

LAKE FOREST LIBRARY ANNUAL REPORT 2015

FY2015 was the year of the opening of the Media Lab, after a year of planning and many months of construction. Lake Forest Library was again named a 4-Star Library by *Library Journal* based on a complex formula that measures expenditures and service.

The Media Lab service began in July, 2014; it offers high school and adult Lake Forest residents opportunities to create audio and visual media and to convert media content. Residents can convert old family slides and videos to DVDs, create videos and web sites and learn to use professional software products while developing new skills with the help of two tech instructors. It has proved to be most popular with residents doing content conversion.

The total circulation numbers were down 9%, as was audiovisual circulation, while e media (downloadable e books, e audio books, music and magazines) was up 7%. Use of expensive databases was up substantially-51%. There were declines in the number of visitors but there were increases in the number of programs (328) and in program attendance (16,223-up 22%), volunteer hours and reference questions. Interlibrary Loan continued to be unbalanced, with Lake Forest sending 2.6 items for every one borrowed from other libraries for our residents. Web network traffic decreased to 5 million and social networking site traffic increased 38%: Twitter, Facebook, Wikipedia and the Library Blog numbers were all up.

Lake Forest Children's Library offered 56 drop-in events; 163 formal story times attended by 5,092 children; a total of 266 programs for children were offered. 952 children participated in Summer Reading program; 201 teens joined the Young Adult Summer Reading Program and 206 adults read for prizes in the Summer Reading Program for Adults. The One Book One City program, *Lake Forest Reads: Ragdale*, continued its partnership with Ragdale for a second year. This community wide effort, with Ragdale, The Senior Center, Lake Forest College, Lake Forest Book Store and the Music Institute of Chicago, developed programs, promoted reading and built a sense of community. Other programs were offered in collaboration with CROYA, the Recreation Department, Gorton, the Historical Society, Preservation Foundation, LEAD, Deerpath Art League, Woodlands Academy, Lake Forest High School, and Associates of the Art Institute.

80% of Lake Foresters have a library card.

RAILS (Reaching Across Illinois Library System) continued to fund ILL delivery and explore a discovery service that will make resource sharing easier for patrons. State funding for FY15 Per Capita Grants was received.

The Friends held their 39th fall book sale at the Recreation Center and again raised over six figures. Friends continued to fund *Lake Forest Reads: Ragdale*, three Summer Reading Programs, five book discussion groups, year around children's programs, and art awards for two student art shows. A generous donation to replace the many plants lost to the harsh winter continued the Friends contributions to the beautiful landscape of the Library. The funds for the restoration of the exterior courtyard gates and the replacement and design of the railings on the outside east stairs showed the Friends commitment to the aesthetic of this historic building.

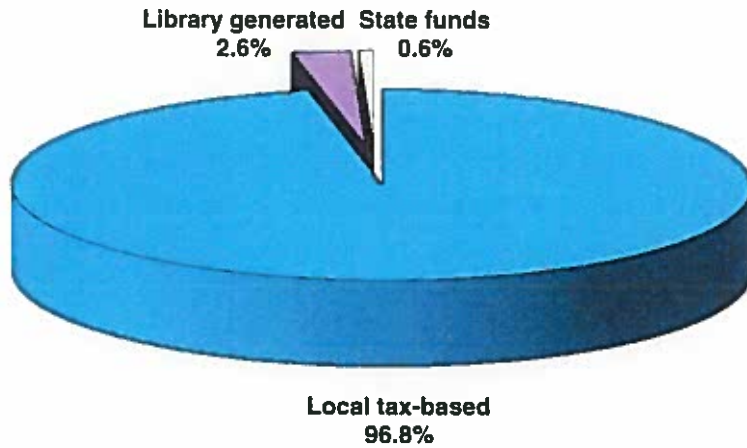
Detailed information of the year's activities and statistics are included in the attached department annual reports and statistical charts. The range of services provided by a superb and dedicated Staff is impressive. The excellent work of the Board of Trustees continued to maintain the historic 1931 building and to develop 21st century services.



Kaye Grabbe,
Administrative Librarian

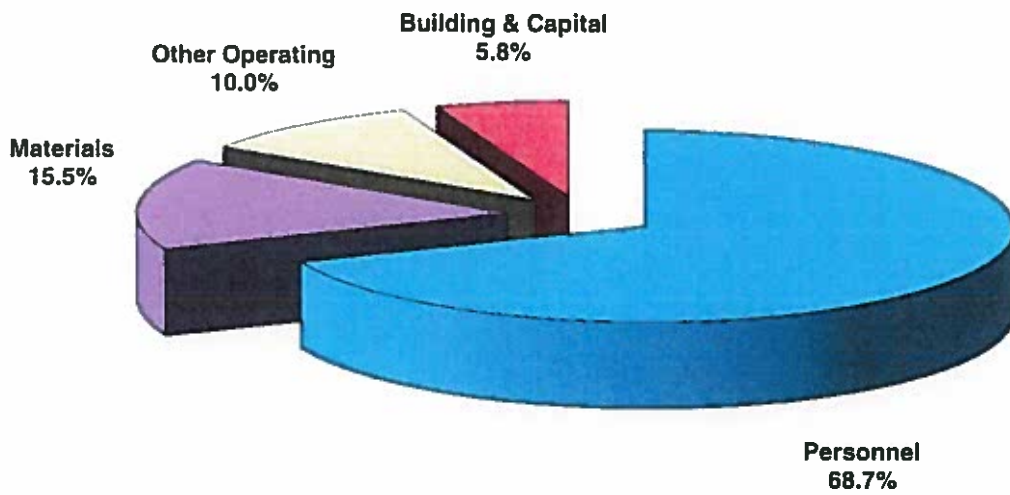
FY15 Revenues

Local tax-based	\$3,828,758
Library generated	\$102,019
State funds	\$24,218
Total Revenues	\$3,954,995



