

Department Reports – May 2022

In person school visits have resumed! The Friends of the Rolling Meadows Library had a successful Spring Book Sale on May 12 -15. The installation of the new railing on the east side of the building has been completed. The Annual Free Comic Book Day was May 7th. This report contains highlights from late April through May 25, 2022. Looking ahead, June 6th is the start date for the summer reading challenge, Oceans of Possibilities, stop by the Readers Desk to join.

Exhibits

Art Gallery: Oil/Watercolor by Lynnea Semasko through July 2, 2022

Main Floor Display Cases

Online databases/eLibrary resources for children and adults

New display installed late May: Oceans of Possibilities Summer Reading Program – June 6 – August 14

Readers Services Displays

- Jewish American Heritage Month display and slideshow
- Freedom in Fiction
- Fiction Translations
- Summer Lovin'
- Julie Otsuka Read Alike display

Reference Services Displays

- Truly Great Reads
- Mental Health
- Teacher Appreciation
- National Pet Month

Youth Services Displays

- Enchanted Castle
- Fantastic Fun Stations (total of 6)
- Children's Day Collaborative Art
- May the Odds Be Ever in Your Favor
- Sprout! Storytime to Go Project & Reads
- Yoga
- Best Picture Books of 2021
- Spring into Reading
- Mujeres Maravillosas
- Ready to Read Book Stacks
- Rhyme Time Tuesday Nursery Rhymes

Building Services

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- The broken book drop cart was repaired
- The broken portable A/C unit in IT office was replaced.
- A new guard rail/fence overlooking the window well in the east side of the Library was installed and inspected by the City
- The hanging banner over the main stairwell was reinstalled and cleaned
- The sticking staff entrance door was adjusted to proper closing
- After the book sale assisted Discover Books to move away unsold books from Community Room
- The closing mechanism device on the door by the Administration office was repaired
- Program One Inc., performed scheduled spring window cleaning
- Kone Inc., provided monthly inspection on the passenger elevator and the dumbwaiter
- We continued standard daily building maintenance and spot cleaning of carpets

Circulation Services

See Circulation Statistical Report, submitted by Mary Sebela, Circulation Services Director

Information Technology

Submitted by: Lucia Khipple, Information Technology Director and Mike Mraz

- As of May 31st, Google reported: the Library has had a total of 53 reviews, with a 4.5 rating. In the last 28 days, Google reported we had 30K views of photos of the library (interior & exterior), 268 requests for directions, 149 calls from the Library's Google page, and 614 website visits via Google Search. Interestingly 4,277 people viewed our Google profile which lists our hours and upcoming programs.

Directions Requested from:	Palatine – 17
Rolling Meadows – 82	Mount Prospect – 11
Schaumburg – 43	Wheeling – 10
Arlington Heights – 34	Chicago <10
Des Plaines – 21	Other <42

- Updating of the Servers was performed.
- Prepared the website for the changeover to Kevin as the new Executive Director.
- The website was updated to reflect the summer newsletter.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Re-programmed the cameras in Reference, Readers and the Upper Level.
- As we enter in-Library programming again, phones were activated and installed in the Staff Lounge and Youth Service Program Room. Updated the phone directories on every phone.
- The PageWide printer in Special Services had internal cleaning and a new Service Fluid Container installed.

- Backed-up and upgraded the Library to QuickBooks 2021, installed a new QuickBooks Server and upgraded our financial documents to work with the new version. I did some research and found out how to get the zero accounts to not show, this shortens the board packet by several pages each month.
- Assisted Julie T with a FOIA request.
- Battery back-up units had new batteries installed in Special Services and Technical Services, a unit was added to the Reference Desk. A chart was made to better track the battery replacement schedule of all 18 units in the building.
- Ethernet cabling outside of the Admin Office had a significant amount of protective cable management installed.
- We are working on getting the ability to use a laptop or tablet to connect to the projectors in the Community Room & Board Room.
- Rebuilt 2 staff PCs and 2 patron PCs.
- Janet and I continue to work out the details for hybrid programming.
- Handled online program sign-ups, coordinated Zoom & YouTube programming.
- Handled online programming statistics.
- Three smart outlets were re-initialized and reprogrammed.
- We were troubleshooting a Google issue that was not allowing Circulation notices to be authenticated correctly, it has been fixed now.
- We have started testing a new texting service to remind patrons about programs they've signed up for.
- Troubleshooting the postage meter.
- Added additional network secured scanning profiles to the Admin printers.
- We have been performing random Phishing tests to identify network security issues, the next step will be deciding what kind of staff training will work best to keep the Library network safe.
- We updated all staff accounts with more secure passwords.
- Library cameras were checked for security / firmware updates.
- Staff & patron use PCs were updated as indicated by the IT update schedule.
- Assisted / trained several staff & patrons with the Library's new App.

