

Rolling Meadows Library January 2023 – Executive Director’s Report

Executive Summary

January 2023 began with a change to our Board of Trustees when Eunice Semple, a 40-year member of our Library Board submitted her resignation to the Mayor. As you know, Eunice is currently serving as Chair of the Personnel Committee, and has served on several library committees: Bylaws, Development and Heritage. She was a member of the Friends of the Library before the group even existed. Eunice says “I have witnessed the City and our Rolling Meadows Library develop from visions into realities by the participation of residents working together to fulfill their dreams.” Thank you Eunice for all you have done for the Rolling Meadows Library.

As of this writing, the Planning Committee will be meeting to discuss some quotes for landscaping services, as well as a proposal for a building evaluation by the same company that performed this service over 20 years ago. This project is included in our Per Capita Grant goals, and was an easy add-on to the Per Capita application, since it’s clear we need to take a close look at all-things-infrastructure in order to build our next Capital Plan.

Note: As you read the information below in this report, you’ll notice there are more than just the department sections. Department content has been provided by directors. All other entries are by me unless you see initials of the contributor in parentheses at the end of the entry.

-Kevin

In the Library

- Roku update! HBOMax, Paramount+, and Discovery+ were added to each Roku. (JC)
- A “RML top checkouts of 2022” display was placed in the lobby. (JC)
- As luck would have it, I was at Circulation one day last week when a patron came to the Circ desk struggling to find their library card, and this fortunate patron was immediately guided by one of our wonderful Circ team on how to download the app to their phone so that they never have to remember their Library card again. The patron needed to do a pin reset to get this all working, and those nice new number keypads at Circ came into play (see below). It all went swimmingly, and the patron left quite pleased with the service they had received. (KM)

In the Community

- Kevin and Laura G attended the “Rolling Meadows Partners” meeting at Carl Sandburg Jr. High on Jan 19. There was a big turnout for the meeting, with education, City management, the RM Police, healthcare, mental healthcare, and services for low-income families all represented by the membership. At present, there is a strong focus on feeding the hungry and helping low-income and other at-risk families. A breakout group of school, park district, Library, and City leadership has also been collaborating on

providing more enticing after-school activities for students, especially on Friday afternoons, when two nearby schools release their students early.

- Lucia had a table highlighting our library at Multicultural Night for District 15 held at Winston Campus Jr. High. Over 200 people attended. (LK)
- The library collaborated with “People Helping People” by serving as a drop-off location for “Comfort Closet”. The goal is to connect students in need and help to alleviate the often-overlooked expense of necessary hygiene and comfort items for teens that may not have access to in the home or are unwilling to take from an already stretched budget within their families. It warms the heart to see the rate at which donations have been coming in thus far. The drive will take place from January 18 through February 15. (MCB, KM)

Special Features

Tired of hearing about Roku's yet? Not ME! I know a young Library patron who adores them, and gives the Library big bang for its buck, as this patron puts in loads of hours watching shows. And ooh, won't they be excited the next time they check one out and find all the extra content being added to those Roku's (see above)! The Roku's were already pretty darn good, but now we've more than doubled the streaming content offered on them.

Per Capita Goals Check-in

I heard from the State Library regarding our per capita grant application. The application has been accepted and approved, and the State Library's Library Development Group had positive things to say about our submission. Step 1 done! Now, we'll work to get those goals completed...

Department Highlights

Youth Services

- On the school holiday for MLK day Dan held an Appreciate a Dragon Day program. Attendance was excellent and everyone had a great time. 24 people attended.
- We have been encouraging parents to read with their kids with the 1000 Books Before Kindergarten program for over 7 years. The kids who first completed the program are now in sixth grade. It is wonderful to have to retire old stars to keep making room for new ones.
- 10 Teacher Bags were delivered.

Readers Services

- Readers Services implemented its first Adult and Teen Winter Reading Program: Play LibraryOpoly. LibraryOpoly was designed to help people explore the library and learn about the variety of unique services, areas, and materials available. The program runs from January 15 through March 5. There are currently 81 people participating.
- On January 14, Readers Services hosted a winter Reading Kickoff program entitled Games! Games! Games! In addition to introducing the new Adult and Teen Winter

Reading Program, the kickoff program afforded the opportunity to highlight the Library’s games collection and monthly Teen Craft Kits. There were 42 people in attendance.

Reference Services

- We reduced database costs (while increasing offerings!), by transitioning from Gale to EBSCO for some of our online resources and databases.
- This month, we welcomed a student volunteer from Fremd High School’s “civic engagement project” (previously known as the “Vikes” program).

Special Services

- Publicity for winter programming was completed. The Spring Newsletter is in progress.
- We have started working on graphics for the Summer Reading Challenge: ***Take a Bite Out of Reading***.
- Ashley wrote a blurb about Eunice’s retirement for the Spring newsletter.
- Jessica continues to make progress on the new website. The A-Z Online Resource page is ready for review by the Reference staff. She also added content to the Digital Library pages and continues to improve page responsiveness throughout the website.

Technology

- We made improvements to how we facilitate and/or assist patrons with their scanning needs. Patrons and staff previously had the ability to save patron files in an unsecure location. Improvements were made to increase security and prevent unintended exposure of sensitive information. (KM)
- Improved WiFi coverage in the building by adding additional access points. (MM)
- Upgraded all library PCs to the next software version of Symantec, this provides: Virus & Spyware Protection, Proactive Threat Protection, Network & Host Exploit Mitigation, and Web & Cloud Access Protection. (MM)
- Repaired hardware components on 2 PCs, repaired/replaced motherboards on 2 PCs (under warranty). Rebuilt 3 PCs and 1 Server. (MM)

Circulation

- Three small keypads have been installed at Circ workstations allowing new patrons to immediately enter a pin number giving them access to their account as well as online products.
- Circ staff are excited to have two new flyers to promote the Mobile App and the Next Reads Newsletter.

Technical Services

- A new location code afpm (adult fiction paperback mystery) has been added to the library catalog. This location code will better assist patrons and staff in locating items within the paperback collection.

- The loan rules have been updated to allow sending out courtesy reminders. The system will now send a notice 2 days before the item is due. This change will allow us to include 1-week loans in courtesy reminders, which will be helpful, as the new Rokus in our collection are 1-week items, and we want patrons to be vigilant in returning those on time.

Facilities

- Performed quarterly change of air handler filters.
- Performed bi-annual change of HEPA filters.
- Received quotes for outside landscaping service.
- Maintenance assisted putting away and storing holiday decorations.
- Kept the Library front and walks clear of snow and ice.