

LAKE FOREST LIBRARY ANNUAL REPORT 2016

FY2016 was the year of digitization. The art booklet, *Lake Forest Library Art: an Aesthetic Legacy*, researched and printed in 2001, needed to be revised and updated. The decision was made to digitize the original book and then add the new information. While this is an ongoing project, with the work done by Library staff, much of the material is now available on the Library's web site. Another project, to digitize the *Lake Forester* newspaper, was begun this year. Available on the Library web site, with keyword indexing, so valuable to researchers, it covers the years 1899 to 1940; as each year comes out of copyright, that year will be added.

2016 was also the year of the search for a new library director; the Trustees and Staff worked diligently on this most important task. The new director, Catherine A. Lemmer, will begin May 16, 2016.

This is my last 1st page of Annual Report. As of March 14, 2016, I have been the director of the Lake Forest Library for 28 years. I have stayed because of the passion the community has for their library, the caucus system which provided dedicated trustees, the amazing Board of Trustees who made possible all the restoration work and fine services, the sufficient funding and the excellent, professional, creative and generous Library Staff, the fine City Staff, including the exceptional City Manager, Bob Kiely; all equaled something close to library heaven.

The Media Lab service began in July, 2014. It has come of age this year, with the majority of open hours filled and the production of an outstanding video piece showcasing the variety of projects completed by residents in their own words.

There were a number of equipment upgrades: a new telephone system, additional and upgraded cctv equipment, a new 3 year lease for all public and Staff pcs. The courtyard doors were replaced and new carpet in the bookstack stairwells included ADA transition materials.

The Friends held their 40th 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. Funds were provided for some equipment for the Media Lab and for the start of the digitization of the *Lake Forester* from 1899 to 1939.

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

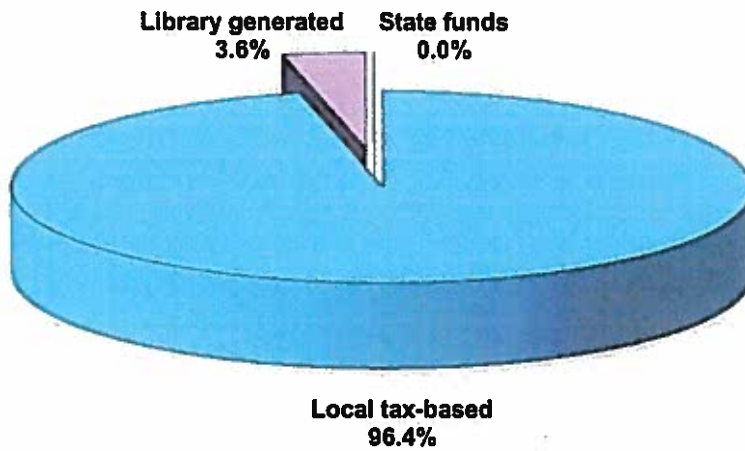
Addendum June 2016

Nearly 441,000 individuals visited the library in the last year; checking out 383,317 items or 113 for every hour the library was open. The library continues to deliver wonderful programs, and collaborate with other organizations.

In FY2016, Lake Forest Children's Library offered 266 programs for children. The 64 drop-in events and 168 formal story-times were attended by 5,438 children. 1,007 children participated in Summer Reading program; 205 teens joined the Young Adult Summer Reading Program, and 165 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.

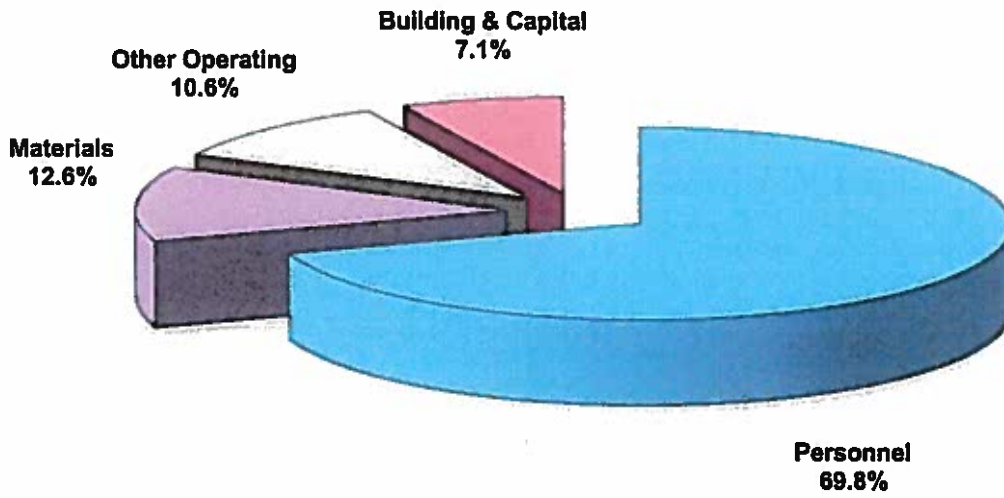
FY16 Revenues

Local tax-based	\$3,904,407
Library generated	\$145,946
State funds	\$0
Total Revenues	\$4,050,353



