

# Gail Borden Public Library District 2015-2016 Annual Report



# One small step for a man, one giant leap for mankind.

Astronaut Neil Armstrong's first steps and words on the moon inspired Gail Borden Library throughout the fiscal year. The historic 1969 Apollo 11 Mission roused the nation and, 47 years later, galvanized our team to create experiences that would energize and embolden the library community as well as spark excitement about space in children.

Gail Borden Library was chosen by the American Library Association to be the first public library among eight in the nation to host the Discover Space exhibit and would do so from April 15 to July 8, 2016. But Space was not the only touchstone the Library reached throughout the fiscal year as it continued to provide services and programs to its community to enhance lives.

The Library continually challenged itself throughout the year to offer new experiences to local residents who want to learn, improve their lives and be entertained. Reaching out to change lives included:

- ◆ Refreshing the first floor of the Main Library and creating a Market Place to get more books, movies and other materials in the hands of Library customers.
- ◆ Preparing for and opening a new South Elgin Branch to provide that town with its own branch library, bringing library services to thousands more.
- ◆ Enhancing the summer reading program with not only the Discover Space exhibit but also additional pieces from several different venues and exciting programming including a live video chat with Astronaut Jeff Williams aboard the International Space Station and NASA CapCom Hal Getzleman.
- ◆ Continuing to offer programming to the Library's diverse groups, focusing on families and the whole community spectrum of Hispanic, African American, Asian Pacific populations and more.



# Discover Space

A Cosmic Journey Exhibit Orbits the Community



Discover  
Space  
Visitors

151,000

More than 50 partners including the Grand Victoria Foundation, Gail Borden Public Library Foundation, KCT Credit Union, EFS Foundation, the City of Elgin, NASA, Berna Moving & Storage, Holiday Inn, Immanuel Lutheran School and Elgin Key & Lock.

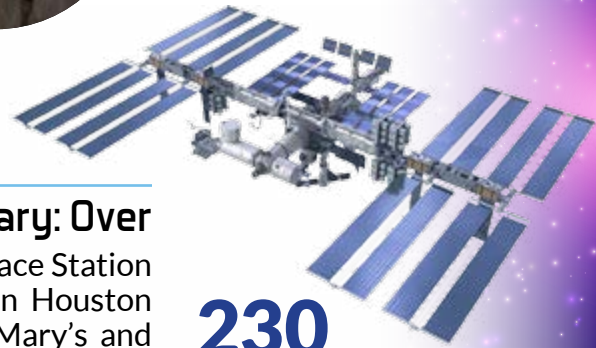


## An Exciting Day for Earthlings: Discover Space Opening Day

The April 15 opening day and programs featured John Palmer, Director of Special Effects for Global Effects and a contributor to space-themed films such as *The Martian*, *Deep Impact* and *Apollo 13*. Also on board was NASA CapCom and Elgin native Hal Getzelman. Discussions centered on how Space was portrayed in movies compared to real life as well as future endeavors of NASA. Hal Getzelman gave a tour of the NASA items on display and gave a presentation, *STEM is Your Ticket to the Stars: From Elgin to Houston*.



**410**  
attendees



## International Space Station Touches Down at the Library: Over

On June 30, the Library hosted a live video chat with International Space Station Astronaut Jeff Williams and NASA Lead CapCom Hal Getzelman in Houston in which 30 kids, students from Dist. U-46, Einstein Academy, St. Mary's and homeschool, asked questions such as "Do you ever see a shooting star fly past the space station?" The Library partnered with School Dist. U-46, the City of Elgin and many parents to bring about the life-changing program coordinated by Public Relations and Development.

**230**  
audience  
members

**4**  
visiting college  
students from  
the 2007 live  
ISS chat

**4,000**  
people reached  
via Facebook  
livestream with  
Astronaut  
Jeff Williams

**3,000**  
people reached  
via livestream  
with Hal  
Getzelman

**5,675**  
views of NASA  
streaming and  
video



# Discover Space Programs for an Inquisitive Planet

**60**

total  
space-themed  
programs

**2,539**

in attendance



*Dawn of the Space Age April 25 at the historic School District U-46 Planetarium presented by Planetarium Director Peggie Hernandez included a tour of the observatory.*



*A Space Ice Cream Social attracted all kinds of outer space characters with ice cream, prizes and photo opps with favorite Star Wars characters (courtesy of the 501st Legion). Attending were 6 Stormtroopers, 1 Jakku scavenger Rey, 1 Darth Maul, 1 Jawa, 1 Ewok and 200 humans.*

*Chicago Adler Planetarium Educator Michelle Nichols presented Looking for Earth Elsewhere where she talked about the current search for planets. At The Science of The Martian, she discussed how science was depicted in the movie and which technological advancements shown will be used in real future missions to Mars.*



*The Discover Center Museum in Rockford presented space science programs that emphasized STEM (Science, Technology, Engineering & Math). Family Fun: Outer Space Science encouraged visitors to participate in hands-on activities such as mapping the stars, making a glittering constellation, hopping to the planets, navigating a rover and creating a crater.*

## Volunteers Orbit the Library

Our enthusiastic and talented Library volunteers continue to energize programs, special events, outreach and much more. The fiscal year saw new directions for this group with the creation of a Manager of Volunteer Services position. Enlivening more than 20 areas with their work, volunteers spent significantly more time assisting in the computer center and at computer classes, with Library on the Go activities and book sale preparations. Volunteers for the Discover Space exhibit, dubbed "Space Rangers," presented 53 sessions for stargazers at the StarLab portable planetarium and 57 sessions answering astronaut questions at the Lunar Excursion Module replica.



**10,526**  
volunteer hours



**655**  
volunteers



**\$262,729**  
volunteer value

## Market Place Blasts Off

Opening in November, 2015, the bookstore-style Market Place on the first floor makes browsing better and materials more enticing. The official Star Wars-themed grand opening January 19, May the Market Place Be With You, attracted 150 visitors who enjoyed posing with movie characters from the 501st Legion. Easy-access adult books, DVDs, Blu-Rays, recorded books and CDs, along with highlighting trending topics from the Library's entire collection, has gotten more in the hands of customers.



## Summer School Ignites at the Library

School Dist. U-46 administrators approached the library for a partnership that would keep kids reading and learning during the summer. The partnership took off with elementary summer school sessions held at the library. Summer school teachers set the agenda and the library provided a place and resources for the weekly classes during the six-week session.

**19** participating schools

**156** sessions

**4,236** student and teacher visits

**3,500** items checked out

**581** new library cards issued

## Early Learning Center New Bin Shelving Makes Materials Fly

New face-out bin shelving installed in the Early Learning Center encourages kids to browse and take out more books.



**59%**  
of available items  
checked out  
between January  
and May, 2016

**6.64%**  
increase in Main  
youth book  
circulation in  
FY15 - 16



## Exoplanet-Like Elementary Education Librarian on the Go: Traveling Outside Boundaries

The Library's Elementary Education Librarian on the Go reported 2015 Summer Reading Gold Star Partners finished 47% of the total number of children finishing the Read to the Rhythm program. At more than 30 locations, 2,547 children completed the program—a 12% increase.

**7,127**  
children,  
families and  
more reached

## Readership Rivals Space Rovers When Getting Around

The Library's ReaderShip Associate geared up during the fiscal year to deliver storytime and other programs to children, families, educators and other partners, reaching 60% more people over the previous year.

**2,522**  
attended  
programs in  
Elgin-area  
assisted living  
facilities

## Life Enrichment Delivers the Sun

The Library's Life Enrichment Liaison coordinated and delivered a wide variety of programs to various population groups in the community including vets, those with dementia and many others.

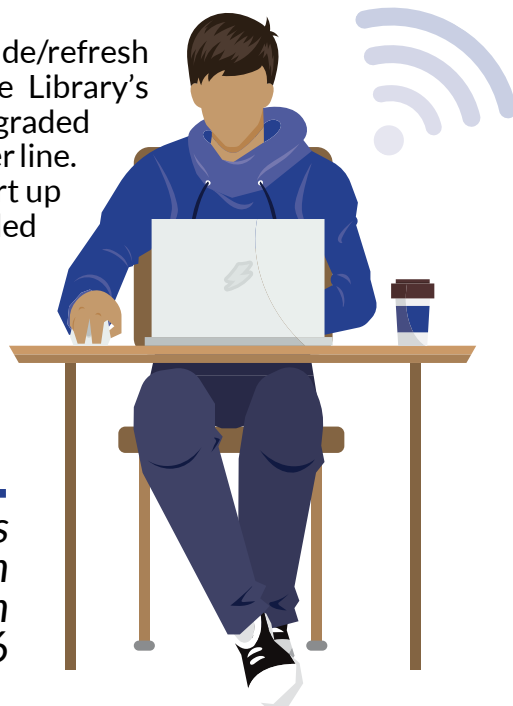


**32**  
new access  
points replaced  
or installed  
at the Main  
Library

## Wireless Infrastructure Upgrade: Creating More Cosmic Connectivity

A major wireless infrastructure upgrade/refresh project was completed in July, 2015. The Library's connection to Xfinity/Comcast was upgraded from a coax 150Mbps line to a 300Mbps fiber line. The infrastructure is now in place to support up to 10Gbps if the connection speed is needed to be increased in the future.

**1,630,191**  
wireless connections  
to the Gail Borden  
Network in  
FY15 - 16



## South Elgin Branch Library Shines Brightly

Most of FY15 - 16 saw all departments working toward the opening of the South Elgin Branch in July, 2016. More than a year in the making, the Library's Facilities and Building Operations along with IT and Collection Services worked with outside contractors to coordinate all facets of the project that brought a library to South Elgin. In particular, Facilities and Building Operations worked collaboratively with Shales McNutt Construction, the city of South Elgin, Studio GC, Allen & Pepa Architects and other subcontractors.



[bit.ly/1D6Lft4](http://bit.ly/1D6Lft4)

**7,000**

books, Recorded Books, DVDs, Blu-Rays, Videogames and CDs at the South Elgin Branch

**930**

books and other materials donated by South Elgin Brownie Troop 1448 to raise money for stocking the shelves at the new branch



## Rakow Branch Luminosity Lights Up Programs

The Rakow Branch staff took extra care of its butterfly garden in anticipation of the Fox Valley Garden Walk in June and the Butterfly Camp. It continued to offer creative programming during the fiscal year such as Moon Gazing and Music in the Stacks. Autumn, a sculpture by Larry Danyluk, was donated by the Elgin Garden Club in celebration of its centennial.



**395**  
events



**7,173**  
participants

## Harper Lee's Second Effort Eclipses Library Spotlight on Books

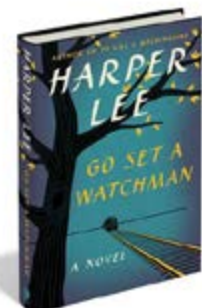
Collection Services Manager Joan Hull was interviewed for the *Daily Herald* and NBC Channel 5 right before the July 14 publishing date of *Go Set a Watchman*. "People have had holds for months," she was quoted. "I'm dying to read it."



[bit.ly/2cj4nXd](http://bit.ly/2cj4nXd)

**62**

copies purchased





**10**

*concerts*

**1,300**

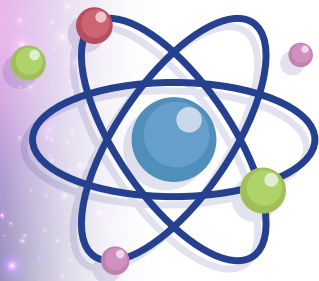
*attendees*

**66**

*piano performances*

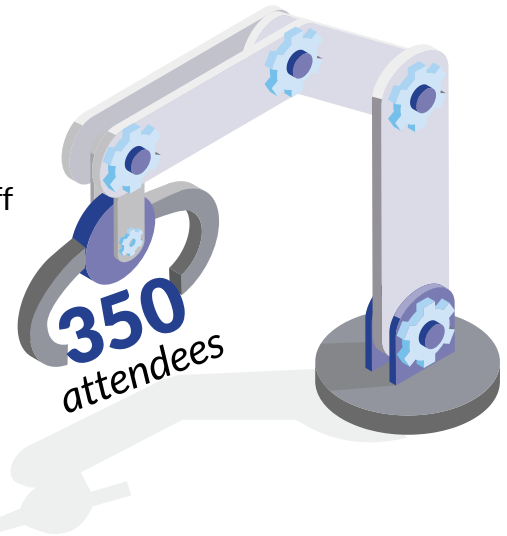
## Music Provides a Big Bang to Library Programs

The Library celebrated its 10-year anniversary of the Sunday Afternoon Concert Series, with Elgin Symphony Orchestra ensembles providing four performances. Music could be heard throughout the building as well when the Library obtained a piano for the Library's lobby.



## STEM Stars at the Library

Robots roamed the library at the kickoff of the U-46 STEM Expo in November. The Northern Illinois University's STEM Outreach team and various science organizations provided demonstrations to ignite interest in the science expo to take place in February.



**2,411**

*programs*

**69,450**

*people attending*

## Out-of-This-World Programs at the Main Library

From the Civil War to Downton Abbey, cupcake making to Zendoodle, creative writing to Curiosity Day—programs reflected a wide variety of interests.



## Technology that Brings the Future into Focus

The Library added new equipment to keep its offerings up to date for the community.

- ◆ 1 BenQ Digital Projector and Portable Tripod for the business community
- ◆ 2 Cometron Telescopes available for checkout
- ◆ 5 Roku Sticks offering movies and TV shows to watch at home
- ◆ 10 Mobile Beacon Hot Spots to enable 4G Internet connectivity



## Hispanic Groups Gravitate Toward the Library

The Library established a Citizenship Corner at the Main Library with a Spanish collection update, ESL material and information about becoming a citizen. The Hispanic Services department reached 7,539 through programs such as the interactive *Musica of my Heart* Exhibit, which celebrated Latina music genres with costumes, instruments and vintage record covers.



**2,444**  
at the Hispanic  
Heritage Month  
Celebration

**800**  
at Three Kings  
Celebration

**350**  
at Day of the  
Dead Mini-Fest

**100**  
at The Battle  
of Salsa with  
the band  
Dezafinado 7

## Reaching for the Stars and Community Groups

The Library continued to partner and provide space for community programs such as Activate Elgin's March into Health, Artistic Transitions Class with School Dist. U-46 and exhibition at Elgin Art Space, 2nd Annual Asian Pacific American Heritage Celebration and the Black History Family Festival's 11th Anniversary celebration.



**7,155**  
people  
attended

## American Girl in the Gail Borden Galaxy

Samantha and Addy dolls were added to the circulating toy collection and can be checked out with a hairbrush, various accessories (such as a purse or headband), a spare outfit and a journal.