FY15 Expenditures

Personnel	\$2,418,675
Materials	\$546,466
Other Operating	\$353,719
Building & Capital	\$203,521
Total Expenditures	\$3,522,381



LAKE FOREST LIBRARY
For Your Information

Annual FY 2015 Statistics

	<u>FY2015</u>	<u>FY2014</u>
Circulation – Adult	216,861	253,990
Circulation - Children's	169,937	174,331
E Media	24,055^	22,575
Total	410,852	450,876
Circulation – Audio visual	107,714*	126,729
West Book Box	18,250	20,282
Patron Visits	435,245	465,032
Interlibrary Loan:		
to: Lake Forest	5,566	6,343
from: Lake Forest	14,314	15,112
Reference/Reader's Advisory	91,186	90,924
Materials Added	13,479	15,505
Materials Withdrawn	15,182	14,017
Volunteer Hours	782	724
Programs Offered	328	318
Attendance	16,223	13,274
Web Hits	5,124,876	6,710,341
Electronic Resources	357,894	236,474
iBistro/online catalog	69,443	85,019
Library 2.0**	28,433**	20,560

*Audio visual circulation was 26 % of the total circulation

** Facebook: 7,424 Wikipedia: 5,468 Blog: 8,642 Twitter: 6,899

^E-Media: MyMediaMall: 12,442 Freegal: 4,642 Zinio: 4,888 3M:2,083

MORE ANNUAL STATISTICS: FY2015

Circulation:

123 items checked out every hour open: (410,853 items circulated; 3332 hrs. open/year)

Busiest: July 41,965
Slowest: Feb. 28,548

Adult: 216,861 53%
Children: 169,937 41%
E media: 24,055 6%

435,245 people visited the library; 339 days open = 1,284 people/day
131people/hr 8,883/week 36,270/month

Number of paperbacks in exchanges and to train stations: NW: 2,980; MR: 906; Library foyer 9,707; Forest Park beach, Rec: 1,407 FY15:15,000 (FY14: 19,891)

Materials borrowed through Reciprocal Borrowing Program: 36,109 or 9% (FY14: 9%; FY13: 8%; FY12:10%; FY11-FY07:12%; FY06:13%; FY05:14%; FY04:15%)

Collection:

Total 146,214 (this includes microfilm and bound periodicals)
Adult 68,928 47% (Fiction: 28,562; NF:40,366)
Children 50,132 35% (Fiction: 27,045; NF: 23,087)
AV 24,402 18% (Adult: 16,101; J: 8,301)

Turnover rate: All items (print & av.): 2.8 (FY14: 3)
All audiovisual: 4.2 (FY14: 4.5)
Videos, DVDs: 7.6 (FY14: 7.1)
Media Bank: 4.6 (FY14: 3.7)
Video games: 5.9 (FY14: 9.3)

Misc:

AskAway: virtual reference service: 58 (FY14:70 FY13:72)
E-Library downloads: MyMediaMall/Freegal/Zinio/ 3M: 24,055 (FY14: 22,575; FY13:16,085; FY12:10,651; FY11: 2,417; FY10:1,406; FY09: 726)

Summer Reading: number of children : 952 (FY14: 954)
Young Adult Summer Reading: 201 (FY14: 224)
Adult Summer Reading: 206 (FY14: 249)

Volunteers: 36 (FY14: 38) Volunteer hours: 782 (FY14: 724)

