

Department Reports – October 2022

On October 31st, we will say *bon voyage* to Sabri Kecici, as he heads into retirement and embarks upon a new journey of discoveries and experiences. We wish him well, and owe him a debt of gratitude for a job well done. Not just well done, mind you, but well done with noteworthy cost savings. Sabri has been a master at finding ways to save the library's facilities-related costs so that those dollars could be put to other uses to better serve the community. If only we could learn the final tally of savings! (Word to the wise: Assume it's even more than you think.) Thankfully, Sabri stayed with us long enough to oversee our garage roof replacement project. He worked to ensure the best materials were used, and even negotiated a cost-savings there, too. Sabri has been a treasure trove of information and guidance on the building's needs, and our future successes will be due in part to his having shared so much of his knowledge. Good luck, Sabri! Think of us once in a while between adventures, and stop by sometime to let us know how you're doing.

Exhibits

Art Gallery: Acrylic by Bob Cobb October 1 through January 7, 2023.

Main Floor Display Cases

Student Photos: Case 1: Fremd, Case 2: Rolling Meadows High School

Readers Services Displays

October is Adopt a Shelter Pet Month Book/Slideshow Display
Orange is the New Read Book Display
Spine Chilling Tales of Terror Book Display
Cinema to Give You Chills Movie Display
Colleen Hoover Readalikes Display
Book Lovers Day Promo Display
Teen Halloween Pumpkin Craft Promo Display

Reference Services Displays

Pies; Dutch Ovens & Slow Cookers; Stay Healthy during Cold & Flu Season
Cookies!; Hurricanes; Science; Strange Things

Youth Services Displays

Enchanted Castle
Reading Makes You Sharp
Ready to Read Book Stacks
Rhyme Time Tuesday Nursery Rhymes
It's a Book! It's a Comic! It's a Graphic Novel!
Yo leo para...aprender, pensar, conocer, sonar, reir, amar
We Are In this Together!

Building Services

Submitted by: Sabri Kecici, Building Services Director

- Waukegan Roofing Co., Inc. installed the new garage roof
- Safe-way Tuckpointing Co. completed the tuckpointing project and curb repair
- Four new emergency lights were installed
- Repaired the Friends storage door lock
- Installed a new battery for the backup sump pump in the Machinery Room
- Troubleshoot and repaired the hand dryer in the Main Floor men’s washroom
- Program set-ups were done in the Community Room
- Spot-cleaned chair upholstery in the Reference and Readers Services areas
- We kept the lawn trimmed and picked up trash around the building
- We continued 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 October 24th, Google reported the Library has had a total of 56 reviews, with a 4.4 rating. In the last 30 days, Google reported we had 68K views of photos of the library (interior & exterior), 509 requests for directions, 180 calls from the Library's Google page, and 609 website visits via Google Search. We had 3,515 views of our Google profile which lists our hours and upcoming programs.
- We have continued with hybrid programming, broadcasting to Facebook Live, Zoom, YouTube and our Facebook page. We continue to test new technology to make hybrid programming more enjoyable and easier to access. We have received a lot of positive feedback about our hybrid programming.
- Handled online program sign-ups, coordinated Zoom & YouTube programming, and statistics.
- Listed all Adult & Youth Fall programs on our Google profile and on our Facebook page.
- Rebuilt 1 Ask Me Desk PC and 1 PC in the back office of YS.
- Winterized the outdoor cameras; cameras were cleaned up, re-painted and seals were checked.
- PAC stations were switched back to the “Classic Catalog” look.
- Patron & staffed desk PCs were switched away from the protective plastic covers.
- We’ve begun updating to Windows 22H2, numerous security upgrades are available with this version.
- Several phones were rebuilt after a Server Infrastructure upgrade was done with the phone company.

- A Reference Area camera was upgraded.
- 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

- The Readers Services Department has been tastefully decorated for fall! Displays with creepy covers (“Bury yourself in a great read” and “Books to give you the creeps”) were featured...compete with faux spider webs. Several patrons have commented that the eye-catching displays made them look twice and encouraged them to check out books they otherwise would not have!
- Readers Services presented the annual Book Lover’s Day program. There were 55 people in attendance.
- This month’s many endeavors were photographed and posted to social media including Past and Future Book Club Favorites, Cozy Fall Reading, and Book Lover’s Day.
- Evaluated book selection for 2022-2023 Book Club Season to include Book Club Kits
- The name Creator Space was changed to Creative Space to better exemplify the spirit of the area.
- The entire teen area was weeded, shelf read, and shifted. The Cliffs Notes Area was relocated.
- A LED letter board sign was purchased to use when Readers Services has a program to showcase.
- A Meeting Room Policy Committee was formed. The first meeting was scheduled for October 31.
- Current processes and practices were reviewed and a more efficient system for the Rolling Meadows mail carrier was implemented.
- Work began on implementation of three new programs: Adult and Teen Winter Reading, Winter Reading Kickoff, and Let’s Talk Oscars.
- Content was provided for the library’s quarterly newsletter.

