September 18 at Surfside Park.
 - Evaluating options to host offseason programs offsite in Avalon.
- Marketing
 - Prepared copy and details for upcoming marketing pieces, proofed pubs.
 - Reusable bags arrived in August.
- History Center
 - Hosted opening on Saturday, September 4th for the Brendan Borek High Tides Memorial Fund exhibit.
 - HC staff are working a biannual newsletter to be mailed to all property owners, similar to the library's triannual mailer.

Enhance (Library & History Center use and facilities, Collections, and Digital Resources)

- Library
 - Library map: Developed a floor plan to help patrons navigate the collections.
 - Planning to rearrange the adult collections in fall 2021. Goal is to improve the experience for patrons searching for items by reducing the number of individual sections.
 - Evaluating options to replace the Beach Books shelving on the library porch.
 - Worked with electrician to install new outlets and ethernet ports to set up new workstations.
- History Center
 - History Center to celebrate 20th anniversary of the facility on Thursday, September 16 at 11am.
 - Evaluating options to update the building alarm system.
 - Replaced hot water heater in August.
 - Replaced 2nd floor thermostat, had contributed to a condensation issue on an HVAC vent.

Envision (Analytics, Reporting, Long-term Planning, and Innovation)

- Hybrid Tech Planning – Evaluating options for technology to provide high quality hybrid programs for patrons (eg. book clubs with in person and remote attendees).
- Library catalog – Exploring options to update the library's electronic catalog to improve patron experience.