FY16 Expenditures

Personnel	\$2,515,108
Materials	\$453,440
Other Operating	\$381,456
Building & Capital	\$255,117
Total Expenditures	\$3,605,121



LAKE FOREST LIBRARY
For Your Information

Annual FY 2016 Statistics

	<u>FY2015</u>	<u>FY2016</u>
Circulation – Adult	216,861	203,914
Circulation - Children's	169,937	155,375
E Media	24,055	24,272^
Total	410,852	383,561
Circulation – Audio visual	107,714	95,415*
West Book Box	18,250	16,011
Patron Visits	435,245	440,357
Interlibrary Loan:		
to: Lake Forest	5,566	6,103
from: Lake Forest	14,314	10,791
Reference/Reader's Advisory	91,186	89,163
Materials Added	13,479	12,519
Materials Withdrawn	15,182	12,442
Volunteer Hours	782	675
Programs Offered	328	322
Attendance	16,223	15,400
Web Hits	5,124,876	4,511,253
Electronic Resources	357,894	305,548
iBistro/online catalog	69,443	63,443
Library 2.0**	28,433	50,313**

*Audio visual circulation was 24% (26%) of the total circulation. DVD2Go 3,435 (2,359)

^Total E-Media: 24,272: MyMediaMall: 13,016 (12,442); 3M Cloud Library: 2,599 (2,083); Freegal: 4,422 (4,642); Hoopla 187 (added March 2016); Zinio: 4,048 (4,888)

**Library 2.0: Facebook 9,255 (7,424); Wikipedia 6,573 (5,468); Blog 8,362 (8,462); Twitter 9,261 (6,899); GoogleMyBusiness 16,240 (commenced December 2015); Media Lab 538 (298); E-Tutorials 84 (43)

MORE ANNUAL STATISTICS: FY2016

Circulation:

113 items checked out every hour open: (383,561 items circulated; 3,384 hrs. open/year)

Busiest: July 40,191
Slowest: December 29,092

Adult:	203,914 (53%)	(216,861/53%)
Children:	155,375 (41%)	(169,937/41%)
E media:	24,272(6%)	(24,055/6%)

440,357 (435,245) people visited the library; 339 days open = 1,299 people/day
130 people/hour 8,468/week 36,696/month

Number of paperbacks in exchanges and to train stations: Total: 13,646
(FY15: 15,000) (FY14: 19,891)

NW Train: 1,984 (2,980); M Train: 885 (906); Library foyer: 9,497 (9,707); Forest Park Beach, Recreation: 1,280 (1,407)

Materials borrowed through Reciprocal Borrowing Program: 29,989 or 8% (FY15-FY14: 9%; FY13: 8%; FY12: 10%; FY11-FY07: 12%; FY06: 13%; FY05: 14%; FY04: 15%)

Collection:

Total	146,153 (this includes microfilm and bound periodicals)
Adult	70,155 48% (Fiction: 29,602; NF:40,553)
Children	49,443 34% (Fiction: 25,839; NF: 23,604)
AV	23,793 16% (Adult: 16,345; J: 7,448)

Turnover rate: All items (print & av): 2.6 (FY15: 2.8; FY14: 3)
All audiovisual: 4.0 (FY15: 4.2; FY14: 4.5)
Videos, DVDs: 5.8 (FY15: 7.6; FY14: 7.1)
Media Bank: 3.3 (FY15: 4.6; FY14: 3.7)
Video games: 6.4 (FY15: 5.9; FY14: 9.3)

Miscellaneous:

AskAway: virtual reference service: 58 (FY15: 70; FY14:70 FY13:72)

E-Library downloads: MyMediaMall/Freegal/Zinio/3M Cloud Library: 24,028 (FY15: 24,055; FY14: 22,575; FY13: 16,085; FY12: 10,651; FY11: 2,417; FY10: 1,406; FY09: 726)

Summer Reading:

Children's: 1,007 (FY15: 952; FY14: 954) Young Adult: 205 (FY15: 201; FY14: 224)
Adult: 165 (FY15: 206; FY14: 249)

Volunteers: 32 (FY15: 36; FY14: 38) Volunteer hours: 675 (FY15: 782; FY14: 724)

Children's Book Groups and class visits: 20 (FY15: 19; FY14:16) attendance: 385 (FY15: 329; FY14:226)

Storytimes: 168 (FY15: 163; FY14:159) attendance: 5,092 (FY14: 3,985)

Drop in Programs: 64; attendance: 6,923 (FY15: 56/6,375; FY14: 61/5,092)

Outreach: Children's story times at area day care centers: 16; attendance 914; (FY15: 28/1,438; FY14: 26/1,402)

E-mail notification: 2,847patrons use (FY15: 2,668; FY14: 3,093; FY13: 2,010)