**451**  
American Girl  
Books

**1,222**  
checkouts



## Galactical Number of Library Cards Issued

Getting a library card continued to be a priority for members of the community.

**6,891**  
cards issued at  
the Main Library

**1,485**  
cards issued at the  
Rakow Branch

**72**  
cards issued through  
the Readership



[bit.ly/1lrNQip](http://bit.ly/1lrNQip)

## Library Card Discount Program Flies Faster Than a Shooting Star

Keep Your Elgin Dollars Home for the Holidays was the name of a discount program that took place in November and December in which local residents showed their Gail Borden Library card at local businesses to receive a discount.

**800**  
people who opened the  
online discount page at  
the start of the program

**40**  
participating  
businesses

**1,000**  
attendees

**100**  
in costume

**3,400**  
attendees,  
many dressed  
as Frozen  
princesses

**109**  
customers  
who paid  
fines

## Cool as a Comet: Comic Book Mania Convention

Comics historian Carol Tilley from the University of Illinois gave a presentation detailing the history of young comic book readers from the 1940s and '50s, Solution Squad creator Jim McClain taught a class on comic book storytelling and the Artists Alley featured writers and artists. Among the Cosplay visitors were Captain America, Agent Carter, Tinkerbell, Beaker and Spider-Man.



## A Frozen Twist on an Old Favorite

In December, the Library took a traditional Elgin event, Elgin Home for the Holidays kickoff, and transformed it into a Frozen Extravaganza. Families enjoyed a memorable night with Sarah the Singing Princess and her sister Gretel, crafts, games, a craft fair, photo opps and refreshments all set against a Frozen setting.



## Black Friday Fines Not as Mysterious as Black Holes

Library staff brainstormed to come up with a clever idea that would get notice on Black Friday: offer half fines all day.



# Gail Borden Public Library Foundation

The Library Foundation was the rocket that propelled the South Elgin Branch. The Hoffer Foundation made a significant donation to the Gail Borden Public Library Foundation that enabled the new branch library to move forward. Additional donations and impact fees from South Elgin combined to assist this wonderful new library location to become a reality for South Elgin. Foundation proceeds also assisted with Summer Reading prizes and the Discover Space Exhibit. The Gail's Sales and the Annual Book Sale are also significant contributors to the enhancements that make Gail Borden a part of this wonderful intergalactic community.



[bit.ly/2c6x97g](http://bit.ly/2c6x97g)

## Mission Social Media

Fiscal Year 2015 - 2016 saw a significant increase in the use of social media to get the Library's message out to the community and to engage users. Establishing a social media swat team composed of representatives from different departments and establishing a social media specialist have helped bring the Library's messages to the public in real time.



**+ 116%**

increase in visitors to the Facebook page from January to February

**11,000**

people engage with Social Media posts in May

**7,000+**

people connected to the library for the ISS Live Event

\$60,740

## Grants

Library staff members and projects received \$60,740 in grants and awards during the fiscal year including:

- ◆ Summer Reading (Grand Victoria Foundation, EFS Foundation and KCT Credit Union) \$26,000
- ◆ American Library Association Grant for Discover Space Exhibit (included the Discover Space Exhibit at no charge) \$ 1,000
- ◆ Comcast Internet Essentials \$ 7,000
- ◆ Rotary Foundation for the South Elgin Branch \$ 1,600
- ◆ Dr. Kimm Hollis for Dezafinado 7 at Battle of Salsa \$ 1,200
- ◆ Target Award for Tales and Travel: Developing Community Partnerships to Expand Library Services \$15,000
- ◆ The Palmer Foundation for the Spanish language production *La Flora de Roca* \$ 6,000
- ◆ The Trade Commission of Spain for collection development of Spanish language materials in Madrid \$ 1,240
- ◆ Road Scholars grant from the Illinois Humanities Council for the program "Oh Freedom! Songs of the Civil Rights Movement." \$1,500
- ◆ The Great Stories Club grant, which provided training and materials for at-risk youth reading programs in the community \$200



## Recognition

The Public Library Association awarded **Gold Star Partners** the 2015 Upstart Innovation Award, at the ALA national conference in June, 2016. The program enhanced the 2016 Mission: READ Summer Reading Challenge with 27 partners such as the Boys and Girls Club and YWCA, and 2,423 children who finished the summer reading challenge.

**Gail Lundgren**, a driving force in early childhood services for over 38 years, retired in October. Before leaving, Gail won the Golden Ticket Award from the Illinois Library Association, which recognizes an individual who has made an outstanding contribution in library services to young people.

Hispanic Services Manager **Tina Viglucci** was featured by *Reflejos* newspaper as a Latino leader in Elgin.

The Soon to be Famous Illinois Author committee saw its book published by Libraries Unlimited: *How to Launch an Author Awards Program at Your Library: Curating Self-Published Books, Reaching Out to the Community*. Chapters were written by PRAD Division Chief Denise Raleigh and Director of Communications and Visual Arts Liz Clemmons, with Liz serving as co-editor as well.



# In the News...

## Daily Herald

News | posted: 7/10/2016 8:00 AM

### Suburban libraries embrace new role as community centers

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1 2 3 4 5 6 7 8 9 10



Owen Simridge, 16, left, Kayin Sanders, 16, and Bryce Pollock, 15, all of Elgin, are using Gail Borden Public Library's Studio 270.

Brian Hill | Staff Photographer

BUY PHOTO

Pin it

The Library was featured in a July 10 *Daily Herald* front page article, *This is Your Library: Suburban libraries embracing role as community center*, in which American Library Association President Sari Feldman said that public libraries are embracing their role as a community center to provide a space for area residents to learn new skills, gather, be creative, hold meetings, study and much more. Gail Borden Library is proud to be a community center for this community.

[bit.ly/2cXaDIY](http://bit.ly/2cXaDIY)

[bit.ly/2bo9SDh](http://bit.ly/2bo9SDh)

american libraries

Magazine AL Direct People Blogs #alaac16

Submitted updated: 4/9/2016 7:36 PM

### Gail Borden to host 'Discover Space: A Cosmic Journey' exhibit opens April 15

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Hal Getzelman, right, who stopped by Elgin Area School U-46's Observatory and Planetarium back in 2009, will speak at the opening reception on Friday, April 15, for the "Discover Space: A Cosmic Journey" exhibit at Gail Borden Public Library.

Daily Herald File Photo, 2009

### Houston, We Have a Library Program

Gail Borden Public Library hosts NASA event for kids

By Megan Perren | August 8, 2016



[bit.ly/2bIN4kc](http://bit.ly/2bIN4kc)

CHS Q SEARCH Chicago Tribune AUG 11, 2016 BREAKING SPORTS TRENDING OPINION SUBSCRIBED ENTERTAINMENT BUSINESS ADVERTISING

# Gail Borden space exhibit launches Elgin twins into tech world

Kristen and Matthew McKelkar spoke to WGNy host Bill Moller about speaking with NASA astronaut Clay Anderson aboard the International Space Station in 2007. Joining Moller (center) are Matthew McKelkar (from left), Denise Raleigh, Miriam Lefe, Carol McKelkar, Kasia McKelkar, Kristen McKelkar and Michael McKelkar. (Gail Borden Public Library / WINDOUT)

[trib.in/28NaFXM](http://trib.in/28NaFXM)

Sections Search Help/Info Daily Herald

News updated: 6/30/2016 7:09 PM

## Elgin-area students video chat with astronaut on space station

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[bit.ly/2aQylyp](http://bit.ly/2aQylyp)

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Submitted updated: 6/20/2016 9:23 PM

## 'Discover: Space' offers 'Special Needs Saturday'

[bit.ly/2aRHZci](http://bit.ly/2aRHZci)



# Daily Herald

Education updated: 6/3/2016 12:43 PM

## U-46 revamps summer school for better results



[bit.ly/2cX27nk](http://bit.ly/2cX27nk)



# Gail Borden Public Library District

[www.gailborden.info](http://www.gailborden.info)

## Main Library

270 N. Grove Ave  
Elgin IL 60120  
847-742-2411

## Rakow Branch

2751 W. Bowes Rd  
Elgin IL 60124  
847-531-7271

## South Elgin Branch

127 S. McLean Blvd  
South Elgin IL 60177  
847-931-2090





## **Access Services | Annual Report 2015-2016**

It's hard to believe another year has passed and as I look back on our year the overarching theme was projects. These projects were cross departmental and building wide, they could not have been accomplished without the intense collaboration and communication of our immensely talented staff.

### **Quick Stats**

OCLC ILL Borrowed	2,039	LINKin Borrowed	15,092
OCLC ILL Sent	2,252	LINK-in Sent	13,297
<b>Total</b>	<b>4,291</b>	<b>Total</b>	<b>28,389</b>

**1,314,833** items checked in by Material Handling Staff – **4,635** Material Request Forms completed -- **1,471** Copy Shop Requests Fulfilled: September 2015—June 2016

### **MarketPlace**

In Nov. 2015 and after 1-year of planning, the MarketPlace opened. The newly renovated area on the 1<sup>st</sup> floor provides includes new Adult books, DVDs, Blu-Rays, Recorded Books, and CDs. The updated area is designed more like a bookstore, with face-out shelving to increase browseability and highlight trending topics with books from the permanent collection floating into the MarketPlace. To make the project a reality, Material Handling staff accomplished the herculean task of emptying the space and relocating items to a temporary home on the 2<sup>nd</sup> floor and then moving items back to open the space. The new shelving has positively affected circulation. Between January-May 2016, 59% of available items were checked out.

### **Early Learning Center Bin Shelving**

New face-out bin shelving was installed in the Early Learning Center. In order to best shelve materials on the new shelving, Technical Services staff added 19,000 new labels to the front of each book and Material Handling staff had to shift 15,000 picture books, which they accomplished in only 15-hours (1,000 books per hour!) Kids have responded well to the new arrangement of books with *Main Youth Book* circulation seeing increases each month between January-May 2016.

### **South Elgin Branch Library**

The announcement of a new South Elgin Branch was in April 2015 and planning began quickly. The new 4,200-square-foot facility opened in July 2016 and was a huge effort shared by the departments of Access Services: Collection Services, Library Applications, Material Handling & Technical Services. The new library includes approximately 7,000 books, Recorded Books, and DVDs, Blu-Rays, Videogames, and CDs that are available in a RTI MediaBox Disc Dispenser. The opening of the library was successful due in large part to the intense hard work of Access Services and our deep collaboration with library-wide partners.

### **Copy Shop**

After many years in Administration, the library Copy Shop moved to Access Services. Staff are

responsible for fulfilling photocopy and printing to support library staff and customers and the transition has been smooth and requests are fulfilled promptly.

### **Collection Services & Technical Services**

New collections, formats and initiatives:

- **BenQ Digital Projector & Portable Tripod**  
A Digital Projector and Portable Tripod were added to support the Elgin business community.
- **Cometron Telescopes**  
Items were added to supplement the Discover Space exhibit and are available at Main & Rakow for checkout.
- **Roku Sticks**  
The devices offer a wealth of movies and TV shows and can be taken home for a test drive. The devices join traditional Roku's already available and popular with customers.
- **American Girl Dolls**  
*Samantha & Addy* dolls were added to the circulating toy collection. Each include the doll, a hairbrush, various accessories depending on the doll (e.g. purse, headband), a spare outfit, and a journal.
- **Mobile Beacon Hot Spots**  
Wi-Fi Hotspots were added to the circulating collection which enable 4G Internet connectivity. Devices were acquired through a grant from Tech Soup with service from Mobile Beacon.
- **Citizenship Corner**  
Our Spanish Language collection received an update and now includes a *Citizenship Corner* which includes books about becoming a citizen, ESL material and highlights Spanish language new books.
- **Specialized Kit Collections**  
A new collection was spun off the Tales & Travel memory program for dementia residents in our community. The kits are ideal for caregivers in the community who care for those inflicted and may include books, CDs, DVDs, and possibly games or souvenirs.
- **Book Binge**  
We participated in a research project *Book Binge* in the Fall. The purpose of the project was to demonstrate to publishers the power of libraries as a place of book and author discovery. The project was in conjunction with David Vinjumari, NYU professor and contributor to *Forbes* and *Library Journal*.
- **Digitization efforts**  
The *Illinois Digital Archive* was accepted as a hub for the *Digital Public Library of America*. Becoming a state hub will mean many of our digital assets will become more widely visible and available for research across the country. Staff continue to upload new content including: issues of *Watch Word* magazine, Plat Books for the City of Elgin, History of Elgin 1835-1875, and a two-volume Henry Jensen Estimate Book, 1898-1916 which we received on-loan from the Elgin Historical Society. Sample: <http://bit.ly/1S4jUS9>

- Cloud Link eBook & eAudiobook Consortium

The library joined *CloudLink*, the beginning of resource sharing for eBooks and eAudiobooks from our vendor, bibliotheca. The consortium includes four libraries: Arlington Heights, Gail Borden, Indian Trails, and Oak Park.

**Library Applications**

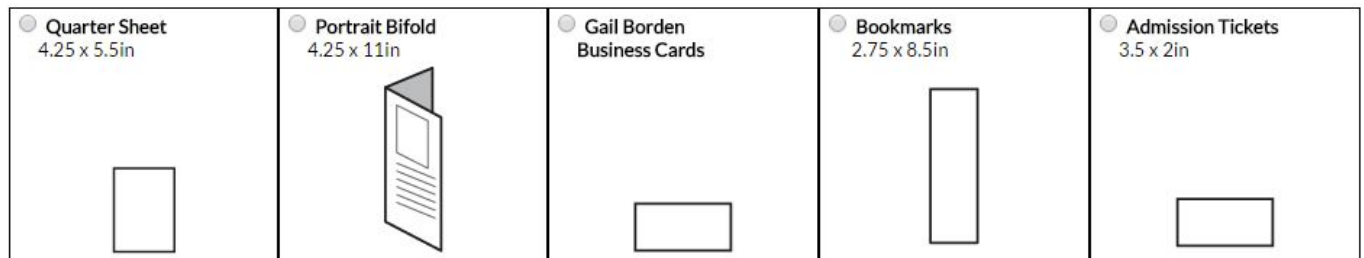
Staff are centrally responsible for the day-to-day troubleshooting and maintenance of our ILS, Sierra. New loan rules and extended use fees were implemented on January 6, 2016 & July 8, 2016 represented a sizable project. The process to adjust and standardize settings was, once again, accomplished through our deep collaboration with library-wide partners. In addition to Sierra, staff provide web programming support for the library and foundation website and build and enhance custom online systems for staff.