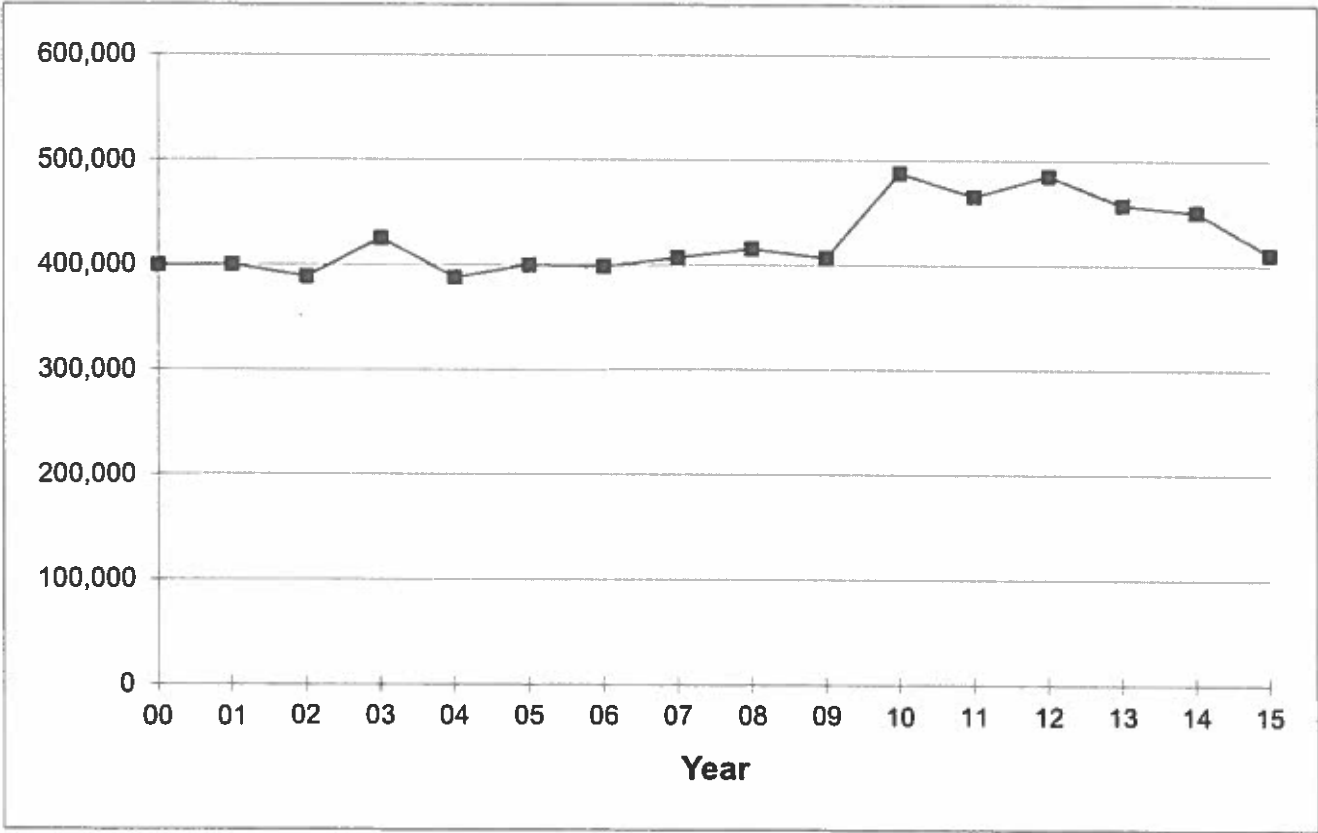
Children's Book Groups and class visits: 19 (FY14:16) attendance: 329 (FY14:226)
Storytimes: 163 (FY14:159) attendance: 5,092 (FY14: 3,985)
Drop in Programs: 56 attendance: 6,375 (FY14: 61 attendance: 5,092)
Outreach: Children's story times at area day care centers: 28 (FY14: 26) attendance: 1,438 (FY14: 1,402)

E-mail notification: 2,668 patrons use (FY14: 3,093; FY13: 2,010)

Total number of registered cardholders 15,440 (FY14:15,403)
80% of LF have a library card.
New people registered for library cards: 1,265 (FY14:1,483)

Circulation Statistics 2000 - 2015

FY	Circulation
00	399,511
01	400,069
02	388,787
03	425,427
04	387,894
05	399,844
06	398,504
07	407,399
08	415,547
09	406,998
10	488,056
11	465,927
12	485,450
13	457,632
14	450,876
15	410,852



LAKE FOREST LIBRARY

Annual Statistics

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Change
Circulation-Adult	227,218	241,144	248,739	255,533	293,495	272,072	287,138	261,568	253,990	216,861	-15%
Circulation-Children's	171,286	166,255	166,808	151,465 *	194,561	193,855	187,661	179,979	174,331	169,937	-3%
Circulation-eMedia	398,504	407,399	415,547	406,998	488,056	4,407	10,651	16,085	22,275	24,055	8%
Circulation-Total	16,416	15,740	15,278	15,874	19,683	20,911	22,259	22,231	20,282	18,250	-10%
West Book/AV Drops Box	279,157	288,711	292,534	301,850	333,341	309,572	309,423	300,626	275,427	252,581	-8%
Patrons in Adult Dept.	224,294	219,531	223,515	137,732 *	202,606	205,671	203,053	199,761	189,605	182,664	-4%
Patrons in Childrens Dept	503,451	508,242	516,049	439,582	535,957	515,243	512,476	500,387	465,032	435,245	-6%
Interlibrary Loan to: Lake Forest from: Lake Forest	7,216 14,526	7,712 16,650	8,085 18,491	10,381 19,060	10,384 24,476	7,163 16,722	7,303 13,815	6,576 14,168	6,343 15,112	5,566 14,314	-12% -5%
Questions	92,284	95,058	93,761	85,561 *	90,761	93,041	94,626	89,460	90,924	91,186	0%
Materials Added	12,560	15,981	15,169	15,253	15,836	16,292	16,194	15,557	15,505	13,479	-13%
Materials Withdrawn	7,483	12,536	15,029	11,519	16,737	13,450	16,139	13,766	14,017	15,182	8%
Collection Size	133,893	137,343	140,171	143,518	142,654	145,496	145,539	147,330	148,318	146,214	-1%
Volunteer Hours	442	534	486	233	595	473	728	691	724	782	8%
Programs Offered	359	326	347	250 *	319	313	306	339	318	328	3%
Attendance	14,720	14,427	14,676	8,846 *	10,923	11,653	11,876	12,818	13,274	16,223	22%
Web Hits	317,187	261,460 *	970,227	1,134,499	3,108,834	4,907,934	5,598,739	9,309,302	6,710,341	5,124,876	-24%
Electronic Resources	18,564	10,582 *	22,926	25,912	20,051	91,163	110,382	109,199	236,474	357,894	51%
Online Catalog	46,668	52,056	51,093	123,941	116,171	93,368	69,832	83,675	85,019	69,443	-18%
Social Media									20,560	28,433	38%

