

Department Reports – July 2022

The Library was a polling site for Election Day on June 28. The summer reading challenge is off to a great start. Programs are back in person, and many programs are offered in a hybrid form to allow both in person and streaming. The Friends of the Library held their summer book sale July 7-10. We hosted the Rolling Meadows Partners & Collaboration meeting on July 20.

Exhibits

Art Gallery: Sculptor – Painter – Designer by Joseph A. Burlini

Main Floor Display Cases

Oceans of Possibilities – Summer Reading Challenge for Children

Oceans of Possibilities – Summer Reading Challenge for Adults and Teens

Readers Services Displays

Oceans of Possibilities themed Book/Slideshow Display

Summer Fun Movie Display

Bon Voyage Book Display

SBF 50 Book Display

Breezy Beach Reads and Prize Tie-in Display

Swept Away by the Tide Book Display

Shades of the Sea Book Display

Summer Love Book Display

Coastal Mysteries Book Display

Reference Services Displays

Audiobooks for Road Trips

Camp Out with a Good Book

BBQ

Oceans of Possibilities

Youth Services Displays

Enchanted Castle

Fantastic Fun Stations (total of 6)

Avengers Assemble

Yoga

Gems You May have Missed

Mujeres Maravillosas

Ready to Read Book Stacks

Rhyme Time Tuesday Nursery Rhymes

Fishing for a Good Book? Summer Reading Book Badge Picks

Dive In! Books about the Sea

It's a Book! It's a Comic! It's a Graphic Novel!

Building Services

Submitted by: Sabri Kecici, Building Services Director

- Installing new L.E.D lights in the outside walk lights.
- Patched and painted the broken wall in the YS area.
- Installed two plywood boards and painted the projector room in the Community Room.
- IT A/C units were maintained and coils were cleaned.
- Chillers compressors and coils were cleaned and washed.
- The third new water drinking fountain with bottle filling station was installed.
- Performed troubleshooting of the ejector pump in the Lower Level machinery room.
- The sump pump in Youth Services was checked and maintained.

Circulation Services

See Circulation Statistical Report, submitted by Mary Sebela, Circulation Services Director

Information Technology

Submitted by: Lucia Khipple, Information Technology Director and Mike Mraz

- As of July 20th, Google reported: the Library has had a total of 54 reviews, with a 4.5 rating. In the last 30 days, Google reported we had 63K views of photos of the library (interior & exterior), 437 requests for directions, 260 calls from the Library's Google page, and 685 website visits via Google Search. We had 2,845 people viewed our Google profile which lists our hours and upcoming programs.

Directions Requested from:	
Rolling Meadows – 130	Chicago – 22
Schaumburg – 47	Streamwood – 17
Arlington Heights – 37	Oakbrook – 13
Palatine - 23	Northbrook - 12

2,845 views of Business Profile	
Google Search - mobile	1,280 45%
Google Maps – mobile	813 29%
Google Search – desktop	645 23%
Google Maps - desktop	107 4%

- Janet and I held our second hybrid concert. We broadcasted to Facebook Live, Zoom, YouTube and our Facebook page. We continue to test new technology to make our hybrid programming more enjoyable and easier to access.
- Provided tech set-ups for 1 hybrid book groups and 2 Ref programs.
- Rebuilt 2 staff PCs in Tech Services and 1 in Youth Services
- Staff & patron use PCs were updated as indicated by the IT update schedule.
- Assisted / trained several staff & patrons with the Library's new App.

Readers Services

Submitted by Mary Constance Back, Readers Services Director

- July marked the halfway point of the Adult and Teen Summer Reading programs. There are currently 151 Adults and 18 Teens participating (169 total). 13 patrons have completed the entire challenge. We posted 90 book reviews online.
- Reconfigured shelving in the new Fiction area to accommodate twice the amount of new Large Type without adversely impacting the other collections.

- Procured free galley copies of book titles to be used as future reading program incentives.
- Scheduled our first slate of Drop in Crafts for Teens for the months of September-November.
- Created departmental procedure to allow for additional layers of backup coverage in the event of staff absence in order to maintain adequate desk coverage.
- Revised and updated the Adult Services Emergency Coverage procedure.
- Selections for all three 2022-2023 Book Groups were formalized; content for flyers and signs was created and submitted to Special Services.
- Renamed *Books and Bagels* book discussion group to *AM Book Buzz*.

Programs – Book Discussions

- *Just Desserts* met in person for the first time since before the pandemic.

