

## **Access Services Annual Report | 2018-2019**

As I take time to read and reflect on reports for the past year, it is evident Access Services and the library district had a productive and successful year. This conclusion is drawn by looking back on a year of projects completed and collections enriched with new items, formats and services. An influential hallmark of the last year, were planned and unplanned initiatives that were unique in size, scope, and with success dependent on library-wide cooperation.

### Planned

- [BiblioCommons](#) Library Catalog Launch, Nov. 2018-Apr. 2019.
- [Library of Things](#) (LoT) Launch, July 2018-Feb. 2019.
- Main Library *MarketPlace* facelift, Autumn 2018.

### **BiblioCommons Library Catalog**

April 23, 2019 the library catalog changed from Encore to [BiblioCommons](#). The new platform is designed to be intuitive, accessible, mobile friendly, and social. Deploying the service required five months of planning and included (1) brainstorming potential configuration implementations; (2) offering training for customer service staff; and, (3) responding to feedback from customers and staff. 6,348 users have registered for “My GBPL” accounts on the new service between April 23, 2019—July 24, 2019. Great start!

### **Library of Things (LoT)**

A true example of multi-departmental collaboration, [LoT](#) launched Feb. 2019 after several months of collection refining. The collection is focused on providing items to learn, fix or create (thermal leak detector, mini projector, knitting needles, Chromebooks, knife sharpener, bongo drums, and ukulele, etc.). **Thank you** to all the departments in our Division and our friends in Information Services and Public Relations & Development!

### **MarketPlace facelift**

October 2018 the collection received a facelift with (1) more items shelved face-out; (2) categories moving to new shelving areas; (3) interfiling of Blu-Ray alongside DVDs; (4) new sections for Family TV on DVD, Documentary, and Holiday; and, (4) new artwork atop shelving units, thanks to the Creative Services department. The herculean project was a team effort with shifting of materials taking over 60 staff hours, relabeling of materials by Technical Services, ordering new items by Collection Services and design work by Creative Services. Go team!

### Unplanned

- [Bookmobile](#) Launch, Oct. 2018-Apr. 2019.
- *The Big Chill*, Jan. 2019.
- Main Library Archives Room

### **Bookmobile**

October 20, 2019 the new rolling library arrived at our doorstep and six months later the service debuted. The new service is a solid example of deep library cooperation and included (1) talking to libraries in the suburbs with bookmobile service; (2) measuring shelving to determine collection size and scope; (3) configuring our Sierra platform to accommodate the service with location codes; logins; and, loan rules; (4) ordering just under 4,000 items; and, (5) unpacking;

inventorying; organizing; shelving; and shelf reading items several times to stage the collection (thanks Material Handling).

### **The Big Chill**

Due to extremely cold temperatures, library facilities closed to the public Jan. 30-31, 2019. Regrettably in the early morning hours of Feb. 1, a pipe, along with water, flooded into KidSpace at Main Library. Thankfully, facilities staff were present, and the Elgin Fire Department quickly arrived to turn the water off. To help lessen damage to materials, staff in Collections, Material Handling and Technical Services dropped everything and immediately removed contents from shelving units and made space in the MarketPlace for a temporary KidSpace section.

### **Thank you, Access Services!**

### **Archives Room**

Regrettably, a nontoxic household mold was introduced into the archives room. All items in the room were removed and professionally cleaned. Months later when the collection returned items were (1) inventoried by Information Services staff; (2) countless items re-cataloged and/or re-processed; (3) re-shelved in the room; and, (4) will ultimately be rebranded “Special Collection Room.”

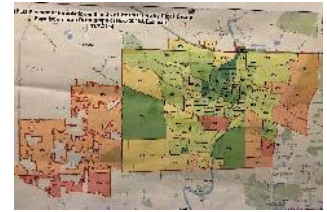
### **Additional enhancements to services**

- To increase the awareness of the value of just one of our library services, “Amount Saved by Customers” is available on the library website.
- Automatic renewals debuted on Jan. 1, 2019. Renewed items are marked as “RENEWED” on the courtesy notices that are sent to customers two days before the original due date.
- Staff need a wealth of information at their fingertips—to help the cause a new “Staff Information Portal” debuted July 2018.
- More eBooks and eAudiobooks sharing: July 2018, Cook Memorial Library joined our CloudLink consortium.
- Streaming services continue to grow! Learning is easy with “[Great Courses Library Collection](#).” Looking for Hollywood movies or telenovelas in Spanish? “[Pongalo](#)” is here!
- For our littlest customers in KidSpace: puzzles in the “Early Learning Center” are now categorized to align with picture books; toys are now categorized by “Babies & Toddlers,” “Preschool,” and “Español;” and, a new “Parent Shelf” debuted.
- “Nintendo Switch” videogames now available!
- To support operations, staff use several ticket systems and an element of these systems includes email delivered confirmations. After several challenges with deliveries, the service was moved to a new provider.
- Huge accomplishment: We hosted “B&T Title Talk,” featuring “National Book Award” finalist author Jarret Krosoczka, who spoke to over 150 youth librarians. The author also spoke to over 100 students at Kimball Middle School, where an author had not visited in over ten years!

