

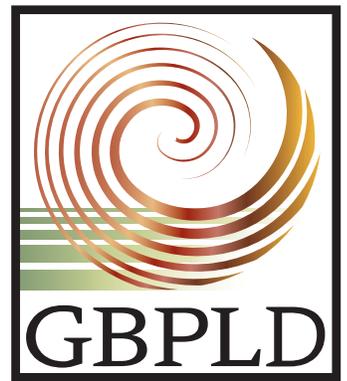
**Gail Borden Public Library District  
Annual Report Fiscal Year 2014 - 2015**

*The future depends on what you do today.*

**Mahatma Gandhi**



***Welcome to the Future!***



## *Welcome to the Future!*

The new fiscal year began shortly after Gail Borden Public Library celebrated 140 years of serving the community. Looking back on the library's accomplishments throughout the years was a joyous experience shared by Gail Borden Library and friends. But even while celebrating its past, the library always has an eye on the future. The fiscal year that started in July, 2014 found the Library continuously asking questions about how it would serve its people in the future:

- ***What will be the Library's role in the community in five, ten, twenty years?***
- ***How can the Library better serve a more diversified population?***
- ***Reach out to those not familiar with its services?***
- ***Continue collaborating with partners to strengthen education initiatives to strengthen community?***
- ***Keep discovering new ways to enrich the lives of people it serves?***

Although the Library continued to act on the “now” to offer exciting exhibits, programs and materials, planning for the future resonated throughout the fiscal year with:

➤ **The Announcement of a New South Elgin Library Branch to open its doors in 2016.**

The April, 2015 announcement kick-started plans to offer Library materials and programming closer to home for the residents of that town. The 4,200-square-foot South Elgin Branch will feature a programming room, popular books and movies, and a children’s area at 121 S. McLean Blvd., within convenient walking, biking and driving distance for thousands. Most of the project will be funded by The Hoffer Foundation and other donors. “I just hope that there are lots of families and kids and parents who can make a lot of memories here,” Gail Borden Public Library Foundation Board member Jack Shales told *The Daily Herald*.



VIEW OF CHILDREN'S AREA



VIEW FROM FRONT OF LIBRARY



**Educational Alignment  
Project Goals for Students:**

  
Starting Kindergarten  
prepared to learn

  
Reading at  
grade level

  
Graduating with  
marketable skills

➤ **Joining the Community to Support Schools.**

Several library staff members began working on the Educational Alignment Project, an initiative that is a process for organizations to support the public schools in a coordinated fashion. School District U-46 is leading this effort that will work toward all students: (1) starting kindergarten prepared to learn, (2) reading at grade level by third grade, and (3) graduating from high school with marketable employment skills and/or enrolling in post-secondary education.



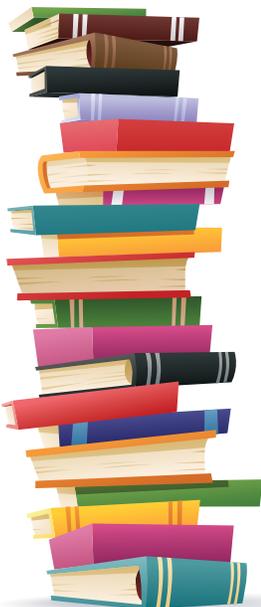
➤ **A Place for Teens to Create a Digital Future.**

Planning and implementing those plans for a new Digital Media Lab, located adjacent to the Studio 270 teen center, were continuing into the fiscal year with construction and equipment installation. Made possible by a generous gift by the Meadows Family, the lab is a place for teens to experience music recording, video filming and editing, and other digital work. With its grand opening in October, the lab gives high school students the opportunity to learn about and produce digital media projects—a “must” skill for high school students as well as future college students and future job seekers.



➤ **The Design of a Strategic Plan to Guide the Library's Next Five Years.**

The Library spent much of the fiscal year working on a new strategic plan, identifying district-wide issues using demographic data and a customer-focused approach with the assistance of Marc Futterman and his company, Civic Technologies. Most importantly, the Library reached out to customers and key community stakeholders to get their input on what the Library does now and suggestions for new ways in which to serve the community. Implementation of the new plan will begin during the next fiscal year.



➤ **Preparing a New Market Place for Easier Access to Movies, Music and Books.**

Plans were in the works during the fiscal year to transform the first floor of the Main Library into a Market Place in late 2015 to make it easier for customers to find the most popular books, movies and music. The Library will open up 1,200 square feet of new space for more services to the public. Other changes will include replacing worn carpeting and making popular collections more convenient for people with disabilities. Market Place will be paid for out of the Library's special reserve fund.

While mapping the future, Gail Borden Public Library continued its exciting and innovative work in the community and beyond:

# Learning

Summer Reading

5,086

Finishers

32

Partnering  
organizations



➤ **The 2014 Paws to Read Summer Reading Challenge** celebrated 5,086 finishers, a 7% increase over the previous fiscal year. The Gold Star Partner program, enlisting 32 off-site organizations to engage children in summer reading, worked to help 2,300 children finish the reading challenge.

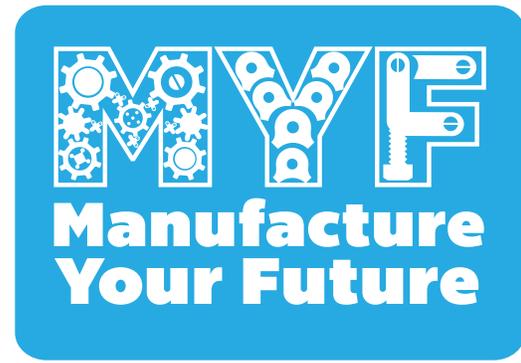
➤ **The Adventures with Clifford The Big Red Dog Exhibit** helped encourage summer reading. Thousands flocked to the 1,500-square-foot interactive exhibit from the Minnesota Children's Museum that offered a nine-foot-tall Clifford, Birdwell Island Ferry, post office, and more.

➤ **The Welcome Baby! Program** was born with the partnership of Advocate Sherman Hospital. The Library delivered 390 library cards to newborns along with information for parents on how to prepare their children for reading.



# Learning

➤ **At Manufacture Your Future 2014**, more than 200 high school students learned about products made by local manufacturers and job opportunities. The Library hosted the fall event, working closely with the Chamber of Commerce, the Elgin Development Group and School Districts U-46 and 301.



➤ **The Library's Readership** program brought 238 storytimes to 6,133 preschoolers.

➤ **A new Education Librarian** reached 12,293 students, parents and teachers through literacy programs, remote library card sign-ups and material check-out beyond the walls of the Library while the Library's Middle School Services reached 2,399 students, teachers and parents.



1,000  
Teens ready  
for college

➤ **The Library helped** more than 1,000 teens with database demos, book talks and college preparation programs.

➤ **Library programs** numbered 272 with 14,096 people enjoying a variety of cultural arts such as concerts, Elgin Symphony Orchestra programs, local author appearances and writing support groups.



➤ **Gail Borden librarians**, sometimes bringing in community organizations, continued to provide information on resume writing, the Affordable Care Act, Medicare, device advice for seniors, and job opportunities for people with disabilities to help local residents enrich their lives.

# Learning

The Library found more innovative ways to keep learning fun:

➤ **LEGO® Certified Professional Adam Reed Tucker** used more than one million LEGOs® to build landmarks like Fallingwater, the John Hancock Center and the Empire State Building and bring them to the library for the Art + Science = Architecture exhibit. Tucker also built a 17-plus-foot replica of the Burj Khalifa and a replica of Walt Disney World's Cinderella Castle.



## COMIC BOOK MANIA 900



➤ **The fifth annual Comic Book Mania Convention** brought more than 900 people to the Library in July, 2014.



➤ **The Maurice Sendak: 50 Years; 50 Works; 50 Reasons Exhibit**

showcased 50 original artworks by the late author and artist. The display featured several designs of Max and his friends to celebrate the 50th anniversary of the publication of *Where the Wild Things Are*.



➤ **The Rakow Branch** continued to bring outdoor play and nature to local children with STEAM (science, technology, engineering, art and math) programming that featured robotics, a pond-scooping event, frog calling, a live owl demo, butterfly camp and STEAM camp.



➤ **Audiences were electrified** when veteran actor Terry Lynch as Ben Franklin visited the Library to celebrate Constitution Day and discuss his accomplishments including establishing the first library in the United States.

# Serving a Diverse Community

➤ **The 5th annual Hispanic Heritage Month Celebration** celebrated Latino culture with the theme Sueños & Stories, or Dreams & Stories, which brought a new twist to storytelling: Books That Live. The October 12 event also presented six successful area residents featured on film, talking about their stories and dreams. More than 2,350 people visited the celebration.



➤ **The 10th Annual Black History Family Festival** at the Library February 7 featured presidential proclamations, live music and dance performances, and an exhibit on display, From Our Neighborhoods: Four Chicago Authors Who Changed America. The exhibit, from the American Writers Museum and on display at the Library throughout February, tells the stories of Lorraine Hansberry, Gwendolyn Brooks, Studs Terkel and Richard Wright, who inspired social change through their published works.