Reference Department

Submitted by: Jennifer Collette, Reference Services Director

- Developed and restocked non-fiction book displays.
- Ongoing preparation of the department's Real to Reel book club.
- Ongoing preparation of the department's Sow, Grow and Learn with the Library program.
- Ongoing preparation for the departments' Let's Talk Travel program.
- Processed 181 interlibrary transactions (as of July 19th).
- Provided library staff with ILL training.
- Prepared LibraryAware e-newsletters spotlighting new and notable genre titles.
- Created content for the library's social media channels.
- Created content for the department's monitor above the reference desk.

Programs

- Hosted The Creative Coloring Club (in person)
- Presented the program Let's Talk Travel: Spain (in person)
- Hosted the Real to Reel book club. Discussed **Eat, Pray, Love: One Woman's Search for Everything Across Italy, India and Indonesia** by Elizabeth Gilbert (hybrid)
- Presented the program Sow, Grow & Learn @ the Library (in person)

Special Services

Submitted by: Sharon Montague, Special Services Director

The Fall Newsletter is in progress. The issue covers the months of September, October and November. It is scheduled for delivery to area homes and businesses in late August.

Jessica continues to plug away on the new website. She is fine-tuning the *Kids & Families* section, as well as working on the *Online Resources* portion. Enhancing website accessibility across the different internet browsers has also been her focus.

Programming is going well. A few small technical glitches at the Arts Alive Concert were quickly attended to by IT/Mike. We continue to see that many patrons appreciate the option of attending our programs via Zoom.

Janet attended a PULSE (Programmers United for Library Service Excellence) on June 30.

Ashley attended a Staff Appreciation Committee meeting on June 28.

Programs:

- ***Sow, Grow & Learn with the Library***, Reference Librarian, Lauren V., Wednesday, July 13
- ***Edith Head, the Woman Who Dressed Hollywood***, Martina Mathisen, Wednesday, July 13
- ***Arts Alive Concert: All Request Concert with Kaleen Dolan***, Kaleen Dolan, Sunday, July 17
- ***Let's Talk Travel: Spain***, Reference Librarian, Sue M., Tuesday, July 19
- ***The Science of Climate Change***, Michelle Nichols-Yehling, Thursday, July 21
- ***How Corn Changed Itself and then Changed Everything Else***, Cynthia Clampitt, Wednesday, July 27

Volunteer Hours	16.0
Donna T.	10.5
Katherine K.	5.5 (carryover from June)

In-House Printing:	1,575
Riso Duplicator	650
HP PaperWide	925

Technical Services

Submitted by: Steve Rossi, Technical Services Director

The WorldCat holdings project has been successfully completed. The holdings in WorldCat now reflect our current library holdings. We are now in the queue for the next Google load, which will display our holdings within the google browser when people perform a search for an item we hold in WorldCat. Baker & Taylor ordering via TitleSource has once again caused ordering issues. They have been working with Innovative to correct an ftp issue on the B&T site.

We experienced 3 hours of downtime with Sierra. The cause was a connectivity issue at the ProQuest data center that hosts our server.

The library's social media pages Facebook, and Twitter have been updated to reflect the current programs and events happening throughout the building.

Statistical review: (previous month)

WorldCat searches	2,040
WorldCat updates	553
WorldCat exports	569
WorldCat deletions	769
Collection/Added	867
Collection/Deleted	622

Generated and printed 4 system reports for staff weeding and inventory projects.

21 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation.

Sarah and Dori attended the RAILS Library of Congress Subject Headings (LCSH) presented by Karen Snow program director at Dominican University meeting held via zoom. Dori and I attended the LACONI TSS Unconference dealing with organizing and training utilities for TS staff.

Youth Services

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading continues! Programs for our younger patrons has begun, including: The Cradle Will Rock, Messy Times, and Uno, Dos, Tres, Stories, Music and More. The Ice Cream Taste Test Programs have also continued. While these are running we are planning for Fall programs. We have lots of Harper Promise volunteers writing up book recommendations for kids. We have enjoyed weekly visits from Rolling Meadows Campers and less frequent visits from the Palatine YMCA. Laura Garcia attended a SPARK (Spanish Programming & Resources for Kids) meeting via Zoom. Laura Garcia hosted the Rolling Meadows Partners meeting here at the Library.

Prepared Library Aware e-newsletter.

Virtual or take home projects offered:

Rhyme Time Anytime (in English, Spanish, and Polish)

Storytime to Go (in English & Spanish)

At Home Craft Activities'

Beyond the Book