The secret to our success is the amazing and passionate staff I am grateful to lead. Each member of Access Services has my thanks.

*--Respectively submitted, Robert Moffett, Division Chief of Access Services*

# COMMUNITY SERVICES & PROGRAM DEVELOPMENT (CSPD) Annual Report Fiscal Year 2018-2019



## Executive Summary

After five years of advanced planning, and the expertise of data specialist Susan Lytinen's mapping, we are reaching our most underserved population with a Bookmobile, a dream come true. After the September 2018 Library Board of



Trustee's vote, the pre-owned bookmobile was purchased from Ashland Public Library in Ohio.

A 33 ft. 8 in. 2014 Blue Bird Bus with a Cummins Diesel Engine, the Bookmobile made its debut in Elgin. In a highly collaborative endeavor across library divisions, the Bookmobile arrived, was painted, technology-fitted, and shelved with 60% youth and 40% adult materials carried daily to neighborhoods of low usage or low mobility. Ana Devine worked

tirelessly to establish routes, schedules, community partners, recruit and hire staff. Danny Rice, Shannon Loredó, Pedro Aranda and Alyssa Tovar formed the Bookmobile Dream Team. Danny, an MLS librarian with previous bookmobile experience and Shannon, a school bus driver familiar with Elgin, took the wheel and brought the plan to reality.



The grand opening was National Bookmobile Day, April 10, 2019. Our very first neighborhood customer boarded on April 15, 2019 (photo). The initial schedule ran until school was out, adding Saturdays, parks, and free-lunch locations for summertime.

Now in its 9<sup>th</sup> year as a Division, CSPD is seeing many community impact goals come to fruition through the capable devoted, talented staff who provide focused services and programs. The CSPD Division returned a value of nearly \$5 million in programs and services to GBPLD residents. The South Elgin Branch is embraced by South Elgin residents while Rakow Branch continues to delight audiences with programs and partnerships. Laura O'Neil joined CSPD in December 2018 as Special Projects Assistant, proving invaluable.

Overall, nearly 200 community partnerships and 289 volunteers engaged and essential in this transformative work. Volunteers gave 3,519 hours, an equivalent of nearly \$90,000 in value, while an additional 77 pro bono presenters partnered with CSPD staff to generously provide a value of \$30,800 to this community.

CSPD staff hosted library programs increased nearly 17% within our three facilities and in the community, which attracted 69,516 people of all ages. CSPD's passive programs (programs not led actively, such as crafts or handout activities) reached an additional 58,949 people, up 12% from last year. [Return on investment calculations are based on ALA's *What's Your Library Worth* (<http://www.ilovelibraries.org/what-libraries-do/calculator>), Independent Sector ([https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)), and <https://www.taprootfoundation.org/do-probono/pro-bono-valuation> provide monetary values for libraries services, programs, in-kind contributions and volunteers.] We received \$143,742 grant awards, program sponsorships and cash donations.

The following CSPD Managers reports provide further detail to a successful year of 21st century services.

Respectfully submitted,  
*Miriam Anderson Lytle*

Community Services & Program Development Division Chief

## Community Engagement Team by Tish Calhamer, Community Engagement Manager

*The Community Engagement Team connects our library and community for the education, edification, and enrichment of everyone we serve.*

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**Dementia Friendly Elgin** Life Enrichment Liaison Glenna Godinsky and intern Justine Barton established the Elgin Dementia Advisory Council, bringing together representatives from various public sectors to raise awareness of cognitive issues, bring hope to those experiencing cognitive changes, and support families and care partners. Thanks to the Council's hard work, Elgin earned the status of "dementia friendly community" through the Dementia Friends of America organization. (Photo: Ribbon cutting of the Memory Café and Café de los Recuerdos with Mayor, staff and partners.)



**Celebrations of Culture & Diversity** On June 8<sup>th</sup>, 2019 GBPL held its first-ever Eid celebration. Attended by a delighted diverse crowd, one commented: "We always knew this was our library, but now we really know this is *our library!*"

The annual Black History Family Festival (BHFF) and Asian Pacific American Heritage Celebration (photo), coordinated by Danielle Henson, featured music, traditional to K-Pop dance, and crafts honoring many cultures and countries.



