

## **Gail Borden Public Library Annual Report 2009-2010**

This was a year filled with major accomplishments for the Gail Borden Public Library District. We opened the first branch library in the district to much fanfare and the delight of the community in August 2009. Due to a very generous donation from Tom and Sue Rakow, the library bears their name and is known as the Rakow Branch. In addition we completed construction of several new areas in the main library and mounted an impressive exhibit during the summer.

History was made this year when we received the highest national honor that a library can be awarded, the National Medal for Museum and Library Services. This recognition truly illustrates the strength, energy, and creativity that the Gail Borden Library exhibits on a daily basis. Our Library has a long history of accomplishments and in 2009-2010 we were able to receive the accolades that this institution so richly deserves.

### **New/Expanded Services**

Circulation of materials – increased 16% and for the first time in history we circulated over 2 million items

Programs for the public - offered 1,617 programs (16% increase) with 66,471 people attending (32% increase)

Visitors – increased 14% to just over 1 million

Reference inquiries – increased 8%

Created joint partnership with Channing School parents and teachers to provide learning activities throughout the summer

Created the Walking Book Club

Established Teen Spanish Fiction collection

Created a national online resource sharing group for libraries who provide Spanish language programming

Launched Museum Adventure Pass which allows library cardholders to checkout free passes to suburban area museums

Expanded Book Club in a Bag collection with the addition of Playaways (integrated miniature players loaded with audio books)

Increased Volunteer Corps

Worked with City of Elgin to establish a library bus stop

## Events and Programs of Note

*Rakow Branch Grand Opening* – showcased the model for the 21<sup>st</sup> century library with intuitive/customer friendly layout, self-service features, and an appealing/high interest collection of materials.

*2010 Census Campaign* – multitude of activities took place throughout the year to reinforce the 2010 Census, including a kickoff that displayed the largest census form in the world, visits from former Chicago Bears Super Bowl players, and Fiesta Flamenco, a Mardi Gras style event.

*National Medal Community Celebration* - drew large crowds and accolades and included a flash mob event!

*Be A Hero: Read* – Summer Reading Program which experienced a record breaking 20% increase in enrollment. Spider Man visit attracted over 900 people alone.

*Discovery 2010 Science Fair* – inaugurated this collaborative program with School District U-46 which showcased 150 projects created by 250 area students.

*Black History Family Festival: A Musical Tale of African American History* – another successful year with several thousand in attendance.

*StoryTubes* – program received international recognition with the 8<sup>th</sup> IFLA International Marketing Award 2010, 2<sup>nd</sup> place. There were 26 applicants from 13 countries.

*Library Card Challenge: Year Two* – saw a surge of high school students applying for library cards.

*StoryCorps Project* – additional “gift” for receiving the National Medal enabled us to record oral histories of 36 people in our community, all of which will be archived in the Library of Congress.

*Community Garden* – educated people about sustainable living and supplied fresh vegetables to local food pantries.

*Bicycles on Parade* – following on the heels of *Rain Barrels on Parade*, another very successful partnered event.

*Communities Thrive @ Your Library* – National Library Week featured themed programs throughout the week.

*Unity in the Community Festival: Elgin's First Families*

*Home for the Holidays* – first time this jointly partnered event has taken place.

*Presentation/Live Webcast* - NASA Head International Space Station Capcom Hal Getzelman – audience comprised of students from two schools.

*World of Computers Saturday Summer Boot Camp* – new series of adult computer classes.

*Go Bilingual* – language exchange program for English and Spanish speakers.

*Elgin Hispanic Network* – recipient of the 2010 Organization of the Year award

## **Grants Received**

\$20,000	2010 Census - <i>Count Me In</i>	\$ 3,000	ALSC/BWI Summer Reading Program
\$10,000	IMLS National Medal	\$ 2,000	NEH- <i>Picturing America</i>
\$ 5,545	Black History Family Festival	\$ 1,000	Activate Elgin

## **Exhibits**

*Comic Book Mania: Pow! Bam! Read!* – exhibit loaned from the Children’s Museum of Indianapolis created a new partnership; exhibit was planned to coordinate with the Summer Reading Program *Be a Hero: Read*

