

Rolling Meadows Library

December 2023 – Interim Executive Director’s Report

Executive Summary

December has been filled with spending out the 2023 budget as best we can in current circumstances. We are adding a considerable amount of objects to our Library of Things collection. We have to allow new staff to adjust to a whole new level of processing and cataloging. We look forward to unveiling new Things on a gradual basis.

Information regarding the Joyce Mackert Trust is slowly developing. It’s an incredible gift. Ms. Mackert must have been a wonderful woman.

Sharon has announced her retirement after over 25 years of service. Her talents will be missed.

In the Library

- A new small group meeting room was added to the West Wing!
- In response to the frequent request for toys in the library we have added a toy in the department that can be enjoyed by numerous children simultaneously. We started with a colorful, complex marble run. We will switch the toy out approximately every 8 weeks.
- In the next few weeks, Current Technologies and in-house IT will be upgrading staff main level entrance doors and a lower level staff door to accept RFID badges instead of keys. The IT Office will also be getting the upgrade. Other staff doors will hopefully be done in 2024 as well to increase security in back areas.

In the Community

- A chapter of the Rotary Club is planning to return to Rolling Meadows.

Department Highlights

Youth Services

- We had a great turn out for our December programs this year. We had all ages joining us this month including the elusive Middle School age.
- Winter Reading Program “Birds of a Feather Read Together.” In 28 days we’ve had 115 kids sign up.

Readers Services

- Library collections were shifted and relocated to maximize use of the space. Existing in-house furniture and seating were converted to reading and gaming spaces. Anecdotally speaking, the focus on these value-added services have garnered positive feedback from our residents. The result: we are seeing an increase in patrons using these community-focused spaces more often and for longer periods of time. Win-win!

Reference Services

- The new small group meeting is welcomed by staff and patrons alike and getting lots of use!
- A new online learning database has been added called Udemy.
- Department programming is going great!

- We welcomed Michelle, a new part-time reference librarian and also welcomed back Sue M in a part time role.

Special Services

- Ashley decorated each floor of the library for the holidays.
- Jessica continues to make progress on the website. She finished the Community Information page, Local Government, Tax Forms, & Voter Registration, as well as Student Resources and College Prep Resources.
- New signs were made and installed over the relocated Welcome and Readers Services Desk.
- We have chosen not to continue showing movies at the library in 2024. Changes in the film industry since the pandemic created other opportunities for people to watch movies through streaming services and this negatively affected our attendance.

Technology

- With the addition of the third meeting room in reference, we are getting ready to add a TV screen and possibly a computer hook-up for patron use.
- We have purchased an additional Meraki switch for the network, this will help us better distribute internet speed and a few extra functions in the building. We were also able to obtain a newer network cabinet that is bigger and can better handle the increased size of our Local Area Network. We have added a lot of new cables over the past few years and this cabinet will better accommodate our network growth for future upgrades.
- We have started a year-long training program with KnowBe4 for staff training on network & email security.

Circulation

- 2023 was a busier year for us. Circulation increased 4.2% with a total of 192,751 items circulated.
- Digital items made up 25.9% of the total items circulated.
- We issued 1,137 new library cards to Rolling Meadows residents and registered 284 cards to reciprocal patrons.

Technical Services

- To facilitate ordering, we have signed up for an Amazon business account. This new method of purchasing from the retail giant will provide us with better deals, faster shipping, and easier invoicing.
- Sarah has valiantly volunteered to catalog and process board games so that Reenee and Wendy can devote more time to the ongoing Library of Things project.

Facilities

- Converted the copy room into private study room
- Hired a pest control company
- Moved book displays in the Readers area