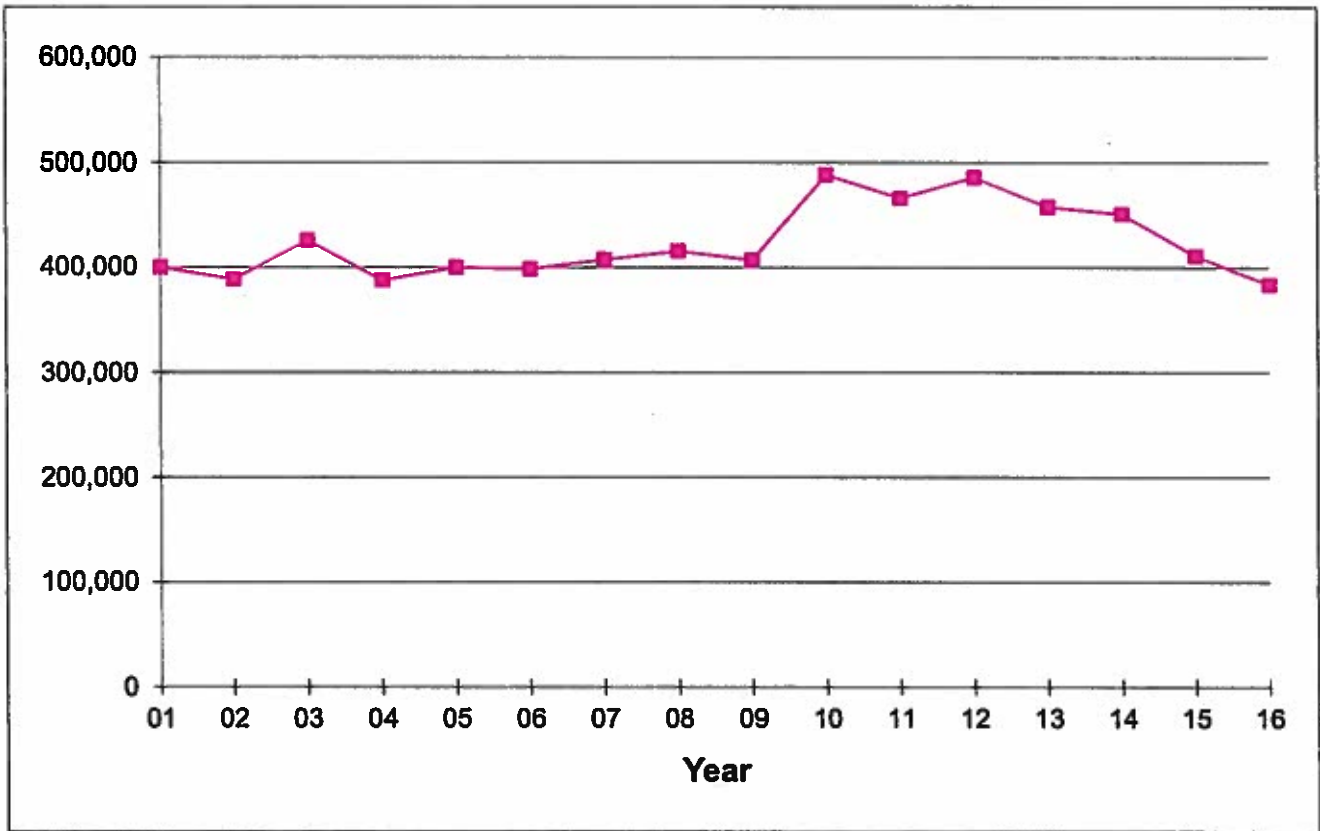
Total number of registered cardholders 15,460 (FY15: 15,440; FY14: 15,403)

80% of LF have a library card.

New library card registrants: 1,241 (FY15: 1,265; FY14: 1,483)

