

Director's Report  
March 1, 2022

**Overview:** This month we celebrated Black History, Presidents Day and hosted special activities for school vacation week. I worked on finalizing the Annual Report to be submitted after a vote of approval by the trustees.

**Covid update:** the mask mandate will be lifted as of March 7, but it is still recommended that people wear them, regardless of vaccination status. The library staff will continue to wear masks in the building. We will update our signage to reflect the new guidelines.

Our first "Passport Day" was held on Saturday, 2/19 (rescheduled from 1/29 due to weather). All certified passport agents were on hand to process any and all comers who needed passport services. In total, 16 passport applications were accepted. The service continues to be very popular, and one of the side benefits of it is that it frequently brings people into the library for the first time, which is a great opportunity to let them about our programs and services.

I was voted into office as the Treasurer for the Minuteman Library Network.

The drive through book drop decal has been replaced.

Work on the website design continues. We have signed off on the design and are currently reviewing the restructured site map.

The Historical Room has been painted. Next steps are to modify the shelving. The furnishings are on order.

I recently got a work phone. The number is 978-493-7889 if you need to reach me off-hours.

I have done some preliminary investigation into offering notary service. The town has reviewed it with town counsel and its insurance provider. We still have some questions before deciding whether or not to proceed, but we are hopeful that we will be able to begin offering this service soon.

I have continued to take advantage of opportunities for DEI training, and this month took the following classes:

- Promoting & Shaping Cultural Intelligence within Librarianship;
- Cultural Humility: Reflecting on Diversity, Equity, and Social Justice;
- Racial Microaggressions & Cross-Cultural Communication Skills;
- Advanced Microaggressions: Guiding Staff Through Cross Cultural Conflict

The Children's Department is excited to announce it will be hosting a book tournament (a la March Madness brackets) in which kids can vote for their favorite magical books.

<b>January</b>	FY22 this month	FY22 last month	FY21 (closed to public)
Total circulation	25,279	23,823	12,696
Digital circulation	6,586	5,684	5,999
Traffic	6,797	7,776	N/A
New Cards	45	52	4
Programming	31/611	61/975	40/1,731
Newsletter subscribers	2,932	2,932	2,785
Computer use (sessions)	505	509	N/A
Wi-Fi use	1,770	1,451	1,231