➤ **The story of Elgin's African American heritage** from the 1860s to the Civil Rights Era of the 1960s came to the library in May in the form of a documentary and exhibit. Project 2-3-1: 2 Box Cars, 3 Blocks, 1 City: A Story of Elgin's African American Heritage was produced by Elgin African American leader and historian Ernie Broadnax along with the Elgin Area Historical Society and Grindstone Productions.

➤ **Bringing Library materials** and services to those who cannot get to the Library increased significantly during the fiscal year. Home Services increased material deliveries to homes and nursing homes by more than 50% while a life enrichment liaison position was created to provide outreach services to seniors.



➤ **The first Asian-Pacific American Heritage Month Celebration** at the Library in May brought Asian-Pacific culture with music and dance, fashion, crafts and food.



➤ **The creation of a new service, Tales & Travels**, is bringing much needed programs to memory loss patients.

# Partnerships

➤ **The Library teamed up with Hagg Press and the City of Elgin** to encourage residents to use local businesses by showing their Gail Borden Library card to receive a discount. A 12-page insert featuring 62 businesses appeared in the Library's November/December newsletter.

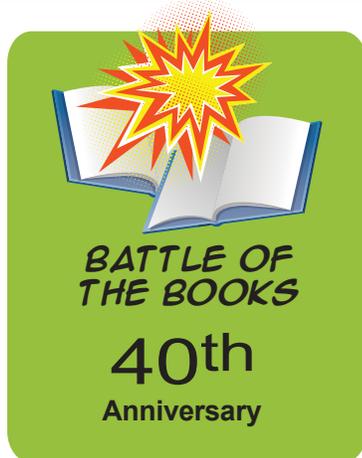


➤ **About 700 future scientists** enjoyed science fun via demos and hands-on activities at the Kickoff for the Discovery 2015 STEM Exposition in November. The kickoff was hosted by the Library in partnership with School District U-46 and held in anticipation of February's science expo, a free, nonjudged science event open to students of all ages.



## REFLECTIONS: 20's 30's 40's 50's 60's 70's Flowing Through Time

➤ **The Library participated** in the community-driven project Reflections, which featured programming about Elgin history from the 1920s to the 1970s.



➤ **The Library celebrated the 40th anniversary of Battle of the Books**, a program coordinated with schools and other libraries to encourage elementary school students to read.

➤ **The Next Chapter Book Club**, in partnership with UPS for DownS, was established to serve adults with developmental disabilities.



➤ **More than 30 decorated trees** and wreaths were on display at the Library for the Festival of Trees prior to being auctioned off to benefit the Ecker Center for Mental Health, which provides services for more than 3,700 people with mental illnesses.



➤ **The Library partnered with the City of Elgin** to coordinate VolunteerPalooza, which connected more than 50 local organizations to more than 200 community members to get involved.

# Partnerships

soon to be famous™

## Illinois Author Project 2015



➤ **The Library spear-headed a joint effort among Illinois libraries**, the Illinois Library Association and the Reaching Across Illinois Libraries System to create The Soon to be Famous Illinois Author Project, an initiative to show how libraries influence literary trends. Members of the Soon to be Famous committee inform libraries across the state and country about how to start their own author award project via the project's website and personal appearances at library conferences and literary festivals.

### Other ways the library worked with the community:

- Participating in Elgin's annual International Festival.
- Working with other Activate Elgin partners to coordinate the month-long March into Health initiative.
- Hosting the Elgin Home for the Holidays Kickoff with the Elgin Young Professionals Network.
- Continuing to support the efforts of The Literacy Connection.



# Geographic Referendum 2014

An advertisement for the Complimentary Library Card from Gail Borden Public Library. It features the GBPLD logo, a photo of a family reading together, and a CompCard. The text asks if the user has used their complimentary library card and provides information on how to use it online.

Have You Used Your Complimentary Library Card From Gail Borden Public Library?

**GBPLD**  
www.gailborden.info

*Summer is almost here - How will you get the books your family wants to read? It's easy—go to the Main Library or Rakow Branch With Your Complimentary Card and two pieces of identification. Then check out books for kids, teens and adults to get a start on summer reading, whether you're going on a vacation or a staycation!*

You can also use your CompCard online today to borrow eBooks, download magazines, music, movies and more!

Go to [www.gailborden.info/compcard](http://www.gailborden.info/compcard).  
Your complimentary card is already activated for you and your family to use online!

➤ **The Library worked on a geographic referendum** that would have annexed unserved areas within the Library district. The referendum effort focused on academic success, as the Library discovered that, in some classrooms, students did not have equal access to a public library. Held in November, the referendum did not pass although the Library was fortunate to gain knowledge of residents in these unserved areas. Hopefully, the Library will be able to serve these people in the future.

# Technology

➤ **The Library provided technology classes**, including ones on Email and Internet basics, Microsoft Word and PowerPoint, to 1,942 people, bringing attendance up 17% over the previous fiscal year. The heavily used Training Room was equipped with 16 new computers while 44 computers were replaced with new ones in the Computer Center.

➤ **Additional Kindles** as well as Roku streaming devices and Early Literacy Kits were technology related materials made available to Library customers.

➤ **A new 24/7 eLibrary link** was added to the Library's website for customers to easily find electronic resources and eBooks.



1,942

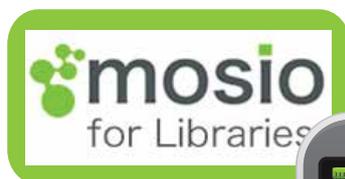
People trained

17%

Increased attendance

60

New computers



➤ **The Library's mobile app** was updated and customers can now use their library cards saved on their mobile devices to check out materials.

➤ **Through the program Mosio**, Library customers were able to begin texting their questions to librarians, who answer via text.

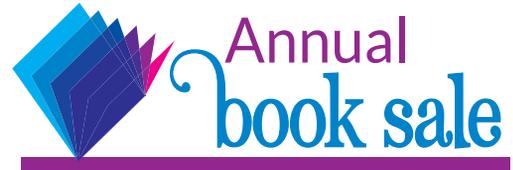


➤ **Capabilities and speed** of the Library's public Wi-Fi system were enhanced.

# Foundation



GAIL BORDEN PUBLIC LIBRARY DISTRICT  
**FOUNDATION**



➤ **Getting the word out** on the Gail Borden Public Library Foundation Book Sale started early with Foundation members appearing in Elgin's 2014 Fourth of July Parade. Held in September, the sale raised approximately \$16,943. Proceeds from the sale help fund exhibits such as Adventures with Clifford The Big Red Dog.



➤ **The Foundation's first holiday reception** combined holiday festivities with LEGOs when LEGO® Certified Professional Adam Reed Tucker provided a guided tour of the Art + Science = Architecture exhibit and signed his new book, *LEGO® Architecture: The Visual Guide*. Almost \$6,000 was generated.



➤ **The Foundation supported a new program** at the Library, 1000 Books Before Kindergarten. Parents with infants and children up to five years can join to help children earn incentives to read.



➤ **The Karen Maki Fund** for Memory Care Programs was established with \$24,500 in grants and donations.

# Recognition

➤ **The Library received an Elgin Image Award** for its ten-year Food for Fines project, which waives overdue fines for every donation item. The donations are brought to local food pantries to help the community. The program has gained momentum since inception, with 13,472 items collected and distributed to six area food pantries in 2014.



**13,472**  
Items collected  
for Food for Fines  
in 2014



**1,556**  
Clients helped  
with tax  
preparation

➤ **The Library received the George Bickford Award** from The Center for Economic Progress for its commitment to provide space for tax preparation for low-income individuals. The Library provided a dedicated wireless network for the center's equipment for more effectiveness and security for 1,556 clients served during the fiscal year.

➤ **Gail Borden Library celebrated its 140th anniversary** throughout 2014 with a timeline project that highlighted library accomplishments, historic events, pop culture and books from the 1870's to the present. In April, the library received a Mayor's Award for Preservation for the historic timeline.



➤ **The Soon to be Famous Illinois Author Project**, established by the Library with other partners, won an American Library Association John Cotton Dana award, "The Most Prestigious Award of the American Library Association."

## ACCESS SERVICES

### Annual Report 2014-15

**Collection Services:** Children's materials ruled as the most circulated items within our collections this year! According to the Decision Center database, the animated DVD *Frozen* had the highest circulation for the year overall with 1,449 circulations, while *Diary of a Wimpy Kid: Hard Luck* was the book to beat with a total of 903 uses. Our first full year with Collection Manager Joan Hull saw the completion of all selection profiles, a new Collection Services team put in place, an increase in our patron-driven acquisition requests and a concerted effort to refresh our older collections with newer, more current materials. Also, Joan was elected the head of the RAILS Collection Development Networking Group. Laura Wapole, our AV Collection Assistant, worked to create the highly requested "Faith-Based" DVD category. New Spanish movie categories: "TV en DVD", "Cine de Oro" (classics) were added and a 'Citizenship Corner' with books and AV materials was designed. Preparation for a new first-floor 'Market Place' began with new categorization and new selection profiles. Additional Kindles were added to our eReader collection, upping our offerings to 31 total eReaders. Other new formats added this year included Roku streaming devices and Early Literacy Kits. We said goodbye and celebrated our colleague, long-term employee Sue Wolfe who retired after 33 years with the Gail Borden Library District!

