

## Department Reports – June 2022

In person programming has returned! The summer reading challenge has begun, make sure to sign up. We honored eleven employees celebrating milestone anniversaries, from 5 years to 30 years at RML. Have you downloaded the Rolling Meadows Library app yet? Directions are on how to download the RML app are on our YouTube channel, check it out.

### Exhibits

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

### **Main Floor Display Cases**

“Oceans of Possibilities” – Summer Reading Challenge for Children

“Oceans of Possibilities” – Summer Reading Challenge for Adults and Teens

### **Readers Services Displays**

Summer Reading Program “Oceans of Possibilities” corner display

Summer Fun DVD display

Island Paradise display

Books to Buoy Your Spirits display

Island Escape display

Swept Away by the Tide display

Teen Summer Lovin’ display

### **Reference Services Displays**

“Oceans of Possibilities”

Flower and Vegetable Gardening

Get Outdoors

YouTube Chefs

Civil War

Celebrate Fathers

Audiobooks for Road Trips

### **Youth Services Displays**

Enchanted Castle

Fantastic Fun Stations (total of 6)

Avengers Assemble

Bugs Galore! Storytime to Go Project & Reads

Yoga

Gems You May have Missed

I’m Happy to Bee Me!

Mujeres Maravillosas

Ready to Read Book Stacks

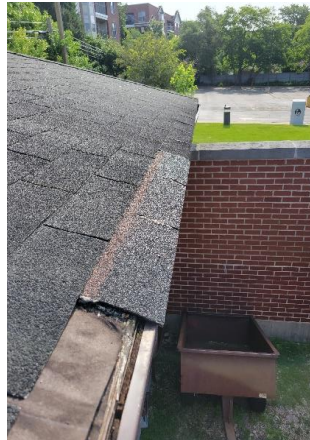
Rhyme Time Tuesday Nursery Rhymes

Fishing for a Good Book? Summer Reading Book Badge Picks

### **Building Services**

Submitted by: Sabri Kecici, Building Services Director

- Two new water drinking fountains with bottle filling stations were installed, see photo below
- Receiving estimates for repairing/replacing the garage roof, see photo below



- Replaced the broken microwave in the Staff Lounge
- Trimmed several small trees around the Library
- Replaced many lights and ballasts inside the Library
- Two new electrical GFSI outlets were installed
- One leaking water back-up device was repaired
- Assisted General Inc., on repairing the HVAC air circulation system
- Repaired hand dryer in main floor Women Washroom
- Tree damaged by storm, removed by Public Works, no damage was done to library property

### **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 June 23rd, Google reported: the Library has had a total of 54 reviews, with a 4.5 rating. In the last 30 days, Google reported we had 51K views of photos of the library (interior & exterior), 351 requests for directions, 137 calls from the Library's Google page, and 646 website visits via Google Search. We had 3,290 people viewed our Google profile which lists our hours and upcoming programs.

<b>Directions Requested from:</b>	
Rolling Meadows – 111	Lake in the Hills – 32
Schaumburg – 34	Buffalo Grove - 13
Arlington Heights - 34	

<b>3,290 views of Business Profile</b>		
Google Search - mobile	1,426	43%
Google Maps – mobile	889	27%
Google Search – desktop	846	26%
Google Maps - desktop	129	4%

- Re-programmed the cameras in Reference, Readers and the Upper Level
- New weather radios were programmed and installed in Admin, Circ and Youth areas
- Troubleshooting devices after power outages
- Repaired connections to the PA speakers on the upper level
- The PageWide printer in Special Services had internal cleaning performed. We added a second PageWide printer to handle an increase in printing demands
- Ethernet cable was added to the Community Room to allow for an easier time connecting to the Chromecast setup for each projector
- The YS iPads were rebuilt, updated and are back in use by youth patrons
- Janet and I held our first hybrid concert. We broadcasted to Facebook Live, Zoom, YouTube and our Facebook page. We continue to test new technology to make our hybrid programming more enjoyable and easier to access.
- Handled online program sign-ups, coordinated Zoom & YouTube programming
- Handled online programming statistics
- Two smart outlets were re-initialized and reprogrammed
- Troubleshooting was done on the cables and faxing device in Admin
- Troubleshooting the postage meter
- We are exploring new barcode scanner technology to make the digital library card in our App easier to use at the Circ Desk
- Assisted / trained several staff & patrons with the Library's new App

**Readers Services**

Submitted by Mary Constance Back, Readers Services Director

**Programs – Book Discussions**

- Conducted “Books and Bagels” book discussion in person
- Conducted “Morning Book Break” book discussion in person
  