The 14<sup>th</sup> annual BHFF "Young, Bright & Brilliant" event highlighted our young, local musicians and poets (photo below).

On Sept. 22, 2018 we invited LGBTQ families to the Rainbow Families Story Time. Brightly colored cupcakes and an energetic story time delivered by Madeleine Villalobos and Katie Clausen made everyone feel welcome. Trans Day of Visibility was celebrated March 31<sup>st</sup> with a film and panel discussion. Attracting new audiences was the immediate impact; building bridges in our community will certainly be felt in a few years as Community Engagement carries out our mission.



**Veterans Voices 2018** From Nov. 2-Nov. 16, 51 generous veterans gave 156 presentations in 18 elementary schools, South Elgin High School, and 2 parochial schools; 4,680 students were reached, almost doubling from the first year. The 168 hours our veterans gave were worth over \$4,300. Veterans Voices brought in a total ROI of \$32,76. The actual value of children learning history from "real-life books" and veterans engaging the younger generations is priceless!

**Elgin Poet Laureate** Chasity Gunn was chosen by the library-led Elgin Poet Laureate Project to serve a 2-year term. Gunn has wowed audiences at the Martin Luther King, Jr. Prayer Breakfast, The Black History Family Festival, National Poetry Month, and Memorial Day observances, while promoting creativity for all.



**U46 Registration Event** Safe, welcoming, and caring: what better place to have a summertime school registration event than the library? Julia Langlois, representatives from U46, and Digital Services pulled off a very well-organized event.

**Home Services** Home Services Associate Sarah Vetter and 21 volunteers delivered 8,302 items to approximately 115 customers, representing a total value to our community of \$112,685. Volunteers contributed 756 hours of time for a value of \$20,280. Resources and volunteer hours combined total \$132,965. A new customer wanted to pay for this library service: "Gail Borden Public Library has got to be the best library in the nation. Please accept a small donation of \$10—for Bookmobile or where needed. I owe .50 in late fees"

**Partnered Grants** Among the many partnerships, the My Family, My Community Video and Art project celebrated what we love, a collaboration with Hamilton Wings funded by the Illinois Humanities Council. (Photo: Char McAllister sings.)



# HISPANIC SERVICES 2018/19 Summary

Prepared by Tina Viglucci, Hispanic Services Director

## Learning

ReaderShip Coordinator of Early Literacy Madeleine Villalobos and her team of storytellers increased access to early learning opportunities across the district:

- Distributed **8,399 books at Food for Greater Elgin**, a value to the community of \$142,783.
- Brought **319 storytimes to 8,556 people** at every corner of the district including **Stories at the Laundromat**, **Stories Under the Hickory Tree** at Lord's Park, U-46 preschools Illinois Park and More at 4 and special events like Project Backpack and Hope Fest. **48 storytimes were offered in Spanish and English** to the delight of young Spanish speakers and learners and their parents.

Adults gained literacy skills to positively impact their families and the community. With grants/awards of \$12,500 from the Kline Family Foundation and \$4,675 from Comcast Internet Essentials, at total of 1,551 adults participated in ELL and Spanish tech classes:

- **English for the Workplace** and **Power Pronunciation** courses in partnership with the Literacy Connection extended functional workforce and speaking skills to intermediate-level learners. Student Alejandrina Vargas shared *"The class gave me the tools and information to know that I qualified to get a license as a paraprofessional."* She is currently employed as a teacher's assistant. Gerardo Zavala wrote *"This course is wonderful, I think it is the key to success in the English language."*
- At **Aprende@tu Biblioteca tech classes**, Youth Leadership Academy, YWCA parents, Centro de Información and GBPL customers created budgets, presentations, resumes and accessed literacy resources for children and adults.

Latino and non-Latino communities united around cultural learning and experiences:

- **Three Kings, Dia del Niño, Hispanic Heritage Month Festival, Day of the Dead** and **Posadas** brought together more than **4,000** at Main and the community. We also joined the Downtown Neighborhood Association as co-hosts for **Cinco de Mayo** where its historical meaning took center stage. In all these, cultural traditions came to life through stories, puppet shows, songs and games provided by Madeleine and her storytellers.
- At **Go Bilingual Crafts**, families learned about Frida Kahlo, Aztec art and 'rebozos.' *Hispanic Programming Associate Stephanie Muro* facilitated the creative series with Side Street Studios and Kidspace's Karina Aguinaga.
- Adult Hispanophiles got more of **Spanish Café** with new sessions added by *Hispanic Services Assistant Nohora Chacón*.
- At **Café Latino** book discussion group, readers discovered Latin American stories, authors and places with *Nohora* and Centro de Información.
- At Roosevelt University's **1st Dual Language Symposium** educators convened around dual language learning and the team delivered the presentation "Public Libraries: Partners in Preparing Global Citizens."

