Library Director’s Report

February 2021

**Circulation Statistics for January 2021\***

* Total number of curbside appointments: 1,345
* Total number of items borrowed by TML patrons: 4,151
* Total number of items owned by TML borrowed by TML patrons: 2,396
* Total number of items owned by other libraries borrowed by TML patrons: 1,755
* Total number of items owned by TML borrowed (by TML & other libraries): 3,492
* Number of “Library to Go” book bundle requests: 123

\*Current circulation activity is down about 55% from January of 2020

**Program Statistics**

* Number of virtual programs: 38
* Total attendees: 741
* Take and Make Kits: 50 craft kits
* CELT STEM Collaboration: 35 experiment kits
* Art Adventures: 25 kits, twice monthly = 50 kits

**Building Updates**

We used funds from a bequest that was targeted for building improvements to add some soundproofing to select areas of the library:

* Study Rooms
* Poetry Room
* Teen Area
* Conference Room
* Elevator Room
* Media Lab
* Staff Lounge
* Staff Restroom
* Office space

**Reopening Parameters**

When and how we begin to reopen the building will be based on:

* Our ability to fill open positions
* CDC guidelines
* Removal of seating and computers, if necessary
* Vaccination status of staff and general public

**Policy Review**

My staff and I have been reviewing our policies in preparation for reopening the building. We would like to present our recommendations for policy updates and revisions to the Committee over the next few months (see attached schedule.) Certain key policies will need to be put in place before the library returns to full operations, most importantly the Computer Use Policy, the Food & Beverage Policy, and the policy regarding use of the library by Unattended Children. Because the initial phase of reopening will likely have its own restrictions, it’s not crucial that all the policies are in place before then. However, we would like to have all the key policies revised, reviewed, and approved within the next three months.