*Deep Roots, Green Future*

*Burnham Centennial*

*Shelter Box for Haiti Relief Effort*

## **Rakow Branch Library**

Grand Opening, August 15, 2009

Received LEED Gold certification for building

## **Technology Improvements**

Installations of note:

- ENCORE Discovery Platform – a new online library catalog
- Research Pro – utility that allows users to search multiple databases at one time
- Cymphonix – utility for examining and managing Internet bandwidth usage

## **Building & Grounds Improvements**

Completed construction of new public and staff areas in the Main Library:

- Public meeting rooms
- Group study rooms
- Teen center
- Administrative and Marketing offices

Established Plant Health Care program for all exterior trees and shrubs

Installed stone walkway at Kimball and Grove, for easier pedestrian access to the main library

Completed refurbishment of entire parking lot with seal coating and re-stripping

Restored outside decorative concrete and interior metal hand railings

## **Internal Operations**

### Staff Realignment:

- Created major divisions and a new reporting structure
- Combined job duties for greater efficiency
- Eliminated unneeded positions and reassigned staff to new job duties appropriate to their skill level
- Created new positions and departments
  - Director of Community Services and Program Development
  - Director of Library Experiences
  - District Development Coordinator and Executive Assistant
  - Hispanic Outreach Coordinator
  - Studio 270 Co-Managers
  - Middle School Services Librarian

### Developed new methods of efficiency and maximizing staff:

- Outsourcing of services and streamlining processing procedures in Technical Services
- Utilization of a collection management notification program to increase speed of book ordering

Instituted a Toastmasters Program for staff to develop and improve their public speaking skills

Approved for membership in the Name Authority Cooperative Program (NACO) of the Program for Cooperative Cataloging of Library of Congress which allows our staff to contribute authority records for use by Library of Congress and libraries throughout the world

## **Illinois Library Association**

Carole Medal, Executive Director, elected President of the Illinois Library Association, the third largest state association in the United States with 3,700 members

**Library Materials Statistics  
Annual Report 2009-2010**

<b>BOOKS</b>			
<b>CATEGORY</b>	<b>ADDED</b>	<b>DISCARDED</b>	<b>CURRENT COLLECTION</b>
<b>Main Library</b>			
Youth Services Fiction	9,561	11,592	83,428
Youth Services Non-Fiction	4,124	5,464	58,456
<b>Total Youth Services Books</b>	<b>13,685</b>	<b>17,056</b>	<b>141,884</b>
Adult Services Fiction	6,958	11,971	76,275
Adult Services Non-Fiction	7,561	8,604	131,265
Adult Services Reference	775	724	19,948
<b>Total Adult Services Books</b>	<b>15,294</b>	<b>21,299</b>	<b>227,488</b>
<b>Total Main Library Books</b>	<b>28,979</b>	<b>38,355</b>	<b>369,372</b>
<b>Rakow Branch</b>			
Youth Services Books	4,759	380	12,314
Adult Services Books	3,413	3,082	12,481
<b>Total Rakow Branch Books</b>	<b>8,172</b>	<b>3,462</b>	<b>24,795</b>
<b>Total Books</b>	<b>37,151</b>	<b>41,817</b>	<b>394,167</b>

<b>NON-BOOKS</b>			
<b>CATEGORY</b>	<b>ADDED</b>	<b>DISCARDED</b>	<b>CURRENT COLLECTION</b>
<b>Main Library</b>			
Art Prints	1	4	360
AV Equipment	13	8	39
CD-ROM Software	73	180	1,553
Compact Discs	2,628	1,663	22,850
Digital Video Discs	6,207	1,979	20,612
eAudio Books	1,634	2,967	4,895
eBooks	881	557	3,101
eVideos	6	1,102	87
Films	0	0	0
Kits	77	90	1,939
Puzzles	95	43	727
Recorded Books	1,033	1,423	10,732
Toys	43	37	502
Videocassettes	6	1,450	6,354
Video Games	212	134	508
<b>Total Main Library Non-Books</b>	<b>12,909</b>	<b>11,637</b>	<b>74,259</b>
<b>Rakow Branch</b>			
Compact Discs	939	226	2,194
Digital Video Discs	1,834	1,637	2,836
Recorded Books	332	163	753
Video Games	72	6	163
<b>Total Rakow Branch Non-Books</b>	<b>3,177</b>	<b>2,032</b>	<b>5,946</b>
<b>Total Non-Books</b>	<b>16,086</b>	<b>13,669</b>	<b>80,205</b>
<b>Annual Total</b>	<b>53,237</b>	<b>55,486</b>	<b>474,372</b>
<b>Library Total Materials</b>			