Updates this year included:

Web programming

- Upgraded the library content management system, Joomla for the library and foundation web sites and began working on a full-scale updating of the library website (debut: Fall 2016).
- Provided enhancements to web pages:
  - Discover Space Exhibit: <http://gailborden.info/space>
  - Technology Classes: <http://gailborden.info/learn>
  - Steamology blog: <http://gailborden.info/steamology>
  - Studio 270: <http://gailborden.info/high-school>
- Developed codes for the location of event(s) (ML=Main Library) and begin to add images to the library website events calendar.

Custom Online Systems for staff



- A new *Graphics Request Form* was deployed which was a multi-month endeavor. The form includes processes for declining requests with incomplete information, managing proof approvals, and illustrations of possible choices for staff.
- Staff worked side-by-side with the HR department to build and deploy a *Managers Toolbox*. The web page includes links to commonly used forms by management.

- Updates were also posted to the *Personnel Handbook* throughout the year.
- Enhanced the internal system for managing incident reports to make submitting reports more intuitive.

### **Closing thoughts**

Access Services successfully accomplished a year of collaboration and big projects. The talented staff of our Division is an incredible asset to the Gail Borden Public Library District. We said goodbye to Pushpa Daswani, Vicki Roberts, Pawel Ptaszek, and Marissa Langlais and celebrated promotions of Allison Kampf and Kristina Johnston. Together we helped the library provide great service to our community and I'm grateful I'm a part of the Access Services team.

–Respectfully Submitted, Robert Moffett, Division Chief of Access Services

## COMMUNITY SERVICES & PROGRAM DEVELOPMENT (CSPD) Annual Report Fiscal Year 2015-2016

This year the CSPD Division returned to GBPLD residents more than \$5 million in value.\* Cash funding of more than \$25,000 was realized for CSPD programs. This year 200 partnerships with organizations and key professionals were essential to CSPD's success. Proving the breadth and profound reach, partner in-kind contributions exceeded \$122,000 in FY15-16. In addition, volunteers provided 2,500 hours of service at events, classes, programs and behind-the-scenes.

\*ALA's *What's Your Library Worth* (<http://www.ilovelibraries.org/what-libraries-do/calculator>), Independent Sector (<https://www.independentsector.org/volunteer-time>), and <https://www.taprootfoundation.org/do-probono/pro-bono-valuation> provide monetary values for libraries services, programs, in-kind contributions and volunteers.

Embracing GBPLD's mission and values, the CSPD Division staff actualize the following 21<sup>st</sup> century goals: 1) provide literacies and skills based on federal Institute of Museum and Library Services standards; 2) enrich and inspire through educational, recreational, and cultural activities and collections in many forms to engage our community; 3) be the community table, or be at the table, so that partnerships are forged to foster a thriving and connected community; 4) engage residents via social media and Constant Contact to create a community that looks to the library; 5) provide robust and responsive services in an innovative service culture; 6) use of technology, staying up-to-date on apps and useful new tools to manage work flow, such as Outlook Calendar; 7) emergent and professional leadership development so staff at all levels see themselves in 360 degree roles; 8) excellent professional internal communication skills and practices; 9) manage meeting rooms and Branch facilities that allow for clean, safe spaces and excellent interface with Facilities and IT staff for optimal external and internal customer experiences; 10) safe use of vehicles with GIS; 11) proper equipment when meeting outside of library facilities; 12) reach our residents *where they are* in an inclusive approach to services districtwide. One example of success was a \$500 donation made by an Elgin couple "to get technology into the hands of underserved children."

### GRANTS, AWARDS, PROFESSIONAL NATIONAL & REGIONAL RECOGNITION

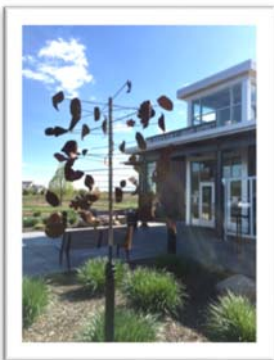
The Public Library Association (PLA) 2015 Upstart Innovation Award recognized CSPD's Gold Star Partners with a \$2,000 prize funded by Demco at the ALA conference in June 2016. A \$15,000 federal grant, the Target Award for Tales and Travel: Developing Community Partnerships to Expand Library Services was "*funded in whole or in part with Federal funds from the Department of Health and Human Services, National Institutes of Health, National Library of Medicine, under Contract No. HHSN-276-2011-00005C with the University of Illinois at Chicago.*" This grant allowed Judson University professor Susan Wesner to prove that Tales & Travel is an effective program for people with dementia, and alleviates stigma by their caregivers.

Dr. Kimm Hollis funded \$1,200 for the band *Dezafinado 7* at The Battle of Salsa in July 2015. The Palmer Foundation granted \$6,000 for the Spanish language production, *La Flora de Roca*. The Trade Commission of Spain funded \$1,240 for Tina Viglucci collection development of Spanish language materials in Madrid. Tina Viglucci was featured by *Reflejos* newspaper as a Latino leader in Elgin. GBPL was recognized by *Reflejos* newspaper with a Reflecting Excellence Award for its services to the Hispanic community in October 2015.

CSPD is a talented team of professionals who share cutting-edge programs and ideas. Ana Devine and Julia Langlois presented at the Illinois Library Association. Stacy Michel held a RAILS webinar on grant writing. Tracey Degnan gave a LibraryWorks webinar on libraries serving people with dementia. Tish Calhamer and Tina Viglucci presented at PLA in Denver, as did Miriam Lytle who moderated panels and worked on the PLA conference program committee. Danielle Henson, Julia Langlois, Catherine Blair, Susan Lytinen, volunteer Dr. Phyllis Folarin presented at U-46 institutes on the Multicultural Shelf (<https://www.gailborden.info/diversity>). Many other presentations were made to community organizations, library professionals, at conferences and other venues. Miriam was honored to receive the YWCA Elgin Public Service Award.

## STAFFING & ORGANIZATION

The CSPD Division consists of one division chief, 5 directors/managers, 2 assistant branch managers, 4 full-time, 14 part-time staff (prior to hiring for South Elgin Branch to open in July 2016), plus 3 librarians who work full-time in KidSpace and Information Services but join the Division and report on reaching customers outside of the library to CSPD. In FY15-16, nearly 200 volunteers were needed to accomplish the many programs, projects and services happening inside the Main Library, Rakow Branch and throughout the community. CSPD's energetic and innovative staff meets twice a month to brainstorm, plan, solve issues, share innovations, report on progress, collaborate with peers and celebrate success.



**Branch Services** There are a few earthly things more beautiful than gardens and libraries. At Rakow Branch we are fortunate to have both. Rakow Branch was featured in the Fox Valley Garden Walk in June and our butterfly garden, planted in 2013, received extra care this spring in preparation for Garden Walk visitors and Butterfly Camp. Rakow Branch received, *Autumn, a sculpture* by Larry Danyluk [photo]. The sculpture and two lovely stone benches were **donated by Elgin Garden Club** in celebration of their centennial and installed in the front of the building.

According to *Community Connect* data, many young families reside in the Branch Services' area, so it is no surprise that family programs were the highest attended of the 395 events held at Rakow Branch. The **7,173 participants** show a return of \$107,595 to the community in programming value, with **187,235 check outs** (valued at \$3,744,700). Thirty committed **volunteers served 490.5 hours**, a value of \$11,556.18. The 1,485 Library Cards issued are priceless. [photo: Rakow Rooks Chess Club]



Branch Services' knowledgeable, cross-trained and friendly staff provided outstanding customer service to **140,469 visitors**. In September **Ana Devine**, formerly Library on the Go Manager and newly armed with her Dominican University MLIS, was promoted to the Director of Branch Services. **Susan Farnham** and **Angela Bouque** are Assistant Branch Managers. Branch clerks are **Susana Milic** and **Kristyn Pemrick**; Devi Turner was promoted to Library Associate; **Stephanie Raya** and **Philip**

**Rejmer** were both promoted to Senior Branch Clerk; **Danielle Nieto** was promoted to Materials Handling Clerk. **Glenna Godinsky** joined Branch Services as Library Associate in May. We said goodbye to Kelly Pemrick and Marisa Robinson but welcomed **Emily Long** and **Jessica Hoberg** as temporary summer staff. Angela Bouque and Ana Devine worked closely with the South Elgin Branch planning team throughout the year. The **South Elgin Branch, located at 127 S. McLean Blvd. was a major initiative** this year as the drawings became a reality at the end of the fiscal year. With Angela as supervisor, Library Associate **Kim Osko**, Senior Branch Clerk **Fernando Chang** and Branch Clerk **Eduardo Jaramillo** are key South Elgin Branch staff.

**Civic, Readers & Community Engagement Tish Calhamer, 21<sup>st</sup> Century Readers Services Librarian and Civic Engagement Librarian, wrote:** “Fiscal year 2015-2016 was an amazing year of growth and transformation for me, as I joined CSPD full-time. I’d always enjoyed working with the talented and creative people of CSPD on various projects, so it was a thrill to be asked to join the team! I have learned so much about the community we serve—the needs, resources, dreams, and aspirations that fuel our mission. Partnering with a variety of community agencies and individuals, from the Elgin Police Department to the Elgin Area Historical Society, has enriched my professional development as well as contributed to my accomplishments this past year. I’m looking forward to building on this foundation through increased community engagement, study, conversation, and contemplation.” In addition to running many book clubs, Tish was involved in planning and implementing special events, such as Downton’s Done Pity Party, Voices for Illinois Children, Money in Politics, Paycheck To Paycheck film screening, Judge Clint Hull/Kane Co. Treatment Alternative Court, and Smart Parties. In total she served **1,330 people**, which converts to a value of \$19,950 back to the community.

**Danielle Henson, Community Engagement Liaison**, says, “I have had quite a year transitioning from Volunteer Services and building the programming and projects that reached a diverse and interested audiences. I spent much of 2015/16 building partnerships for all programs, projects and trainings for staff and the community. I look forward to working with these partners and identifying new partners and projects for 2016/17 and beyond.” Noteworthy, often big events under Danielle’s expertise, talents and GBPLD role attracted **7,155 people** with events such as Activate Elgin’s March into Health, Artistic Transitions Class with U-46 and exhibition at Elgin Art Space, 2nd Annual Asian Pacific American Heritage Celebration, and the Black History Family Festival’s 11th Anniversary celebration.



**Hispanic Services** According a U-46 study on languages spoken in homes study, Spanish surpassed English as number one. The importance of robust library services and programs to reach our Spanish and bilingual speakers cannot be underestimated. [photo: Cultural Literacy for children]

This year Hispanic Services Manager **Tina Viglucci**, Hispanic Services Program Assistant **Roberto Adame** and **Judith Palma**, who was hired in August 2015 as Hispanic Services Assistant, exceeded the challenge. They planned and implemented relevant educational and inspiring programs **reaching 8,619** (7,359 in the library and an additional 1,260

in the community), a value of \$129,285. Notable initiatives include the *Música of My Heart* exhibit, planning the *La Flor de Roca* Production, reaching 150 ECC English Language Learners with Gold Star Partners Summer Reading, creation of two Constant Contact e-newsletters, one for Bilingual Volunteers (open rate 50%) and one for Hispanic Families (open rate 40%), a technology education study, creation of a Citizenship Corner, six Marketplace bay displays at Main, the South Elgin Adult Spanish starting collection, 58 Spanish translations (July-March), 73 Spanish proofs (July-March), six newsletter translations, new phone system translations and recordings. The growth and development of bilingual volunteers is among the many achievements, clocking 189 hours, a contribution value of \$4,450.

Tina was invited to write a **monthly newspaper column**, with five Reflejos columns reaching 230,000 suburban readers in FY15-16, a publicity value of \$1,500. In-kind partner donations totaled \$12,310 including the Hispanic Heritage Celebration with ECC, New York Life, Northern Illinois University, Sammy's and Chinelos; the ESL/Citizen Conversations Group leaders (62 tutor hours); Spanish American Sign Language Classes and 16 partnered programs on health, finance, immigration and parenting.

**Library on the Go** Library on the Go Manager, librarian **Ben Bahl**, joined GBPL in October 2015. This was an eventful year for Library on the Go which reaches district residents ranging from birth to end of life with programs and services throughout the community, and sometimes at the library buildings. Ben Bahl jumped in and became the *Aide de Camp* for Armchair Generals, which provided a value of \$3,240 to Civil War buffs. Ben also served as CSPD's point person for rolling out the new ShoreTel phone system in March. With Hispanic Services Manager Tina Viglucci, and Elementary Education Librarian Julia Langlois, Ben expanded Gold Star Partners to Elgin Community College's English Language Learner program; this new avenue led to increased collaboration between GBPL and ECC. Library on the Go programs utilized 1,159.75 hours from 53 volunteers, a \$27,324 value.

**ReaderShip Associate Madeleine Villalobos** delivered **storytime and other programs to 7,127** children, families, educators, and other partners, yielding a value of \$49,889. Madeleine connected with 2,680 more children and families over FY2014-2015, an increase of 60.2%! She also added or increased several partnerships, including more storytimes at Lords Park Zoo (which also now includes Roving Storytellers), a 16.2% attendance increase in Panera Milk & Cookie storytimes; a collaborative Welcome Baby session with KidSpace Early Literacy Specialist Katie Clausen, increased Gold Star Partner presence at River's Landing, a low-income apartment complex, and collaborating with Civic Engagement Librarian Tish Calhamer to deliver storytimes and crafts during library-organized voter registration events. Madeleine oversaw 72 remote library card sign-ups, 302 remote checkouts—a \$5,134 value, including 150 books—a \$2,550 value. Volunteers donated 33 hours, valued at \$777.48. Madeleine also began interviewing candidates for ReaderShip Assistant in June 2016. [photo: Teddy Bear Tea Party at Senior Services].





**Julia Langlois, Elementary Education Librarian on the Go**, reported 2015 Summer Reading Gold Star Partners finished 47% of the total number of children finishing the Read to the Rhythm program. At more than 30 locations, 2,547 children completed the program; a 12% increase. In FY15-16, Julia established or renewed partnerships across the Elgin area, valued at \$4,115. She delivered programs to **7,056 children and 4,000 adults**, checked out 1,683 books (\$28,611), executed 482 database searches (\$9,616), arranged meeting rooms 16 times (\$400), and received 39 hours of volunteer time (\$918.84). As always, volunteers played a significant role in enabling Library on the Go to deliver a robust, broad slate of services in FY2015-2016.

**Life Enrichment Liaison Tracey Degnan** delivered a wide variety of programs to Elgin-area assisted living facilities—**2,522 attended** Life Enrichment programs led by Tracey or by volunteers, netting a value of \$37,830. In FY2015-2016, 17 volunteers donated 490 hours of time to Life Enrichment programming, resulting in \$11,544.40 returned to the community. Tracey added two new sites for the **Visiting Vets** program wherein veterans volunteer to meet and talk with other veterans in assisted living facilities; she also expanded Tales & Travel and completed the \$15,000 Target Grant funding that program to include six kits for checkout, a robust schedule of programs, 30 additional folktales, dozens of music playlists on 2 iPods, and 18 partnerships, valued at \$4,009. The Women's Quilting Club of Rockford created fidget quilts for assisted living facilities.

