

Rolling Meadows Library November 2023 Executive Director's Report

Executive Summary

We were fortunate to promote two staff members to become department directors. Part time reference librarian, Wendy is now the Director of Technical Services.

Mike is no longer an outsourced employee but officially an RML employee and Director of Information Technology. It is great to have them join the management team.

Laura G. our Community Relations Manager and YS librarian is attending the International Guadalajara Book Fair.

We look forward to all the opportunities she will be exposed to and the increased access to hard to find materials in Spanish from all over the world. She received an ALA grant in order to attend.

In the Library

Mary Constance and staff are rearranging the Readers Services area. We have weeded the music CDs and relocated the service desks. The large CD shelving has been removed making the area much more inviting and efficient. It is still a work in progress.

In the Community

- Lucia attended the Rolling Meadows Partnership meeting this month.

Department Highlights

Youth Services

- Our fabulous Family Sugar Skull Decorating Program has been running for over 10 years. We are the first area library to offer one. We ran two consecutive programs to meet demand. It's always a great learning experience as well as colorful fun.
- We've resumed our partnerships with area preschools, including the Park District classes as well as Acorn Academy. Visits began this month and will be on-going.
- Thanksgiving Break drop in activities were well attended. We had a new activity each day with some families returning daily. Activities included a sophisticated marble run STEM building set, a collaborative art activity and a puzzle drawing craft.



Information Technology

- We found a way to increase the speed of our circulated hotspots by 5 times what they were running at before. They also will now run on 2.4 & 5 GHz devices faster.
- We were busy rewiring & running new cables for the new desk location of the Readers Desk.
- We rotated back office staff desk stations & rebuilt all of the Reference Staff PCs in the Adult Services Office.
- We replaced one Roku unit and added two new units to our Library of Things Roku Collection, we now have 11.
- We've been working with maintenance and Jennifer to add an additional study/meeting room.

Readers Services

(Due to illness, I was unable to submit a report last month. This report covers October and November).

- The Book Lover's Day presentation took place on October 21. We had 56 patrons attend. The program included book presentations, quizzes, raffles, and a light lunch.
- On Saturday, October 28, we hosted a new program, **Escape from Poe's Mansion!** An escape room is a popular social activity where a group of players are "locked" into a themed room and need to solve a variety of puzzles or riddles to escape. There were five sessions with 23 patrons from first time participants to seasoned escape room players and they all had great things to say. Comments like, "It was a lot of fun, I really enjoyed it!" "The set-up was so elaborate!" "The quality of this escape room is the kind you pay money for!" "The puzzles were just that good! Challenging and fun!"
- A colorful scavenger hunt was created for older teens, who are too old for trick or treating, but who still just want to have fun! This idea was implemented after staff attended a class on passive programming for Teens
- Sponsor folders for the summer reading program were created and distributed. Each packet included photos, a thank you note, and the raffle box used for the program. As promised, we personally delivered the materials to each of our community sponsors and thanked them in person for their contributions.
- We welcomed Sheryl as our new Readers Services Associate.

Reference Services

- We have had staffing changes! As Wendy took over the helm of Technical Services, Anne took on the library's interlibrary loan responsibilities. Wendy previously handled interlibrary and did a great job. We'll miss her! We have posted Wendy's librarian hours and hope to hire soon.
- Spring Department programming is underway and Lauren has contacted both Fremd HS and RMHS regarding volunteering opportunities.
- We are in the process of adding an additional study/meeting room for patron use.

Special Services

- The Winter Newsletter was mailed to area homes and businesses.
- Graphics staff was quite busy designing posters, flyers, and web content to publicize winter programming.
- A new StoryWalk® book, **Naive en la jungla/Snow in the Jungle** by Ariane Hofmann-Maniyar and translated into Spanish by Yanitzia Canetti, was completed and delivered to the Park District for installation on December 1. This is our first bilingual book.
- Jessica completed the YS Winter Reading Challenge board game/reading log and decor for: *Birds of a Feather, Read Together!* A Spanish version of the board game/reading log was also created.
- Progress on the new website continues. Jessica was able to complete the Small Business Resource page, and updated mobile navigation.
- With the help of the maintenance staff, Ashley was able to decorate all levels of the library for the holidays.

Circulation

No report this month.

Technical Services

- We are continuing to catalog and develop new packaging for Library of Things items.
- I (Wendy) am settling into the TS Director position, observing workflow, investigating procedures, and appreciating the wonderful team I inherited.

Facilities

- We assisted with moving and disposing of CD display units.
- We purchased a new runner for the main entrance
- We replaced some countertops in YS picture book area.