**Library Materials Statistics  
Annual Report 2009-2010**

**SINGLE TITLES IN LIBRARY (BOTH LOCATIONS)**

CATEGORY	ADDED	DISCARDED	CURRENT COLLECTION
Youth Services Books	7,366	8,717	97,891
Adult Services Reference Books	144	269	7,647
Adult Services Circulating Books	9,895	15,019	198,238
Non-Books	9,323	8,891	65,113
<b>Total Single Titles</b>	<b>26,728</b>	<b>32,896</b>	<b>368,889</b>

**PERIODICALS**

Total Periodical Titles Held	404
Bound Periodicals	1,557
Circulating Periodical Issues	4,826
Microform	61,005

NOTE: All figures are for the fiscal year period from July 1, 2009 – June 30, 2010

**Circulation Statistics  
Annual Report 2009-2010**

**MATERIAL USAGE COMPARISONS**

	2008-2009	2009-2010
Adult Materials		
Book	433,518	479,708
Non-Book	582,183	700,676
Total Adult Materials	1,015,701	1,180,384
Youth & Children's Materials		
Book	559,176	644,275
Non-Book	216,344	251,612
Total Youth & Children's Materials	775,520	895,887
GRAND TOTAL	1,791,221	2,076,271

**NON-BOOK MATERIAL COMPARISONS**

	2008-2009	2009-2010
Art Prints	968	933
Art Print Bags	833	647
AV Booklets	265	121
AV Equipment	100	118
Compact Discs	165,953	186,317
CD-ROM Software	9,990	7,503
DVDs	488,643	628,064
Kits - Cassette/Book	7,386	7,995
Kits - Spanish	375	419
Pamphlets	12	2
Periodicals	13,486	14,041
Puzzles	6,419	5,617
Recorded Books	45,461	48,521
Toys and Games	2,506	2,688
Videotapes	37,783	24,010
Video Games	18,347	25,784

**Circulation Statistics, cont.  
Annual Report 2009-2010**

**NSLS RECIPROCAL BORROWING**

	2008-2009	2009-2010
Algonquin	1,111	1,158
Antioch	0	59
Arlington Heights	47	398
Barrington	221	302
Cary	316	248
Cook Memorial	4	1
Crystal Lake	481	448
Deerfield	0	0
DesPlaines	12	1
Dundee	26,862	33,643
Ela (Lake Zurich)	4	30
Elk Grove Village	14	21
Evanston	7	0
Fox Lake	0	0
Fox River Grove	43	16
Freemont (Mundelein)	9	2
Glencoe	0	0
Glenview	1	5
Grayslake	7	18
Highland Park	20	13
Highwood	1	0
Huntley	1,915	1,963
Indian Trails (Wheeling)	21	2
Lake Bluff	0	0
Lake Forest	0	0
Lake Villa	0	0
Lincolnwood	0	0
McHenry (Nunda)	0	0
McHenry	63	28
Morton Grove	0	0
Mt. Prospect	108	132
Niles	84	79
North Chicago	0	0
Northbrook	18	5
Palatine	300	92
Park Ridge	30	0
Prospect Heights	1	1
River East	0	13
Rolling Meadows	68	134
Round Lake	8	0
Schaumburg	754	1,181
Skokie	56	9
Vernon Hills	6	3
Warren-Newport	0	1
Wauconda	3	4
Waukegan	5	2
Wilmette	23	62
Winnetka	0	0
Zion	6	1
Total Borrowings	32,629	40,075



**Circulation Statistics, cont.  
Annual Report 2010-2011**

**REGISTRATION**

	2008-2009	2009-2010
In District		
Unincorporated Cook County	7,295	8,192
Unincorporated Kane County	2,056	2,242
Elgin - East Side 60120	44,209	47,210
Elgin - West Side 60123/60124	46,405	50,391
South Elgin	10,138	11,007
Out of District		
Contract Cards	38	38
Interlibrary Loan	513	574
Reciprocal Borrowers	11,785	14,025
Grand Total	122,439	133,679
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**RESERVES PLACED**