Circulation Statistics 2001 - 2016

FY	Circulation
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
16	383,561



LAKE FOREST LIBRARY

Annual Statistics

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Change
Circulation-Adult	241,144	248,739	255,533	293,495	272,072	287,138	261,568	253,990	216,861	203,914	-6%
Circulation-Children's	166,255	166,808	151,465*	194,561	193,855	187,661	179,979	174,331	169,937	155,375	-9%
Circulation-eMedia					4,407	10,651	16,085	22,275	24,055	24,272	1%
Circulation-Total	407,399	415,547	406,998	488,056	465,927	485,450	457,632	450,876	410,852	383,561	-7%
West Book/AV Drops Box	15,740	15,278	15,874	19,683	20,911	22,259	22,231	20,282	18,250	16,011	-12%
Patrons in Adult Dept.	288,711	292,534	301,850	333,341	309,572	309,423	300,626	275,427	252,581	249,166	-1%
Patrons in Childrens Dept	219,531	223,515	137,732*	202,606	205,671	203,053	199,761	189,605	182,664	191,191	5%
Patron Visits-Total	508,242	516,049	439,582	535,957	515,243	512,476	500,387	465,032	435,245	440,357	1%
Interlibrary Loan to: Lake Forest from: Lake Forest	7,712	8,085	10,381	10,384	7,163	7,303	6,576	6,343	5,566	6,103	10%
	16,650	18,491	19,060	24,476	16,722	13,815	14,168	15,112	14,314	10,791	-25%
Questions	95,058	93,761	85,561*	90,761	93,041	94,626	89,460	90,924	91,186	89,163	-2%
Materials Added	15,981	15,169	15,253	15,836	16,292	16,194	15,557	15,505	13,479	12,519	-7%
Materials Withdrawn	12,536	15,029	11,519	16,737	13,450	16,139	13,766	14,017	15,182	12,442	-18%
Collection Size	137,343	140,171	143,518	142,654	145,496	145,539	147,330	148,318	146,214	146,153	0%
Volunteer Hours	534	486	233	595	473	728	691	724	782	675	-14%
Programs Offered	326	347	250*	319	313	306	339	318	328	322	-2%
Attendance	14,427	14,676	8,846*	10,923	11,653	11,876	12,818	13,274	16,223	15,400	-5%
Web Hits	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	4,511,253	-12%
Electronic Resources	10,582	22,926	25,912	20,051	91,163	110,382	109,199	236,474	357,894	305,548	-15%
Online Catalog	52,056	51,093	123,941	116,171	93,368	69,832	83,675	85,019	69,443	63,443	-9%
Social Media								20,560	28,433	50,313	77%

*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>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>	<u>2016</u>
State Average										
Circulation per capita	8.4	20.3	21.0	20.3	24.3	24.1	24.0	23.3	21.2	19.8
Program attendance per capita	0.5	0.7	0.7	0.4 ¹	0.5	0.6	0.7	0.7	0.8	0.8
Reference transaction per capita	1.4	4.7	4.7	4.3	4.5	4.8	4.6	4.7	4.7	4.6
Registrations as a % of population	55%	70%	71%	72%	76%	81%	78%	80%	80%	80%
Turnover rate	2.1	3	3	3.4	3.4	3.2	3.2	3.0	2.8	2.6
Library visits per capita	7.0	25	26	22	27	26.6	26.0	24.0	23.0	22.7

¹ Children's Library closed for 4 ½ months.

LAKE FOREST LIBRARY
DONOR LIST FY2016

Major Donors: (\$1000 and up)

The Buchanan Family Foundation
The Dick Family Foundation
Don Fiore and Company
Friends of Lake Forest Library
Mrs. John Shedd Reed
The Reed Family Foundation Helen Reed
The Reed Family Foundation Peter Reed

Donors:

John and Ginny Andersen
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Erica C. Weeder/Liederbach and Graham Architects

In Memory of Margaret Everson Fossi

Mrs. Leonard C. Everson

In Memory of Fran Gerlach

Ted and Kaye Grabbe
Trustees of LFL

In Memory of Alice Goshgarian

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Gina M. and Douglas R. Roberts

**Dr. Richard Rosenblatt
John and Carolyn Kanyusik
John and Celeste Kralovec
Ralph and Maragret Lambrecht
June K. Mackey
V. A. Mennemeyer**

In Memory of Richard McMurrin

Nann Blaine Hilyard

In Memory of Ruth Pierobon

Jeffrey and Elizabeth Anderson

In Memory of Armiger Sommers

Anonymous

Lake Forest Community and Library Programming

City:

Senior Center: Lake Forest/Lake Bluff

CROYA (Committee Representing Our Young Adults/teens)

Parks and Recreation, includes:

Recreation Center

Wild Life Discovery Center

Ceramics Lab

Deerpath Golf Course

Forest Park Beach, plus 7 parks

Lake Forest Cemetery

Community Cable/Comcast

Gorton Community Center

Ragdale

Deerpath Art League

Citadel Theatre

CenterStage

Lake Forest Symphony

North Suburban Symphony

Historical Society

Preservation Foundation

Open Lands

Elawa Farms

Deerpath Garden Club

Lake Forest Garden Club

Woodlands Garden Club

Career Resource Center

LEAD (Linking Efforts Against Drugs)

District 67, District 215

Lake Forest Academy

Lake Forest Country Day School

Lake Forest College

Lake Forest Graduate School of Management

Northwestern Lake Forest Hospital

We collaborate, not compete.

ADULT SERVICES DEPARTMENT FY 2016 ANNUAL REPORT

Community engagement, digital projects, and personnel changes marked the busy year of services as the Adult Services Department completed a productive FY2016.

Adult Services Librarians collectively added 7,655 titles and weeded 5,941 titles in FY2016. While this number showed a decline compared to FY15, our effort in purchasing eTitles increased, resulting in 12% of the total adult circulation for FY16 being from EBook, EAudiobooks, and EMagazines. Hoopla, which provides eBook, EAudiobooks, and movie streaming, was added to our downloadable databases at the end of March. The user-friendly database is well-received, and we expect an increase in circulation in the upcoming years. Our Social Media and DVD2GO usage also showed a steady increase. MediaLab hours increased from 30 to 45 hours per week to accommodate demand.