*new stats service, CVI LiveStats; estimate based on 7-month actual

*Children's Library closed for 4 1/2 months.

LAKE FOREST LIBRARY OUTPUT MEASURES

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
State Average										
Circulation per capita	8.4	19.9	20.3	21.0	20.3	24.3	24.1	25.1	23.3	21.2
Program attendance per capita	0.5	0.7	0.7	0.7	0.4 ¹	0.5	0.6	0.6	0.7	0.8
Reference transaction per capita	1.4	4.6	4.7	4.7	4.3	4.5	4.8	4.9	4.7	4.7
Registrations as a % of population	55%	69%	70%	71%	72%	76%	81%	84%	80%	80%
Turnover rate	2.1	3	3	3	3.4	3.4	3.2	3.5	3.0	2.8
Library visits per capita	7.0	25	25	26	22	27	26.6	26.5	24.0	23.0

¹ Children's Library closed for 4 ½ months.

ADULT SERVICES DEPARTMENT FY 2015 ANNUAL REPORT

With the opening of the MediaLab in July, 2014, Lake Forest Library not only provides educational and entertainment materials but also a space and tool for our patrons to create and share their ideas. In addition to the MediaLab opening, the Library's increased collaboration with the community, and the beauty of its building drew much media attention this year.

To provide an updated and fresh collection, the Adult Services staff selected and added 9,258 print items and weeded 9,001. Our e-download collection continued to grow. 3M Cloud Library and My Media Mall collections had total checkouts of 14,491 in FY15, a 32% increase from FY14. The variety of topics and booklists posted by the staff in our 4 social media sites resulted in a 70% increase in viewings and responses by patrons. As digital literacy grows, the Adult Services Department will change the allotment of the materials budget to meet the needs of the community.

After a year of planning, the MediaLab opened to Lake Forest Library patrons high school age and older. The Lab was popular with patrons preserving their home movies and photographs, designing flyers for organizations and businesses, and students creating music. The additional study area along with the white board for collaboration was popular with our students as well. Both the Lake Forester and the Lake Forest Leader published articles on the opening of the MediaLab. Lake Forest Cable TV's "Community Spotlight" was filmed in the MediaLab. In March, WTTW's "Ask Geoffrey" did a piece on "Poets and Writers of Antiquity" by Nicolai Remisoff. Our mural is the only Remisoff mural that is viewable by the general public in the Chicago area. Staff from 3 area libraries visited our Library to see the MediaLab and the architecture and artwork of the Lake Forest Library.

In September, the library introduced Enterprise, the new catalog that the CCS group chose. All the Adult Services librarians participated in training and worked with patrons to ensure a smooth transition. There were many improvements made for the next several months. With the excellent customer service from all the staff members, Lake Forest Library had one of the easier transitions compared to many CCS libraries.

The Adult Services Department offered book discussions programs, literature programs, e-tutorial tutorials, homebound services and outreach programs throughout the year. 62 programs were held by the Adult Services Department with close to 3,000 attendees. The Lake Forest Reads: Ragdale was very successful. The Library worked closely with Lake Forest College, Ragdale Foundation, LFLB Historical Society, Senior Center, Art Associates, Chamber of Commerce, Parent University, and Charmm'd Foundation in different capacities. The Library was also invited to be part of Lake Forest Art Links. We will be exploring new opportunities for providing different programs to our patrons. The staff also assisted and participated with the City's Office of Economic Development programs.

Chris Schoenherr was hired as the Emerging Technologies Librarian in January. Vadim Seyfer and Trish Compton were also hired as part-time librarians. These librarians brought new energy and expertise to the Adult Services Department. All librarians of the Adult Services Department will continue attending workshops and meetings on both local and national capacities.

