

Department Reports – November 2022

A Meeting Room Policy Task Force was formed to take a close look at our policies related to external groups booking the Community Room and Board Room. Task force members are Mary Constance, Lucia, and Robin P. They did excellent work, thought of everything, and drafted a suggested revision to our policies, for future review by the board's Bylaws Committee at its next meeting. The task force overhauled the room setup forms, too. Thank you so much, Meeting Room Policy Task Force!

Speaking of people getting together to collaborate on common missions, two internal committees have been formed: a Programming Committee and Collection Committee. The Programming Committee will help to promote cohesion in our program planning across the Library. The Collection Committee is working to review collection needs and plan for the launch of new offerings. Two such offerings being planned are circulating "Rokus" and mobile WiFi hotspots. It is anticipated both will become very popular in short order. The two products will serve very different purposes, but they will both help us join other area libraries in offering "Library of Things" materials for patrons. "Things" are unconventional, non-book, non-AV items that patrons these days have shown an interest in sampling fee-free from public libraries. The group is making great progress already, and even once these are launched into our collection, we won't yet have scratched the surface of where these very special Library of Things offerings will take us, but we'll have made a great start!

Exhibits

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

Main Floor Display Cases

Rolling Meadows Historical Museum Celebrates its 20th Anniversary

Readers Services Displays

- All Things Autumn Teen Display
- Beatriz Williams Readalikes Display
- Binge Watch! New DVD TV Series Added to the Collection
- Books to Savor Book/Slideshow Display
- Not All Heroes Wear Capes Book Display
- Western Book Display featuring Cowboys and Stallions

Reference Services Displays

- Cornucopia of Thanksgiving Reading
- Discover Something Wonderful! Look!
- Halloween
- National Native American Heritage Month
- Soups On!
- Thanksgiving
- Truly Great Reads
- Winter Arts & Crafts

Youth Services Displays

- Reading Makes You Sharp
- Ready to Read Book Stacks
- Rhyme Time Tuesday Nursery Rhymes
- Storytime to Go: No David! and other books by David Shannon
- We Are In this Together!

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Building Services

Submitted by: Pete DeCicco, Building Services Director

- Trained for a few days with Sabri. Continue to become familiar with building systems.
- Helped set up tables for Book Sale, maintenance team brought all books upstairs.
- Hung sign for Book Sale.
- Patched, primed, and painted 2 staff bathrooms.
- Purchased gas-powered leaf blower. Battery-powered blower only lasts 10 minutes per charge.
- Changed floor outlet box in Garden Room to a flush style. Old style was a tripping hazard.
- Fixed the lock in Friends storage room.
- Repaired lock in first floor women's stall.
- Sprinkler inspection was performed. No issues were found.

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

- Mike made a web-based patron comment & suggestion page, this is accessible from the website, the link is also in the winter newsletter.
- We upgraded our hybrid program software, and we are able to handle new source feeds and presentations are cleaner now. The PC was upgraded as well.
- The website and our App has been updated with our Winter programs.
- Replaced 1 Ask Me Desk PC, 1 in Building Services and rebuilt a patron PC in the Walkups.
- One of the patron walkup stations had its document scanner replaced.
- Purchased a new Cisco router/switch for our planned internet provider upgrade that will happen in early January. We will be switching away from AT&T and going solely with DoIT (Illinois Century Network).
- The switch on the upper level has been replaced with a faster switch to handle the increased internet speed requirements of our hybrid programming.

Readers Services

Submitted by Mary Constance Back, Readers Services Director

- The Department is thrilled to report that the open Readers Service Associate position has been filled! Aside from interviewing, the month has been spent preparing training materials and resources for the Welcome and Readers Desk. A training schedule has been implemented and all Readers Services staff are involved in the training process.

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- Work continues on the implementation of three new programs: Adult and Teen Winter Reading, Games! Games! Games! Winter Reading Kickoff, and Let’s Talk Oscars.
- The following items were created for the Winter Kickoff Program Games! Games! Games!:
An event agenda, game instructions, trivia questions, book/movie/music matching game, and a slideshow presentation. Prize and décor ideas were discussed.
- Original content for the Winter Reading Program—including a LibraryOpoly game board, spinner content, marketing flyers, and notepads--was created and submitted to Special Services for printing. Prizes ideas were researched and discussed.
- Galley copies of books were requested to be used as potential reading program prizes.
- The Meeting Room Policy Task Force continued review on current policies and procedures. The group met weekly on the first Monday in the month of November.
- 2023 Monthly Staff Schedules were completed.