The continued digitization trend as well as the popularity of the E services encouraged two important projects. The Library investigated sources to provide the historic *Lake Forester* to our users and found there was no financially feasible alternative but to digitize our *Lake Forester* microfilm ourselves. The staff selected Northern Micrographics to digitize and house the data. The *Lake Forester* from 1899 to 1940 is now available to the general public. We have heard many positive responses from the Lake Forest Historical Society as well as the general public about this much appreciated unique service. We will digitize each year of the newspaper as it goes off copy right. Adult Services also worked on a digital gallery page that will be added to the Library Web Page. Photos and descriptions of all memorable artwork will be available by the early fall of 2016.

Under the new Outreach and Programming staff, Lake Forest Library deepened its collaboration with more community organizations. Lake Forest Reads: Ragdale entered the 4th year and shifted the main program to a new format: "A Conversation with the Author, Rebecca Makkai" introduced and monitored by a Lake Forest College professor. Ragdale Foundation, Lake Forest College, and the Friends of Lake Forest Library continue their support of this literary event through ideas, supported events, and funds. The Library also participated with the newly formed Lake Forest Lake Bluff Artslink, which will promote Lake Forest Art and Literary programs with members' connections. Also the library began hosting Lake Forest Symphony Listening Circle Talks on the Thursday nights prior to the weekend concerts. Throughout the year the Library also hosts visitors from Lake Forest College, Art Associates of the Art Institute of Chicago, Chicago Fortnightly Club, and Culture Care. The five Book Discussion Clubs that the library sponsored as well as the Outreach Programs continue to be successful.

There were major personnel changes in FY 16 for the Adult Services. Wendy Davis, the Reference Manager, retired from the Library. Jean Larson and Vadim Seyfer resigned. Kate Buckardt started working full-time and is now the Adult Services Manager and Outreach Librarian. Liz Poppenhouse, Jake Rogers, and Karen Schachtschneider were hired. The Adult Services staff continue to be active in local and national workshops and conferences. At the end of FY16, long-time director, Kaye Grabbe retired from the Library. In the 28 years with Lake Forest Library, Kaye instigated several building projects and services. She gifted the library a Frank McMahon painting, "Reading the Constitution of the United States and Bill of Rights," which adorns the Foyer.

Felicia Song, Head of Adult Services

Kate Buckardt	Trish Compton	Wendy Davis	Judy Gummere
Robert Kirsch	Noah Murphy	Liz Poppenhouse	Jake Rogers
Chris Schoenherr	Karen Schachtschneider		Doug Smithenry

**ADULT SERVICES DEPARTMENT
FY 2016 STATISTICS**

Patron Assistance:

RA/Reference: 5,699 (7,103)

PA/Directional (Ref): 1,622 (2,394)

Phone/fax: 3,272 (4,016)

AskAwayIllinois: 24 (58) ceased staffing in Feb.

Total: 10,617 (13,571)

E-Downloads:

Freegal: 4,422 (4,642)

Hoopla: 187 (since 3/2016)

MyMediaMall: 13,016 (12,410)

3M Cloud Library: 2,599 (2,081)

Zinio: 4,048 (4,881)

Total: 24,272

Sample of Paid Databases:

AncestryPlus Library Edition: 16,382 (22,412)

EBSCO: 193,099 (245,322)

LiveHomeWorkHelp: 638 (710)

MorningStar Library Edition: 30,336 (29,678)

ValueLine: 20,051 (13,410)

Catalog Usage: 63,352 (69,443)

Social Media: Blog: 8,362 (8,642); Facebook: 9,255(7,424); Twitter: 9,261(6,899); Wikipedia: 6,573 (5,468)

MediaLab: 538 sessions (298 since July 2104)

Displays: 33 (37)

Book lists/brochures: 27 (22)

Programs: 54 (62) Attendance: 1,740 (2,989)

Staff Continuing Education: 70 (38)

2015-16 Fiscal Year Circulation Report

Total circulation for fiscal year 2015-16 was 383,317. This year 440,357 patrons came by not only to checkout material but to use the library. The circulation may be down 6.7% but attendance remains steady with a slight increase of 1.7%. E-media options are still popular with our patrons. The numbers have currently leveled off, but are showing an impressive 24,028 check outs. My Media Mall for e-reading remains the most popular, checking out over 13,000 titles. Freegal passed Zinio this year for the second spot with over 4,000 downloads.

The library's patron count on April 30, 2016 from Cooperative Computer Services was 15,460. The Adult circulation and Children's departments signed up 1,241 new patrons this year, only down 1.8%. We continue to mail Renewal notice reminders to patrons whose cards will soon expire. This year we have removed 157 patrons who are no longer Lake Forest residents. With CCS continuing each month to automatically purge old records, these two checks help to keep our database as current as possible.