	2008-2009	2009-2010
Total Reserves Placed	130,311	159,558

**REMOTE BOOKDROP SERVICE**

	2008-2009	2009-2010
Jewel - West Side	38,142	38,944
Jewel - East Side	20,153	22,246
Butera-S. Elgin (opened 12/08)	11,143	23,645
CVS – South Elgin (closed 12/08)	11,535	8,841
Otter Creek (closed 8/09)	22,306	8,841
1 <sup>st</sup> Community Bank (opened 3/09)	109	675
Grand Total	103,388	94,351



Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2010

**General Fund:**

Receipts for the Year:

Property Taxes	\$ 8,475,956	
State Income Taxes (Personal Property Replacement Tax)	128,995	
Earnings on Investments and Savings	7,249	
Fines	205,153	
Fee Cards	4,840	
Laminating	1,567	
Copy Machines	42,072	
Reader Printer	1,033	
Books Lost and Paid	22,315	
Miscellaneous	10,595	
Public Phones	717	
Grants Received	172,064	
Developer Fees	<u>35,755</u>	
Total Receipts for the Year		9,108,311

Disbursements for the Year

Salaries	4,789,810
Maintenance Salaries	245,030
Main	
Books	510,295
Periodicals	34,848
Audio Visual Material	202,062
Micro Film	27,964
Electronic Media	165,404
Natural Gas	81,911
Electricity	235,666
Telephone	20,501
Computer	371,383
Branch	
Books	56,709
Periodicals	1,387
Audio Visual Material	51,405
Electricity	21,352
Telephone	5,413
Computer	13,021
Other Branch	55,844
Binding	9,660
Capital Improvements	1,054,347

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2010

**General Fund (Cont.)**

Disbursements for the year (Cont.)

Conferences	27,094
Consulting and Professional Expense	89,964
Contingency	12,770
Continuing Education	29,151
Copier Leases and Maintenance	26,846
Dues and Membership	10,131
Equipment and Equipment Maintenance	24,956
Fuel	2,493
Grant Expenditures	-
Insurance	646,016
Legal Publications	4,877
Material Processing Supplies	58,340
Library Office Supplies and Services	74,741
Other	30,689
Payroll Processing	7,077
Postage and Express	23,269
Printing	15,435
Public Programming	28,152
Public Relations	67,561
Vehicle Maintenance	784
Water	14,168

	9,148,526
Total Disbursements for the Year	(40,215)
Excess (Deficit) of Receipts Over Disbursements	(40,215)

Cash Balance

June 30, 2009 (Banking Checking and Savings	
[\$6,874,522]; Petty Cash [\$2,275]	
Investments [\$1,832,701])	5,044,096

Cash Balance

June 30, 2010 (Banking Checking and Savings	
[\$8,499,893]; Petty Cash [\$2,425]	
Investments [(\$3,498,437)])	\$ 5,003,881

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2010

**Illinois Municipal Retirement Fund:**

Receipts for the Year:		
Property Taxes	\$ 531,989	
State Income Taxes (Personal Property Replacement Tax)	<u>4,582</u>	
Total Receipts for the Year		536,571
Disbursements for the Year:		
Library's Contribution to I.M.R.F.	<u>597,394</u>	
Total Disbursements for the Year		<u>597,394</u>
Excess (Deficit) of Receipts over Disbursements		(60,823)
Cash Balance, June 30, 2009		<u>26,577</u>
Cash Balance, June 30, 2010	\$	<u><u>(34,246)</u></u>

**Working Cash Fund:**

Receipts for the Year:		
Total Receipts for the Year	\$ -	
Disbursements for the Year:		
Total Disbursements for the Year	-	
Excess (Deficit) of Receipts Over Disbursements		
Cash Balance, June 30, 2009		<u>1,361,346</u>
Cash Balance, June 30, 2010	\$	<u><u>1,361,346</u></u>

**Liability Insurance Fund:**

Receipts for the Year:		
Property Taxes	\$ <u>115,821</u>	
Total Receipts for the Year		115,821
Disbursements for the Year:		
General Insurance	56,753	
Unemployment Compensation	4,178	
Risk Management	46,919	
Workmen's Compensation	<u>21,107</u>	
Total Disbursements for the Year		<u>128,957</u>
Excess (Deficit) of Receipts Over Disbursements		(13,136)
Cash Balance, June 30, 2009		<u>140,160</u>
Cash Balance, June 30, 2010	\$	<u><u>127,024</u></u>