Felicia Song, Head of Adult Services

William Black
Judy Gummere
Vadim Seyfer

Kate Buckardt
Robert Kirsch

Trish Compton
Jean Larson

Wendy Davis
Chris Schoenherr

ADULT SERVICES DEPARTMENT FY 2015 STATISTICS

RA/Reference: 7,103 (6,706)

PA/Directional (Ref): 2,394 (2,090)

Phone/fax: 4,016 (4,064)

AskAwayIllinois: 58 (70)

Total: 13,571 (13,170)

Sample of Paid Databases:

E-Downloads: MyMediaMall: 12,410 (10,733)

3M Cloud Library: 2,081 (205)

Zinio: 4,881 (5,491)

Freegal: 4,642 (6,144)

AncestryPlus Library Edition: 22,412 (20,623)

LiveHomeWorkHelp: 710 (362)

MorningStar Library Edition: 29,678 (7,958)

Proquest Newstand: 1,408 (3,000)

ValueLine: 13,410 (17,380)

Catalog Usage: 69,443 (85,019)

Social Media: Blog: 8,642 (7,901); Facebook: 7,424(6,309); Twitter: 6,899(4,546); Wikipedia: 5,468 (4,943)

MediaLab: 298 since July 2104

Displays: 37 (46)

Book lists/brochures: 22 (45)

Programs-- number: 62 (56) **Attendance:** 2,989 (2,569)

Staff Continuing Education: 38 (154)

Adult Services Fiscal Year 2015

Social Media

Facebook



FY 2015

675 Likes

FY 2014

549 Likes

654 followers

473

FY 15 FY 14

993 views

496

FY 15 FY 14

1111 page views

506

FY 15 FY 14

TWITTER

BLOG

WIKIPEDIA

My Media Mall

3M Cloud Library

Downloads

12,410
Checkouts

10,733
Checkouts

FY 15

FY 14

2,081
Checkouts

205
Checkouts

FY15

FY 14

Physical Collection

9,258
Added

9,001
Weeded

298 Media Lab Appts since July 2014

powered by

2014-15 Fiscal Year Circulation Report

Total circulation for fiscal year 2014-15 was 410,852. There were 435,245 patrons who came by to use the library. These totals show a drop in both numbers, with circulation down 8.8% and attendance down by 6.4%. On the rise is the number of patrons using e-Media to read. Still popular with our patrons, the e-Media numbers are up 6.5%. My Media Mall for books and Zinio for magazine check out are the most popular. The new 3M books are popular and the checkouts are rising quickly to match Freegal and Zinio.

The Lake Forest Library patron count on April 30, 2015 from Cooperative Computer Services was 15,440. The Circulation and Children's departments signed up 1,265 new patrons, down 14% from last year. CCS continues each month to automatically purge old records, helping to keep our database as current as possible. February of last year we started mailing out Renewal notice reminders to patrons whose cards would soon expire. Library cards are given an expiration date of 3 years. Renewal notices returned to library as undeliverable are removed from system, helping to keep patron counts up to date.

Interlibrary loan activity has gone down in the year. We have seen a 5% drop in the quantity of items we send out, while the numbers of items our patrons received was down as well, by 12%. The Lake Forest Library continues to be an active member when sharing its collection. The library sent out 14,314 items to fill requests from other libraries, while receiving 5,566 items from others to fill requests for our patron's. The Reference department and online hold services show 16,840 holds being placed, down 3.6% from last year. The Reciprocal Borrowing Program (RBP) registered 36,109 checkouts.

Email notification registration is currently 2,668 as of April 30, 2015. The patrons continued to take advantage of the Museum Adventure Pass program, with 53 passes being issued. The paperback book exchange had 15,000 titles distributed between our 5 locations. We extend our appreciation to the Friends of the Lake Forest library for sharing the paperback donations.

The switch from Bibliocommons to Enterprise was not as smooth as we had hoped. But the staff rose to the occasion and helped patrons to navigate the new website catalog. With feedback from the consortium, CCS was able to work with Sirsi and Enterprise to resolve the issues. Even with the initial confusion patrons placed over half their holds through the web. Enterprise offers two features we debuted this year. We can now email patrons their checkout receipts and they can turn on a feature that will keep track of what items they have checked out for reference.

The DVD2GO media bank (located at the LF West train station) remains popular with patrons checking out a monthly average of 346 DVD's from the machine. The patrons have been very happy with this service and enjoy the ability to reserve their favorite titles. They have checked out just over 4,000 movies.

The circulation department currently consists of 3 full time staff members, 13 part time staff members, and 8 stackers.

Victoria Sergel
Head of Circulation
Lake Forest Library

Month: ANNUAL
Year: 2014-2015

CIRCULATION STATISTICS

Adult: 216,861 (253,990)

Juvenile: 169,937 (174,311)

E-Media: 24,055 (22,575)

Total: 410,852 (450,876)

RBP: 36,109 (41,014)

ILL - Incoming: 5,566 (6,343)

Outgoing: 14,314 (15,112)

Holds Placed: 16,840 (17,473)

Low Patrons Registered: 1,265 (1,483)

Gate Count Total: 435,245 (465,032)

Adult: 252,581 (275,427) Juvenile: 182,664 (189,605)

West Book Box: 18,250 (20,282)

PAPERBACK BOOKS:

Northwestern Train Station: 2,980 (3,609)

Milwaukee Train Station: 906 (781)

Library Lobby: 9,707 (12,437)

Beach Cart - Rec 1,407 (3,064)

Total: 15,000 (19,891)

Total Times Three: 45,000 (59,673) (This amount included in the sum of items circulated)

Notes

Total number of registered
Lake Forest Patrons

15,440 (15,403)

