

Rolling Meadows Library

March 2024 – Interim Executive Director’s Report

Executive Summary

Work continues to complete the Bequest of Joyce Mackert. Planning has begun for the annual Volunteer Luncheon. We served as a polling place for the March elections. The search for the next Executive Director has been completed and transition plans are underway.

Forty-six Library employees participated in our March 15 Success is Achieved As A Team! In-Service Day. The City of Rolling Meadows Human Services Department staff attended in the morning and gave an overview of their department. We reviewed Library policies and procedures and learned about the program registration feature on our new website coming soon. We discussed emergency procedures and fire safety then had a practice fire drill. We enjoyed a Chair Yoga class and learned a few relaxation techniques from Lynn Minuskin.

In the Library

- We have video games to check out! This has long been a request from our patrons. It has been a soft launch and is not yet fully publicized.

In the Community

- Laura G. and Luica K. attended the Rolling Meadows Partners meeting. The many challenges of the extended summer break for District 15 students due to construction and reorganization at the schools was discussed.
- Laura G. met with Natalia from Rolling Meadows Human Services to plan summer visits for the kids attending camp at the new NRC (Neighborhood Resource Center).
- Dori, Robin S. and Mike M. attended an 8-hour certification class for Mental Health First Aid hosted by the City of RM.

Per Capita Goals Check-in

- Library visits have been planned. The Board and the management team will be visiting Palatine District Library and the Villa Park Public Library before the May Board Meeting.

Department Highlights

Youth Services

- Youth Services welcomed spring with Drop-In surprises, including art activities, a raffle for the newest Dog Man book, and programs for our Spring Break students.
- We have added two new resources to the Online Resources for Kids: Fiero Code teaches many coding languages at various levels and LOTE4Kids which offers language learning opportunities through storytelling. It has thousands of audio-picture books in over 50 languages with English translations. Both can be found on the 24/7 eLibrary page under Quick Links.

Readers Services

- The Adult and Teen Winter Reading program “Read a Latte” ended on March 10. All patrons who completed the program received a \$5 Starbucks gift card. Extra prizewinners were pulled via raffle drawing.
Statistics are as follows:
86 patrons participated (80 adults, 6 teens).
33 patrons completed the challenge.
12 staff participated in the program.
- We are experimenting with pop-up displays called: “Pop in and Craft”. One weekend a month a small “crafting station” is set up near the Readers Services Desk highlighting the craft of the month. Two events have been staged thus far.
- Teen Craft Kits are available for the entire month. (Patrons may pick up the featured craft any time over the course of the month and work on it in the building or bring it home). The goal of the pop-up displays is to create awareness of library offerings, generate interest in other library programs, and increase material use both at home and in house.
- “If you build it they will come!” Since the gaming areas were implemented, we have seen a variety of players and groups stop by to play. On March 27, staff witnessed something quite special--an adult teaching a child to play chess. The vignette was touching and gratifying and clearly demonstrated the continuous ways the library provides the community with opportunities for lifelong learning.

Reference Services

- This month we welcomed a new reference librarian, Nicole B.
- We sprung into spring with a series of collection highlights, bringing different topics and our related resources into view. The five programs (and one coming up) can easily be run again in the future. Our gardening kits delved into bulbs for the first time with both an in-person, all-ages program (participants ranged from toddlers to senior citizens) and a take-home version; both had waitlists. All had items displayed and bibliographic handouts to encourage further library usage.
- Planning is underway for a new program next month called Bad Art Night. See the library newsletter for details!
- Jennifer attended the Digital Library of Illinois annual meeting. This is RML’s eBook consortium.

Special Services

- Finished promotion of Spring 2024 programs.
- Installed displays in the main level display cases. The “Grow Your Knowledge” display highlights the spring event series of the same name and corresponding resources from our collection. The other case was full of recommended reads supplied by the Middle School Advisory Board.
- We are planning for the Volunteer Luncheon scheduled for April 27.
- Our new Graphics and Digital Content Specialist started March 4.
- Wrote and designed an ad for the RM Chamber of Commerce Guide.

- Designed and printed promotional materials for outreach events, including “Bug Us Anytime at the Library”, program handouts, and RML notepads.
- Designed Library of Things branding and checkout cards.
- Ordered Summer Reading Challenge 2024 T-shirts and bag prizes.
- Continued planning for Summer Reading Challenge 2024 and Summer 2024 Newsletter.

Technology

- We’ve been performing Spring Cleaning on PC & printer equipment in the building.
- We replaced the power cord on the patron vending machine after it went bad.
- We tested out new equipment for a hybrid book group setup.
- We had our first hybrid Board Meeting, which included using some new camera equipment.
- We’re testing out new methods of payment for the streaming services on the circulating Roku, to decrease the number of credit card receipts and take advantage of discounts.
- We converted the Community Room into a large-scale computer lab for a YS mine craft program.
- Assisting Tech Services with making Library of Things manuals accessible using QR code technology.

Circulation

- We are now circulating video games. Everything has been going smoothly thanks to the system developed by Tech Services.
- We assisted the Friends with their annual children’s book giveaway. Every child who counted the bunnies in the book shop received a free book. We had 65 excited kids!
- We developed a procedure for the Library of Things waivers patrons are now required to sign.
- Circulation stats (17,190) indicate a slight increase over March 2023. Digital items represent 30.3% of total circulation.

Technical Services

- Dori has completed cataloging 12 early learning backpacks.
- Wendy attended the IUG (Innovative Users Group) conference in Detroit.

Facilities

- Shelving project in the Receiving Room expansion area was completed.
- The foundation in the YS window well was repaired.
- Continuing to acquire floor/carpeting quotes.