There have been intentional changes made concerning Inter-library loan activity. The Interlibrary loan department sent out 10,791 items to fill requests from other libraries. To fill their requests, our patrons received 6,103 items in return. We have been attempting to keep our ILL outgoing more in line with our ILL incoming. By creating a new Item Type called "New_XXX" (books, cds) we have added hold limits to many of the new materials that we purchase. This item type is set to keep the title hold-able by only Lake Forest patrons for a period of 6 months. After that time the type switches and it can be sent out for ILL fulfillment. This change has arranged it so instead of sending 2.6% more than we request, we are now sending 1.7%, which creates an even exchange. Importantly this also allows Lake Forest patrons first use of new materials. Do note that patrons from other libraries are not limited when they come to Lake Forest, if they find the new title on the shelf they can check it out. This new arrangement accounts for much of the 24% drop in outgoing ILL. The Reference department and online hold services show 16,210 holds being placed, down 3.7% from last year. The Reciprocal Borrowing Program (RBP) registered 29,989 checkouts.

Email notification registration is currently 2,847 as of April 30, 2016. The patrons continued to take advantage of the Museum Adventure Pass program, with 47 passes being issued. The paperback book exchange had 13,646 titles distributed between our 5 locations, 6 when the Beach Cart is active. We extend our appreciation to the Friends of the Lake Forest library for sharing the paperback donations.

The DVD2GO media bank (located at the LF West train station) remains popular with patrons checking out a monthly average of 253 DVD's from the machine. They have checked out just over 3,000 movies this year.

The circulation department currently consists of 3 full time staff members, 11 part time staff members, and 7 stackers.

Victoria Sergel
Circulation Manager
Lake Forest Library

Month: ANNUAL
Year: 2015 - 2016

CIRCULATION STATISTICS

Adult: 203,914 (216,861)

Juvenile: 155,375 (169,937)

E-Media: 24,028 (24,055)

Total: 383,317 (410,852)

RBP: 29,989 (36,109)

ILL - Incoming: 6,103 (5,566)

Outgoing: 10,791 (14,314)

Holds Placed: 16,210 (16,840)

New Patrons Registered: 1,241 (1,265)

Gate Count Total: 440,357 (435,245)

Adult: 249,166 (252,581) Juvenile: 191,191 (182,664)

West Book Box: 16,011 (18,250)

PAPERBACK BOOKS:

Northwestern Train Station: 1,984 (2,980)

Milwaukee Train Station: 885 (906)

Library Lobby: 9,497 (9,707)

Beach Cart - Rec 1,280 (1,407)

Total: 13,646 (15,000)

Total Times Three: 40,938 (45,000) (This amount included in the sum of items circulated)

Notes

Total number of registered
Lake Forest Patrons - 4/30/16
15,460 (15,440)

Report: All Museums, Lake Forest Library, May 1, 2015 - Apr 30, 2016

Museum	Pass Count	Visitors	Passes Used
Air Classic Inc. Museum of Aviation	1	0	0
Brookfield Zoo (Chicago Zoological Society)	10	0	0
Chicago Botanic Garden	25	0	0
Illinois Railway Museum	1	0	0
Lake County Discovery Museum	4	4	2
Legoland Discovery Center	2	0	0
Mitchell Museum of the American Indian	1	0	0
Naper Settlement	1	0	0
Pleasant Home Foundation	2	0	0
	47	4	2

Lake Forest Children's Library Annual Report May 2015 – April 2016

OUTREACH

- Once a month (or as invited), a staff member would visit at the following schools in Lake Forest: Gorton, Little Scouts, and Sheridan Elementary (for a Kindergarten special needs story time). The Lake Forest Children's Library staff made **16** visits between May 2015 and April 2016 with **914** attending.
- Requested tours of the Children's Library or special story times for class visits took place **six** times.
- Filled **26** requests for theme related subjects and pulled **395** books for teachers in Lake Forest.
- The Children's Library purchased multiple copies of books and audio materials when there was a required reading assignment.

STORY TIMES AND BOOK GROUPS

- We offer formal story times in autumn, winter, and spring for babies through 1st grade children. From May 2015 through April 2016, we held **168** story times with **5,438** children present.
- Drop-in Family Storytime, Breakfast with Books, and Pajama Storytime throughout the year attracted **1,357** 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 2015 and April 2016, the Children's Library was very busy with **64** different drop-in events from crafts to the annual **Tree Trimming Party**, the first Monday of every December.

- **Thirty-two** exciting performances were in the Children's Activity Room in June and July 2015. A grand total of **3,557** adults and children attended these summer events!