Numbers May 2014 - April 2015

2014-15	adult	Juv	emedia	total	rtp	ill in	ill out	holds pl	new pats	gate total	adult gate	child gate	wbb	northw	milw	lobby	beach	pbk total	x3
may	18,591	11,999	1,900	32,490	3,016	465	1,287	1,235	115	35,970	21,590	14,380	1,457	220	60	903	275	1,458	4,374
June	21,478	17,218	1,829	40,525	3,304	442	1,247	1,595	142	44,128	22,589	21,539	1,720	375	40	1,187	410	2,012	6,036
July	22,834	17,169	1,962	41,965	3,541	509	1,366	1,520	132	43,885	23,346	20,539	2,063	345	80	1,094	325	1,844	5,532
aug	19,583	15,303	2,130	37,016	3,358	498	1,324	1,414	130	36,598	21,898	14,700	1,703	285	80	975	80	1,420	4,260
sep	17,305	13,615	1,913	32,833	2,831	441	1,090	1,392	109	35,067	21,567	13,500	1,441	254	65	1,059	47	1,425	4,275
oct	17,881	14,188	1,712	33,781	2,943	396	1,174	1,370	109	38,894	22,894	16,000	1,673	350	95	681	90	1,216	3,648
nov	16,862	14,531	1,984	33,377	2,931	373	1,025	1,075	74	34,280	19,653	14,627	1,245	205	90	498	25	818	2,454
dec	17,321	12,949	2,243	32,513	2,740	457	996	1,268	69	32,151	19,079	13,072	1,423	226	76	709	30	1,041	3,423
jan	17,810	13,080	2,162	33,052	3,002	479	1,321	1,557	97	35,344	21,169	14,175	1,159	250	80	627	50	1,007	3,021
feb	14,154	12,343	2,249	28,548	2,793	489	1,110	1,371	99	30,344	17,350	12,994	1,527	170	80	474	0	704	2,112
mar	17,332	13,733	2,051	33,314	3,008	531	1,235	1,549	92	35,182	21,075	14,107	1,433	150	80	779	50	1,079	3,237
apr	15,710	13,809	1,920	31,439	2,642	486	1,139	1,494	97	33,402	20,371	13,031	1,406	150	80	721	25	976	2,928
TOTAL	216,861	169,937	24,055	410,853	36,109	5,566	14,314	16,840	1,265	435,245	252,581	182,664	18,250	2,980	906	9,707	1,407	15,000	45,000

2014-15	Freemall	MediaMall	Zinio	3M
may	403	994	365	138
June	373	974	359	123
July	434	1054	331	143
aug	426	1159	421	124
sep	366	1039	388	120
oct	311	990	276	135
nov	418	1004	412	150
dec	441	1004	572	226
jan	377	1084	470	231
feb	294	1037	503	217
mar	434	1120	436	259
apr	365	983	355	217
TOTAL	4,642	12,442	4,888	2,083

Museum passes - 53
 Epay/PROPAY - Total \$3,985.00 (449.40 = Lost/DAMG)

Report: All Museums, Lake Forest Library, May 1, 2014 - Apr 30, 2015

Museum	Pass Count	Visitors	Passes Used
Brookfield Zoo (Chicago Zoological Society)	10	0	0
Cantigny Park	2	0	0
Chicago Botanic Garden	28	0	0
Lake County Discovery Museum	4	9	4
Legoland Discovery Center	9	0	0
	53	9	4

Lake Forest Children's Library

Annual Report May 2014 – April 2015

OUTREACH

- Once a month (or as invited) a staff member would visit at the following schools in Lake Forest: Deerhaven, Gorton, Little Scouts, and Sheridan Elementary (for a Kindergarten special needs storytime). The Lake Forest Children's Library staff made **33** visits between May 2014 and April 2015 with **1,547** attending.
- Requested tours of the Children's Library or special storytimes for class visits took place **5** times.
- Filled **21** requests for theme related subjects and pulled **313** books for teachers in Lake Forest.
- Purchased multiple copies of books and audio materials when there is a required reading assignment.

STORYTIMES AND BOOK GROUPS

- We offer formal storytimes in autumn, winter, and spring for babies through 1st grade children. From May 2014 through April 2015 we held **163** storytimes with **5,092** children present.
- Drop-in Family Storytimes throughout the year attracted **1,028** adults and children!
- **Family Book Group, and Junior Readers**, meets once a month September through April in the Children's Activity Room.

DROP-IN PROGRAMS

- Between May 2014 and April 2015 the Children's Library was very busy with **56** different drop-in events from crafts to the annual **Tree Trimming Party** which is held the first Monday of every December.
- **33 Performers and/or in-house activities** were held in the Children's Activity Room during the months of June and July 2014. With a grand total of **5,084** attending these events!