With Dr. Susan Wesner of Judson University and Tales & Travel creator Mary Beth Riedner, Tracey presented a nationally-broadcast webinar focusing on Tales & Travel in May 2016. Nearly 80 libraries around the country registered, and feedback was exceptionally positive. The Target Award project team was comprised of Susan Wesner, D.M.H., Judson University, Angela Bouque, Tracey Degnan, Ana Devine (until 10/2015) Benjamin Bahl (starting 11/2015) and Library volunteers (all former librarians) Karen Maki, Mary Beth Riedner, and Kathy Simonetta. Miriam Lytle was project director. The purpose of this study was to gather evidence of the Tales and Travel program's effectiveness in engaging individuals with dementia. The results indicate social and cognitive engagement occurs during the program.

**Public Programs & Meeting Room Management** **Manager Stacy Michel** held 255 programs with **11,404 people** attending. On average per month, she held 21 programs with an attendance of 950 people. The total value that these programs brought to our library (calculated at \$15/person) for the fiscal year is \$171,060. In January 2016, a Road Scholars grant from the Illinois Humanities Council for the program "Oh Freedom! Songs of the Civil Rights Movement" performed by singer/songwriter Chris Vallillo. was by a grant that Stacy wrote and administered. The Elgin Garden Club approached us to partner with them to celebrate their 100th anniversary as a club. We held their first program during this fiscal year on June 24, titled "The City in a Garden: A History of Chicago's Parks." The Elgin Symphony Orchestra partnered with for GBPL's 10th Annual Sunday Afternoon Concert Series. The ESO provided four ensembles to perform, and volunteers from the ESO assisted in putting on pre-concert children's activities, like instrument petting zoos. **More than 1,300 people attended GB's ten concerts.** The library obtained a piano for our Lobby, and Stacy instituted piano performances throughout the year by

volunteers of all ages for a total of 66 piano performances. With our 2016 Summer Reading theme being “Mission: Read,” she launched our space programs in May and distributed StarNet surveys at each of them. Volunteers are a major source of assistance for public programs. This year, 99 volunteers served 671 hours, a value of \$17,003.

**Phyllis Seyller, Public Programs & Meeting Room Administrator processed 4,174 Evanced** library staff requests for meeting spaces, and trained Library on the Go, Studio 270, Technology Education and Rakow Branch staff to book their own rooms using Evanced since these do not require IT or Facilities set ups. Customers used meeting rooms to gather (not including study rooms or open areas) with **154 meeting room reservations by outside groups**; with \$1,070.00 in fees charged to use meeting room and spaces during the year. The total number of non-library program customers using meeting rooms and spaces during the year was 1,737. The total number of hours used for meeting rooms and spaces during the year was 302.25. According to What’s Your Library Worth for meeting room space, this value = \$7,556.25 for the year. The value of attendees using the space is \$26,055.00 for the year.

#### **Staff Who Work in Public Services:**

**Accessibility Services** Librarian **Erin Donlan** continued the Next Chapter Book Club, in partnership with UPS for DownS in Schaumburg, serving GBPLD adults with developmental disabilities. Erin works with the Association for Individual Development (AID) adults who meet to read aloud and discuss books at Dunkin Donuts. By using UPS for DownS books, GBPL did not have to purchase \$350 worth of books for this group. The group met 19 times this year with two volunteers who served 63.5 hours over the year, providing a value of \$1494.79. Eight participants attended a total of 140 times, giving them \$2,100 worth of library service. The participants have benefited from their participation in the group. The AID staff reported that they want to come to read, even when they don’t have money to buy something at Dunkin Donuts, and has also said that the group has had good conversations about the stories read after returning to the workshop.

**Middle & High School Services** Librarian **Catherine Blair** reached **4,335** outside the library with 4,020 at booktalks and book clubs, a \$48,240 value. Catherine distributed 11 remote checkouts, 581 YA donations, 142 children’s donations, a \$9,573 value, with a total return on investment of this work at \$57,813. **Melissa Lane** reached **2,928 teens** with academic programs both inside and outside the library, a \$43,920 value, and springboard to higher education.

\*\*\*\*\*

**Lastly, Miriam Anderson Lytle** excited by the creativity, energy, outputs, outcomes and ultimate impacts of this talented CSPD team, is a servant leader who sees this work as a positive force in the community. Under the leadership of Carole Medal and the Board of Trustees, and within the context of GBPLD Cabinet, she joins fellow staff and residents to share a vision of a bright future with compassion, education, connectedness, social justice and literacy for all.

Respectfully submitted, **Miriam A. Lytle**, CSPD Division Chief

**2015-2016**  
**ANNUAL BOARD REPORT**  
**FACILITIES AND BUILDING OPERATIONS**

**FURNITURE MOVE- MAIN FACILITY:**

On 4 July 2015, members of the Maintenance Department took advantage of the holiday to perform work when the library was closed. The Maintenance TEAM relocate multiple CD Racks from MMM to the 2<sup>nd</sup> floor. In order to facilitate the move, custom bracing was fabricated by the Maintenance Department that allowed entire sections to be moved without the need to empty the shelves.

**VEHICLE PURCHASE-2008 FORD F250:**

The Maintenance identified, researched, and purchased a used 2008 Ford F-250 pick-up truck for \$16,500.00. The truck was later equipped with a snowplow to assist with the snow and ice management at the Main Facility, Rakow Branch & SE.

**LANDSCAPE BEAUTIFICATION PROJECT:**

Landscape Beautification Project took place during the month of September 2015 where a variety of flowers were planted in the “Drive Up” island, Center -Walkway and other areas. Many years ago, Paul Bednar took time out of his busy schedule to provide the GBPLD with Landscape Design drawings to enhance the appearance of the Main Facility with flowers, shrubs water features, stepping stones, etc. These drawings were submitted “Pro Bono” by Paul Bednar and have been used for the inspiration of many of the landscape beautification projects that we have completed at the GBPLD throughout the years. Thank you Paul!

**EARLY LEARNING CENTER RE-FRESH PROJECT:**

During the month of October 2015, the Maintenance Department performed the below listed “Refresh “work: in the Early Learning Center.

- Detailed cleaned and repaired damaged children’s climber
- Patched and painted entire area
- Steamed cleaned all carpets in ELC area
- Removed all acoustic sound panels located in ELC Gateway for reupholstering and reinstalled
- Relocated existing electrical and “pulled” additional low voltage cabling

**HANDICAP PARKING RECONFIGURARATION PROJECT-MAIN FACILITY:**

Handicap parking for the Main Facility was relocated to the west side of the parking lot closest to the staff entrance. The old handicap parking will now serve as additional parking for library vehicles. The Readership Van will be assigned to the last parking slot closest to the staff door to make it easier for staff to load and unload the vehicle. Thanks Jeff !

**HISPANIC HERITAGE EVENT:**

Members of Facilities and Building Operations (Maintenance Dept., Security and the IT Department) put effective systems in place to ensure that this years’ event went off without a hitch.

**BUILDING AUTOMATION SYSTEM (BAS):**

During the month of September 2015, Facilities and Building Operations-Maintenance Department worked collaboratively with Mechanical Inc.on the BAS for the Main Facility and the Rakow Branch. The Building

Automation System was check to ensure that the building conrols were operating correctly to provide optimim performance for effectiveness and energy efficiency.

**HVAC PREVENTATIVE MAINTENANCE-MAIN FACILITY & RAKOW BRANCH:**

Preventative maintenance was performed on all Air Handling Unit Motors, Hot Water Heaters, Ceiling Mount Pumps, Floor Mount Pumps, Gas Fired Humidifiers, Exhaust Fans, Gas Boilers and Condensing Units. All motors have been greased and oiled. All worn out fan belts have been replaced on exhaust fans, and Air Handling Units

**MAIN FACILITY CONSTRUCTION PROJECT -MMM:**

Worked collaboratively with Shales McNutt Construction Inc. on the \$725,000.00 MMM Construction Project that took place at the Main Facility that started in August of 2015. The project was completed in October 2015.



**NOVEMBER 2015 WINTER SNOWSTORM:**

The Elgin area was “hit with a large snowstorm that started on Friday, 20 November 2015 and eventually ended in the evening on Saturday, 21 November. Over the course of a couple of days, this snowstorm dumped anywhere from 10-16 inches of snow across the Chicagoland area. Members of Facilities & Building Operations along with our snowplow subcontractors, Tovar Snow Professionals worked collaboratively to put effective systems in place to appropriately address the Snow and Ice Management responsibilities for the Main Facility and the Rakow Branch. **I would like recognize the following members of the Maintenance Department Jeff Speiss, Kevin Ferrell, and Tim Sneed for working long hours over the weekend to ensure that both facilities were able to open without a “hitch”. NICE JOB!!!**



**RAKOW BRANCH-INTERIOR SECURITY CAMERA INSTALLATON:**

During the month of December 2015, three new interior security cameras were installed at the Rakow Branch. These new security cameras will now allow our Security Team and staff to monitor the Rakow Branch remotely.

### **WALL CABINET AND SHELVING INSTALLATION- RAKOW BRANCH:**

In order to maximize space, and help with the organization of the Rakow Branch Workroom, the Maintenance Department utilized the services of Kunde Woodwork Inc. to fabricate custom shelving and wall cabinets for the Rakow Branch. Once the fabrication was completed, Maintenance Department employee Kevin Ferrell performed the installation of the upper wall cabinets and all of the shelving. Thank you Kevin for a job well done!

### **CARPENTRY PROJECTS-MAIN FACILITY AND RAKOW BRANCH:**

Throughout the year, the Maintenance Department performed a variety of carpentry related projects throughout the Main Facility and Rakow Branch. A large portion of the carpentry work that was performed consisted of repairing damaged countertops, wood chairs & tables, adjusting doors, removing and replacing door stops, removing and replacing damaged hardware throughout the Main Facility.

### **STATE OF ILLINOIS ELEVATOR INSPECTION:**

Otis Elevator Inc. along with Thompson Elevator Inspection Services performed the mandatory state of Illinois Elevator Safety Test during the month of January. Hydraulic testing was performed on each of the three elevators located at the Main Facility. All three elevators are in compliance with state of Illinois Elevator Safety and Regulation Act.

### **WATER LEAK- MAIN FACILITY 1<sup>ST</sup> FLOOR PUBLIC WASHROOMS:**

A pin hole leak in the copper piping on the supply side caused a substantial amount of clean water to leak inside the plumbing wall that is located on the 1<sup>st</sup> floor between the Men's and Women's Public Washrooms. Unfortunately, the leaking water followed the pitch of the concrete floor and metal wall tracking system to the east side of the computer center. In order to locate the source of the leak, a portion of the marble wall tile had to be removed with precision so tiles were not damaged. Once the walls were "opened up", the source of the leak was identified and immediately repaired. All standing water was removed; fans and air movers were utilized to force air into the wall cavity to ensure everything was dry prior to sealing up the wall. Thank you Terry Gordon and Kevin Ferrell!



### **HOME FOR THE HOLIDAYS AFTER HOUR EVENT:**

A well-attended after hour event took place in the evening hours of 04 December 2015. Facilities and Building Operations put effective systems in place to ensure that all the needs from an IT, Maintenance, and Security perspective were met. Fun was had by all who attended the event.



### **LANDSCAPING CONTRACTS:**

During the month of March 2016, all landscaping proposals were reviewed for the Rakow Branch and Main Facility. Frank and Sons Landscaping, Inc. will continue to provide the landscaping services for the Rakow Branch and the Main Facility, while Davey Tree Company will continue with the plant health care program for the Main Facility and the Rakow Branch.

### **TREE TRIMMING, LANDSCAPING AND PLANT HEALTH CARE PROGRAM:**

During the month of June, Davey Tree Expert Company performed Deep Root Fertilization applications to all trees and shrubs at the Main Facility and the Rakow Branch. They also provided a soil treatment application designed for Japanese beetles and other insects and in addition trimmed all low hanging tree branches. Frank and Sons Landscaping continued their landscaping maintenance contract work at both facilities and also removed one dead pine tree

### **BACKFLOW PREVENTION DEVICES:**

To ensure that polluted or contaminated water does not seep back into the domestic water supply, backflow prevention devices on all domestic water and fire lines were tested by Skirmont Mechanical Inc. during the month of March at the Main Facility and the Rakow Branch. Skirmont Mechanical Inc. is certified by the state of Illinois/ Environmental Protection Agency to perform testing throughout the state. All results from the Backflow testing have been submitted to the City of Elgin /Water Department for their records.

### **PAINTING PROJECT-MAIN FACILITY & RAKOW BRANCH:**

Throughout the year, Kevin Ferrell from the Maintenance Department did an outstanding job of patching and painting damaged walls throughout the Main Facility and Rakow Branch. Kevin dedication to duty and hard-work certainly does not go unnoticed. THANK YOU KEVIN!!!

### **GBPLD-SOUTH ELGIN BRANCH CONSTRUCTION PROJECT:**

It was with great pleasure to have the opportunity to be actively involved with the purchase and development of the new GBPLD South Elgin Branch. Over the past 6 months, Facilities and Building Operations worked collaboratively with Shales McNutt Construction, the city of South Elgin, Studio GC, Eric Pepa (Allen & Pepa Architects) and all other subcontractors who performed work on the new South Elgin facility. The excitement was buzzing from the start, and many long hours of work were had by all. I would like to personally thank IT Director, Brian Hoeg for all of his hard-work and dedication to duty on this project. Brian and his TEAM worked countless hours on this project. The end product resulted in a brand new 4250 SQ. Ft. GBPLD Branch located in the town of South Elgin. Listed below is a brief snapshot of the activity and projects that that took place over the course of the past few months.

