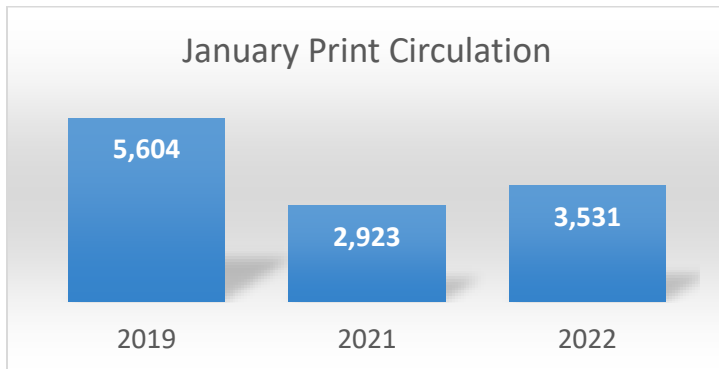




February 2022 Branch Manager's Report

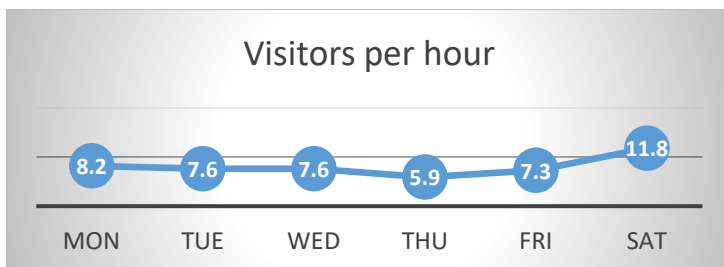
Circulation

Circulation of print materials in January was 21% higher than in January 2021. It is 37% behind January 2019.



Library visits

Library visits in January (as counted by staff) ranged on average from six per hour on Thursdays to 12 per hour on Saturdays. This data confirms my decision to add Saturday afternoon hours as soon as we have adequate staff.



Memorial Donations

Long-time patron Patricia Bilson passed away suddenly on January 5, and her son, knowing that Paoli Library played a central role in her life, asked that donations be made in her memory to the library. These donations now total over \$400. A donation from the Four Seasons Garden Club in Kennett Square was designated for the purchase of books on gardening or on roses, Patricia's passion, and we have purchased three appropriate titles for our collection.

Internet Acceptable Use

On February 21, staff reported that a man was viewing pornography on one of the public computers. By the time I approached him, he had closed (or hidden) the images in question, but I reminded him that he should not be accessing anything that was not appropriate for children (there were four children in the library at the time).

The public PCs have filtering software but it is prone to error in both directions, blocking some harmless sites and allowing some objectionable ones. After this incident I was able to locate Chester County's Electronic Resource Guidelines, which outline staff responsibilities in such a situation, and I am reviewing those with all staff. Kate Shaw has also posted them on the Tredyffrin Libraries website under Policies so they will be easily accessible when needed.

Hiring and Staffing

The Children's Librarian search is ongoing. We have received a few additional applications and plan to interview one of the applicants.

We received nearly 20 applications for the part-time circulation/shelver position. We offered positions to two of the applicants and both accepted the offer. They are now in the process of getting the necessary clearances.

Beverly Michaels
Branch Manager
February 22, 2022