SUMMER READING

- **952** children from preschool through 6th grade signed up for **Paws to Read**. Each child could earn **plush dog bookmark, bike bottle, pedometer** and if they finished listening or reading for a total of fourteen hours they could pick out a **book** from the display case. **521 FINISHERS** completed this program.
- **201** teens (entering 7th through 12th grades) signed up for the *Lake Forest Library 2014 Teen Summer Reading Program* and **89 finished**. Teens that read or listened to 4 books received a \$10.00 gift card to the Lake Forest Book Store. Each student that read a book and turned in a raffle ticket was entered in the **grand drawing prize for a \$100 dollar gift card to the Lake Forest Book Store!** Every raffle ticket, up to a maximum of four per week, that was turned in was eligible for the weekly \$20 gift card drawings (to local businesses such as Starbucks, Sweet's Chocolates, etc.)
- Children entering 7th through 12th grades volunteered during the months of June and July. They helped give out the prizes for the children, and with various drop-in programs when we did not have enough staff to man the Children's Activity room. During the summer of 2014 we had **34 teenagers volunteer 599 hours** of their time to the Children's Library. What a great help for the Children's staff...especially after a program finished.

STAFF

- Mary Good, Children's Services Assistant
- Amy Jenks, Children's Services Assistant
- Emily Neal, Children's Services Assistant
- Michelle Porter, Children's Services Assistant
- Lorie Rohrer, Head of Children's Services
- Mary Webber, Librarian
- Carla Weir, Children's Services Assistant
- Kathy Wellington, Librarian

GOALS

- Offer more drop-in programs on the weekends.
- Encourage staff to attend more meetings and conferences to improve services.
- Continue to increase our knowledge of electronic resources to better serve the public.

- Bring back the old goal of more shelf reading of the Children's Library audiovisual and book collections.
- Offer more current bookmarks on different subjects for our patrons.

Working with such a wonderful staff I feel we will meet these goals.

Lorie J. Rohrer
Head of Children's Services
May 13, 2015

LAKE FOREST CHILDREN'S LIBRARY YEARLY REPORT

Date: May 2014 – April 2015

	NUMBER	NUMBER	ATTENDANCE	ATTENDANCE
	CURRENT YEAR	PREVIOUS YEAR	CURRENT YEAR	PREVIOUS YEAR
STORYTIMES	163	159	5,092	3,985
DROP-IN PROGRAMS	56	61	6,375	5,092
BOOK GROUPS	14	12	220	181
TOTAL	233	232	11,687	9,258
	CURRENT YEAR	PREVIOUS YEAR	CURRENT YEAR	PREVIOUS YEAR
CLASS VISITS	5	4	109	45
PRESCHOOL OUTREACH	28	26	1,438	1,402
TOTAL	33	30	1,547	1,447
PATRON	182,664	189,605		
REFERENCE QUESTIONS	10,149	9,864		
READER'S ADVISORY	7,466	7,890		
YA READING CLUB SIGN UP	201	224		
YA READING CLUB FINISHERS	89	100		
SUMMER READING CLUB SIGN UP	952	954		
SUMMER READING CLUB FINISHERS	521	490		
SUMMER VOLUNTEERS	34	36		
SUMMER VOLUNTEER HOURS	599	601		
TEACHER BOOK THEME REQUESTS	21 teacher requests pulled 313 books	68 teacher requests Pulled 1,108 books		
MEETINGS; STAFF AT CONT. ED. ACTIVITIES	4 staff 2 meetings 21 hours	2 staff 2 meetings 15 hours		
CIRCULATION	169,937	174,331		

THE ANNUAL REPORT OF THE TECHNICAL SERVICES

Fiscal Year 2015

Newly Added to the Collection and the Database

- ① 13,479 new items were ordered, received, cataloged, and processed.
- ② Lake Forest Library cataloged a total of 2,774 records. Among them, we contributed 158 original monographic, serial records and 89 original audio-visual records to OCLC and CCS databases; we contributed 1,913 copy monographs, serial records and 614 audio-visual records to CCS'.
- ③ We have checked in and processed 4,038 issues of magazines during fiscal year of 2015. We also added 2 new magazine titles. Currently we carry 307 magazine titles.

Our Vendors:

While we ordered directly from various publishers over the Internet or local sources, Baker & Taylor is our primary book vendor and have used its Title Source 3 platform for ordering. Ebsco Subscription Services is our magazine vendor for the majority of subscriptions. Audio Editions, Records Books, Random House are three major vendors for our audiobooks. While Midwest Tapes is our primary vendor for DVDs, we also begin to order CD audiobooks and playaways from them.

Other Regular and Special Operations

- 1) CCS has terminated the contract with BiblioCommon and purchased the Enterprise system from SIRSI. Enterprise system allows each library to post various lists on the website in order to better inform patrons, yet it offers very limited ways of doing so. We revamped our workflow so the new item records could be pulled together to generate the new material lists automatically in the time frames requested by the Adult Services Dept. This major workflow change has affected everyone in the dept., particularly on the staff who does the data entry. Our staff has embraced the changes with a spirit of cooperation and humor.

