



## March 2017 Branch Manager's Report

### Personnel

Chris Kibler and I have interviewed four candidates for the Children's Librarian position, and moved on to second interviews for two of those candidates. The second interviews will involve additional staff members, and will include practical tasks: leading one of the regularly scheduled storytimes for babies or toddlers; and choosing appropriate picture books--fiction and nonfiction--for a preschool unit on Bugs (which is in fact the current theme for activities at Show and Tell preschool).

We have posted a part-time position for an office manager/circulation manager. The job includes day-to-day financial tasks (banking, payroll, etc.), serials management, and catalog maintenance, all formerly included in the full-time circulation manager position.

### Children's Programming

Kate Raué, the facilitator for German storytime, reports that several new families with younger children have joined the group, which bodes well for the group's continued success as the original members move on to kindergarten and beyond.

Elissa Sullivan has been doing a wonderful job of presenting the baby, preschool, and family storytimes every week – with occasional help from me – but she will be happy to scale back to her normal responsibilities soon.

### Adult Programming

We are now circulating museum passes for five area attractions: Elmwood Park Zoo, the Academy of Natural Sciences, Morris Arboretum, Simeone Auto Museum, and Chanticleer Gardens. The passes are very popular, and will no doubt be even more in demand when the weather warms up.

The Wi-Fi hotspot is also circulating well. We have now made it reservable, so borrowers can better plan ahead.

### Statistics

In February overall circulation of print materials decreased (in comparison with February 2016), driven by significantly lower circulation in many areas of the adult collection (fiction, nonfiction, mysteries, audiobooks and DVDs). The door count was also lower.

### Fundraising

As of March 22 the Annual Appeal has yielded \$18,900. So far there are 198 contributors, with 79 of those giving at the Donor level. At this rate we are on track to surpass last year's total of \$19,540.

Beverly Michaels, Branch Manager  
March 22, 2016