- ❖ Assisted GBPLD Executive Director, Carole Medal with contract negotiations for the purchase price of the new South Elgin Branch property

- ❖ Facilitated logistic meetings with members of the Shales McNutt Construction Team, Eric Pepa, Jim Doherty (owners -condominium business complex), and also some of the existing tenants that occupy leased space located in the business complex
- ❖ Participated in pre-construction meetings with the South Elgin Building Department, South Elgin Fire Inspector and Shales McNutt Construction to review the drawings that were submitted
- ❖ Participated in multiple construction meetings over the course of the entire project with members of the Shales McNutt Construction Team, Studio GC and all of the subcontractors that were actively involved with the project
- ❖ Facilitated meetings with E -Norman Security Systems Inc. to discuss the future installation of security cameras, and burglar alarm system, for the new South Elgin Branch
- ❖ Negotiated contract for all low voltage work
- ❖ Facilitated meetings with Kellenberger Technologies, LLC and members of the GBPLD IT Department to ensure that all low voltage infrastructure was addressed
- ❖ Worked collaboratively with representatives from Studio GC in the development of a “Punch List” that reflects work that has been identified as work that is not conforming to contract specifications
- ❖ Equipment Training: All members from Facilities and Building Operations were recently trained on the functionality of all new equipment (HVAC, Lighting Controls, moveable glass wall partition, Media Box, etc.).
- ❖ South Elgin Parking lot repair work (Worked collaboratively with business park property owner, Eric Pepa)
- ❖ South Elgin Landscaping maintenance work (Worked collaboratively with business park property owner, Eric Pepa)
- ❖ South Elgin Concrete repair work (Worked collaboratively with business park property owner, Eric Pepa)
- ❖ Fiber Optics Infrastructure –Comcast, IT Department
- ❖ Security Camera Installation
- ❖ Burglar Alarm Installation
- ❖ Facilitated meetings with Reliant Glass, Removal and replacement of front entry doors with ADA hardware
- ❖ Firewall and filtering configuration –Brian Hoeg
- ❖ AV Roller Shade installation (carpentry and electrical)
- ❖ Configure LAN / WAN – Brian Hoeg
- ❖ Post construction cleaning
- ❖ Worked collaboratively with LFI to ensure correct configuration of shelving units
- ❖ Performed additional electrical work (low voltage cabling, relocated fire strobe and installed additional wall and floor outlets) Associated Electric
- ❖ Configure / Installation of staff computers and OPAC Computers- Brian Hoeg
- ❖ Assisted with the delivery and installation of Media Box and I Pad Machines
- ❖ Voice T1 Extension-
- ❖ POTS Line Installation (E911 and fax machine)
- ❖ Digital Signage configuration and bracket Installation
- ❖ Call One Phone Installation-Brian Hoeg
- ❖ Removed and replaced damaged tile located in the north and south vestibule- Kevin Ferrell, Maintenance Dept.

- ❖ Facilitated meetings with janitorial subcontractors (Complete Cleaning, Inc. and Cintas Inc.) to put effective systems in place to address the day to day janitorial requirements

**PHOTOS: GBPLD-SOUTH ELGIN BRANCH CONSTRUCTION:**

Metal framing, electrical, low voltage, plumbing connections, steel beam erected for glass partition wall.



**GBPLD-SOUTH ELGIN BRANCH CONSTRUCTION**

Saw cuts and excavating of existing concrete for below grade electrical and plumbing

Below grade electrical and plumbing work performed

Below grade Plumbing Inspection approved

Interior and exterior door installation and tile repair work





**EXHIBIT INSTALLATION-MAIN FACILITY:**

During the Month of April 2016, Members of the Maintenance Department worked in a collaborative effort to provide the necessary support to unload, stage, and install the Space Exhibit. Deinstallation took place at the end of July 2016.



**PARKING LOT PREVENTATIVE MAINTENANCE– MAIN FACILITY & RAKOW BRANCH:**

During the month of May 2016, Facilities and Building Operations worked collaboratively with Rose Paving Company and RG Stamping Inc. to ensure that the Parking Lot Preventative Maintenance Project for the Main Facility and the Rakow Branch went off without a hitch. The 1<sup>st</sup> phase of the project consisted of utilizing infrared pavement re-heating technology to “re-heat” the existing asphalt in specific areas for immediately repair of failed pavement. This process allows us to perform repair work at a fraction of the cost compared to the standard removal and replacement. Phase 2 of the Parking Lot Preventative Maintenance Project was performed over the Memorial Day weekend. This project consisted of crack filling 4000 linear feet of cracked pavement with a “Hot Rubberized Joint Filler”, seal coating approximately 170,000 sq. ft. of asphalt pavement, and re-stripping all parking stalls and directional arrows in both parking lots with a Heavy Duty Roadway product. I would like to recognize the following members of the Maintenance Department for working over the holiday weekend to ensure that this project was properly managed: Terry Gordon, Jeff Speiss, and Kevin Ferrell.



**RAKOW BRANCH-ELGIN GARDEN CLUB:**

Facilities and Building Operations worked collaboratively with the Elgin Garden Club to ensure that the donated kinetic energy art sculpture was carefully picked-up, delivered and installed just in time for Elgin

Garden Club 100<sup>th</sup> anniversary celebration that was held at the Rakow Branch on 19 May 2016. Special thanks to Maintenance Department staff members Kevin Ferrell and Randy Spesard who ensured the safe delivery and installation of the kinetic energy art sculpture.



## INFORMATION TECHNOLOGY (IT)

### SECTION 1: Projects

#### **PROJECTS:**

##### **WIRELESS INFRASTRUCTURE UPGRADE**

A major wireless infrastructure upgrade / refresh project was completed in July 2015. In total, we replaced or installed a total of 32 new access points at the Main Library. We also upgraded our connection to Xfinity / Comcast from a coax 150Mbps line to a 300Mbps fiber line. If we need to increase the connection speed in the future, we now have the infrastructure in place to support up to 10Gbps. Unfortunately, this impacted the July 2015 wireless statistics, which is reflected in Section 3 of this report.

##### **MYPC PROBLEM**

Also in July 2015, a problem was reported where patrons were able to bypass the time restrictions on Internet computers in the Youth Center and Computer Center. Working with staff and Today's Business Solutions, IT was able to identify that a certain game called ROBLOX was causing the MyPC service to stop on the computer – this allowed the user to have unlimited time on the system. TBS worked with IT to determine that a MyPC client upgrade would correct the problem. The client was upgraded on all Youth Center computers, as well as all systems in the Computer Center – no additional problems were reported.

##### **MEDIABANK**

##### **MEDIABANK UPGRADE – August 2015**

MediaBank Italy personnel were onsite on August 7-9 to perform an upgrade of the MediaBank software for both the Rakow and Main Library locations. In addition, maintenance was performed on all of the hardware for the MediaBank machines. Due to the extensive nature of this upgrade, both IT and Library Applications were significantly and negatively impacted, and worked directly with MediaBank to resolve numerous issues related to the upgrade. It took several weeks to fully resolve issues stemming from this upgrade, but by September 2015, the MediaBank units were maintaining a greater than 98% uptime.

##### **MEDIABANK ISSUES - January 2016**

Several problems were experienced with the MediaBank systems in January 2016. IT worked closely with MediaBank Italy and local staff to identify the issues, implement solutions and get the units operational as quickly as possible. All units were currently 100% operational in 5 days.

## MEDIABANK MAINTENANCE – June 2016



Figure 1 - Use zoom feature to view detail

MediaBank (Michele) was onsite June 25<sup>th</sup> and June 26<sup>th</sup> to perform annual maintenance on the 3 MediaBank units. In addition to cleaning and lubricating all applicable components, all worn or damaged parts were replaced in both locations. This included replacing belts at Main and Rakow, and one of the

selector screen monitors was replaced at Rakow. We also took the time to re-paint the exterior grey paint on the front of the MediaBank unit at Rakow. In October 2016, MediaBank will schedule a hardware upgrade to the Rakow MediaBank unit. This upgrade will include a new robot with an integrated scanner, better (more powerful) motors for the vertical and horizontal belts, a new door unit, and other enhanced capabilities, including an inventory system for maintaining the contents of the unit. We will also re-paint the red on the outside of the unit.



Figure 2 - Use zoom feature to view detail

## AUGUST 2015 SYSTEM OUTAGE

At approximately 1:20pm on Wednesday, August 12<sup>th</sup>, we experienced a hardware issue with the Storage Area Network (SAN) at the Main Library. This issue was related to a failed controller card, and this failure caused corruption on the two clustered servers which host the SAN enclosure. From 1:20pm until approximately 12:15pm the following day, staff was not able to access data from the SAN, and there was no access for both staff and patrons to the wireless networks. IT worked closely with Microsoft to resolve the problems, but services were not available for about 10.5 business hours. IT has performed a root cause analysis, and implemented additional redundancy into our systems to prevent future outages.

## WINDOWS 10 / COMPUTER TRAINING ROOM REFRESH



Windows 10

All 17 systems in the Computer Training Room were rebuilt with a dual-boot image of Windows 7 and Windows 10 in October 2015. This was in preparation for offering training on the new Windows 10 Operating System, which began in early 2016.

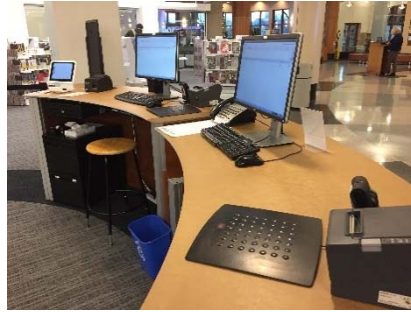
Since that time, we have also upgraded 21 total systems to the Windows 10 Operating System. At this time, there are still issues with Windows 10 and Windows Group Policy, which we use to control our Windows environment. Once these issues have been resolved, IT and the GBPL Technology Committee will outline a plan to upgrade out systems.

## WALKER WIRELESS PEOPLE COUNTERS

The wireless counters used at the Main Library to count patrons entering the facility were first installed in May 2009. Counters failed in late September, so IT worked with Facilities to install replacement counters, as well as adding an additional set of counters on the doors into the Café. Walker Wireless counters were also installed at the new South Elgin location, and will also be installed in August 2016 at the Rakow Branch.



## MARKETPLACE TECHNOLOGY



During the Marketplace Refresh project in November 2015, the IT Department implemented several key pieces of technology, including:

- Six (6) touch screen all-in-one computers for browsing our catalog, databases and MediaBank items.
- Eight (8) new staff computers including new CPUs and monitors, and new scanners which will scan smartphones as well as traditional library card barcodes.
- Four (4) Microsoft Surface tablets configured with Windows 10, will allow Customer Relations staff to access a variety of applications while serving our patrons.
- New digital signage computer and 55" display
- A/V capabilities to display Blu-ray, PC or auxiliary inputs on the 80" large-format display.

## FIREWALL UPGRADE

A new Cisco Meraki firewall was installed at the Main Library location in May 2016. This new firewall greatly enhanced our ability to “see” into the traffic, and monitor usage across the library local and wide-area networks. Enhanced filtering is also a benefit of this upgrade, and allows us to replace our separate Websense product for Internet and content filtering. Lastly, the remote VPN client no longer requires a special piece of software, and can be used with standard native VPN client in Windows and Mac.

## PHONE SYSTEM UPGRADE



IT and the Phone System Committee first started working on identifying the need for a new phone system in late February 2015. After outlining the requirements and business case, and presenting to library management, the committee started preparing a bid package for local vendors the end of November. The Library Board approved the bid recommendation in December 2015, and actual implementation efforts began in February 2016. IT began working with Call One, AT&T and other vendors to ensure that all infrastructure issues were identified and addressed ahead of the implementation date. A network site survey was completed by Call One, and 2 new additional network switches were

purchased, configured and implemented in February. The Hyper-V server which would be used for storing the database and configuration was also built

A review of the phone system programming, line assignment and a final review of phone types was determined, and IT staff also identified and mapped all network ports to assist in the deployment of phones.

In March 2016, training for the new ShoreTel Phone System was conducted, and was attended by staff members from all library departments. The “go live” for the system was on Wednesday, March 16<sup>th</sup>, and went very smoothly.



## SOUTH ELGIN BRANCH

March:

IT involvement for the South Elgin site began in March 2016 when Dave Considine and Brian started working with audio-visual vendors to identify the A/V equipment. Equipment recommendations were provided, and we revised the plans to keep the cost low, while still providing the best possible options for the public and staff. IT infrastructure and equipment was also identified, including low voltage and electrical specifications.

April:

Equipment specifications were outlined, and pricing gathered to present to Library Board of Trustees.

May:

In May 2016, all hardware was ordered, and the process of installation began at the end of the month. Comcast has installed our fiber optic connection between 270 North Grove and the South Elgin Branch, and Call One has installed our T-1 connection for our phone service. Final equipment installation and configuration will begin the first week of June.

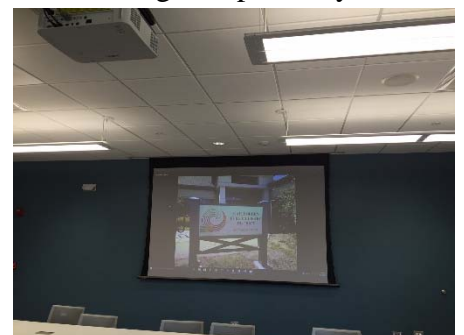
June:

The majority of IT-related work was completed at the South Elgin Branch in June 2016, as well as all computers being imaged and readied for deployment at the Main Library.



- AVI/SPL installed the audio-visual (A/V) equipment in the SE classroom.
- Kellenberger Technologies installed the server cabinet in the Staff Room.
- Call One / AT&T installed POTS lines and T-1 voice connections.
- Comcast completed Internet connection and point-to-point data connection between South Elgin and Main Library.
- Call One installed and configured phone system.

- GBPL IT installed firewall, server and all associated equipment in server rack, and configured the internal and external LAN / WAN. Connectivity to the Main Library and the Rakow Branch has been completed, as well as wireless networking.



- IT configured physical and virtual servers that will be used for applications, file and printer sharing and Active Directory integration.
- Konica Copier / Printer configured and ready for connectivity for staff and public.
- Completed A/V cart installation for collaboration area, including display mount, Blu-Ray Player and providing all interface cabling.
- Assisted with network configuration on the RTI MediaBank unit.
- Backend configuration completed for Digital Signage implementation.

## **SECTION 2: Tech Bytes (from previous Board Report submissions)**

### July

- Microsoft Office 2013 deployment continued with 185 workstations now upgraded, which is about 90% of the total computers.
- Compiled, drafted and submitted 2014-2015 Annual Board Report, which includes numerous statistics on IT performance for the year.
- Assisted with relocating equipment from the Movies, Music and More Department to other areas of the library ahead of the construction beginning in August.
- Windows 10 was released publicly on July 29<sup>th</sup>. IT has begun limited testing an evaluation of the new Operating System, and will be making recommendations to the Technology Committee and Library Cabinet on the planned rollout / upgrade.

### September

- After achieving a deployment rate of 98% on Microsoft Office 2013, Microsoft has released Office 2016. IT has started testing within the department, and will be upgrading staff and public computers to the new version.
- Continued testing of Windows 10 within the IT Department, and started deploying Windows 10 as a second partition on dual-boot computers in the Training Lab. Classes for Windows 10 are tentatively scheduled to begin in January 2016.
- Completed extensive preparation for allowing a splash banner to appear on our Public Wireless network. This banner will require patrons to accept defined guidelines and policies surrounding the usage of our networks. We are waiting for final approval of the verbiage before implementation. (Note: This project was cancelled at the discretion of the Technology Committee).
- Working on an alternate method to Group Policy Software Restriction Policy, which will protect the network from malicious software installation.