Programs

11/7/22	AM Book Buzz Book Group (<i>Personal Librarian</i>)
11/10/22	Morning Book Break Book Group (<i>Personal Librarian</i>)
11/16/22	Home Delivery Service
11/22/22	Just Desserts Evening Book Group (<i>The Maid</i>)
11/1-30/22	Teen Craft program (<i>Thanksgiving Turkeys</i>) 26 participants

Reference Department

Submitted by: Jennifer Collette, Reference Services Director

- Ongoing preparation and hosting of the department’s hybrid Real to Reel book club. Members discussed the book and movie titled, **A Street Cat Named Bob: And How He Saved My Life.**
- Ongoing preparation and hosting of the department’s Cookbook Conversations and Resources & Roots programs
- Ongoing preparation and hosting of the department’s Truly Great Reads program. Staff were very happy to offer the program *in-person* this month instead of via Zoom! The subject was “gratitude” and it was a success! Staff are already planning for the Spring 2023 *in-person* edition of Truly Great Reads.
- Hosted The Creative Coloring Club.
- Assisted patrons with using library technology and troubleshooting e-book and library database use (both in person, via phone/email, and *two* one-on-one sessions (as of November 22nd).
- Hosted two computer classes: Intermediate Excel and Learn with LinkedIn Learning.
- Processed 297 interlibrary transactions (as of November 18th)
- 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

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Special Services

Submitted by: Sharon Montague, Special Services Director

The winter newsletter was mailed to area homes and businesses a bit earlier than expected. We hustled to get the posters, fliers and rotators completed for December programming. It was decided to accept early registration, so an email blast was sent via *Constant Contact* to alert patrons.

The website progress is as follows: The kid's resource page was completed, the navigation menu was updated, and responsiveness on the home page was improved. Jessica continues to work on the Online Resources and Digital Library pages.

Ashley attended Staff Appreciation Committee meetings on November 15 and 22 to discuss holiday events.

Programs:

Myths and History of the Great Highland Bagpipe, Kevin Chapman, Wednesday, November 2 (hybrid)

Truly Great Reads, Reference Librarians, Thursday, November 3 (in-person)

Arts Alive Concert: Four Hand Duet Concert, Jimin Yun & Yoahn Kwon, Sunday, November 6 (hybrid)

Creative Coloring Club, Reference Librarian, Nana H., Monday, November 21 (in-person)

Cuisine Quest: Central and South America, Brian Michalski, Wednesday, November 30 (hybrid)

Volunteer Hours 25.0

Donna T. 24.5 (4.5 hours carried over from September)

Katherine K. 12.0 (8.5 carryover from October)

In-House Printing: 2,420

Riso Duplicator 1,225

HP PaperWide 1,195

Technical Services

Submitted by: Steve Rossi, Technical Services Director

New system codes have also been added in both adult and youth departments for board games. The board games will be cataloged, but only used in-house, having them in our catalog will make them discoverable to our patrons.

The staff made the decision to pull Vega Discover from the public PCs until the issue with the call number display can be corrected. Innovative is working on getting the call number to display on the first screen and hopes to have this resolved soon.

Staff completed the Sexual Harassment Prevention training provided by the State.

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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	2,805
WorldCat updates	987
WorldCat exports	1,008
WorldCat deletions	763
Collection/Added	1,308
Collection/Deleted	1,272

Generated and printed 5 system reports for staff weeding and inventory projects. 12 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. Julie, Sarah, Dori and I attended the virtual RAILS Technical Services Networking group. Sarah attended the virtual LACONI Cataloging books with RDA. I also attended the Personal Committee held in-house.

Youth Services

Submitted by: Lucia Khipple, Youth Services Director

The November highlight for YS is always Laura Garcia's Sugar Skull Program. We extended it to three workshops due to its popularity. Laura also has been working with FIND PI (Family Involvement Nurturing Development Parent Intervention) at the EPNRC and conducted a storytime at their location and signed them all up for the Winter Reading program. Planning continues for our winter programs. We launched our Winter Reading challenge early due to the early release of the newsletter and it worked in our favor with the Thanksgiving break for our students in District 15. Darlene E. prepared 12 teacher bags. Prepared library Aware e-newsletter.