**Data Projects:** While the entire library was deeply involved in Strategic Planning this year, Susan Lytinen our Data Projects Specialist worked to fully utilize *Community Connect*, an interactive demographics software tailored to our library district. Susan has been able to leverage this information and utilize other mapping and Census information to create data-rich reports in order for staff to make informed decisions. Reports Susan has created this year range from creating a map locating adult education and literacy agencies within our district, to a map displaying market segments collected into "Super Groups" which was especially useful during Strategic Planning. Susan's maps helped us define our unserved areas for which a Geographic Referendum campaign was mounted this year. Susan ran collection reports, different circulation reports including eBook trends, gathered South Elgin information and created the monthly statistics page for the Board. Susan worked closely in the Innovative database, performing "data-scrubbing" and supporting the data "backbone" for our library catalog. Susan immersed herself in Census information this year, attending a webinar on *The 2012 Economic Census Geographic Area Series*, she joined the [U.S. Census] American Community Survey Data Group and is a member of the Kane GIS Users Group. Susan also presented two sessions on a panel at the Illinois/Wisconsin Innovative User's Group in Milwaukee.

**Library Applications:** Besides her day-to-day troubleshooting and maintenance of Innovative integrated library system, Betsy O'Connell and her Library Applications team were able to work on some important projects this year. A scannable barcode option was implemented in the library's mobile app, allowing customers use their cellphones at the self-check machines. After waiting several years for two technologies to integrate together, eBooks can finally be reserved and checked-out from within our library catalog! Other projects included a refresh of the Spanish language webpage, converting the *Battle of the Books* database from Access to a web-based service, deploying an online system for managing Copy Center requests and installing MySQL Enterprise on internal intranet and staging web servers. Betsy also assisted with the

annual maintenance on the Mediabanks and configured the Lyngsoe Sorter to handle new collections, as well as implemented the NextReads online subscription newsletters. A Gail Borden Library Roku channel was created and became readily available on our circulating Rokus. Library Applications worked closely with Summer Reading online forms and the webpage. This year's summer webpage <http://gailborden.info/read2015> allows the user to "play" interactive musical instruments. At the end of this year, Library Applications welcomed an Innovative Workflow Consultant. Several of his recommendations are already being implemented and more will come in the next year.

**Local History and Digitization:** In October of this year, Melissa Lane, our Local History and Digitization Librarian, was happy to announce that Gail Borden was approved to become an LDS affiliate library. The LDS library owns 2.4 million rolls of genealogical microfilm and by becoming an affiliate library customers request microfilm to be delivered and viewed in our library. So far, twenty-nine reels of microfilm were requested through this new service. An Illinois State Library Grant allowed for us to send 120 issues of the historic *WatchWord* magazine to be digitized off-site, allowing our volunteers to focus on scanning other local history materials. As part of this grant, Melissa and Metadata Librarian Alissa Medows attended a workshop at the State Library focusing on best practices for scanning and metadata creation. Ongoing digitization work this year included: the dedication ceremony for the Lao Veteran's Memorial, placement of Sears' homes on a digital map, and updates to the Elgin Patriotic Memorial Associations Page. Melissa also applied for a National Endowment for the Humanities digitization grant for which she is awaiting word.

**Materials Handling:** Margaret Grundmeier and her Materials Handling staff have had a busy year. According to Innovative's Web Management Reports, between the two buildings 1,498,649 items were returned and 192,372 holds had been processed this year. One highlight for Materials Handling was pulling 700 items that were on hold after the library re-opened from the Labor Day holiday. To prepare for the new Marketplace construction, Materials Handling helped move the entire Audiovisual Collection (114,278 items) from the first to the second floor.

**Technical Services:** Technical Services has worked closely with other departments this year to prepare new collections such as Early Literacy Kits, configuring Rokus and eReaders, and added 147,945 catalog records to prepare for the debut of *Hoopla*, a digital platform for music, movies and more. New cataloger Vicki Roberts was trained on cataloging and loading XML files into the Mediabank system. Besides uploading files weekly to our mobile catalog in the Boopsie App, staff is adding material formats to make the mobile search results even better. Between Interlibrary Loan and Linkin requests, we shared 17,445 items to other libraries and requested 16,474 items for our customers. The Director of Technical Services Robert Moffett presented a well-attended ILA program called "Outsourcing in Technical Services: New Ideas on Connecting Patrons with Library Materials". He was also elected the 2014-2015 ILA Forum manager. Robert continues to serve on the multi-year RAILS Consortia Committee.

**A Great Year:** What a productive year for Access Services! It is difficult to capture the variety and scope of work performed by the Division within only these two pages. This is truly a testament to the dedication and hard-work of the staff in each of these departments as they take to heart our mission and to serve our Library District effectively and efficiently!

Respectfully Submitted, Margaret Peebles, Division Chief of Access Services

**2014-2015  
ANNUAL BOARD REPORT  
FACILITIES AND BUILDING OPERATIONS**

**RESTORATION OF DECORATIVE CONCRETE – MAIN FACILITY:**

Approximately 9,000 sq. ft. of decorative concrete has been thoroughly cleaned and resealed. This concrete restoration project not only has improved the overall appearance of the decorative concrete located at the Main Facility; but will also provide protection from adverse weather conditions.



**CONSTRUCTION - DIGITAL RECORDING STUDIO PROJECT:**

Construction was finally completed on the new Digital Recording Studio. The Digital Recording Studio construction project was designed by DLA Architects with input from staff members and past Board President Rick McCarthy. Bruce Dahlquist, the president of DLA Architects utilized his expertise along with other experts in the field of mechanical engineering, electrical engineering acoustics and audio/video design to complete the architectural drawings.



**RESTORATION OF DECORATIVE CONCRETE – RAKOW BRANCH:**

Approximately 4000 SQ. FT. of colored decorative concrete has been thoroughly cleaned and re-sealed. This concrete restoration project not only has improved the overall appearance of the decorative concrete at the Rakow Branch facility; but, will also provide protection from adverse weather conditions.



**PARKING LOT PREVENTATIVE MAINTENANCE - MAIN FACILITY:**

Rose Paving Company performed additional Parking Lot Preventative Maintenance located at the Main Facility. The project consisted of utilizing infrared pavement re-heating technology to heat up the existing asphalt in specific areas to immediately repair the failed pavement at a fraction of the cost associated that is typically associated with the standard removal and replacement.



**R-NEWAL SERVICE PROJECT:**

Trane R-Newal Service Project was started and completed. This comprehensive compressor over-hall project restored the north chiller compressors back to their original performance levels. Three R-Newal compressors were brought into the building while the old compressors were being removed from the south chiller. Each compressor weighing in excess of 2000 LBS had to be carefully hoisted utilizing portable lifting I-beams and chain pulls to safely position them correctly into the chiller unit.



**CONSTRUCTION-SECURITY OFFICE-MAIN FACILITY:**

During the month of November 2014, construction was started and completed on the new security office. The new security office is now located in the area that is often referred to as the “old book sale room” which is adjacent to the 1<sup>st</sup> floor public washrooms. The security office project consisted of installing electrical power and voice / data, patching & painting the interior space, installation of new storefront entry system, carpet cleaning, and the installation of all new work areas that were installed by Rieke Office Interiors.

**ELEVATOR INSPECTION AND REPAIR WORK:**

Thompson Elevator Inspection Service performed the annual inspection of all three elevators located at the Main Facility. Evidently, the pit ladders that are attached to the concrete wall below the elevator (elevator pit) were not in compliance with the new state of Illinois law (tread depth). All three ladders were immediately removed from the elevator pit, retrofitted per specifications of the state of Illinois, and then reinstalled. All retrofit work was performed by the Maintenance Department (Kevin Ferrell and Terry Gordon).

**PUBLIC WASHROOM RENOVATION PROJECT-YOUTH DEPARTMENT:**

The Maintenance Department was actively involved with the Public Washroom Renovation Project. This project consisted of removing and replacing all partitions, mirrors, handrails, and faucets. In addition, all existing grout was removed from the floor and walls tiles and replaced with an epoxy grout that is impervious to water and stains.

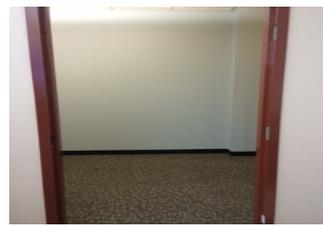
## **CHUBB & SON INSURANCE**

### **ASSESSMENT:**

Representative s from Chubb & Son Insurance performed a comprehensive assessment of insurance exposures inherent to the Main Facility and the Rakow Branch. Detailed information was provided regarding the infrastructure, process and operations. The inspection included a comprehensive interview and a facility walk-through immediately following the interview

### **REMODELING PROJECT-TECHNOLOGY EDUCATION MANGRAGERS OFFICE:**

Kevin Ferrell of the Maintenance Department performed minor construction and remodeling in old Security Office to make way for the new home of the Technology Education Manager. The following work was performed during the month of December; all walls were patched / painted, all old carpet was removed and replaced with new carpet, installed new door jam and door so that direct access into the Computer Training Center can easily be made.