Readers Services

Submitted by Mary Constance Back, Readers Services Director,

Programs – Book Discussions via Zoom:

- Books and Bagels
 - Morning Book Break
 - Just Desserts
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- Evaluated and solidified book selection for 2022-2023 Book Club season
 - Reviewed titles for Book Lover's Day
 - Procured and distributed free comic books for Annual Comic Book Day
 - Hung Framed posters in Teen Space
 - Premiered the Creator Space Drop In area

- Assisted the Friends of the Library in taking photos for the book sale
- Completed Beanstack Virtual Summer Reading set-up
- Prepared materials for Summer Reading displays (picked themes, compiled lists, etc.)
- Proofed and edited Summer Reading materials
- Began preliminary Summer Reading training
- Submitted content and potential Readers' Advisory blog ideas for review
- Created content for the library newsletter
- Assembled and distributed seed project bags for "Sow, Grow, and Learn"
- Collaborated on design of Home Delivery Service badge
- Attended "Crash Course in Adventures and Westerns" webinar
- Attended "Crash Course in Novelist" webinar
- Attended all-day Reaching Forward Conference
- Attended one-on-one MemberPlanet training session
- Attended ARRT Steering Committee meeting via Zoom
- Attended Library Journal's "Day of Dialog"

Reference Department

Submitted by: Jennifer Collette, Reference Services Director

Programs –Book club via Zoom:

- Real to Reel Book club - May 14th. Discussed [Girl, Interrupted](#) by Susan Kaysen

- Staffed the Reference Desk and served as Person In Charge of the Library when needed
- Shelved non-fiction material
- Ordered, weeded, and denuded all non-fiction material
- Developed and restocked non-fiction book displays
- Read professional journals, literature, and attended related webinars
- Ongoing preparation of the department's Real To Reel book club
- Ongoing preparation for the department's Sow, Grow and Learn With The Library program
- Prepared 23 coloring packets for the department's Creative Coloring Club program
- Assisted patrons with using library technology and troubleshooting e-book and library database use (both in person, via phone/email, and one-on-one)
- Renewed library database contracts
- Processed 381 interlibrary transactions (as of May 25th)
- Updated the library job board and community board
- Created and recorded "How To Access Great Courses" YouTube video for the library's YouTube channel
- Prepared LibraryAware e-newsletters spotlighting new and notable genre titles
- Compiled database usage statistics
- Created content for the library's social media channels
- Created content for the department's monitor above the reference desk

Special Services

Submitted by: Sharon Montague, Special Services Director

Special Services staff has been working hard to create digital and print items for the summer reading challenges - in plenty of time for the June 6th start date. The library should be fully decorated for summer reading by the end of the month.

We are also creating many posters and fliers to advertise the summer program slate.

Jessica continues to work diligently on the new website. She has meticulously completed most of the *About* section and is currently working on the *Services* and departmental pages.

Scheduling and hosting programs has kept Janet busy. She is getting ready for the transition to in-person programming in June. Working with Mike M, they are preparing for “hybrid” program offerings and the technical issues that need to be addressed.

The summer newsletter was completed early in the month and mailed to area homes and businesses the week of May 23.

Programs:

- ***Celebration of Animation***, Marty Gitlin, Thursday, May 5
- ***Shipwrecks: Treasures of the Great Lakes***, Cal Kothrade, Wednesday, May 11
- ***Sow, Grow, & Learn with the Library*** (REF program), Lauren V, Thursday, May 12
- ***Arts Alive Concert: Dave Rudolf***, Sunday, May 15
- ***Consumer Protection***, Illinois Attorney General representative, Thursday, May 19

Volunteer Hours	42.75
Donna T.	30.0 (includes 10 hour carryover from April)
Katherine K.	12.75 (includes 8.5 carryover from April)

In-House Printing:	1,300
Riso Duplicator	800
HP PaperWide	500

Technical Services

Submitted by: Steve Rossi, Technical Services Director

Working with OCLC to have our WorldCat holdings updated. A master file of our MARC bibliographical records has been sent to OCLC to make this update possible.

The library’s social media pages Facebook, and Twitter have been updated to reflect the current programs and events happening throughout the building.

Statistical review: (previous month)

WorldCat searches	2,116
WorldCat updates	564
WorldCat exports	590
WorldCat deletions	1,021
Collection/Added	1,077
Collection/Deleted	750

Generated and printed 4 system reports for staff weeding and inventory projects.
Sarah and I attended the RAILS Technical Services Networking group meeting held via zoom.

Youth Services

Submitted by: Lucia Khipple, Youth Services Director

The First Saturday in May was Free Comic book Day. We partnered again with Pastimes Comics and Games in Niles to provide free comics to kids. Laura G. hosted a booth with Library information and a craft activity at the EPNRC Family Service Day Celebration. Laura also attended: PLA Webinar entitled, Providing Immigration Help with Community Partnerships; The Rita & John Women's Program and Hawks Care Resource Center at Harper College's event "Community Information Exchange" via Zoom; and the Rolling Meadows Partners at City Hall.

Class visits have started to resume! This Month Darlene E conducted the following visits to talk about summer reading programs, provided a tour "on paper" of YS department, and a treasure hunt of items in YS department

- May 20 CR school 22 students 2 teachers
- May 23 CR school 24 students 2 teachers
- May 26 CR school 24 students 2 teachers

Zoom Meeting - talk about summer reading programs

May 25 11:00am CSJH 22 students
May 25 1:00 pm CSJH 22 students
May 26 9:30am CSJH 22 students

Prepared Library Aware e-newsletter

Virtual or take home projects offered:

- Youth Services Displays
- Enchanted Castle
- Fantastic Fun Stations (total of 6)
- Children's Day Collaborative Art