SUMMER READING

- **One thousand and seven** children from preschool through 6th grade signed up for **Read to the Rhythm**. Each child could earn a **cowbell, hand powered flashlight** and if the child finished listening or reading for a total of nine hours she or he could pick out a **book** from the display case. **Five hundred and sixty six FINISHERS** completed this program.
- **Two hundred and five** teens (entering 7th through 12th grades) signed up for the *Lake Forest Library 2015 Teen Summer Reading Program* and **84 finished**. Teens that read or listened to four 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 included in the final prize drawings: Grand prize was a \$100 gift card to the Lake Forest Book Store. Eight runners-up received a \$20 gift card to one of the following: Einstein Bros Bagels, Ferentino's Pizzeria, Food Stuffs, Gerhard's Elegant European Desserts, Jolly Good Fellows, Kiddles Sports Inc., Starbucks Coffee, or Sweet's Chocolates.
- Children entering seventh 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 operate the Children's Activity Room. During the summer of 2015, we had **31 teenagers volunteer 572 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 and early evenings.
- Encourage staff to attend more meetings and conferences to improve services.
- Continue to increase our knowledge of electronic resources

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

Lorie J. Rohrer
Head of Children's Services
May 13, 2016

LAKE FOREST CHILDREN'S LIBRARY YEARLY REPORT

Date: May 2015 – April 2016

	NUMBER	NUMBER	ATTENDANCE	ATTENDANCE
	CURRENT YEAR	PREVIOUS YEAR	CURRENT YEAR	PREVIOUS YEAR
STORYTIMES	168	163	5,438	5,092
DROP-IN PROGRAMS	64	56	6,923	6,375
BOOK GROUPS	14	14	260	220
TOTAL	246	233	12,621	11,687
	CURRENT YEAR	PREVIOUS YEAR	CURRENT YEAR	PREVIOUS YEAR
CLASS VISITS	6	5	125	109
PRESCHOOL OUTREACH	16	28	914	1,438
TOTAL	22	33	1,039	1,547
PATRON	191,919	182,664		
REFERENCE QUESTIONS	10,720	10,149		
READER'S ADVISORY	7,826	7,466		
YA READING CLUB SIGN UP	205	201		
YA READING CLUB FINISHERS	84	89		
SUMMER READING CLUB SIGN UP	1,007	952		
SUMMER READING CLUB FINISHERS	566	521		
SUMMER VOLUNTEERS	31	34		
SUMMER VOLUNTEER HOURS	572	575		
TEACHER BOOK THEME REQUESTS	26 teacher requests pulled 395 books + APRIL	21 teacher requests pulled 313 books		
MEETINGS; STAFF AT CONT. ED. ACTIVITIES	7 staff 4 meetings 18 hours	4 staff 2 meetings 21 hours		
CIRCULATION	155,375	169,937		

THE ANNUAL REPORT OF THE TECHNICAL SERVICES

Fiscal Year 2016

Newly Added to the Collection and the Database

- ① 12,519 new items were ordered, received, cataloged, and processed.
- ② Lake Forest Library cataloged a total of 3,341 records. This is the all-time high; the previous record was set in 2012. Among them, we contributed 287 original monographic, serial records and original audio-visual records to OCLC and CCS databases; we contributed 2,480 copy monographs, serial records and 574 audio-visual records to CCS'.
- ③ We have checked in and processed 3,964 issues of magazines during fiscal year of 2016. Currently we carry 296 magazine titles; 11 titles either ceased publication or became non-print format.

Our Vendors:

Baker & Taylor is our primary book vendor. BT replaced its TS3 with a new system called TS360. Before and during the transition, the Head of TS, the acquisition assistant and the buyers took the trainings offered by BT via Webinar. The Head of TS also worked with BT to set up all the accounts, to solve access problems for buyers and to arrange additional training for them. We have smoothly and quickly transferred to the new system.

Ebsco Subscription Services is our magazine vendor for the majority of subscriptions. We also directly subscribe to publishers for a few magazines as required by the publishers.

Audio Editions, Recorded Books, Random House and Midwest Tapes are four major vendors for our audiobooks.

Midwest Tapes is also our primary vendor for DVDs and video games. Adult buyers also purchase DVDs via retail market such as Walmart stores.

Amazon.com continues serving us as a backup source, so do Lake Forest book store and other direct channels.

Other Regular and Special Operations

- 1) For years, Lake Forest Library has lent more materials to non-Lake Forest residents than borrowed via ILL. Our new materials are particularly welcomed by ILL. In order to balance out the ILL ratio, our director decided not to allow new materials to be ILL within 6 months being in our collection. The dept. Head worked with multiple staff in CCS to set up this process in WF system; both data entry and the acquisition assistant in TS swiftly adapted to the new requirements. Currently, all new books, new audiobooks, new playaways and new music CDs are automatically limited to Lake Forest residents for the first 6 months. After 6 months, all of these materials are automatically available for all patrons including ILL.
- 2) Children's dept. decided to create a new Graphic Novel section. We have pulled all graphic novel materials from both J and YA sections, re-classified, re-labeled and re-processed them. Per the request of the Children's dept., we also added two new categories for its juvenile fiction collection based on Illinois School Library Media Association Award list and Rebecca Caudill Young Readers' Book Award list.
- 3) We entered the second year of using RDA standards to catalog all materials. The dept. head, also the only cataloger, has attended workshops to learn and further improve her RDA skills. The dept. head and the cataloger assistant also worked together to implement a few changes in their routine works in order to meet the requirements of RDA and the CCS local cataloging rules. Although it has been challenging, we have made good progress.
- 4) We continued clean up our item category 4 and we should be able to have it completed in the next fiscal year.