## **BUILDOUT FOR NEW**

### **LOCKERS:**

Thanks to Kevin Ferrell from the Maintenance Department, we were able to reuse the lockers that were removed during the Security Office Construction Project. The lockers are now located at the end of the Staff Hallway. Thank you Kevin!!



## **BOILER WATER FILTRATION PROJECT-MAIN FACILITY:**

A recent check of the water chemistry for the Boiler System located at the Main Facility revealed trace amounts of a brown sludge like material inside the closed loop hot water system. The boiler system provides heat in the form of 185 degree water that gets pumped throughout the entire facility; and then returns to the boilers for reheating. This closed loop hot water system is not used for potable water; however, does need to be chemically tested, filtered, and also cleaned from time to time. A new Water Filtration System was recently purchased from Industrial Water Management and installed by our Maintenance Department. In addition, a disbursement chemical was added to enhance the cleaning process of the closed loop boiler system.

## **ELEVATOR INSPECTION AND REPAIR WORK:**

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**BOILER PREVENTATIVE MAINTENANCE & REPAIRS-MAIN FACILITY:**

The Maintenance Department along with Atlas Boiler and Welding Inc. performed the following work:

1. Repaired burner cone assembly on Boiler's #1, and 3.
2. Cleaned and performed visual inspection of all 3 fireboxes on Boilers #1,2,and 3.
3. Tuned combustion system on Boilers #1, 2, and 3 to ensure optimum efficiency during heating season.



**GREEN ROOF-MAIN FACILITY**

Clauss Brothers, Inc. removed numerous trays of stressed and dying plants located on the north Rooftop Garden and installed new trays that contained a mixed sedum groundcover that will thrive in this particular area.



David Considine  
Division Chief  
Facilities and Building Operations

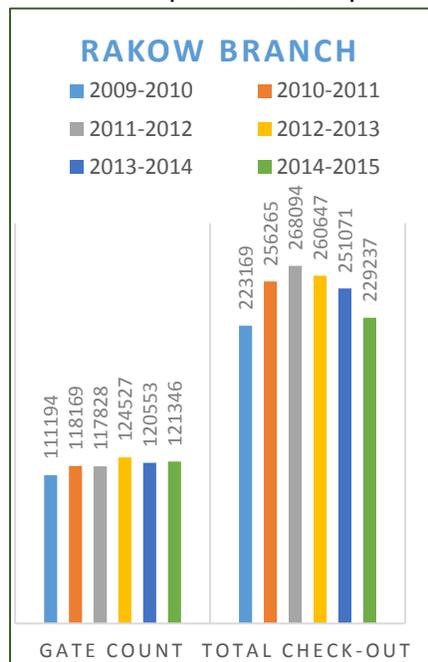
# COMMUNITY SERVICES & PROGRAM DEVELOPMENT (CSPD)

## Annual Report 2014-2015

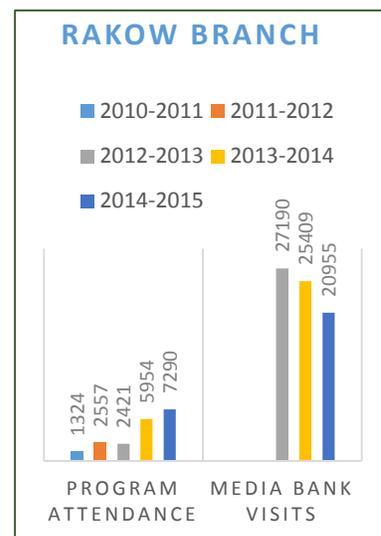
This year the CSPD Division provided more than \$5,106,583 in value to GBPLD residents. ALA's *What's Your Library Worth* calculator (<http://www.ilovelibraries.org/what-libraries-do/calculator>) and Independent Sector ([https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)), provides monetary values for libraries services, programs and volunteers. In addition, **\$23,700 in grants** were secured from the Rosalinde Gilbert Innovations in Alzheimer's Disease Caregiving Legacy Award (\$20,000) and the Midwest Chapter of Medical Library (\$500) which recognized the Tales & Travel Memories Project. Dr. Kimm Hollis donated \$2,000 for the Hispanic Heritage Month Celebration, Kane County Health Department awarded \$200 for bilingual Parent Cafés, and more.

The CSPD Department at Main consists of a division chief, 3 FT managers, 3 FT and 3 PT staff; and at the Branch, a director, 2 FT and 11 PT Branch staff. The CSPD Division includes five staff who devote a portion of their time along with a small army of about 150 volunteers. CSPD staff spoke at local, regional, state and national professional conferences, events, and webinars, published articles and appeared in various media outlets. They are recognized leaders because they understand that 21<sup>st</sup> century public libraries must focus on community by providing our residents the highest possible return on their investment. This report conveys outputs beginning with full-time endeavors, followed by those staff from other divisions who also provide outreach.

**Branch Services** Rakow Branch celebrated its fifth anniversary in August. GBPLD held a referendum inviting 1,037 unserved far west neighbors to the district. The vote did not pass the western precincts, despite Elginites' overwhelming vote to include them.



Rakow staff succeeded in registering 140 residents for library services. Thanks to **Director Christie Chandler-Stahl**, Rakow specializes in STEAM (science, technology, engineering, art and math) programming. Christie's last day was June 26. **Susan Farnham** was named **Acting Manager**. The charts show



the five-year growth comparisons, not including e-books, audio or video streaming check outs. (E-resources are districtwide, however, 50,000 virtual checkouts were by customers on the West side 60123, 60124, 60177, 60175 zip code areas.) Combined FY14-15 Branch Services equal **\$4,090,200** (not including the values of reference, computer use or meeting space.) A customer service survey conducted in January and February shows residents want more adult

and family programs. The Board approved purchase of a small condo at 121 S. McLean Blvd., South Elgin, IL 60177, an area with many young families, for the development of Branch Services and room to meet the rising demand for programs. Ana Devine accepted a promotion to Director of Branch Services on June 30, to begin September 2015.

**Hispanic Services** **Manager and Librarian Tina Viglucci** reports literacy, cultural, educational and enriching Spanish and English bilingual programs served more than 9,000 residents and provided 300+ transadaptations, a total value of \$140,000 plus received \$3,200 in grants including ALA-funded collection development in Guadalajara, Mexico. The purpose of Hispanic Services is to integrate programs and services inside GBPL buildings and district so they are relevant and accessible to our Hispanic community. Consultant Marc Futterman stated GBPLD is a national leader among library services to Hispanics. **Roberto Adame** replaced **Laura Bedolla** as our Hispanic Program Assistant in March.

**Library on the Go** **Ana Devine, Library on the Go Manager**, rebrands FY14-15 as **Library on the Grow!** based on the new staff, significant growth and innovations in outreach services. Remote Services were updated and streamlined for material checkout and library card registration over the course of the year. The results: nearly 600 items circ'd and 109 new library cards, a trend expected to increase when a full 12 months are implemented. The value of remote check out = \$10,100. The value of a library card – *priceless*. In addition, Welcome Baby!'s inaugural year delivered 390 newborns with Baby's 1st Library Card, mostly issued at Advocate Sherman Hospital by the Health Information Management/Privacy Official. **ReaderShip Associate, Madeleine Villalobos**, brought 238 early literacy storytimes to 6,133 preschool children at a critical developmental period of life, a value of \$42,931. In addition to the preschool programs, along with other Library on the Go staff members and volunteers, she delivered a variety of programs to 17 locations from the Blue Box Café to Lords Park Zoo. After receiving her MLIS, **Julia Langlois** joined CSPD in mid-January as **Elementary Education Librarian on the Go**. In six months Julia reached 12,293 students, parents and teachers through literacy programs, technology instruction, remote library card registration and remote checkout, a community-give-back of \$107,027. According to Ana's 2014 **Summer Reading Report**, 45% of all children who finished PAWS to READ, a total of 2,300 children, did so at a **Gold Star Partner** site. In 2015, Julia and Ana anticipate 3,000 children will complete summer reading at one of 32 Gold Star Partner sites, that is, locations within GBPL district, but outside of the library facilities. Ruth Werst retired in November. **Sherry Frey** began in January as **Home Services Associate**. Within six months, Ana and Sherry streamlined and expanded; customers served **grew by 40%** and **items circulated grew by more than 50%**. The return on investment was 3,586 items circulated = \$60,962, plus 300 non-circulating items to Nursing Homes = \$5,100 with 652 reference assistance = \$4,564. An average of 13-14 volunteers, a value of \$16,000, delivered materials to 68 Home Services customers. **Tracey Degnan** joined CSPD in July 2014 as **Life Enrichment Liaison**, a position created to serve residents, individually and in care facilities, who have challenges due to mobility, age, health or other causes. Tracey and volunteers served 1,728 people and circulated 2,376 materials equal to \$40,392 plus \$4,082 in volunteer time. Notable programs are Visiting Vets and Tales & Travel Memories Project which provides library services directly to persons with early and mid-stage Alzheimer's. *Reflections: The 1920s -1970s* delighted residents at 11 of GBPLD's 16 assisted living centers with music, books, period dress, and Elgin era topics.

