

## **Rolling Meadows Library October 2023 –Executive Director’s Report**

### **Executive Summary**

I am working hard to keep up this month, making sure to meet all city budget deadlines and presentations. I am pleased to report that committees are back up and running with staff participation once again. Kristin has rejoined the staff on a permanent basis. Wendy F. has accepted the position of Technical Services Director. Wendy has been a reference librarian at RML since 2007, with her knowledge of our library and her other experience I know she will do a great job.

- Lucia Khipple; Interim Executive Director

### **In the Library**

- We are redesigning the storage space in the back of the library to better accommodate all departments including the Friends.
- Weeding has begun for the music CD collection. You will notice space opening up for future changes.

### **In the Community**

- Laura finished out Hispanic Heritage Month Celebrations at the PNR. She promoted Library Services and shared all that the Library has to offer to families who have participated over the 4-week celebration. (LK)
- Laura & Lucia represented the Library at the Kimball Hill Trunk or Treat event. We gave out books again this year and saw well over 800 people.(LK)

### **Department Highlights**

#### Youth Services

- Kate has had a record-breaking 16 classes visiting the library from all our local schools this month. She has reconnected with teachers we’ve known and new teachers hired since the pandemic. It’s been great seeing kids come back to the library with their parents after their class visits to check out the books that Kate recommended.(LK)
- As a result of the Jr. High class visits, Kate has developed a Middle School Advisory Board. This new enthusiastic group has now met twice and is working on ideas that range from service projects, to recommendations for the library collections and programming.(LK)

#### Readers Services

- No report this month.

#### Reference Services

- We welcomed a new part-time reference librarian, Olivia M. (JC)

### Special Services

- We had a very good turnout for the October Arts Alive Concert featuring Danny Svehla who performed his Neil Diamond Tribute. Eighty people came to the library to enjoy the show. (SM)
- The annual student photo display that normally includes both Fremd and Rolling Meadows High Schools included only Fremd student work. RMHS was unable to participate this year. Two outstanding photos were chosen and the students will be recognized at the November 19 Arts Alive Concert. (SM)
- Jessica worked on the logo, game board, and decorations for the Winter Reading Challenge for Youth: ***Birds of a Feather, Read Together***, which is scheduled to run from December 1, 2023 through February 29, 2024. (SM)
- The winter newsletter was completed and sent to the printer. (SM)

### Technology

- All Envisionware Patron Printing System were rebuilt/repared after Windows 10 updates caused operating issues. (MM)
- We have stopped using Google Vault (used for FOIA email compliance) because of the significant cost & complexity of use. We switched to SysCloud, which is easier to use, offers more functions and is much more cost-efficient. The change allows us to save \$9K/year. (MM)
- Completed the annual winter preparation for the outdoor cameras. Cleaned mounts, checked cables, checked seals, repainted each camera and took care of any repairs needed. (MM)

### Circulation

- We disposed of the old date due cards that haven’t been used since the pandemic. Thank you to maintenance for their help! (MS)
- Rokus remain popular. We currently have 37 holds on 9 Roku devices. (MS)
- Patrons place an average of 770 holds per month for books, DVDs, and CDs. (MS)

### Technical Services

- No report this month.

### Facilities

- Filled potholes in main lot, and replaced broken brick pavers. (PD)
- Cleaned rust off concrete by bollards, painted bollard bottoms. (PD)
- Provided tour for Planning Committee. (PD)