- 5) We have cleaned 5,362 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 2,657 books and audio-visual items in house.
- 6) A total of 325 books to be sent out and bound by the Houchen Bindery located in Utica, NE.
- 7) We currently have approximately 418 titles on standing order. In fiscal 2016, we have replaced 414 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.
- 8) 325 books and 130 audio-visual items were replaced due to damaged, lost or poor conditions.
- 9) In fiscal 2016, TS continued building the DVDTOGO database. The Dept. Head is the primary person for importing to and removing records from the Mediabank database. We imported 151 records to and remove 169 records from the database. At the time of writing, the database contains 1,593 records. Maintaining the Media Bank database continues to be tedious and time-consuming; for TS alone, ordering, processing and the importing to, removing the record from the Mediabank database take about 15-20 minutes for each DVD, however, the high circulation rate, the convenience to patrons, longer accessibility and hold ability justify the cost.
- 10) We have continued re-grouping and combining call numbers for Children non-fiction materials so that materials under the same topic stay together. For this project, we have changed over 3,000 call numbers and call labels.
- 11) Weeding of the collection is done on an ongoing basis. A total of 12,442 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 buyers in weeding the collection.
- 12) We continue doing most of processing in house, outsourcing only adult Fiction, Mystery and some of children print materials. Over the years, we have tried outsourcing more processing to BT, at the

end; we have found that the current combination is the most effective and money saving way of processing our materials.

13) We have found 191 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 46 hours. The Dept. Head is a member of the Enterprise Implementation Tasks Force in CCS.

Personnel changes

No change for full time staff; they are: Amy Begoun, Brenda Skylling and Lynn Krambeer.

Part time staff: Karen Cunningham replaced Mary Sperzel for disc cleaning. Part time staff: Celia MacNaughton, Jenny Johnsen and Karen Cunningham. They all report to the Head of Circulation Dept., but work a few hours each week in TS. Their primary function in TS is to clean discs by using the disc cleaning machine.

In one word, staff in the Technical Service Dept. had a busy and successful year. We continued moving all of the new materials out of TS in timely manner; at the same time, we have tried to be as accurate as we could; we made changes to meet new standards such as RDA and new requirements such as adding new categories or new ways of handling new materials. In addition to what we did on daily basis, we also answered questions other dept. staff have and provided feedbacks to buyers regarding their purchases.

Starting our new fiscal year, we said farewell to our long time director Kaye and welcomed our new director Catherine. A new chapter of the Lake Forest Library is unfolding. CCS, under the new leadership of Chris Holly, is seriously looking into a new system and contemplating a migration. If we make the migration, a

new wave of changes will surely be upon us; if we stay with SIRSI, we also face a host of new platforms such as BlueCloud Analytics, BlueCloud Visibility, BlueCloud Cataloging, etc. All of these changes will affect our day to day work in TS. We will, as we have done in the past, adapt and 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 19, 2016

Jian Tan

Head, Technical Services

FY 2016
May 1, 2015 to April 30, 2016

Acquisition Stats.	TOTAL+	TOTAL-	2016NetTotl	2016GrTotl
TOTAL VOL. A-F	2,413	1,373	1,040	29,602
TOTAL VOL. A-NF	2,676	2,489	187	40,553
TOTAL A-BKS	5,089	3,862	1,227	70,155
TOTAL VOL. J-F	2,661	3,867	-1,206	25,839
TOTAL VOL. J-NF	1,454	937	517	23,604
TOTAL J-BKS	4,115	4,804	-689	49,443
74 J Puzzle	21	8	13	158
79 J Miscellany (toy, game, etc.)	0	0	0	153
83 J Audio Kit	52	37	15	754
84 J Puppet	68	4	64	794
230 J CD-Musical	91	174	-83	802
262 J CD-ROM	0	26	-26	20
268 J CD-Spoken	166	360	-194	1,012
281 J DVD, Fiction	324	828	-504	2,045
283 J DVD, Nonfiction	22	70	-48	330
J DVD, MB	7	86	-79	661
J PLAYAWAY	173	184	-11	719
TOTAL J-AV	924	1,777	-853	7,448
229 Music CD	713	773	-60	4,962
267 Audiobook on CD	394	413	-19	3,237
280 DVD, AF	761	335	426	4,434
282 DVD, ANF	183	312	-129	1,859
Compdrive	3	0	3	3
DVD, MB	144	54	90	932
PLAYAWAY	54	5	49	441
VIDEOGAME	129	245	-116	477
TOTAL A-AV	2,381	1,999	244	16,345
Microfilm	10	0	10	2,762
Call No. Changes	5,061		5,061	14,781
Bindery	325		325	2,402
Mending	2,657		2,657	12,030
Copy Cataloging	3,054		3,054	13,544
Originals cataloging in OCLC	287		287	1,581
TOTAL VOL. ADDED	12,519			
TOTAL VOL. WITHDR.	12,442			
COLLECTION TOTAL	146,153			