**Public Programs** **Manager Stacy Michel** held 272 programs with 14,096 people attending, a value of \$211,440. They ranged from nine concerts to the Second Annual Elgin Home for the Holidays to myriad 21<sup>st</sup> century literacies to Reflections: Elgin Flowing through Time, a community-wide celebration. **Phyllis Seyller, CSPD Administrative Clerk**, processed 4,414 EVanced requests for meeting spaces. Beyond library programs, 2,243 customers used meeting rooms to gather (not including study rooms or open areas) with 114 meeting room

reservations by outside groups; 25% were charged fees, 75% were not. Fees of \$2,590 were collected for room rental, special setups and equipment. Rooms made available for non-library programs returned \$126,319 to the community.

**Academic Teen Outreach** Librarian **Melissa Lane** reached 1,163 students with database demos, book talks and college-readiness, a value of \$17,445. Melissa assisted 342 high school students with the college process (financial aid, applications, essays), some of whom received college scholarships. For the last two summers, 180 Renz Center Summer Camp students visited the library weekly for programming, entertainment, and community service.

**Accessibility Services** Librarian **Erin Donlan** opened the first page of the Next Chapter Book Club, in partnership with UPS for DownS in Schaumburg, serving GBPLD adults with developmental disabilities. While the calculated value is about \$200 per meeting, the impact for these individuals to read aloud in public and be more visible so stigmas lessen is **immeasurable**. Erin conducts an assessment to assist the IL State Library improve services to people affected by Autism. Targeting Autism is a grant sponsored by the Illinois State Library.

**Career and Business** **Melissa Ziel's** report is included in the Public Services Division.

**Civic & Community Engagement** **Jennifer Ford, Civic Engagement librarian** worked with the League of Women Voters to increase registered voters with a ***Get Out the Vote*** campaign – ***priceless!*** **Danielle Henson, Community Engagement Liaison**, hosted 53 events at the Library and “On-the-Go”; \$150,355 tilled back into the community. As volunteer coordinator, she facilitated 143 volunteers to serve 2,118.06 hours for CSPD programs = \$52,400. Danielle arranged partnered staff trainings, a \$5,000 cost savings. Highlights included the Black History Family Festival, Black History Arts & Education Committee African Dance program (\$7,000 in-kind and Palmer grant); U-46 Multicultural Curriculum project; Activate Elgin March into Health (20 partners/sponsors), an Asian-Pacific American Heritage Celebration and many programs measured by changing lives. She figures \$18,600 in-kind community partner funding.

**Middle School Services** Librarian **Catherine Blair** reached **2,399** middle school students, teachers and parents, returning a value of \$35,987 back to this formative age group.

CSPD understands Library is not only place, but a stabilizer that bonds individuals with a sense of belonging *wherever they are*. One cannot monetize experiences such as the Home Services customer who is blind yet finished Read to the Rhythm Summer Reading using audiobooks and said joyfully, “I’ve always wanted to do summer reading!” Or the young mother nestling her newborn at Baby’s 1<sup>st</sup> Library Visit overcome with tears when she received a *Ready Set Read* tote filled with community gifts and a blanket handmade by a senior citizen she did not know. Or the homeschooled boys who gathered at Rakow Branch but realized they were from different study groups. “Yeah, but we have the same library!” one said assuredly, and all the boys nodded in agreement. Some things can only be measured by the human heart.



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

## **STAFF & ORGANIZATIONAL DEVELOPMENT ANNUAL REPORT (FY2014-15)**

### **Strategic Planning**

We engaged the services of Marc Futterman and his company, Civic Technologies, to assist us with the next strategic plan for the library. Marc, assisted by Dan Wiseman of Wiseman Consulting—who volunteered his time—worked to analyze our community engagement and organizational development within a strategic framework. The two used a data-driven, customer-focused approach to identify district-wide issues and answer three questions: who are we serving/not serving, are there any surprises, and what are the implications of our service domains?

The planning process engaged a broad array of staff, customers, and key community stakeholders through a series of workshops, interviews, focus groups and meetings. In total, the team received input from over 110 people. In addition, the team performed an extensive needs assessment and community analysis using market segmentation and demographic data and identified specific opportunities to fill service gaps. Now that the final plan has been submitted, we will be working to identify which solutions we can implement and timeframes for implementation during FY15-16.

### **Continuing Education**

3 staff members attended and graduated from the Elgin Area Leadership Academy during FY15-16. The library provided tuition assistance to 5 employees taking classes toward degrees or certificates that enhance their positions. 20 employees were able to take part in National Seminars STAR12 program, which offers webinars, seminars, and online classes for professional development. 18 staff members participated in Toastmasters International, which assists people with their communication skills.

### **Professional Development**

Staff Day was held on December 12<sup>th</sup> with a focus on interdepartmental collaboration to aid in our strategic planning process. We also recognized 25 library employees at this event for reaching 5, 10, 15, 25, or 35 years of service and welcomed new employees, 8 of whom began here as volunteers!

27 employees received CPR training in December and achieved a two-year certification as a result of their attendance.

10 staff members and 3 trustees attended the Illinois Library Association Annual conference in Springfield in October; 8 of the 10 staff members gave presentations. 5 staff members attended the American Library Association annual conference in San Francisco in June. 13 staff attended the Reaching Forward conference in Rosemont for library support staff.

Regarding programs, workshops, and webinars, our staff members are encouraged to attend events such as the LACONI Middle Managers program and PLA's "Helping the Homeless in the Public Library" webinar. Recorded versions of all webinars were made available to staff who were unable to attend at the times of the events.

Staff members are also encouraged to be involved in professional committees and organizations. In addition, 2 staff members published articles in trade journals, and several delivered webinars or workshops for colleagues in the field.

### **Human Resources (Eva Arciuch, Human Resources Manager)**

FY14-15 saw us add new employees to our team and retire 4 members including Ruth Werst, Carol Arway, Sue Wolfe, and Deputy Director Karen Maki. Together, these staff members contributed 99 years of service to the library and we will miss them all! We also promoted some staff to positions of increased responsibility including Sharon Wiseman, who took over from Karen Maki as Deputy Director.

We continued our relationship with insurance provider Blue Cross Blue Shield for our employees' medical benefits. Due to increased healthcare costs, the overall premium increase was 8.49% for the 9/15/14 - 9/14/15 timeframe. To offset some of the increased costs, we offered employees two additional plans with varying contribution amounts and coverage levels (for a total of 5 plans: 3 PPO & 2 HMO). We also continued to offer dental, vision, and other optional types of insurance as well as an opt-out choice for those who didn't need to purchase insurance through the library's group plan. 18 employees chose this as their option thus saving on premium payments from the library.

Eva continued to work on keeping us compliant with current employment laws, providing counsel to employees on human resource issues, and remained actively involved in various HR groups.

### **Technology Education (Monica Dombrowski, Technology Education Manager)**

We provided technology training for 1,942 people this year (1,620 in English & 322 in Spanish). Overall attendance was up 17% over FY13-14 with attendance at our English classes up over 50%. We were able to offer 219 classes this year largely due to the addition of a generous \$12,500 grant from Comcast's Internet Essentials program and the Information Services librarians teaching classes. These increased class offerings also allowed us to reduce our student-to-instructor ratio by 40%, bringing us closer to our target of 7 or 8:1 (best for hands-on technology instruction).

In addition to the above improvements, some key accomplishments included the creation and implementation of a standardized design process for classes and materials; 1:1 staff training on topics like Microsoft Outlook, Basecamp, and file management; and the promotion and addition of Shana Lopez—previously a part time Library Associate—to a full time Technology Education Associate position.

Personal accomplishments for Monica included presenting a professional development webinar for the University of Northern Iowa's STEM teachers continuing education program; being awarded the Carnegie-Whitney Grant (along with three fellow GBPL colleagues) to develop an online portal for sharing training materials that others can use to teach tech classes at their libraries; and launching and co-chairing the library's Technology Committee.

### **Volunteer Services (Nancy Haggard & Danielle Henson, Volunteer Coordinators)**

952 volunteers gave over 11,500 hours of service this year. Using an online calculator to compute our savings in staff and wages this equates to the work of 5.5 people at a cost of \$283,930.09

([www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)). We continue to feel grateful for our volunteers' time and talents and know how much more we are able to offer with their help. In celebration of their dedication, we hosted a volunteer recognition event on August 22<sup>nd</sup>, 2015 complete with music, food, and prizes.

This year saw an increasing number of requests for volunteers with specialized skill sets to accompany new or expanded programs (such as technology skills, Spanish language skills, military experience, etc.). When you combine that with standard volunteer tasks—such as shelving, assisting at programs, and running the library foundation's Gail's Sales room—this ensures we will continue to add more volunteers to our roster in FY15-16!

Some key accomplishments for this year included Danielle and Nancy's acceptance as presenters for a session at ICOVA (Illinois Conference on Volunteer Administration); the successful execution of VolunteerPalooza, which connected over 50 local organizations to over 200 community members looking to get involved in our community in a larger way; and Danielle's partnership with U-46's Center House Director, Lorissa Kellogg, on an art exhibition for developmentally disabled students in the program.