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2010

**Building and Equipment Fund:**

Receipts for the Year:

Property Taxes	\$	381,620	
Total Receipts for the Year			381,620

Disbursements for the Year:

Main

Building, Ground Repairs and Maintenance	191,411	
Maintenance Supplies	12,761	
Maintenance and Other Equipment	1,316	
Furniture and Fixtures	1,403	
General Cleaning Services	129,319	
Janitorial Supplies	24,462	
Chemical/Water Treatment	4,810	
Contingency	2,989	
Miscellaneous	3,060	
Equipment Repair and Maintenance	46,029	

Branch

Building, Ground Repairs and Maintenance	29,653	
Maintenance Supplies	1,111	
General Cleaning Services	16,152	
Janitorial Supplies	5,252	
Equipment Repair and Maintenance	788	

Total Disbursements for the Year		470,516	
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Excess (Deficit) of Receipts Over Disbursements		(88,896)	
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Cash Balance, June 30, 2009		286,707	
Cash Balance, June 30, 2010	\$	197,811	

**Audit Fund:**

Receipts for the year:

Property taxes	\$	11,779	
Total receipts for the year			11,779

Disbursements for the year:

Audit services	13,200		
Total disbursements for the year			13,200

Excess (Deficit) of Receipts Over Disbursements		(1,421)	
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Cash Balance, June 30, 2009		9,252	
Cash Balance, June 30, 2010	\$	7,831	

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2010

**Social Security Fund:**

Receipts for the year:		
Property taxes	\$ <u>341,573</u>	
Total receipts for the year		341,573
Disbursements for the year:		
Social security contribution	<u>376,352</u>	
Total disbursements for the year		<u>376,352</u>
Excess (Deficit) of Receipts Over Disbursements		(34,779)
Cash Balance, June 30, 2009		<u>154,901</u>
Cash Balance, June 30, 2010	\$	<u><u>120,122</u></u>

**Gift Fund**

Receipts for the Year:		
Gifts Received	\$ 6,424	
Interest Income	<u>184</u>	
Total Receipts for the Year		6,608
Disbursements for the Year:		
Program Expenditures	<u>3,792</u>	
Total Disbursements for the Year		<u>3,792</u>
Excess (Deficit) of Receipts Over Disbursements		2,816
Cash Balance, June 30, 2009		<u>77,841</u>
Cash Balance, June 30, 2010	\$	<u><u>80,657</u></u>

**Building Reserve Fund**

Receipts for the Year:		
Interest Income	<u>2,853</u>	
Total Receipts for the Year		2,853
Disbursements for the Year:		
Miscellaneous Budgeted Expenses	<u>950,369</u>	
Total Disbursements for the Year		<u>950,369</u>
Excess (Deficit) of Receipts Over Disbursements		(947,516)
Cash Balance, June 30, 2009		<u>1,413,532</u>
Cash Balance, June 30, 2010	\$	<u><u>466,016</u></u>

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2010

**Project Fund**

Receipts for the Year:		
Grant Received	\$ 55,000	
Investment Income	<u>114</u>	
Total Receipts for the Year		55,114
Disbursements for the year:		
Building costs	590,804	
Furniture and Fixtures	<u>8,065</u>	
Total Disbursements for the Year		<u>598,869</u>
Excess (Deficit) of Receipts Over Disbursements		(543,755)
Cash Balance, June 30, 2009		<u>588,052</u>
Cash Balance, June 30, 2010	\$	<u><u>44,297</u></u>

**Bond & Interest Fund:**

Receipts for the Year:		
Property Taxes	\$ 1,919,882	
Miscellaneous Revenue	<u>-</u>	
Total Receipts for the Year		1,919,882
Disbursements for the Year:		
Bond Principal Paid	940,000	
Bond Interest Paid	1,073,188	
Bond Expenses	<u>2,549</u>	
Total Disbursements for the Year		<u>2,015,737</u>
Excess (Deficit) of Receipts Over Disbursements		(95,855)
Cash Balance, June 30, 2009		<u>470,993</u>
Cash Balance, June 30, 2010	\$	<u><u>375,138</u></u>