Programs

10/6/22 AM Book Buzz Book Group (*We Begin at the End*)
10/11/22 Morning Book Break Book Group (*We Begin at the End*)
10/13/22 Book Lovers Day
10/19/22 Home Delivery Service
10/1-31/22 Teen Craft program (*Halloween Pumpkins*)
October 2022 Board Report

Reference Department

Submitted by: Jennifer Collette, Reference Services Director

- Ongoing preparation of the department's Real To Reel book club and Four Seasons book. The Four Seasons book club is due to return from a hiatus in the Spring of 2023!
- Ongoing preparation and hosting of the department's Cookbook Conversations and Resources & Roots programs
- Ongoing preparation of the department's Truly Great Reads program (Presentation in November)
- Hosted The Creative Coloring Club (in person)
- Assisted patrons with using library technology and troubleshooting e-book and library database use (both in person, via phone/email, and *one* one-on-one session (as of October 20th)
- Processed 580 interlibrary transactions (as of October 20th)
- Prepared LibraryAware e-newsletters spotlighting new and notable genre titles

Special Services

Submitted by: Sharon Montague, Special Services Director

The few remaining poster and fliers for fall programming were completed. The winter newsletter is in progress. Jessica began work on the poster, flier, and game board/reading log for the Winter Reading Challenge for Youth: ***Snuggle Up with Your Pup and Read!***

We continue to experiment with our eCommunication emails via *Constant Contact*. The one sent out in mid-October was sent to 10,885 patrons, with 9516 successfully delivered. Our *open rate* (how many people opened and viewed the email) was 51.5%.

Jessica continues to plug away on the new website. She is working on the Resource page and the Digital Library.

Ashley attended a Staff Appreciation Committee meeting on October 11.

Programs:

Introduction to Zentangle, Reference Librarian Nana H., Thursday, October 6 (hybrid)

Creative Coloring, Reference Librarian, Nana H., Monday, October 10 (in-person)

Movie Matinee: Top Gun: Maverick, Tuesday, October 18 (in-person)

Resources & Roots: Getting Started with Genealogy, Reference Librarian, Lauren V., Tuesday, October 18 (in-person)

All Things British, John Gowing, Wednesday, October 19 (hybrid)

Arts Alive Concert: The Music and Influence of Peter, Paul and Mary, Steve Justman, Sunday, October 23 (hybrid)

Classic Monster Mash, Marquee Movie Presentations, Tuesday, October 25 (virtual)

Volunteer Hours	25.0
Donna T.	23.0 (8 hours carried over from September)
Katherine K.	2.0 (carryover from September)

In-House Printing:	2,390
Riso Duplicator	875
HP PaperWide	1,515

Technical Services

Submitted by: Steve Rossi, Technical Services Director

A nagging issue with some patrons not receiving email for certain notices from our ILS has been resolved we believe. The problem was an error with our SPF record (Sender Policy Framework) an email authentication method. Once corrected the SPF record passed all diagnostic tests successfully.

A patron purge was successfully run removing old expired cards from our database. The local mapping table in Sierra was updated and run against the item records in our system. 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	1,365
WorldCat updates	752
WorldCat exports	785
WorldCat deletions	130
Collection/Added	1,166
Collection/Deleted	282

Generated and printed 6 system reports for staff weeding and inventory projects. 57 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. I attended the all-day annual WILIUG (Wisconsin/Illinois Innovative User Group) conference held via Zoom.

Youth Services

Submitted by: Lucia Khipple, Youth Services Director

Darlene E. presented library services and issued library cards to 12 classes of 2nd & 4th grade students from Central Road School who visited the library. Darlene has also presented some poetry workshops. Laura G. assisted Natalia Mercado at the PNRG signing up families to qualify for Cook County Promise Guaranteed Income Pilot Program. The group assisted approximately

100 families to apply for the program. To qualify for the program household income had to fall at or below 250% of the federal poverty level. She has also continued her Loteria program to celebrate Hispanic Heritage Month at the PNRC while promoting library services.

We have continued to offer storytimes to young patrons.

Youth Services will represent the library at 3 different city Halloween events.

Prepared Library Aware e-newsletter.

Evaluating new software to support Summer Reading.

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