

Rolling Meadows Library

January 2024 – Interim Executive Director’s Report

Executive Summary

We closed the library on Friday, January 12th due and opened late on Saturday, January 13th due to hazardous weather conditions. We notified patrons who had signed up for programs that were canceled or postponed. We wish Sharon best wishes as she retires. Jessica has accepted the position of Director of Special Services so we will have a smooth transition. Now she is hiring her replacement. The annual Exempt Property Affidavit was filed with Cook County.

In the Community

- Lucia met with Natalia Mercado to continue our efforts to better serve our community.
- Laura visited the PNRC and signed up 40 kids for the Winter Reading Program in both English and Spanish.

Per Capita Goals Check-in

- The Per Capita Grant application has been turned in.

Department Highlights

Youth Services

- The Youth Services Winter Reading Program, “Birds of a Feather” continues to be popular. We have almost 200 kids signed up.
- We’ve had successful no school day STEAM programs this month.

Readers Services

- The Reader Services area was redesigned to create a destination spot. Seating, tables, in-house games, art supplies, and activities were added to promote engagement of interactive experiences.
- The Adult and Teen Winter Reading program began on January 15. The theme is “Read a LATTE”. Participants are encouraged to read and complete activities fashioned on a BINGO-style card. Each time participants get a LATTE (BINGO), they are entered into a drawing for Starbucks gift cards and prizes. Over 50 patrons are currently participating.

Reference Services

- Jennifer attended a webinar titled Safety and Security Debrief Strategies for Supporting Library Staff.
- The Reference Department has accepted a Fremd high school volunteer. When possible, we are happy to support District 211’s student civic engagement project.
- Reference Librarian Olivia is leaving. We are certainly sad to see her leave, but can’t help but be happy for her, as she has secured a full time librarian position at another library.

Special Services

- The spring newsletter was completed and sent to the printer. Due to the increase in programming, we have added two pages - it is now an eight-page document. This is good news, as we are finally back to the pre-pandemic size!

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- The website redesign is nearing completion. Jessica worked on the Teen Scene - including teen online resources and other available services for that age group. She was also able to finish some of the Youth pages, including the Spanish resource page for kids, Teacher's Services, and the Kid & Family landing page. We are hoping to launch the new site soon.
- Stop by Rolling Meadows City Hall during February to see the recently installed library display. It will be up from January 30 through February 29.
- Ashley designed and installed two displays for our main floor cases for February: Sweet Reads, and Black History Month.
- Jessica is in the process of hiring a new full-time Graphic Artist/Digital Content Specialist. She takes over as Director of Special Services in early February.
- This is my last monthly report. My final day of work is February 6, 2024. I wish you all the best!

Technology

- Current Technologies was out in January to install our new access control system for doors in staff areas. We will start planning door projects #3 & #4 in the next week for a March install. Many thanks to Pete for assisting with this project and mounting the new server rack for the equipment.
- While we were closed due to the weather in January, updates at the Welcome/Readers Desk were performed: 2 staff PCs were replaced, a networked duplexing printer was installed, and 3 new monitor mounts were installed to allow staff to easily show patrons items in our collection or how they can access resources on our website.
- A new AC unit was installed within the server rack in the IT office, to directly cool the servers instead of the entire room. This should help the wall mounted AC unit compressor not be as strained and extend the life of the unit.
- We assisted Tech Services with testing all the new Library of Things equipment and laser engraving the new items.

Technical Services

- Reenee processed 38 video games and 9 game consoles for the Library of Things.
- Tech withdrew the framed artwork from the catalog, in preparation for the prints' sale at the next Friends book sale.
- Dori, Julie, and Wendy met with Kate to establish the processing standards for the new early learning backpacks.

Facilities

- Purchased carpet cleaner machine
- Snow removal