Respectfully submitted,  
Sharon Wiseman, Deputy Director

## **PR&D Annual Report 2014 – 2015**

PR&D graphic designers worked their “magic” that sparked excitement at the April announcement of a new South Elgin library branch to open in 2016 with support of The Hoffer Foundation and other donors. Hosting the event at the actual sight at 121 S. McLean Boulevard, having fun with a giant book and refreshments, and providing information about what the branch will have to offer to thousands of South Elgin residents created an enthusiastic beginning of this branch that will affect generations to come.

No assembly line creation, Manufacture Your Future 2014 was a week-long showcase of Elgin-made products that make trucks travel, food served, medicine treated, phones communicate and even sneakers “green.” Elgin-area manufacturers brought products and representatives to the library so that more than 200 high school students could learn about careers. PR&D worked with the Chamber of Commerce, the Elgin Development Group and School Districts U-46 and 301.

PR&D helped when teens enjoyed snacks, a photo booth, tours and more at the October 7 opening of the Digital Media Lab, which provides a place for teens to collaborate on projects such as music recording and video editing, important skills for college and career.

What’s a party without invitations to the community, decorative banners, eye-catching videos and photos of performers and parties? That’s where the PR&D Team stepped in for the Rakow Branch fifth year anniversary August 2.

Future scientists enjoyed science fun via demos and hands-on activities at a November 11 science expo “kickoff” in anticipation of February’s science expo, Discovery 2015 STEM Exposition. This molecular mainstay of the annual science expo brought 500 students to the Main Library and 192 to the Rakow Branch. PR&D along with local school districts and other partners coordinates this event each year.

No bricks and mortar were needed but it was fun to learn that the word “LEGO” came from the first two letters of the Danish words meaning “play well.” And play well he did—LEGO® Certified Professional Adam Reed Tucker, that is, who built renditions of famous landmarks like the John Hancock Center and Empire State Building. They were on display in December and January for Art + Science = Architecture, coordinated by PR&D. His finale: building a 17-plus-foot replica of the Burj Khalifa while hundreds watched in person and many more when the video filmed by PR&D was posted on the library’s web site.

Every dog has its day and the dog days of summer belonged to Clifford during the summer of 2014. Adventures with Clifford the Big Red Dog was the perfect companion for the 2014 Paws to READ Summer Reading Program. Thousands flocked to the 1,500-square-foot interactive exhibit from the Minnesota Children’s Museum that offered a nine-foot-tall Clifford and more.

Other exhibits coordinated by the PR&D Team and enjoyed by library visitors were *Maurice Sendak: 50 Years; 50 Works; 50 Reasons; From Our Neighborhoods: Four Chicago Writers Who Changed America*; the *Lost Elgin* art exhibit; the Ecker Center for Mental Health Festival of Trees; and *Project 2-3-1: 2 Box Cars, 3 Blocks, 1 City: A Story of Elgin's African American Heritage*.

The Summer Reading Luncheon in April, where several other community leaders shared personal stories about the importance of reading, was the beginning of summer reading challenge work for the PR&D team. The luncheon brought the tasks of creating a video, planning the event and decorating. The reading challenge itself, Paws to Read Summer Reading Challenge, challenged PR&D to design more than ten reading logs, decorate the library and help coordinate a community art project.

PR&D worked on other large-scale library events such as the fifth annual Hispanic Heritage Month Celebration dubbed *Dreams & Stories*. The October 12 event also presented six successful area residents featured on film, talking about their stories and dreams. The PR&D team assisted with interviews, filming and editing the video and promoting the event. Creative Services supported the 10<sup>th</sup> Annual Black History Family Festival February 7 with Presidential Proclamations, a banner and other pieces.

The Library worked on a geographic referendum that would have annexed unserved areas within the Library district. The referendum effort focused on academic success, as the Library discovered that, in some classrooms, students did not have equal access to a public library. Held in November, the referendum did not pass although the Library was fortunate to gain knowledge of residents in these unserved areas. Hopefully, the Library will be able to serve these people in the future.

Promoting the Gail Borden Public Library Foundation book sale started in summer, when PR&D produced a video about the sale in which book sale co-chair Bonnie Kirmse walked through the *Adventures with Clifford The Big Red Dog Exhibit*, explaining that proceeds from the sale help fund exhibits like *Clifford*. Press releases, social media, signage and a unique arch made of books that greeted book browsers helped promote the sale, which raised approximately \$16,943. The Foundation's first holiday reception combined holiday festivities with LEGOs when LEGO® Certified Professional Adam Reed Tucker providing a guided tour of the Art + Science = Architecture exhibit. PR&D decorated the River Room and provided treats.

Other PR&D highlights included:

- When LEGO® Certified Professional Adam Reed Tucker brought a replica of the Walt Disney World Cinderella Castle he created, the PR&D team created an event around the castle, presenting Sarah the Singing Princess, who sang Disney songs and posed for photos with hundreds of young princesses. About 900 people attended the January event.

- An ILA event to announce that Chicago's Michael Peck won the 2015 Soon to Be Famous Illinois Author was also streamed live courtesy of PR&D. The Soon to be Famous project, of which Gail Borden Library is one of the founding libraries, won an ALA John Cotton Dana award, "The Most Prestigious Award of the American Library Association."
- In April, the library received a Mayor's Award for Preservation for a historic timeline created for the library's 140<sup>th</sup> anniversary, designed by PR&D.

## **PUBLIC SERVICES DIVISION**

### **Annual Report 2014-2015**

#### **Customer Relations**

In November, library offered its very popular Food for Fines program. This one week program collected 13,472 food items for various area food pantries. We were nominated and received an Elgin Image Award. Laura Clark, Kate Burlette, Kristin Albert, and Tracy Hanson accepted on behalf of the library.

The Computer Center was fully integrated into the Customer Relations department. Staff were all cross-trained to work multiple desks such as drive-up, concierge, customer service, as well as the computer center desk.

Laura Clark worked out procedures and technology that enabled Library on the Go staff to do library check-outs in the field. The self-check machines were upgraded to the new 3M interface. The customers have found it very easy to use. Square registers were ordered and deployed. These new registers integrate with the credit card system.

#### **Information Services & Movies, Music & More**

We increased our awareness and services to individuals with disabilities this year. Erin Donlan established a *Next Chapter Book Club* with individuals from the Association for Individuals with Disabilities (AID). Erin trained all Information Services staff on the various pieces of assistive computer equipment such as OpenBook, MAGic, and JAWS. These items were purchased to assist individuals with low vision or hearing.

We continued our partnership with The Center for Economic Progress. They in turn recognized the library for its commitment to providing space for tax preparation for low income individuals. The library was awarded the George Bickford Award. Staff members Nanci Alanis Alcantara, Shana Lopez, and Melissa Ziel accepted the award on behalf of the library. We were able to serve 1556 clients this tax year.

We transitioned our online reader's advisory webpages from the BookLetters platform to the NextReads platform. This allowed staff to fully integrate with the Novelist product. Staff worked to incorporate social media into the everyday workflow. Facebook and Twitter became popular outlets for trending topics. Librarian Tish Calhamer presented the program The Care and Feeding of Book Groups at the annual Illinois Library Association conference in Springfield. She described ways libraries can support and invigorate their book discussions. Tish also presented an Ignite session at the ALA mid-Winter conference in Chicago. She presented the slideshow entitled "Every Person is a Book, Every Life Tells a Story".

The library embraced the power and popularity of texting by acquiring the product Mosio. Customers can text the library questions or requests and library staff will respond. Information Services staff monitor the Mosio queue but push questions to other departments should the need arise. Librarian Phil Schneider created and conducted two very successful Ebay programs.

Information Services librarians Melissa Ziel and Athens Moreno along with Technology Education librarian Monica Dombrowski wrote and received a Carnegie-Whitney grant entitled Gail's Toolkit.

Librarian Jennifer Ford worked with a broad coalition of community leaders known as "Women on the Brink: Elgin, Illinois". The mission is to discover new ways to provide quality and affordable healthcare for children birth to 12 years of age. Melissa Ziel graduated from the Elgin Area Leadership Academy.

### **KidSpace**

Summer reading continues to be a year-round endeavor. Once summer is completed, planning for the next begins. Paws to Read was a great success. Fueled by Gold Star Partnerships we were able to reach 5086 finishers. This was a 7 % increase over 2013. The Dr. Torres Summer Reading Challenge trophies went to Highland and Ontarioville schools. Dynamic summer programming included; Wild Rumpus Party, Touch-a-Truck, Fun with TV Friends, and fun with the Clifford exhibit.

Coordinated by Bob Cassinelli, KidSpace offered the 5<sup>th</sup> annual Comic Book Mania Convention. Over 900 attended. Bob was a featured speaker at LACONI YSS workshop that focused on graphic novels and offering comic book events.

Minecraft continues to be wildly popular. Catherine Blair and Laura Mesjak offered Minecraft programs on a regular basis and they are very well attended. Over 280 Minecraft fans joined in the fun for our first Minecraft Fan Party. On the non-technical side of things, chess club has been a great success. Offered on Thursdays, beginners and advanced players have enjoyed getting together to play chess.

Battle of the Books celebrated its 40<sup>th</sup> anniversary. The party was enjoyed by current participant families as well as long-time and retired coaches and staff.

