

## Department Reports –December 2022

We were proud to provide the Community Room, display cases, other marketing, and extensive technology support to the Rolling Meadows Historical Society/Museum for a well-attended program on December 4<sup>th</sup> where Esther Perica, author of the book *They Took the Challenge: the Story of Rolling Meadows*, gave a presentation on what went into the writing the book.

Pete has been upgrading the floor outlet boxes in the Garden Lounge so that the new boxes are flush with the floor. This improves safety, but also provides us with new opportunities for how we arrange the furniture in the Lounge. This way we can experiment and see what patrons seem to like best.

After consulting with President Threadgill, the decision was made to close the Library at 1pm on Thursday, and all day Friday, December 22-23. Hazardous weather, and concern for the safety of staff and patrons were the main influencers of the decision. The schools were out for the holiday break already, which was taken into account before deciding to close. We don't make closure decisions lightly. In order to make sure the community was informed, we used our e-newsletter platform.

### **Roku Update via the Collection Development Committee**

After a period of internal testing this month, the Rokus will be made available to patrons beginning the first week of January 2023! Each Roku contains access to the following streaming services: Disney+, Hulu, and Netflix. Collection Committee plans for 2023 include adding additional streaming services to the Rokus.

### **Building Services**

Submitted by: Pete DeCicco, Building Services Director

- Annual Elevator inspection, no issues found
- Replaced another floor box outlet in Garden Room with a flush mounted box
- Painted wall tile in staff bathroom
- Installed grab bar and pull handles on accessible bathroom stalls
- Prepared snow removing equipment for the season.

### **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

- An Admin color laser printer was repaired and put back in service.
- The online library card application was improved to make it easier for Circulation.
- Put together a mobile movie showing kit for Laura to use at the PNR.
- Updated website the library for weather closures on 12/22 & 12/23.

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- A Roku page was added to the website to help patrons with reserving a device and to assist with self-guided troubleshooting.
- AT&T came out to install a new internet circuit for the building.
- DoIT (Illinois Century Network) was out to install & configure the new Router. We made the switch away from AT&T and are solely with DoIT now. With e-rate assistance this eliminates very large internet service provider bills as we rely on the internet more for our daily operations.

### **Readers Services**

Submitted by Mary Constance Back, Readers Services Director

- Our new Readers Service Associate, Pat S., has been trained at both the Welcome and Readers Desk. All Readers Services staff were involved in the training process.
- The majority of the month was spent solidifying details for the Library's first Adult and Teen Winter Reading Program and the Winter Kickoff Program. Both will take place in January 2023.
- Staff met with the Rolling Meadows High School Reading Committee to discuss potential titles for RMHS 2023 Summer Reading.
- The games collection was cultivated and catalogued for the collection.
- Annual weeding of the Music CD collection began. At one time, this was one of the most heavily circulating collections in the library. With the popularity of music streaming services, weeding allows the opportunity to evaluate how much use the collection is getting in proportion to the amount of floor space the collection consumes.
- The Meeting Room Policy Task Force presented recommendations for an updated Library Meeting Room Policy to the Library Director.

### **Programs**

12/8/22 AM Book Buzz Book Group  
12/8/22 Rolling Meadows High School Reading Committee meeting  
12/13/22 Morning Book Break Book Group  
12/14/22 Home Delivery Service  
12/1-31/22 Teen Craft program (*Puzzle Piece Holiday Ornament*)

### **Reference Department**

Submitted by: Jennifer Collette, Reference Services Director

- Anne J. attended a webinar titled *Enjoying Streaming Video with Kanopy and Overdrive*
- Ongoing preparation of the department's hybrid Real To Reel Book Club.
- Hosted the latest evolution of the department's Cookbook Conversations Club focusing on spices.
- 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 *one* one-on-one session).
- Hosted two computer classes: Word Basics and Word Intermediate.

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- Processed 399 interlibrary transactions (as of December 21<sup>st</sup>).
- Prepared LibraryAware e-newsletters spotlighting new and notable genre titles.

### **Special Services**

Submitted by: Sharon Montague, Special Services Director

The holiday concert was well-attended (approximately 70 in-house, many more virtually). We did an email blast the week prior to the concert that more than doubled the amount of attendees. While not quite at pre-pandemic levels, it was nice to see so many local residents coming to the library to get into the holiday spirit. Ashley attended Staff Appreciation Committee meeting on December 6.

### **Programs:**

***Holiday Movies and Music***, John Lagear, Wednesday, December 7 (hybrid)

***Cookbook Conversations: Treasures from Not So Long Ago***, Reference Librarian, Lauren V., Saturday, December 10 (in-person)

***Arts Alive Concert: Victorian Caroling***, Canterbury Carolers, Sunday, December 11 (hybrid)

***Creative Coloring Club***, Reference Librarian, Nana H., Monday, December 12 (in-person)

***Christmas Markets in Prague and Germany***, Eugene Flynn, Wednesday, December 14 (hybrid)

***Movie Matinee: Elvis***, Tuesday, December 20 (in-person)

### **Volunteer Hours            25.0**

Donna T.                        19.5 (2.0 hours carried over from November)

Katherine K.                6.5

### **In-House Printing:        1,070**

HP PaperWide               1,070

### **Technical Services**

Submitted by: Steve Rossi, Technical Services Director

Dori has completed the story collection relabeling project and will move on to the Spanish story collection. The fiscal close was performed in the acquisitions the hierarchies' and budget numbers for 2023 have been entered into the 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            2,740

WorldCat updates            821

WorldCat exports            878

WorldCat deletions         1,296

Collection/Added            1,263

Collection/Deleted         1,234

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Generated and printed 6 system reports for staff weeding and inventory projects.  
23 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation.

### **Youth Services**

Submitted by: Lucia Khipple, Youth Services Director

Thanks to Special Services for decorating our YS Christmas tree. Laura Garcia has continued visits with FIND PI (Family Involvement Nurturing Development Parent Intervention) at the EPNRC and helping them complete the Winter Reading Challenge. She also joined a group at the EPNRC called Muheres lideres en la comuniad sharing the library's resources with them. We have signed up over 180 kids signed up for Snuggle Up With Your Pup and Read Winter Reading Challenge. Darlene E. prepared 12 teacher bags. Prepared library Aware e-newsletter.

### **Exhibits**

**Art Gallery:** Acrylic by Bob Cobb through January 7, 2023

### **Main Floor Display Cases**

Friends of the Rolling Meadows Library annual Winter Village display

### **Readers Services Displays**

- Hello Winter Slideshow/Display
- Heartfelt Holidays Book Display
- Books with Attitude: Grinch Approved
- Winter Favorites Teen Display
- Anita Hughes Readalikes Display
- "I Just Like to Smile--Smiling's My Favorite" DVD Display
- Book Trees Display

### **Reference Services Displays**

- Giving And Volunteering
- Christmas
- What's Your New Year's Resolution
- Season's Readings
- Discover Something Wonderful!
- Finance

### **Youth Services Displays**

- Snow Many Books
- Reading Keeps You Sharp
- Best Books of 2022
- Storytime to Go: Pig the Pug
- Rhyme Time Anytime