- Adult and Teen Summer Reading began in person and online. There are currently 132 patrons participating.
- Submitted content for Readers’ Advisory blog
- Revamped Library newsletter page
- Created original content for Library newsletter
- Weeded the fiction audiobook and Top of the Charts collection
- Began Large Print weeding project
- Maintained Lobby and BookTok displays
- Refreshed CD cases in Classical music section that would include the CD case and small paper "libretto"

### **Reference Department**

Submitted by: Jennifer Collette, Reference Services Director

#### **Programs**

- Hosted “The Creative Coloring Club” in person
- Presented the program” Let’s Talk Travel: Norway” in person
  
- Developed and restocked non-fiction book displays
- Ongoing preparation of the department’s “Real To Reel” book club
- Ongoing preparation of the department’s “Sow, Grow and Learn With The Library” program
- Ongoing preparation for the department’s “Let’s Talk Travel” program
- Assisted patrons with using library technology and troubleshooting e-book and library database use (both in person, via phone/email, and three one-on-one sessions)
- Renewed library database contracts
- Processed 305 interlibrary loan transactions (as of June 20th)
- Provided library staff with ILL training
- Updated the library job board and community board
- Created and recorded “Using The RML app” YouTube video for the library’s YouTube channel
- Updated the Community Resources List
- Prepared LibraryAware e-newsletters spotlighting new and notable genre titles
- 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’ creative staff have designed and printed posters and fliers for June and July programming. We also produced accompanying digital materials to promote our programs on the website and within the library.

Jessica continues to work on the website redesign. She finished the *Library Cards & Borrowing* portion and is currently working on the *Online Resources*. She continues to make adjustments to the new website to ensure accessibility across the different internet browsers.

In-person programming began this month, after being suspended by the pandemic since March 2020. Janet reports that patrons are happy to be back in the library. We chose to offer “hybrid programs” whenever possible, to allow those who cannot attend in-person to view the program from their home via Zoom. We also hosted a “virtual” program this month, *Mayhem in the National Parks*. Virtual programs allows us to get wonderful presenters from out of our geographic area. With the many

options, programming has become a bit more complex, but Janet and Mike Mraz/IT keeps things running smoothly.

Ashley attended a Staff Appreciation Committee meeting on June 7.

**Programs:**

**Arts Alive Concert: History of the Blues Through Song**, Fruitland Jackson, Sunday, June 12

**Let's Talk Travel: Norway**, Reference Librarian, Sue M., Tuesday, June 21

**TV in the 60s**, Barry Bradford, Thursday, June 23

**Mayhem in the National Parks**, John Lynn, Tuesday, June 28

<b>Volunteer Hours</b>	<b>15.5</b>
Donna T.	15.5

<b>In-House Printing:</b>	<b>2,330</b>
Riso Duplicator	1,800
HP PaperWide	530

**Technical Services**

Submitted by: Steve Rossi, Technical Services Director

The OCLC WorldCat holdings project is almost completed. When finished WorldCat will reflect the status of our current holdings.

The end of an era MS Internet Explorer has reached its end of life and will no longer be supported. This forced staff from using OCLC Connexion which worked with IE allowing staff to edit and download the MARC record. We have all moved to the client version of the Connexion software.

Vega Discover now allows up to seven external links along the title header.

An issue has come up after Baker & Taylor performed a routine update of their FTP server. The update changed the FTP settings, which prevents Sierra from sending orders. B&T is working on getting the issue corrected. Until the problem is corrected we are using a workaround to place electronic orders.

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	2,044
WorldCat updates	977
WorldCat exports	1,024
WorldCat deletions	560
Collection/Added	1,298
Collection/Deleted	923

Generated and printed 3 system reports for staff weeding and inventory projects.

I attended the WILIUG (Wisconsin/Illinois Innovative Users Group Spring Conference the all-day event held via zoom.

**Youth Services**

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading began June 1! We have also resumed in person programs. So far we've had storytimes, Ice Cream Taste Test Challenge, Paint our Windows and over 250 Summer Reading Challenge sign ups! We are busier than we've been in years and it feels great. It's been a little challenging with Covid still affecting staff, but we pulled it off.

Prepared Library Aware e-newsletter.

**Virtual or take home projects offered:**

Rhyme Time Anytime (in English, Spanish, and Polish)

Storytime to Go (in English & Spanish)

At Home Craft Activities'

Beyond the Book