### October

- Prepared 8 new systems to be deployed for the MarketPlace, as well as 6 new OPAC systems. Also worked with Customer Relations on a new Surface Tablet configuration, will be used to better serve our public. Three additional tablets will be added in November.
- The server used for the security camera system was upgraded to a new virtual machine.
- Extensive work on the phone system replacement project, which will (hopefully) be put before the Library Board in December 2015.

### November

- Installed QuickBooks on all Training Room systems – training will be held in 2016.
- Installed three (3) new Apple TV units for the Elgin Room, South Elgin Room and Community Rooms.

### December

- Completed the bid process for the Phone System Replacement, and received Library Board approval. The installation, training and support of the new phone system will be provided by Call One. The implementation timeline for the phone system has yet to be finalized, as we are currently going through the process of finalizing the equipment, and completing assessments of the network and the working environment.
- Successfully completed and renewed PCI Site Certification Compliance.
- Added additional monitor to staff workstation at Rakow, which allows dedicated viewing of Rakow security cameras. This will allow staff to monitor the inside and outside of the facility, and enhance the security posture of the building.

- Continued the installation of Office 2016 on GBPL staff computers – to date, Office has been upgraded on 31 staff workstations.
- Researched options to increase the capacity and functionality of our backup systems. Quotes and recommendations are being presented to the Library Board in the January 2016 meeting.

#### January

- Worked with Unicomm and GBPL Security to implement new multisite emergency radio system.
- Upgraded TruVision Navigator software, which is used to view and record our security cameras at the Main Library and the Rakow Branch.
- Identified and contracted with a local e-Rate consultant to assist IT and GBPL with obtaining the maximum funds available for network and telecommunications equipment.
- Provided preliminary equipment and low voltage requirements for the South Elgin Branch.

#### February

- Adobe Elements and Burlington English software deployed on Computer Training Lab systems.
- Configured and deployed 5 new AIO computer OPACs in Marketplace and Early Learning.
- Installed a new 50” monitor and computer at Rakow to view security camera equipment.

#### March

- Continue to work on LAN/WAN connectivity and equipment for the South Elgin Branch.

#### April

- Working with Joyce in Administration to finalize policies, procedures and guidelines surrounding the implementation of an Instant Messaging client within the ShoreTel Phone System. Once all administrative functions have been completed, the client will be added to all current phone system users within ShoreTel Communicator. Should be rolled out in May 2016.
- Currently doing limited testing of the ShoreTel Conference Bridge portion of the new Phone System. Has been used successfully in early testing, and hope to have it in use library-wide in May 2016.
- Continue to work on LAN/WAN connectivity and equipment for the South Elgin Branch. Project is underway with Comcast and Call One for the installation of the data and phone connectivity. Final (hopefully) list of technology equipment has been completed for review and approval.
- Have been working with our E-Rate consultant, and FCC Form 471 (161030987) for Funding Year 2016 was filed and certified for Gail Borden Public Library. Will continue to work towards saving money for the library through the E-Rate program.
- Provided technical assistance to the PRAD group in supporting the Space Exhibit installation.
- Working on the preliminary technology budget for FY 2016-2017. First draft has been submitted.

#### May

- The Library Board approved the purchase of Syn-Apps SA-ANNOUNCE at the April Board Meeting. The installation of SA-ANNOUNCE and the integration with our ShoreTel Phone System has been completed, and we are finalizing the configuration on how it will be utilized at GBPL. Hope to have this finished in June.
- Two new Dell Latitude laptops were purchased, configured and put into our Community Room and Elgin / South Elgin Rooms. These upgraded laptops will allow for better equipment for our staff and patrons.

#### June

- Jim Chambers provided A/V support for the June 30<sup>th</sup> Live Streaming video chat with Astronaut Jeff Williams and Chief CapCom Hal Getzelman. Jim arranged all the technology components, coordinated in-advance testing, and was present for the actual event. All systems were a “Go” for the event!

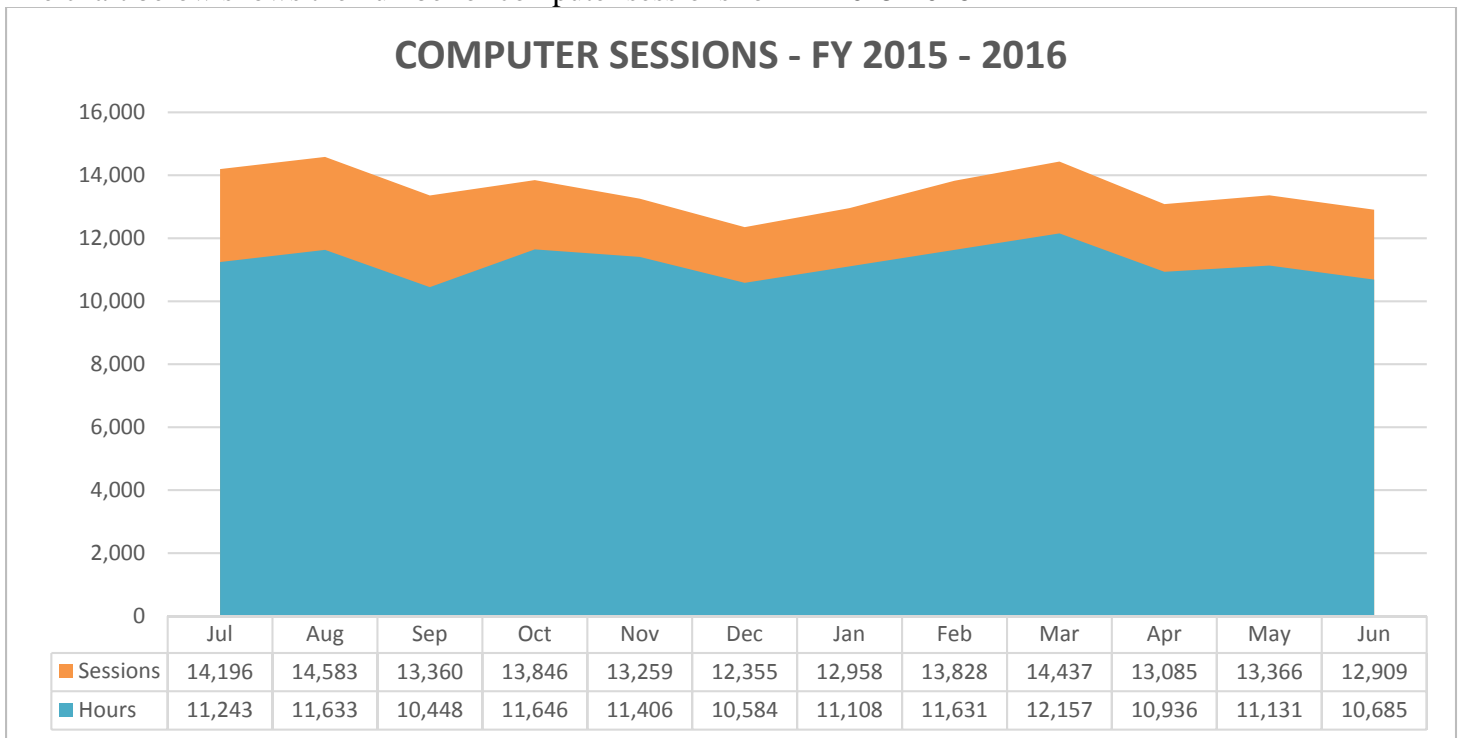


- Completed PCI Compliance questionnaire for FY 2016-2016, and met PCI compliance on our firewall.
- Replaced defective (worn out) scanner at Administration Reception Desk.
- Prepared latest input for FY 2016-2017 Operating Budget for Information Technology.

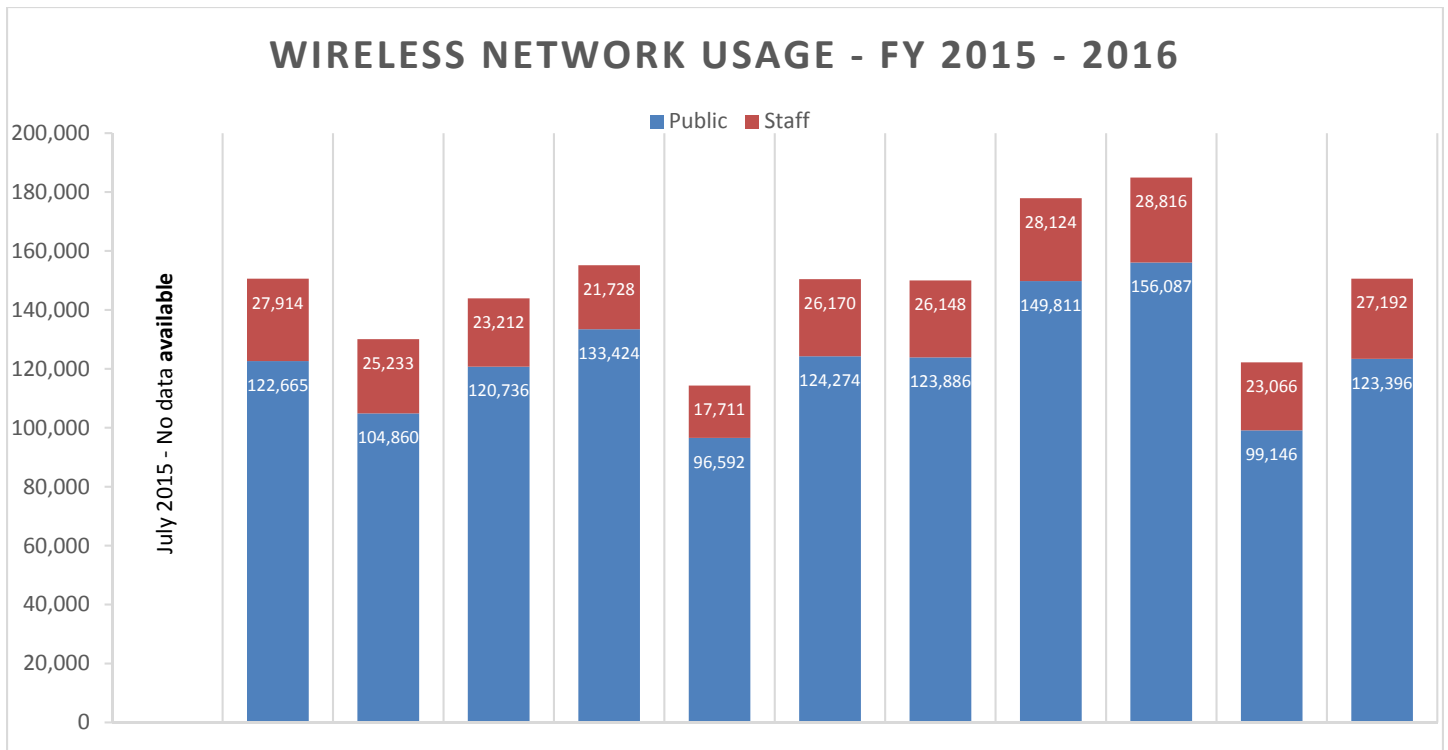
**SECTION 3: Statistics**

- Total number of servers: **35**
- Total number of workstations: **404**
- Total number of Help Desk Tickets closed (July 2014 – June 2015): **2,200**
- Total number of Help Desk Tickets closet (July 2015 – June 2016): **2,423**
- Potential viruses or Malware blocked on Staff and Public computers (July 2014 – June 2015): **17,697**
- Potential viruses or Malware blocked on Staff and Public computers (July 2015 – June 2016): **25,364**
- Number of computers replaced (new or upgraded): **117**
- Server and Network availability (during open hours): **99.3%**
- Internet availability (Illinois Century Network): **99.1%**
- Internet availability (Comcast): **98.7%**
- Number of wireless connections to Gail Borden Network 2015-2016 (See graph below): **1,630,191** (Missing July 2015 data)
- Percentage of wireless downtime (during open hours): **.694%**

The chart below shows the number of computer sessions for FY 2015-2016



The chart below shows the wireless usage for FY 2015-2016



David Considine  
Division Chief  
Facilities and Building Operations

# PRAD Fiscal Year 2015 – 2016 Annual Report

One small step for a man, one giant leap for mankind.

Astronaut Neil Armstrong's first steps and words on the moon inspired the PRAD Team throughout the fiscal year. The historic 1969 Apollo 11 Mission roused the nation and, 47 years later, galvanized our team to create experiences that would energize and embolden the library community.

The American Library Association's message to Gail Borden Library in June, 2015 that it was selected to host the traveling exhibit Discover Space™: A Cosmic Journey in 2016 launched a year-long initiative to bring space-related events and supplementary exhibits to the community as well as spark excitement about space in children.



Gail Borden Library was chosen to be the first public library among eight to host Discover Space, and would do so from April 15 to July 8, 2016. The exhibit was supported by the National Science Foundation and part of the STAR Library Education Network (STAR\_Net) led by the National Center for Interactive Learning at the Space Science Institute. Its partners included the American Library Association, the Lunar and Planetary Institute and Afterschool Alliance.

The 800-square-foot exhibit was composed of informational panels and interactive pieces that took families on a journey to discover the origin of galaxies, stars and planets, learn how stars and planetary systems form, explore the role that asteroids and comets play in our Solar System and more. Hands-on activities included a Solar System Weather Report Station, Discover Space Quiz Show and a Mission to Mars Kiosk.

The PRAD Team took action to augment the exhibit to enhance the experience of Space for Library visitors. Additional funding opportunities were explored and obtained. Library partners that helped enhance Discover Space included the Grand Victoria Foundation, KCT Credit Union, EFS Foundation, Berna Moving & Storage, Holiday Inn and Elgin Key & Lock. Additional accoutrements included:

- A moon rock, a replica astronaut suit, space shuttle tire, small models of Apollo Lunar Module and rover, and a “Spirit of Flight Research” mural from the Glenn Research Center at Lewis Field in Cleveland, Ohio.
- A space shuttle 1:15 scale size model, space rocket equipment pieces, astronaut food and tools, and other items from the NASA Marshall Space Flight Center in Huntsville, Alabama.
- A Lunar Excursion Module replica and life-size Buzz Aldrin model in astronaut gear from Global Effects, a California company specializing in props, costumes and set designs for TV, movies and museums. The Lunar Excursion Module replica was used as part of the set design in the 2011 movie Apollo 18, a science fiction horror film.
- A stunning backdrop for the Lunar Excursion Module of the earth in space as seen from the moon designed by the PRAD Team and manufactured by Fabric Images.
- A portable StarLab planetarium borrowed from Immanuel Lutheran School in Dundee. Scripts about Greek and Native American stories about the constellations were written and used during presentations.
- A crew of Space Rangers was recruited and trained to volunteer to present StarLab sessions as well as guide visitors to the LEM, opening it up for photo opportunities and providing interesting information about the real LEM and space missions.
- Utilization of Goodeye, a firm specializing in providing photo opps with the aid of a green screen. Library visitors received photos of themselves on Mars and the moon as well floating in the International Space Station.
- PRAD created panels about the history of the space program and a 1969 living room in which Library visitors could watch the 1969 moon walk on TV.