Tina Birkholz and Gail Lundgren were awarded a \$1500 2014 Building STEAM with Dia mini-grant. The grant pays for a series of programs as well as a travel stipend to ALA midwinter in Chicago. Along with Tina Viglucci, Tina Birkholz wrote a proposal and it was accepted for the national REFORMA conference. Tina Birkholz was also able to attend the International Book Fair in Guadalajara, Mexico.

Laura Mesjak and Kim Anderson have fully incorporated STEAM/STEM into the fabric of KidSpace programming. A successful partnership with Northern Illinois University's STEM Outreach division has resulted in hands-on STEM stations, including a 3D printer demo.

The Early Learning Center added a very popular Lego table. This table allows our littlest customers to enjoy the popularity of building with Duplos, the pre-Lego toy. The table's official name is Discovery Activity Table. Ready...Set...Read literacy kits were unveiled in the ELC. Created by Paula Bosshart and Gayle Chiarugi, the kits provide thematic packages supporting the five early literacy practices. Preschoolers also enjoyed two tethered iPads loaded with fun, yet educational apps. Gail Lundgren added dramatic play stations to the ELC. It is not uncommon to

come into the room and see or hear preschoolers doing laundry or banging on a tin bucket. Gail Lundgren launched the new initiative *1000 Books Before Kindergarten*. The goal is for parents and children to incorporate reading from the earliest of ages so that they are ready to go for kindergarten.

### **Studio 270**

Studio 270 staff along with Information Services staff coordinated two very successful career fests this year. Geared toward teens looking for their first job or what to do for a career, staff coordinated and offered a myriad of local companies and opportunities. Both events were well attended.

The Digital Media Lab construction was completed and outfitted. Andre Dyson, Billie Moffett, and Brian Hoeg worked to outfit the lab with all the necessary equipment. We celebrated with a grand opening in October. Under the direction of Andre Dyson, teens can work one on one to create school projects, music projects, or video projects. Andre has successfully mentored and shepherded many teens through the DML this year. Outside groups such as The Girls Scouts of America, and the Children's Theater of Elgin have used the Studio and the Lab to create promotional videos.

Five iPads were added this year. Teens have used them for homework or to create digital media. The Studio also acquired its first 3D printer called a Makerbot as well as Makey Makey Kits.

Billie Moffett enjoyed her year as mentor at the Youth Leadership Academy. Billie completed a copyright course that now allows her to be the library's resident copyright officer.

The Studio continues to host local groups such as the Boys & Girls Club of Elgin, the Renz Center, YWCA Teen Reach, Kids United & the Elgin Police Department, Beacon Academy of South Elgin High School, and the Centre of Elgin. These valuable relationships have introduced teens to Studio 270.

### **Closing Thoughts**

It's very hard to incorporate the tremendous amount of work and planning that each of these departments conducts on a yearly basis. This report is simply a snapshot. Public Services staff Jennifer Ford, Melissa Ziel, and Jennifer Bueche have joined the City of Elgin's Alignment Endeavor. Strategic planning with our consultant Marc Futterman was a highlight. Staff from all departments in the division were energized by the process and by the outcome. New light was shed on our community and our mission. We are grateful for the process and the product. Most of the year was taken up with planning for the first floor remodel, we look forward to the finished product and the year to come.

Respectfully Submitted By,  
Sara L. Sabo  
Division Chief of Public Services

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2015

**General Fund:**

Receipts for the Year:

Property Taxes	\$ 9,046,552	
State Income Taxes (Personal Property Replacement Tax)	163,965	
Earnings on Investments and Savings	606	
Fines and fees	198,287	
Computer, fax and meeting rooms	4,608	
Laminating	1,629	
Copy Machines	48,724	
Reader Printer	603	
Books Lost and Paid	18,025	
Miscellaneous	6,095	
Public Phones	2,724	
Grants Received	205,746	
Developer Fees	42,663	
Transfer from Working Cash	1,361,346	
Loan income	-	
Total Receipts for the Year	11,101,573	11,101,573

Disbursements for the Year

Salaries	5,843,235	
Maintenance Salaries	274,848	
Main		
Books	348,925	
Periodicals	22,483	
Audio Visual Material	202,065	
Micro Film	3,211	
Electronic Media	262,716	
Natural Gas	45,986	
Electricity	222,970	
Telephone	26,850	
Computer	628,168	
Interest Expense	3,444	
Branch		
Books	54,903	
Periodicals	2,558	
Audio Visual Material	57,149	
Electricity	23,876	
Telephone	3,411	
Computer	14,299	
Natural Gas	4,398	
Water and Sewer	4,098	
Other Branch	-	

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2015

**General Fund (Cont.)**

Disbursements for the year (Cont.)

Binding	2,404
Capital Improvements	212,784
Conferences	38,353
Consulting and Professional Expense	99,068
Contingency	4,889
Continuing Education	38,219
Copier Leases and Maintenance	38,303
Dues and Membership	18,372
Equipment and Equipment Maintenance	38,751
Fuel	2,952
Grant Expenditures	-
Insurance	726,129
Legal Publications	4,075
Material Processing Supplies	161,880
Library Office Supplies and Services	98,654
Other	51,226
Payroll Processing	9,458
Postage and Express	9,871
Printing	6,152
Public Programming	65,719
Public Relations	121,333
Vehicle Maintenance	4,451
Water	16,046
Transfer	220,000
Loan expense (principal)	309,513

Total Disbursements for the Year	10,348,195
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Excess (Deficit) of Receipts Over Disbursements	753,378
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Change in Accruals for year	19,655
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Cash Balance

June 30, 2014 (Banking Checking and Savings  
 [\$23,011,732]; Petty Cash [\$3,308]  
 Investments [(\$18,963,071)])

4,051,969

Cash Balance

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

\$ 4,825,002

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2015

**Illinois Municipal Retirement Fund:**

Receipts for the Year:

Property Taxes	\$ 714,823	
State Income Taxes (Personal Property Replacement Tax)	5,824	
Transfer from General Fund	-	
Total Receipts for the Year		720,647

Disbursements for the Year:

Library's Contribution to I.M.R.F.	743,126	
Total Disbursements for the Year		743,126

Excess (Deficit) of Receipts over Disbursements		(22,479)
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Change in Accruals for year		(32)
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Cash Balance, June 30, 2014		59,178
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Cash Balance, June 30, 2015	\$	36,667
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**Working Cash Fund:**

Receipts for the Year:

Total Receipts for the Year	\$	-
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Transfer to General Fund

Total Disbursements for the Year	1,361,346	
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Excess (Deficit) of Receipts Over Disbursements	(1,361,346)	
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Cash Balance, June 30, 2014		1,361,346
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Cash Balance, June 30, 2015	\$	-
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**Liability Insurance Fund:**

Receipts for the Year:

Property Taxes	\$ 139,303	
Total Receipts for the Year		139,303

Disbursements for the Year:

General Insurance	73,198	
Unemployment Compensation	9,613	
Risk Management	37,218	
Workmen's Compensation	38,762	
Total Disbursements for the Year		158,791

Excess (Deficit) of Receipts Over Disbursements		(19,488)
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Change in Accrual for year		(3,444)
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Cash Balance, June 30, 2014		135,438
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Cash Balance, June 30, 2015	\$	112,506
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Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2015

**Building and Equipment Fund:**

Receipts for the Year:

Property Taxes	\$ 448,083	
Transfer from General Fund	220,000	
Total Receipts for the Year		668,083

Disbursements for the Year:

Main		
Building, Ground Repairs and Maintenance	247,151	
Maintenance Supplies	15,919	
Maintenance and Other Equipment	3,099	
Furniture and Fixtures	205	
General Cleaning Services	128,179	
Janitorial Supplies	28,353	
Chemical/Water Treatment	1,257	
Contingency	10,786	
Miscellaneous	6,517	
Equipment Repair and Maintenance	59,740	
Branch		
Building, Ground Repairs and Maintenance	54,827	
Maintenance Supplies	2,574	
General Cleaning Services	35,640	
Janitorial Supplies	10,135	
Equipment Repair and Maintenance	19,602	
Total Disbursements for the Year		623,984

Excess (Deficit) of Receipts Over Disbursements		44,099
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Change in Accruals for year		5,244
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Cash Balance, June 30, 2014		(64,527)
Cash Balance, June 30, 2015	\$	(15,184)

**Audit Fund:**

Receipts for the year:

Property taxes	\$ 14,000	
Total receipts for the year		14,000

Disbursements for the year:

Audit services	15,250	
Total disbursements for the year		15,250

Excess (Deficit) of Receipts Over Disbursements		(1,250)
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Cash Balance, June 30, 2014		6,549
Cash Balance, June 30, 2015	\$	5,299

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2015

**Social Security Fund:**

Receipts for the year:		
Property taxes	\$ <u>412,179</u>	
Total receipts for the year		412,179
Disbursements for the year:		
Social security contribution	<u>453,889</u>	
Total disbursements for the year		<u>453,889</u>
Excess (Deficit) of Receipts Over Disbursements		(41,710)
Change in Accruals for year		532
Cash Balance, June 30, 2014		<u>98,520</u>
Cash Balance, June 30, 2015	\$	<u><u>57,342</u></u>

