



PAOLI LIBRARY

A TREDYFFRIN TOWNSHIP BRANCH LIBRARY

June 2020 Branch Manager's Report

Staff and Patron Safety

We currently have a full inventory of PPE and have introduced protocols for staff safety and wellness. These include limiting the number of staff in the building, daily temperature checks, breaks for handwashing, 72-hour quarantine for incoming library materials, and regular disinfecting of work areas.

Facilities

Wells Fargo will be reopening the back entrance for customer access as of July 7. To enforce social distancing, they will not allow customers to congregate by the door or linger in the lobby. At their request, we have removed all materials from the lobby bookcases and the bulletin boards.

Personnel

Two part-time employees have been brought back from furlough for patron assistance and curbside pickup. As hours and services are added in the next phase of reopening, we will need to bring back additional staff.

Both of Paoli's permanent part-time employees have resigned to accept full-time employment.

Jenny Tang, our circulation and office manager, is leaving at the end of July. Her responsibilities include staff scheduling, tech services (processing new materials), daily financial management (invoices, banking, sales tax, etc.), book sales, and processing donations. These responsibilities are ongoing even while the library is closed.

Taylor Baugher, technology and circulation assistant, has officially resigned as of June 20. Her responsibilities included: one-on-one computer help, which she continued virtually after the libraries closed; publicity, including our Twitter account; and collection development for music. Taylor has been working part-time at four different libraries, and could appreciate what each one had to offer. Her letter of resignation included these comments:

Paoli is a special place, in that even though it is so tiny, everyone who came in, left feeling like they had gotten exactly what they came for. The staff at Paoli are friendly in a way that is not the case at other libraries.

Beverly Michaels, Branch Manager

June 24, 2020