

Department Reports – August 2022

The Summer Reading Challenge was a success with over 700 registered participants. The Library celebrated Staff Appreciation Week July 25-29 with a week of activities and treats to thank all staff members for their hard work, and many contributions to the library throughout the year.

Exhibits

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

Main Floor Display Cases

Oceans of Possibilities – Summer Reading Challenge for Children, August 1-26

September is Library Card Sign-Up Month, August 26-September 30

Oceans of Possibilities – Summer Reading Challenge for Adults and Teens, August 1-15

Back to School, August 15-September 30

Readers Services Displays

Oceans of Possibilities themed Book/Slideshow Display

Books to 'Shell'ebate (Award winners) Display

Reading is O'fish'ally Awesome Book Display

Whale of a Book Display

Summer Fun Movie Display

Edge of Your Seat Thrillers and Prize Tie-in Display

Welcome Back to Book Club Display

Beach Reads Teen Display

RM High School Summer Reading Display

Reference Services Displays

Astronomy

Resources for Teachers

Eat Your Veggies

Finance/Money

Back To School Lunches

Youth Services Displays

Enchanted Castle

Gems You May Have Missed

Ready to Read Book Stacks

Rhyme Time Tuesday Nursery Rhymes

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

Yo leo para...aprender, pensar, conocer, soñar, reír, amar

School Supplies #1 Library Card: Back to School

Building Services

Submitted by: Sabri Kecici, Building Services Director

- Replaced all the walk lights outside the Library with LED lights
- Restored and installed emergency light devices in the Board Room and Community Room
- Repaired all potholes in the front driveway of the Library
- The Board Room door was adjusted/sanded to close properly
- Troubleshooting the West Parking Lot lights
- Program set-ups were done in the Community Room
- Cleaned and waxed the outside book drop
- Flooring Management Group provided quarterly carpet cleaning
- Cleaned the dumbwaiter pit

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 August 25th, Google reported: that the Library has had 54 reviews, with a 4.5 rating. In the last 30 days, Google reported we had 53K views of photos of the library (interior & exterior), 439 requests for directions, 213 calls from the Library's Google page, and 602 website visits via Google Search. We had 1,250 people view our Google profile which lists our hours and upcoming programs.

Directions Requested from:	
Rolling Meadows – 151	Mount Prospect - 16
Schaumburg – 67	Addison – 10
Arlington Heights – 50	Bartlett – 10

3,619 views of Business Profile	
Google Search – mobile	1,527 42%
Google Maps – mobile	1,073 30%
Google Search – desktop	860 24%
Google Maps – desktop	159 4%

- For the August 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.
- The website and App were updated with the Fall Newsletter programs.
- Troubleshooting of our connection with a SIP server with the phone company was done. One phone was rebuilt to eliminate further issues.
- A large battery back-up unit was replaced due to age. The new one is now supporting the fiber-router in Building Services, this should keep our internet connection live for a lot longer during power outages.
- A new phone line and phone have been installed in the Community Room, this will make it much easier to contact the Welcome Desk or call 911 if the need arises. Many thanks to Sabri for his assistance.

- Replaced 1 staff PC in Tech Services.
- 4 PCs that were in storage during COVID were rebuilt and are available for public use in Youth Services. We are back to our original 8 in YS.
- The laptops used for technology classes have been rebuilt, batteries replaced and additional memory was installed as needed, as we prepare for in-person technology classes again this Fall.
- The AWE system was returned to public use in Youth Services.
- Remote access was obtained for the Executive Director.
- Staff files were recovered, using our network back-up software, after being accidentally deleted.
- The back-up software had a recovery core upgraded.
- New handheld barcode scanners are being installed at the Circulation Desk, the library App has a digital card and it can now be scanned at the Circ Desk.
- 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

- Collaborated with Special Services on signage for the new book area.
- Reinstated the monthly “New DVDs” list for patrons.
- Finalized list of 2022-2023 books for Just Desserts and submitted to Special Services for printing.
- Began a new Large Type series project, adding pertinent series information to titles in the collection.
- The Adult and Teen Summer Reading programs concluded on August 14, 2022. Statistics are as follows:

REGISTERED

In Person: Adults	225
In Person: Teens (Grade 9-12)	21
Online: Adults	41
Online: Teens (Grade 9-12)	4
Total:	291

COMPLETED (read 6 books, wrote 6 reviews, completed 4 activities)

Adults	77
Teens (Grade 9-12)	6
Total:	83

Of the 83 who complete the program, 38 names were pulled at random in the \$10 gift card raffle. Prize winners were called and 51 remaining book reviews were posted to Beanstack.

Programs

- 8/4/22 School Library Journal Teen Live! Webinar
- 8/9/22 "Summer in the Streets: The Urban Lit Movement" – Zoom

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 (next meeting in September)
- Ongoing preparation of the department's Sow, Grow and Learn With The Library program (next meeting in September)
- Ongoing preparation for the departments' Let's Talk Travel program
- Scheduled in-person Fall computer classes and updated class curriculum
- Assisted patrons with using library technology and troubleshooting e-book and library database use (both in person, via phone/email, and seven one-on-one sessions)
- Processed 360 interlibrary transactions (as of August 19th)
- Updated the library job board and community board
- 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: Portugal (in person)

Special Services

Submitted by: Sharon Montague, Special Services Director

Special Services staff have been very busy completing posters, fliers, and website rotators for upcoming fall programming.

The fall newsletter was completed and has been mailed to area homes and businesses.

Jessica continues to make progress on the website. She has solidified a large portion of the Youth programming pages, organized the library's Online Resources page, and continues to enhance the website's accessibility.

Janet attended a virtual Presenter's Showcase on August 9.

Ashley attended a Staff Appreciation Committee meeting on August 16.

Programs:

- *Frank Lloyd Wright: Organic Architect*, Jeff Mishur, Wednesday, August 3 (virtual)
- *Mediterranean Cuisine*, Kristyn Slick, Thursday, August 18 (virtual)
- *Arts Alive Concert: Multiplicity: Summer in the City*, Sunday, August 28 (hybrid)
- *Let's Talk Travel: Portugal*, Reference Librarian, Sue Montgomery, Tuesday, August 30 (in-person)

Volunteer Hours **35.5**
Donna T. 35.5 (14.0 carryover from July)

In-House Printing: **4,755**
Riso Duplicator 2,050
HP PaperWide 2,705

Technical Services

Submitted by: Steve Rossi, Technical Services Director

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	1,697
WorldCat updates	613
WorldCat exports	810
WorldCat deletions	509
Collection/Added	937
Collection/Deleted	676

Generated and printed 6 system reports for staff weeding and inventory projects.
Julie and I attended the RAILS Technical Services Networking Group via Zoom.
I attended the Planning Committee, and Personal Committee meetings held in-house.

Youth Services

Submitted by: Lucia Khipple, Youth Services Director

We had a successful Summer Reading Challenge: Ocean of Possibilities
Registered: 436
Logged in at least once: 288
Completed: 210

Darlene E. represented the library at Kimball Hill School Curriculum Night and sent out 10 Teacher bags.
Prepared Library Aware e-newsletter. Harper Promise volunteers continued to work in Youth Services.
We have one more Cradle Will Rock Storytime for summer left

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