# Several special events coordinated by PRAD helped celebrate the Discover Space exhibit:

- The April 15 opening day and programs featured John Palmer, Director of Special Effects for Global Effects and a contributor to space-themed films such as *The Martian*, *Deep Impact* and *Apollo 13*. Also on board was NASA CapCom and Elgin native Hal Getzelman. Discussions centered on how Space was portrayed in movies compared to real life as well as future endeavors of NASA. The first program attracted about 200 people in the community while the second was a fundraiser hosted by the Gail Borden Library Foundation at which Karen Schock served as MC. The next day, Hal Getzelman gave a tour of the NASA items on display and gave a presentation, *STEM is Your Ticket to the Stars: From Elgin to Houston*.
- People learned about the Dawn of the Space Age April 25 at the School Dist. U-46 Planetarium. Presented by Planetarium Director Peggie Hernandez, the program was partnered by the school district and library and included a tour of the observatory.
- Kids ages 6 to 12 displayed and talked about their projects with names such as Space Dragon, Benny's Spaceship and Star Wars: Droids vs. Clones at the June 2 LEGO Space Showcase for Kids.
- The library was invaded by six Stormtroopers, Jakku scavenger Rey, Darth Maul, a Jawa and even an Ewok at the Space Ice Cream Social June 6. About 200 attendees enjoyed ice cream, prizes and photos with their favorite Star Wars characters (courtesy of the 501st Legion).
- On June 30, the Library hosted a live video chat with International Space Station Astronaut Jeff Williams and NASA Lead CapCom Hal Getzelman in Houston in which 30 kids, students from Dist. U-46, Einstein Academy, St. Mary's and homeschools, asked questions such as "Do you ever see a shooting star fly past the space station?" About 230 were in the audience but even more watched via Facebook Live, YouTube and NASA channels. The PRAD Team coordinated all aspects of the event including making connections with NASA and the ISS, recruiting students with the help of O'Neal Elementary School Principal Marcie Marzullo and Highland Elementary School Principal Steve Johnson, and inviting the community to share in this life-changing event. The Gail Borden Facebook livestream with Astronaut Jeff Williams reached almost 4,000 people. The video chat with Hal Getzelman (a separate Live video stream) has reached nearly 3,000 people. (NASA's streaming and video of the chat with only Jeff Williams has received 5,675 views.) Gail Borden Facebook posts about the video chat posted before the June 30 event reached 7,067 people.



Astornomy materials circulation increased 74% during the exhibit.

The Discover Space exhibit and programs attracted many people to the library who were eager to comment on it, from the 96-year-old man who lived through the space race and met astronauts to the kindergartener from Summit Early Learning Center who wanted to know how the astronauts took naps in the Lunar Excursion Module to the young mother visiting from California and playing a game with her two-year-old daughter who loves rocket ships. St. Charles resident Beth Mund, a former NASA public affairs officer, brought her children to see the exhibit several times and commented that she was very happy to see the library display so many hands-on pieces, more than are on display at the NASA museum in Houston.

## PRAD Down-to-Earth Exhibits

- In partnership with Comcast, and previously on display in many presidential homes and libraries, the C-SPAN American Presidents exhibit on display in late summer, 2015 featured biographies of all 43 presidents. PRAD Team members enhanced the exhibit with a photo op of Mount Rushmore and a mini Oval Office. C-SPAN was so impressed with the interactives that they offered to purchase them from the library to continue traveling with the exhibit. A reception featured President George Washington portrayed by actor Terry Lynch.
- PRAD and the Elgin Area Chamber with local manufacturers coordinated the third annual Manufacture Your Future event in October with Manufacture Like a Girl events with 15 local manufacturers and organizations participating. District U-46 high school students toured some manufacturing plants then visited the library to meet with



representatives.

- The Ecker Center Festival of Trees were on display in November in the lobby then later auctioned off at the organization's most successful fundraiser yet—more than \$73,000 was raised to benefit the Ecker Center for Mental Health.
- The Library's first LEGO® Showcase for Kids drew 75 people in November to see creations by children including models of the Seattle Seahawks' stadium, Transamerica Building and our Main Library.
- Robots roamed and 350 people attended the kickoff of the U-46 STEM Expo in November. The Northern Illinois University's STEM Outreach team and various science organizations provided demonstrations to spark an interest in the science expo to take place in February.
- Almost all of the 40 businesses participating in Keep Your Elgin Dollars Home for the Holidays generously agreed to offer a discount in November as well as December when a customer showed their Gail Borden Library card. More than 800 people opened the online discount page right away.
- In December, PRAD took a traditional Elgin event, Elgin Home for the Holidays kickoff, and used their "magic" to transform it into a Frozen Extravaganza. Families enjoyed a memorable night with Sarah the Singing Princess and her sister Gretel, crafts, games, a craft fair, photo opps and refreshments all set against a Frozen setting. About 3,400 people attended the event.
- The Tattered Covers and All-Night Reads exhibit was installed in December with the assistance of curator Steve Brezzo, who presented a related program Notes From a Baby Boomer. The exhibit highlighted iconic children's books.
- About 150 humans enjoyed getting their photo taken with a Stormtrooper and two Jawas when attending the May the Market Place be with You open house on January 19 to celebrate the opening of the new Market Place. PRAD organized the event but also spent much of 2015 creating extensive bay heading signage for KidSpace and the area as well as a display to educate customers about coming changes.



## PRAD Social Media and Video Communication Channel Growth

Fiscal Year 2015 – 2016 saw a significant increase in PRAD's use of social media to get the Library's message out to the community and to engage users. Establishing a social media SWAT team composed of representatives from different departments and establishing a social media specialist have helped bring the Library's messages to the public in real time. February found because of social media presence an increase of 116% visitors to the Gail Borden page from January to February (from 2508 visits in January to 6302 visits in February). Overall throughout May, almost 11,000 people engaged with the library's posts. Also, the Library has partnered with City of Elgin, Enhancing Elgin, the DNA and the Elgin Area CVB to establish a social media SWAT team with a hashtag #Elgin365.



Video filming and editing continues to increase and make people want to watch. PRAD released the South Elgin Branch announcement and it was clicked to over 700 times and watched over 500 times just hours after the electronic newsletter was sent. Other video projects included a Manufacture Your Future video and a Library student/teacher resource video in September; a promotion video for the discount program, Keep Your Elgin Dollars Home for the Holidays, at Elgin Public House, which starred Gail Borden Library's very own Margaret Peebles and Dominique Garcia; and many other videos posted to the Library's web site including a summer reading challenge video, volunteer lunch piece and ISS Astronaut chat video.

## Other PRAD Accomplishments

- WGN television with anchor Mark Suppelsa used the library as a setting for an investigative report that aired on

September 2.

- The 2015 Soon to be Famous Illinois Author, Michael Alan Peck, presented a program here October 15.
- The Soon to be Famous Illinois Author committee saw its book published by Libraries Unlimited: *How to Launch an Author Awards Program at Your Library: Curating Self-Published Books, Reaching Out to the Community*. Chapters were written by committee members, including Denise and Liz, while Liz co-edited the book with another STBF member, Julie Stam. Many Gail Borden Library staff with the support of Carole Medal have contributed to this project.
- Denise Raleigh attended the ILA orientation as co-chair of the ILA Advocacy Committee that will be working on creating closer relationships between legislators and library officials as well as a number of other items.
- Laura Espinoza and Mary Amici-Kozi attended the American Alliance of Museums 2016 annual meeting and museum expo in Washington, DC May 26 to 29. The expo featured more than 600 exhibitors including museums offering traveling exhibits and companies offering products such as exhibit display systems and interactive display equipment.
- Summer reading logs for babies, elementary students, Zone and Studio 270 teens, adults and Library on the Go along with other pieces for summer reading and the South Elgin Media Box design as well as design of a new website for the Library.



We also supported fundraising efforts of the Foundation and we fundraised \$26,000 for Discover Space/Summer Reading.

We posted an article that posed the question “What does your local library mean to you?,” and one reply was from Betty Skyles, who wrote “In just 5 weeks I will have lived in Elgin for 30 years. We looked for a good community and came here to the (old) library. It was love at first sight. We were sold, next stop, new home, and lived here happily ever after. Thank you Gail Borden Library.”



## Public Services Annual Report 2015-16

**Customer Relations:** This year, *transformation* is the theme for Public Services. A refresh of the first floor began in August as a new 'MarketPlace' concept was created. The Customer Service desk was removed, with temporary workspaces assigned during each construction phase. New service points were built and when the MarketPlace debuted in October, the CR team was trained and prepared to answer questions within this popular materials area.

Exciting campaigns like *Black Friday* hit the library this year with 50% off of fines. We also loved our customers in February by offering ½ off fines for Valentine's Day. Other highlights included the installation of 'Square' registers, assisting on-site summer school students with library cards and check-out, and lending a hand during many events, including planning for a new South Elgin Branch.

**Information Services:** Director of Info Services Jennifer Ford retired in October and we welcomed Melissa Bernasek to step into this position. Melissa was grateful for Jennifer's many months of mentorship and we were all grateful for Jennifer's experience and customer-focused leadership. They both assisted with a large shifting project to accommodate the audiovisual and New Book collections moving to a temporary home upstairs. Info Services was instrumental in laying out the collections in the new MarketPlace as well as creating guidelines for staff training.

Other highlights this year included the administration of two grants: The *Great Stories Club* grant which provided training and materials for at-risk youth reading programs in the community, and an *Illinois Digitization* grant that allowed us to preserve some of our most fragile microfilm. Two new ViewScan machines were also added, one of which sits at our new public-use 'Digitization Station' which includes a film/negative slide scanner and a VHS converter.

Our librarians' work has been transformed by serving our community in meaningful ways: assisting on the scholarship selection committee for the *Elgin Hispanic Network*, helping students with FAFSA forms for college, working on ACE alignment committees for the U-46 school district, offering the *Next Chapter Book Club* to adults with special needs, coordinating with small businesses and focusing on veterans' needs are just a few highlights. Besides these outside partners, our Information Services librarians work with Tech Education to teach classes like *Tablet Basics*, *Craigslist* and *eBay*.

Another transformation to note is that after many years, the newspaper/copier desk was officially closed. That desk is now combined with the Info Desk and exciting plans are underway to rearrange the second floor in the coming months.

**KidSpace:** KidSpace saw many transformative events this year. Gail Lundgren, a driving force in early childhood services for over 38 years, retired in October. Before leaving, Gail won the *Golden Ticket Award* from the Illinois Library Association which recognizes an individual who has made an outstanding contribution in library services to young people. We were so proud not only of this accomplishment, but to have had such a talented and dedicated staff member on our team.

The Early Learning Center room was transformed with the addition of appealing face-out picture book shelves. Picture book circulation has soared. Besides the shelving altering the look of our room, the new 'Big Blue Building Blocks' have transformed the Youth room more than once, as kids quickly become adept engineers—building bridges, castles, roads and more!

Programs targeting our largest demographic (families with children) were also transformational in exciting ways, offering new types of program-models. This summer we offered two successful week-long summer camp programs— *Coding for Kids*, and *Creative Writing Camp*. Children, parents and volunteers all seemed to enjoy and learn from these immersive experiences. Sewing has become popular, and sewing machines were demonstrated at ‘pop-up’ programs so kids could explore this lost art.

The 2015 Summer Reading’s “Read to the Rhythm” program saw a 4% increase in finishers. Planning for 2016’s “Mission Read” program took a transformative turn when U-46 contacted us and wanted to host a 6-week *Summer Reading Challenge Camp* for several schools here at the library. So far, students and teachers report that visits have been successful and fun!

Other exciting events included: *Comic Book Mania* which drew over 1000 people, *KidSpace Summer Stage* series, *Star Wars Day*, a *Frozen Extravaganza*, *Curiosity Day* with Curious George, a *Special Needs Exhibit Visit & Storytime*, our first ever *Happy Noon Year Celebration*, the *Deep Freeze Flea Market*, a *Pre-School Information Fair*, *BabyFest*, our signature *Valentine Tea*, and a *Leap Year Celebration* (which of course can only happen every 4 years) and so many, many more!

**Studio 270 & Digital Media Lab:** The Studio saw visits from several community groups this year including: the Centre’s Teen Leader Camp, YWCA’s Teen Reach program, Renz teen camp, classes from each of the high schools, and even foreign exchange students from France and China. New and unique programs were offered such as South Elgin High’s ‘Engine Rebuild’ team, which broke-down and rebuilt an engine in the parking lot. Also, the first *Teen Job Fair* saw 87 teens learn about summer job opportunities, job hunting tips and even how to tie a necktie! New this year—an audio and video camp took place in the Lab. Our regular Studio programs: craftmaking, coloring, sewing, computer & video games, homework help and open mic night continue to draw in the teens.

While the Lab’s focus is still on providing teens with access to real-world digital technologies, more lab hours were added to also accommodate our adult customers. A proud moment for the Digital Media Lab staff (especially for talented DML Assistant Andre Dyson) occurred when a local music group who records regularly at the library were played on prominent Chicago radio station 92.3 FM. Congratulations to the ‘Clout Godz’ on their success!

**Technology Education:** We offered 245 classes this year. Outside of our standard courses, new offerings included: *Computer Maintenance Basics*, *Intro to Google Tools*, *Health & Wellness Apps*, *Tablet Computing*, *QuickBooks* and a *WordPress* series. Total attendance increased by 11% over last year.

Many presentations and connections were made as work on the grant-funded *Gail’s Toolkit* project continued. This grant, sponsored in part through the RAILS library system and an ALA Carnegie Whitney Grant, funded the creation of an online portal offering lesson plans to libraries across the country. We hope that more libraries can transform their technology training through the use of this resource.

**Final Thoughts:** Not only was this year full of remodeling, programing, partnerships, strategic planning, branch planning and more, in November we congratulated Public Services Division Chief Sara Sabo as she became the Deputy Director for the Library! Focusing on a new year,



with new strategic goals and a new South Elgin branch opening, I can't help but reflect on how many more exciting transformations there are still to come!

