

Rolling Meadows Library

February 2024 – Interim Executive Director’s Report

Executive Summary

We continue to work with Ameriprise Financial Services, the IRA holder of the estate of Joyce Mackert, to receive the bequest from her estate. Pete and I had an informational meeting with Carrie Matlock of the architecture firm DLA. I have also been meeting with Paul Inserra, our auditor. The first and second phases of the updated door locks has been successfully completed. The search for our new Executive Director is progressing.

In the Community

- Laura was at the PNRG again this month with family activities and completed the Winter Reading program.
- Kate represented the library at Family Reading Night at Kimball Hill School.
- Outreach to the Park District early childhood classes and area daycare continues.

Department Highlights

Youth Services

- Scavenger hunts are a big hit in Youth Services. They change weekly, subtly directing kids through all the department resources.
- Pajama storytimes have made a comeback. We will likely retweak these for the summer.
- Harper Promise volunteers have begun submitting their book suggestions for our Summer Reading Challenge Gumball Books program.
- The Middle School Advisory Board is assisting in creating programming for kids. They have increased their meetings to twice a month.

Readers Services

- On February 2nd, we held our second session of the Adult and Teen drop-in craft, Taylor Swift Friendship bracelets. The program has garnered so much interest that Youth Services will soon be adding sessions for younger kids.
- Back by popular demand, we returned to *Poe’s Mansion* on February 3rd for another exciting day of escape room fun. This time around there were four sessions, and all the participants had a great time!
- On February 24th, we presented the 2nd annual *Let’s Talk Oscars* program, which highlighted the 2024 Oscar nominees in the top seven categories. The room and décor set the stage for a real life Oscar celebration with all the accouterments of a real theater experience. When patrons entered, they were given a ticket for a bag of popcorn, a candy bar, and a bottle of water at the concession stand. There were 48 people in attendance. We were pleased to see a completely different crowd of patrons than the groups who come to Book Lover's Day and the Book Clubs.
- This year we offered an additional incentive: Patrons in attendance were automatically registered to win four tickets to a Des Plaines Theatre concert of their choice. Special thanks to Onesti Entertainment for making this happen!
- We rolled out—quite literary—our new Art Cart. It is definitely an upgrade and elevates the offerings we provide our patrons. Additions and enhancements include watercolors, stamps, Prismacolor pencils, multiple types of upgraded paper, books, a spirograph, and more! This reinforces the message that the library is a destination, which patrons can rely on for continued experiences and engagement.

Reference Services

- We said good-bye to part-time librarians Michelle and Olivia. We wish them the best as they move on to full-time positions.

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- Non-fiction program hosting and planning continues ... we have some new programs planned for Spring 2024.

Special Services

- We designed and installed a new display at City Hall featuring the Library of Things items available for check out to Rolling Meadows patrons.
- Ashley is preparing two new displays in the main floor cases for March: one display is a tie-in to the upcoming "Grow Your Knowledge" spring program series; the other will feature recommended reads from the popular Middle School Advisory Board. Kate has been working with her advisory board to collect recommendations.
- Janet had 96 attend the Arts Alive Concert on February 18.
- The newly expanded Spring Newsletter was printed and mailed out. It highlights the Summer Reading Challenge early start (May 25) and Summer Reading Launch Party on Thursday, May 30.
- Summer Reading Challenge planning is on its way including Launch Party plans, wearable prizes, and promotion designs.
- The Volunteer Luncheon is scheduled for Saturday, April 27th.
- A new hire will be joining the Special Services department on March 4 as the Graphic and Digital Content Specialist.

Technology

- Built 10 new laptops for a YS Middle School program
- We converted the YS Program Room to a temporary computer lab for a program.
- We replaced/upgraded the projector in the Board Room.
- We reprogrammed the sound system in the Community Room to fix some feedback issues and allow for better surround sound.
- The camera system was moved to its new home and re-cabled with faster Cat.8 ethernet cables.
- Current Technologies was out and installed the first 2 phases of the door upgrade project.
- We rebuilt two YS iPads and repaired cracked screens.

Circulation

- We said goodbye to Jessica E. on 2/17/24. We will miss her!
- We recently added two new staff Francine H. and Jacqui C. They are both off to a great start!
- Our circulation numbers continue to improve. January 2024 was 8.3% higher than January of 2023.

Technical Services

- Dori, Sarah, Julie, and Wendy attended the Tech Services Networking Group quarterly meeting via ZOOM.
- Dori has completed the first early learning backpack, which will serve as a prototype for subsequent kits.
- Sarah and Wendy have cataloged 4 DVD players, a gimbal, 2 karaoke machines, and a camcorder for the Library of Things.

Facilities

- Purchased and began installing new shelving in the receiving room.