

# Rolling Meadows Library

## May 2023 – Executive Director’s Report

### Executive Summary

The week of May 8th was an extraordinarily busy one for staff development. Wednesday was CPR/AED and First Aid training, and Friday, nearly the entire staff turned out for an all-day Staff In-Service Day. Our In-service day featured emergency preparedness training from many different angles, including active threat situations, fire extinguisher instruction, emergency exit identification, evacuation and lock-down drills, and more. The week was an incredible success due to the dedication and hard work of Kristin. We emerged from the week with a completely new perspective of emergency-related preparedness. The Library now has an AED; it was installed near the entrance and is available for any cardiac-arrest emergency that might take place in or near the Library. **Thanks for giving so much energy and ingenuity to make the Library a safer place and help us all grow, Kristin!**

In other news, the City of Rolling Meadows has made available to us a service they subscribe to which archives our social media content to ensure we are compliant with document retention laws, and the platform provides us with a more straightforward way to search social media content to respond to FOIA requests. Steve worked on setting that up.

### In the Library

After an extensive review of available data, discussions with the Board, discussions with the staff, and finally a formal staff survey, I propose that the Board consider the following revised Open Hours, to begin on September 1<sup>st</sup>:

Monday-Thursday	9:00AM-9:00PM
Friday-Saturday	9:00AM-5:00PM
Sunday	12:00PM-5:00PM

This proposal is well supported by evidence and our public service values. It also increases our overall weekly hours by two, for a total of 69 hours per week, which more closely matches the recommended open hours designated in Serving Our Public 2.0: Standards for Illinois Public Libraries which, by my interpretation, recommends that our library target being open to the public 70 hours per week.

This proposal is intended to be reviewed as a “first hearing”, for discussion at the June Board Meeting, with the Board taking final action at the July meeting.

### In the Community

- We had a two-table presence at the Family Services Day that was held at the plaza on Weber Drive, the former PNR, on May 13. There was a huge crowd of over 1000 people. Laura G. led the way with assistance from Lisa of Readers Services and Lucia. We focused on Library Services and Programs offered and had a project for children to make for Mother’s Day. (LK)

- In our first-ever effort designed to promote community engagement and secure prizes for our Adult and Teen Summer Reading Program, Carrie prepared a mini-marketing campaign. We visited 14 businesses and gave each of them a Summer Reading Kickoff flier to post in their window or on their Community Board. If businesses were interested in donating prizes to the library, we would advertise their donation on a raffle box created to look like a food truck. Patrons could then place tickets in the raffle box of their choice as they read books throughout the summer. The following businesses generously contributed: Honey Baked Ham, McDonald’s, Panera, Papa Saverio’s, Portillo’s, Potbelly, Red Apple, and Rep’s Place. Aside from donations, the interactions yielded positive feedback. We talked about the library’s offerings and within minutes, Carrie was demonstrating how to download library materials to a mobile device. Overall, it was quite a productive day! (MCB)
- The summer edition of StoryWalk® is complete. Lucia selected the book *Is That Wise, Pig?* by Jan Thomas, and supplied the questions for active reading. The presentation pages were prepared by Sharon and installed by the Park District. This book will be on display until the end of August. Take a stroll in North Salk Park, beginning at the RM Community Center to view the StoryWalk®. (LK)

### **Per Capita Goals Check-in**

We have received notification to expect Per Capita Grant revenue of \$35,695 this year, normally received later in the year. (KM)

### **Department Highlights**

#### Youth Services

- Darlene has welcomed class visits, in person, again! Delightful students told us “this is my first visit to the library!” Their teacher let them each check out an armful of items. We answered dozens of questions that all started with, “where are the (fill in the blank) books?”.

#### Readers Services

- Beyond Tomorrow Comics in Palatine donated comics for teens for Free Comic Book Day on Saturday, May 6th.
- The Fremd High School Summer Reading books have been added to the Teen Collection. Like the RMHS reads, the Fremd titles have also been stickered with Fremd Reads labels on the spine.

#### Reference Services

- We are extremely happy that a computer and webcam have been installed in the small group meeting rooms. This gives patrons easy access to Zoom/web meetings, etc. and is a great addition to the patron experience while using the library. Special thanks to Mike for the planning and execution of this project.
- Nana is gathering new members for The Four Seasons Book Club. This group went on hiatus during the pandemic, and now will be returning in July. The first meeting will be Wednesday, July 26 @ 6:30 p.m. to discuss *Dust Bowl Girls* by Lydia Reeder.

### Special Services

- The summer newsletter was completed and mailed to area homes and businesses.
- Summer Reading Challenge t-shirts and aprons (both designed by Jessica) were ordered and received. These items will be used as prizes for the Youth and Adult/Teen Summer Reading Challenge. Staff were able to order either a t-shirt or an apron, and their items were distributed at the Staff In-Service day on May 12.
- Special Services staff created 300 notepads, 300 reading logs and decor for the Adult/Teen Summer Reading Challenge. We also designed and printed 600 reading logs for Youth. We plan to install the decor for the Reading Challenge by June 2. Jessica is responsible for the lion’s share of the summer reading design and decor.
- In addition to the Summer Reading Challenge preparations, we completed 26 sets of posters and flyers, and 103 website content images to publicize June programming. We have been incredibly productive!

### Technology Services

- Handled an email DOS (denial of service) attack, the offending IP address has been blocked.
- We upgraded the Reference Meeting Rooms, each room now offers the ability to use a PC already attached to the monitors and offers the use of a webcam for virtual meetings, video interviews & video-monitored test taking for students. Printing can be done from each room as well.
- Additional PA accessible phones were installed in the back of Circ & Admin office, as part of our emergency preparedness training. (All accomplishments above by MM)

### Circulation Services

- Circulation staff assisted the youth department in welcoming several school groups to the library. We issued 16 new cards and checked out over 100 items to the students.
- Reenee accepted a position in Technical Services. We will miss her, but we’re thankful she’s still nearby!

### Technical Services

- We welcome Reenee to the department from Circulation. Reenee will be processing and entering all our audio-visual material, along with cataloging adult paperbacks.
- In preparation for the board games to be able to circulate, labels have been added to each item letting the patron know they should not use the book drop when returning these materials. New fund codes have also been created for the adult and youth departments.

### Facilities Management

- Maintenance took over cleaning responsibilities in May.
- Deep cleaning of the bathroom has been a priority.
- Finished a 6-month reorganization project of maintenance shop and mechanical room.
- Worked with HVAC contractor to automate our system. Chiller (AC) now turns on and off automatically when temperatures reach a set point.