*Respectfully submitted, Margaret Peebles, Division Chief of Public Services*

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2016

**General Fund:**

Receipts for the Year:

Property Taxes	\$ 9,815,818	
State Income Taxes (Personal Property Replacement Tax)	150,108	
Earnings on Investments and Savings	3,708	
Fines and fees	199,495	
Computer, fax and meeting rooms	4,340	
Laminating	1,857	
Copy Machines	52,163	
Reader Printer	206	
Books Lost and Paid	17,694	
Miscellaneous	15,457	
Public Phones	2,619	
Grants Received	336,463	
Developer Fees	143,426	
Transfer from Working Cash	-	
Loan income	-	
Total Receipts for the Year	10,743,354	10,743,354

Disbursements for the Year

Salaries	6,040,872
Maintenance Salaries	291,582
Main	
Books	278,643
Periodicals	26,374
Audio Visual Material	168,233
Micro Film	5,619
Electronic Media	300,982
Natural Gas	37,738
Electricity	228,829
Telephone	33,758
Computer	625,602
Interest Expense	-
Branch	
Books	46,541
Periodicals	2,608
Audio Visual Material	53,798
Electricity	25,493
Telephone	-
Computer	2,134
Natural Gas	1,849
Water and Sewer	4,020
Other Branch	6,674

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2016

**General Fund (Cont.)**

Disbursements for the year (Cont.)

Binding	2,389
Capital Improvements	411,147
Cleaning and Janitorial Supplies	230,942
Conferences	39,556
Consulting and Professional Expense	50,131
Contingency	7,527
Continuing Education	38,050
Copier Leases and Maintenance	38,537
Dues and Membership	17,011
Equipment and Equipment Maintenance	68,341
Fuel	2,238
Grant Expenditures	-
Insurance	747,934
Legal Publications	1,681
Material Processing Supplies	171,396
Library Office Supplies and Services	89,715
Other	52,918
Payroll Processing	11,966
Postage and Express	6,424
Printing	5,685
Public Programming	72,795
Public Relations	126,392
Vehicle Maintenance	6,022
Water	18,139
Transfer	-
Loan expense (principal)	-

	<hr/>	10,398,285
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Total Disbursements for the Year		<hr/>
Excess (Deficit) of Receipts Over Disbursements		345,069

		(112,814)
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Cash Balance

June 30, 2015 (Banking Checking and Savings  
 [\$27,472,063]; Petty Cash [\$3,827]  
 Investments [(\$22,650,888)])

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4,825,001

Cash Balance

June 30, 2016 (Banking Checking and Savings  
 [\$31,957,391]; Petty Cash [\$3,555]  
 Investments [(\$26,903,690)])

\$ 

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5,057,256

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2016

**Illinois Municipal Retirement Fund:**

Receipts for the Year:		
Property Taxes	\$ 679,618	
State Income Taxes (Personal Property Replacement Tax)	5,332	
Transfer from General Fund	-	
Total Receipts for the Year	684,950	
Disbursements for the Year:		
Library's Contribution to I.M.R.F.	701,713	
Total Disbursements for the Year	701,713	
Excess (Deficit) of Receipts over Disbursements		(16,763)
Change in Accruals for year		0
Cash Balance, June 30, 2015		36,666
Cash Balance, June 30, 2016	\$	19,903

**Liability Insurance Fund:**

Receipts for the Year:		
Property Taxes	\$ 128,710	
Total Receipts for the Year	128,710	
Disbursements for the Year:		
General Insurance	77,864	
Unemployment Compensation	8,616	
Risk Management	56,776	
Workmen's Compensation	32,866	
Total Disbursements for the Year	176,122	
Excess (Deficit) of Receipts Over Disbursements		(47,412)
Change in Accrual for year		(7,861)
Cash Balance, June 30, 2015		112,506
Cash Balance, June 30, 2016	\$	57,233

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2016

**Building and Equipment Fund:**

Receipts for the Year:

Property Taxes	\$	464,474	
Transfer from General Fund		-	
<b>Total Receipts for the Year</b>		-	464,474

Disbursements for the Year:

<b>Main</b>			
Building, Ground Repairs and Maintenance		266,919	
Maintenance Supplies		-	
Maintenance and Other Equipment		19,940	
Furniture and Fixtures		-	
General Cleaning Services		-	
Janitorial Supplies		-	
Chemical/Water Treatment		1,172	
Contingency		712	
Miscellaneous		4,417	
Equipment Repair and Maintenance		55,746	
<b>Branch</b>			
Building, Ground Repairs and Maintenance		74,447	
Maintenance Supplies		-	
General Cleaning Services		-	
Janitorial Supplies		-	
Equipment Repair and Maintenance		16,755	
<b>Total Disbursements for the Year</b>		-	440,108

Excess (Deficit) of Receipts Over Disbursements			24,366
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Change in Accruals for year			(44,917)
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Cash Balance, June 30, 2015			(15,185)
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Cash Balance, June 30, 2016	\$		(35,736)
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**Audit Fund:**

Receipts for the year:

Property taxes	\$	13,601	
<b>Total receipts for the year</b>		-	13,601

Disbursements for the year:

Audit services		15,500	
<b>Total disbursements for the year</b>		-	15,500

Excess (Deficit) of Receipts Over Disbursements			(1,899)
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Cash Balance, June 30, 2015			5,299
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Cash Balance, June 30, 2016	\$		3,400
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Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2016

**Social Security Fund:**

Receipts for the year:		
Property taxes	\$ <u>431,956</u>	
Total receipts for the year		431,956
Disbursements for the year:		
Social security contribution	<u>469,966</u>	
Total disbursements for the year		<u>469,966</u>
Excess (Deficit) of Receipts Over Disbursements		(38,010)
Change in Accruals for year		1,144
Cash Balance, June 30, 2015		<u>57,343</u>
Cash Balance, June 30, 2016	\$	<u><u>20,477</u></u>

**Gift Fund**

Receipts for the Year:		
Gifts Received	\$ 11,417	
Interest Income	<u>251</u>	
Total Receipts for the Year		11,668
Disbursements for the Year:		
Program Expenditures	<u>252,801</u>	
Total Disbursements for the Year		<u>252,801</u>
Excess (Deficit) of Receipts Over Disbursements		(241,133)
Change in Accrual for year		-
Cash Balance, June 30, 2015		<u>258,666</u>
Cash Balance, June 30, 2016	\$	<u><u>17,533</u></u>

**Building Reserve Fund**

Receipts for the Year:		
Transfer in	\$ -	
Investment Income/(Loss)	<u>23,381</u>	
Total Receipts for the Year		23,381
Disbursements for the Year:		
Investment Fees	6,056	
Capital Expenditures	<u>1,816,873</u>	
Total Disbursements for the Year		<u>1,822,929</u>
Excess (Deficit) of Receipts Over Disbursements		(1,799,548)
Change in Accrual for year		167,798
Cash Balance, June 30, 2015		<u>4,176,390</u>
Cash Balance, June 30, 2016	\$	<u><u>2,544,640</u></u>

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2016

**Bond & Interest Fund:**

Receipts for the Year:

Property Taxes	\$ 2,679,883	
Bond Proceeds	702	
Miscellaneous Revenue	-	
Total Receipts for the Year		2,680,585

Disbursements for the Year:

Bond Principal Paid	2,010,000	
Bond Interest Paid	629,584	
Bond Expenses	-	
Total Disbursements for the Year		2,639,584

Excess (Deficit) of Receipts Over Disbursements		41,001
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Change in Accrual for year		-
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Cash Balance, June 30, 2015		553,816
Cash Balance, June 30, 2016	\$	594,817

**Circulation Statistics**  
**Annual Report 2015-2016**

**MATERIAL USAGE COMPARISONS**

	2014-2015	2015-2016
Adult Materials		
Book	435,555	409,543
Non-Book	791,754	710,263
Total Adult Materials	1,227,309	1,119,806
Youth & Children's Materials		
Book	597,363	630,924
Non-Book	229,686	181,327
Total Youth & Children's Materials	827,049	812,251
GRAND TOTAL	2,054,358	1,932,057

**NON-BOOK MATERIAL COMPARISONS**

	2014-2015	2015-2016
Art Prints	466	532
Art Print Bags	368	433
AV Equipment	2132	248
Compact Discs	109,187	82,754
CD-ROM Software	534	192
DVDs	648,559	546,780
E music	41,864	39,264
E Movies	2301	2,678
E Music Videos	207	110
E TV	394	422
Freegal Streamed Songs	111,466	106,900
Movies (Roku)		237
Streamed Video	11	28
Kits - Cassette/Book	4,597	4,451
Periodicals	25,121	24,070
Puzzles	2,798	2,811
Recorded Books	51,587	63,004
Toys and Games	1,697	1,722
Video tapes	466	301
Video Games	20,381	14,681



**Circulation Statistics, cont.**  
**Annual Report 2014-2015**

**RAILS RECIPROCAL BORROWING**

	2014-2015	2015-2016
Algonquin	1066	1,179
Antioch	2	0
Arlington Heights	20	60
Barrington	128	126
Cary	146	284
Cook Memorial	3	0
Crystal Lake	253	832
Deerfield	0	0
DesPlaines	26	9
Dundee	21,052	19,029
Ela (Lake Zurich)	8	22
Elk Grove Village	4	24
Evanston	2	2
Fox Lake	10	8
Fox River Grove	0	0
Freemont (Mundelein)	0	0
Glencoe	27	16
Glenview	4	1
Grayslake	9	15
Highland Park	1	53
Highwood	0	0
Huntley	1092	623
Indian Trails (Wheeling)	10	0
Lake Bluff	0	0
Lake Forest	0	0
Lake Villa	0	0
Lincolnwood	0	0
McHenry (Nunda)	64	44
McHenry	0	0
Morton Grove	0	10
Mt. Prospect	116	63
Niles	13	45
North Chicago	0	0
Northbrook	0	0
Palatine	22	6
Park Ridge	5	13
Prospect Heights	0	0
Rolling Meadows	389	281
Round Lake	0	0
Schaumburg	680	615
Skokie	0	0
Vernon Hills	82	64
Warren-Newport	0	0
Wauconda	0	4
Waukegan	1	0

Wilmette	0	0
Winnetka	0	0
Zion	0	0
Total Borrowings	25,235	23,650

**Circulation Statistics, cont.**  
**Annual Report 2014-2015**

**REGISTRATION**

	2014-2015	2015-2016
In District		
Unincorporated Cook County	7,615	7,469
Unincorporated Kane County	1,662	1,529
Elgin - East Side 60120	39,267	39,854
Elgin - West Side 60123/60124	42,510	43,119
South Elgin	9,229	9,247
Out of District		
Contract Cards	28	28
Reciprocal Borrowers	6,413	6,936
108,182Grand Total	106,724	108,182

**RESERVES PLACED**

	2014-2015	2015-2016
Total Reserves Placed	193,195	171,174

# Library Materials Statistics

## Annual Report 2015-2016

### BOOKS

CATEGORY	ADDED	DISCARDED	CURRENT COLLECTION
<b>Main Library</b>			
KidSpace Fiction	5,473	6,963	58,903
KidSpace Non-Fiction	1,588	1,655	40,193
Total KidSpace Books	7,061	8,618	99,096
Information Services Fiction	7,483	13,132	53,476
Information Services Non-Fiction	5,869	9,351	91,131
Information Services Reference	166	972	13,298
Total Information Services Books	13,518	23,455	157,905
<b>Total Main Library Books</b>	<b>20,579</b>	<b>32,073</b>	<b>257,001</b>
<b>Rakow Branch</b>			
Youth Books	1,574	1,674	10,811
Adult Books	2,655	3,043	11,057
<b>Total Rakow Branch Books</b>	<b>4,239</b>	<b>4,717</b>	<b>21,868</b>
<b>South Elgin Branch</b>			
Youth Books	4,845	0	4,845
Adult Books	2,735	-36	2,771
<b>Total South Elgin Branch Books</b>	<b>7,580</b>	<b>-36</b>	<b>21,868</b>
<b>Total Books</b>	<b>32,398</b>	<b>36,754</b>	<b>290,841</b>

### NON-BOOKS

CATEGORY	ADDED	DISCARDED	CURRENT COLLECTION
<b>Main Library</b>			
Art Prints	9	15	217
AV Equipment	20	10	49
Blu-rays	464	28	1,953
CD-ROM Software	1	51	71
Compact Discs	1,112	2,370	15,089
Digital History Collection	1	0	1,720
Digital Video Discs	6,681	6,220	31,726
eAudio Books*	2,351		20,029
eBook Readers	5	2	26
eBooks*	10,553		52,609
eVideos*	0		137
Kits	14	61	1,048
Playaway Views	20	3	22
Puzzles	19	45	631
Recorded Books	621	1,310	6,170
Toys	41	69	490
Videocassettes	0	1	0
Video Games	194	143	675
<b>Total Main Library Non-Books</b>	<b>22,106</b>		<b>132,662</b>

# Library Materials Statistics

## Annual Report 2015-16

CATEGORY	ADDED	DISCARDED	CURRENT COLLECTION
<b>Rakow Branch</b>			
AV Equipment	4	-1	34
Blu-rays	300	236	436
Compact Discs	408	637	1,924
Digital Video Discs	1,702	1,372	2,535
eBook Readers	0	0	9
Kits	2	-1	3
Playaway Views	0	2	12
Recorded Books	232	282	886
Video Games	44	2	177
<b>Total Rakow Branch Non-Books</b>	<b>2,692</b>	<b>2,529</b>	<b>6,016</b>
<b>South Elgin Branch</b>			
AV Equipment	0	-1	1
Blu-rays	54	0	54
Compact Discs	65	0	65
Digital Video Discs	454	-1	455
eBook Readers	4	0	4
Recorded Books	82	0	82
Video Games	61	-1	62
<b>Total South Elgin Branch Non-Books</b>	<b>720</b>	<b>-3</b>	<b>723</b>
<b>Total Non-Books</b>	<b>25,518</b>		<b>139,401</b>
Bound Periodicals			2,107
Circulating Periodical Issues			4,088
Microfilm			5,192
<b>Annual Library Total Materials</b>	<b>57,916</b>		<b>437,273</b>

### SINGLE TITLES IN LIBRARY (ALL LOCATIONS)

CATEGORY	ADDED	DISCARDED	CURRENT COLLECTION
Youth Services Books	5,448	4,003	76,670
Information Services Reference Books	42	384	5,085
Information Services Circulating Books	8,709	16,592	137,256
Non-Books	14,725		81,021
Total Periodical Titles Held			417
<b>Total Single Titles</b>	<b>28,924</b>		<b>300,418</b>

#### NOTES:

All figures are for the fiscal year period from July 1, 2015 – June 30, 2016.

Middle School materials were counted in KidSpace/Youth Services; Teen materials were counted in Information Services.

Some materials originally purchased for one library building have been transferred to another.