- 2) CCS also adopted three new item categories for all item records. They are: item category 3 for formats, item category 4 for genres and item category 5 for languages. This has increased the workload for everyone in the dept., especially for the staff who does the data entry.
- 3) We followed the CCS requirements to begin using RDA standards to do cataloging for prints, CD audiobooks and DVDs.
- 4) We have three part time staff from the Circulation dept. to do cleaning discs. We have cleaned 4,209 discs for our DVD, CD audiobooks and music CD collections. Without the cleaning work, these collections render useless due to non-playable condition. We have also repaired 2,525 books and audio-visual items in house.
- 5) A total of 424 books to be sent out and bound by the Houchen Bindery located in Utica, NE.
- 6) We currently have approximately 465 titles on standing order. In fiscal 2015, we have replaced 432 older copies with updated information for this collection. The continuations list contains information such as title, vendor, price we paid, cumulative amount spent by each buyer and it is updated quarterly.
- 7) 312 books and 127 audio-visual items were replaced due to damaged, lost or poor conditions.
- 8) In fiscal 2015, TS continued building the DVDTOGO database. With the help of TS assistants, the Dept. Head continues to be the sole responsible person in importing to and removing records from the Mediabank database. During fiscal year of 2015, we imported 159 records to and remove 189 records from the database. As the current writing, the database contains 1,582 records. Maintaining the Media Bank database continues to be tedious and time-consuming; just in our dept., ordering, processing and the importing to, removing the record from the Mediabank database take about 15-20 minutes for one individual DVD, however, the high circulation rate in that database has justified the cost.
- 9) We have begun cleaning up call numbers for Children non-fiction materials. We have changed and re-made labels for 1,115 children non-fiction books.

- 10) Weeding of the collection is done on an ongoing basis. A total of 15,182 copies were removed from the collection due to damage, loss, poor circulation or outdated content. The Dept. Head generated customized circulation reports from Director's Station to aid in weeding the collection.
- 11) CCS has done global adding three item categories to our database based on the various existing values in the bibliographical and item records; this method inevitably resulted in a great amount of cleanup work to be done; In addition to this, we do not use all of the format and genre codes provided by CCS. Subsequently, we have to convert those codes we do not use to the ones we use.
- 12) We did not add any outsourcing for processing. Except for fictions and children picture books, we continue doing most of processing in house. We have found this to be cost effective because materials are processed in the exact manners suitable for our needs and they come in faster from vendors also.
- 13) We have found 221 missing items due to being mis-shelved.
- 14) The Dept. Head has continuously updated the Technical Services Manual.
- 15) We do magazine claiming on monthly basis.
- 16) We continued attending CCS meetings and workshop to update our knowledge and skills. The total training hours for this Dept. is 32 hours. The Dept. Head is a member of the Enterprise Implementation Tasks Force in CCS.

Personnel changes

No personnel change this fiscal year.

In one word, staff in the Technical Service Dept. had a busy and successful year. We overhauled our workflow so to make new material lists possible on Enterprise; we did significant changes so to add three item categories to each item record; the catalogers abandoned AACR2 and began RDA cataloging; at the same time, we continued moving all of the new materials out of TS in timely manner; we have also tried to

be as accurate as we could; we have provided friendly and timely services to our staff in answering questions and meeting their needs.

In the new fiscal year, we will join CCS to clean up the database. The dept. head will expand RDA cataloging to all materials. We will, as we always have done, try our best in every aspect of our daily work to achieve our goals and objectives: providing reliable, consistent and timely services to our library, thus to the community we all serve in.

May 11, 2015

Jian Tan

Head, Technical Services

FY 2015
May 1, 2014 - April 30, 2015

Acquisition Stats.	TOTAL+	TOTAL-	2015NetTotl	2015GrTotl
TOTAL VOL. A-F	2,225	2,423	-198	28,562
TOTAL VOL. A-NF	2,979	3,749	-770	40,366
TOTAL A-BKS	5,204	6,172	-968	68,928
TOTAL VOL. J-F	3,155	3,669	-514	27,045
TOTAL VOL. J-NF	1,525	1,411	114	23,087
TOTAL J-BKS	4,680	5,080	-400	50,132
74 J Puzzle	55	28	27	145
79 J Miscellany (toy, game, etc.)	0	0	0	153
83 J Audio Kit	63	36	27	739
84 J Puppet	54	103	-49	730
230 J CD-Musical	146	145	1	885
262 J CD-ROM	2	5	-3	46
268 J CD-Spoken	180	360	-180	1,206
281 J DVD, Fiction	483	436	47	2,549
283 J DVD, Nonfiction	47	44	3	378
J DVD, MB	43	88	-45	740
PLAYAWAY, J DIGITAL AUDIOBK	166	132	34	730
TOTAL J-AV	1,239	1,377	-138	8,301
229 Music CD	781	1,402	-621	5,022
261 CD-ROM	1	3	-2	0
267 Audiobook on CD	347	203	144	3,256
280 DVD, AF	736	1,170	-434	4,008
282 DVD, ANF	166	5	161	1,988
DVD, MB	116	101	15	842
PLAYAWAY, DIGITAL AUDIOBK	35	4	31	392
VIDEOGAME, <i>Video Game</i>	174	66	108	593
TOTAL A-AV	2,356	2,553	-598	16,101
Microfilm	0	0	0	2,752
Call No. Changes	2,010		2,010	9,720
Bindery	424		424	2,077
Mending	2,525		2,525	9,373
Copy Cataloging	2,527		2,527	10,490
Originals cataloging in OCLC	247		247	1,294
TOTAL VOL. ADDED	13,479			
TOTAL VOL. WITHDR.	15,182			
COLLECTION TOTAL	146,214			

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DONOR LIST FY2015**

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