**Gift Fund**

Receipts for the Year:		
Gifts Received	\$ 21,838	
Interest Income	<u>247</u>	
Total Receipts for the Year		22,085
Disbursements for the Year:		
Program Expenditures	<u>5,508</u>	
Total Disbursements for the Year		<u>5,508</u>
Excess (Deficit) of Receipts Over Disbursements		16,577
Change in Accrual for year		-
Cash Balance, June 30, 2014		<u>242,090</u>
Cash Balance, June 30, 2015	\$	<u><u>258,667</u></u>

**Building Reserve Fund**

Receipts for the Year:		
Transfer in	\$ -	
Investment Income/(Loss)	<u>38,658</u>	
Total Receipts for the Year		38,658
Disbursements for the Year:		
Investment Fees	6,011	
Capital Expenditures	<u>32,508</u>	
Total Disbursements for the Year		<u>38,519</u>
Excess (Deficit) of Receipts Over Disbursements		139
Change in Accrual for year		(868)
Cash Balance, June 30, 2014		<u>4,177,119</u>
Cash Balance, June 30, 2015	\$	<u><u>4,176,390</u></u>

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2015

**Bond & Interest Fund:**

Receipts for the Year:

Property Taxes	\$ 2,584,096	
Miscellaneous Revenue	-	
Total Receipts for the Year		2,584,096

Disbursements for the Year:

Bond Principal Paid	1,990,000	
Bond Interest Paid	668,053	
Bond Expenses	-	
Total Disbursements for the Year		2,658,053

Excess (Deficit) of Receipts Over Disbursements		(73,957)
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Change in Accrual for year		-
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Cash Balance, June 30, 2014		627,773
Cash Balance, June 30, 2015	\$	553,816

# Library Materials Statistics

## Annual Report 2014-2015

CATEGORY	BOOKS		CURRENT COLLECTION
	ADDED	DISCARDED	
<b>Main Library</b>			
KidSpace Fiction	6,686	11,260	60,393
KidSpace Non-Fiction	1,995	8,422	40,260
Total KidSpace Books	8,681	19,682	100,653
Information Services Fiction	8281	14,098	59,125
Information Services Non-Fiction	5,664	21,500	94,613
Information Services Reference	229	1,324	14,104
Total Information Services Books	14,145	36,922	167,842
<b>Total Main Library Books</b>	<b>22,855</b>	<b>56,604</b>	<b>268,495</b>
<b>Rakow Branch</b>			
Youth Books	2,008	1,808	10,911
Adult Books	3,464	4,674	11,435
<b>Total Rakow Branch Books</b>	<b>5,472</b>	<b>6,482</b>	<b>22,346</b>
<b>Total Books</b>	<b>28,327</b>	<b>63,057</b>	<b>290,841</b>

CATEGORY	NON-BOOKS		CURRENT COLLECTION
	ADDED	DISCARDED	
<b>Main Library</b>			
Art Prints	2	3	223
AV Equipment	10	16	39
Blu-rays	509	28	1,929
CD-ROM Software	2	24	121
Compact Discs	1,637	5,176	16,347
Digital History Collection	17	0	1,719
Digital Video Discs	7,611	9,340	31,265
eAudio Books*	2,120		20,683
eBook Readers	5	15	23
eBooks*	8,488		31,929
eVideos*	0		241
Films	0	0	0
Kits	68	47	1,095
Playaway Views	0	12	5
Puzzles	70	47	657
Recorded Books	703	1,956	6,859
Toys	38	61	518
Videocassettes	0	728	1
Video Games	158	207	624
<b>Total Main Library Non-Books</b>	<b>21,438</b>		<b>114,278</b>
<b>Rakow Branch</b>			
AV Equipment	0	1	29
Blu-rays	283	347	372
Compact Discs	462	441	2,153
Digital Video Discs	1,565	1,977	2,205
eBook Readers	5	0	9
Playaway Views	0	5	14
Recorded Books	230	258	936
Video Games	23	33	135
<b>Total Rakow Branch Non-Books</b>	<b>2,568</b>	<b>3,062</b>	<b>5,853</b>
<b>Total Non-Books</b>	<b>24,035</b>		<b>120,131</b>
<b>Annual Library Total Materials</b>	<b>52,333</b>		<b>410,972</b>

# Library Materials Statistics

## Annual Report 2014-15

### SINGLE TITLES IN LIBRARY (BOTH LOCATIONS)

CATEGORY	ADDED	DISCARDED	CURRENT COLLECTION
Youth Services Books	4,936	11,619	75,225
Information Services Reference Books	47	417	5,427
Information Services Circulating Books	7,976	29,190	145,139
Non-Books	9,796		74,503
<b>Total Single Titles</b>	<b>22,755</b>		<b>300,294</b>

### PERIODICALS

Total Periodical Titles Held	417
Bound Periodicals	2,566
Circulating Periodical Issues	4,555
Microfilm	6,819

#### NOTES:

All figures are for the fiscal year period from July 1, 2014 – June 30, 2015.

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

Some materials originally purchased for the Rakow Branch have been transferred to the Main Library.

\*In previous years, statistics for e-audiobooks, e-books, and e-videos purchased and owned were obtained from our Innovative database. This year, as for the last two years, they were obtained from the vendors from which the materials were purchased. We have access rights to thousands of electronic materials which are not represented in the database. However, it is very difficult to count the number of copies and titles. Some vendors allow multiple simultaneous access to a title; others require libraries to buy more than one copy. For some titles, access is purchased individually; others are offered in databases which contain indeterminate numbers of titles. In other cases, the number of titles to which we have purchased access is different from the number of titles that can be accessed simultaneously. Also, many of these resources are purchased by us as part of a consortium, which can add and delete items at will. Under such conditions, "discarded" numbers cannot be meaningfully calculated, and they are not provided for these resources.

**Circulation Statistics  
Annual Report 2014-2015**

**MATERIAL USAGE COMPARISONS**

	2013-2014	2014-2015
Adult Materials		
Book	453,234	435,555
Non-Book	793,097	791,754
Total Adult Materials	1,246,639	1,227,309
Youth & Children's Materials		
Book	679,103	597,363
Non-Book	240,928	229,686
Total Youth & Children's Materials	920,031	827,049
GRAND TOTAL	2,166,670	2,054,358

**NON-BOOK MATERIAL COMPARISONS**

	2013-2014	2014-2015
Art Prints	473	466
Art Print Bags	389	368
AV Equipment	3,826	2132
Compact Discs	132,867	109,187
CD-ROM Software	1,283	534
DVDs	726,023	648,559
E music	31,267	41,864
E Movies	394	2301
E Music Videos	0	207
E TV	0	394
Freegal Streamed Songs	31,085	111,466
Streamed Video	0	11
Kits - Cassette/Book	5,347	4,597
Kits - Spanish	609	326
Periodicals	33,700	25,121
Puzzles	3,447	2,798
Recorded Books	40,757	51,587
Seed Packets	155	
Toys and Games	2,103	1,697
Video tapes	1,360	466
Video Games	18,940	20,381

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

**NSLS RECIPROCAL BORROWING**

	2013-2014	2014-2015
Algonquin	632	1066
Antioch	1	2
Arlington Heights	29	20
Barrington	154	128
Cary	178	146
Cook Memorial	0	3
Crystal Lake	299	253
Deerfield	0	0
DesPlaines	26	26
Dundee	18,762	21,052
Ela (Lake Zurich)	1	8
Elk Grove Village	16	4
Evanston	0	2
Fox Lake	3	10
Fox River Grove	21	0
Freemont (Mundelein)	0	0
Glencoe	11	27
Glenview	0	4
Grayslake	0	9
Highland Park	0	1
Highwood	0	0
Huntley	1,137	1092
Indian Trails (Wheeling)	137	10
Lake Bluff	0	0
Lake Forest	0	0
Lake Villa	16	0
Lincolnwood	16	0
McHenry (Nunda)	59	64
McHenry	0	0
Morton Grove	5	0
Mt. Prospect	24	116
Niles	17	13
North Chicago	0	0
Northbrook	0	0
Palatine	28	22
Park Ridge	0	5
Prospect Heights	0	0
Rolling Meadows	37	389
Round Lake	0	0
Schaumburg	860	680
Skokie	0	0
Vernon Hills	123	82
Warren-Newport	3	0
Wauconda	1	0
Waukegan	0	1
Wilmette	0	0
Winnetka	0	0
Zion	0	0
Total Borrowings	22,596	25,235

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

**REGISTRATION**

	2013-2014	2014-2015
In District		
Unincorporated Cook County	7,856	7,615
Unincorporated Kane County	3,551*	1,662
Elgin - East Side 60120	42,211	39,267
Elgin - West Side 60123/60124	45,005	42,510
South Elgin	9,669	9,229
Out of District		
Contract Cards	24	28
Interlibrary Loan	515	0 (drop off per Karen)
Reciprocal Borrowers	11,566	6,413
Grand Total	120,397	106,724**

**RESERVES PLACED**

	2013-2014	2014-2015
Total Reserves Placed	203,831	193,195

\* Includes complimentary cards

\*\* After extensive database cleanup