**Connecting** Customers, many of them newcomers, connected with the information and services they needed:

- Parents learned about Give me Five school readiness resources at ReaderShip storytimes and received essential information on their children's development through Ages and Stages screenings.
- The Mexican Mobile Consulate set up for 3 days at the Main Library. Said one of the 558 who visited, "I already feel like the library does so much, to have a service like this ... was so great."
- 6,897 visited the Hello English website to find out about ELL programs in Elgin and access curated resources
- 90 seniors and their families got social, exercised their bodies and minds and learned about dementia with Rush Alzheimer's Disease Center at Café de los Recuerdos, Illinois' first Spanish-language Memory Café.
- Experts provided invaluable, free legal advice to 213 people at Legal Workshops with Centro de Información.

## Rising Together

- **22 new citizens** stood before City Council to be recognized by the community and the New Citizens Committee
- Trained Volunteer Storytellers donated **164 hours** in support of the ReaderShip's activities. More than **400 hours were donated by Hispanic Services volunteers**, most with full-time jobs of their own.
- Latino authors, artists and leaders shared their stories, knowledge and became role models through projects like **"Unify and Uplift/Juntos y para Adelante"** and **"Latinos that Inspire Us."**
- The ReaderShip was recognized as a Key Piece by EPEL in going above and beyond to support early learning in the community, as were volunteer storytellers Margarita Pantoja and Antonia Colunga.
- Reflejos presented a Reflecting Excellence Award to the team for outstanding services to the Latino community.



Business & Consumer Information Librarian Stacy Rausch visited **English for the Workplace** to provide resume-writing tips.



Mr. Tom brought stories and crafts to preschoolers and parents at **Panera's Milk and Cookies**.



The first **Café de los Recuerdos** was held at Dream Hall in partnership with Centro de Información and the Rush Alzheimer's Disease Center.



A Thanksgiving children's storytime at the 3rd **U-46 Dual Language Academy** for parents.



The project **Latinos that Inspire Us** had individuals nominating their peers for making their communities great every day.



Jackie Camacho-Ruiz inspired children to soar to new heights through the adventures of her children's book character **Pilotina**.



ReaderShip storyteller at Food for Greater Elgin.



Madeleine got 8th graders interested about library careers and early literacy at U-46's **Career Expo** at the Sears Centre.



Twenty-two new U.S. citizens, were recognized by the Elgin City Council.



**Power Pronunciation** students use rubber bands to physically emphasize the stress of syllables in words in English.



Families learned about the life and art of Mexican artist Frida Kahlo at **GoBilingual Family Crafts**.



Presenting "Public Libraries: Partners in Preparing Global Citizens," at Roosevelt University's 1st **Dual Language Symposium**.



ReaderShip storytellers Margarita Pantoja and Antonia Ramirez-Colunga received Key Piece awards from EPEL for **Storytimes at the Laundromat**.

**Additional Stats:**

- Internal Translations Spanish / English, 64.6 hrs., value of \$1,281.33
- Assisted at 21 Community events, 50 hrs., attendance 2,343 (not counted in Hispanic Services statistics)



Madeleine Villalobos received a Key Piece award from EPEL.



Proudly receiving a Reflecting Excellence Award presented to GBPL by *Reflejos*, the largest and longest running bilingual Latino publication in the Chicago suburbs.

## Fiscal Year 2018 - 2019

# Neighborhood Services Annual Report

**Bringing the Library to You** - Neighborhood Services, previously Branch Services, experienced tremendous growth. In addition to our active Branch Libraries, Rakow and South Elgin, new Bookmobile and Book Bike services were added. Each service reaches our customers in unique ways where they live, learn, and play.

The team consists of 24 highly cross-trained members who work together to bring creative programs, events and services that engage customers with 21st Century technology and resources. From weekly preschool storytime to computer classes to large-scale family events like Rake-O Fall Festival and Bike Walk Move Week, we offer an array of programs to delight all ages. Our most popular and highest attended programs were:

- 1, 2, 3 Go!
- Storymix for Three to Six
- Halloween Happenings
- No Shushing Movie Fridays
- Holiday Sing-a-Long
- Musical Performances
- Historical lectures and portrayals
- Adult art and DIY classes
- Rakow Readers Book Club
- Rake-O Family Fall Festival



 **205,561**  
Total Circulation

 **11,774**  
Program Attendance

 **743**  
Volunteer Hours



 **162,489** Total Visitors



### Bookmobile Services

*New service begins April 15, 2019*

Our bright new Bookmobile visits 27 neighborhoods and parks. The Bookmobile holds 2,500 items including books in English and Spanish, DVDs, audiobooks, Graphic Novels, Large Type and more. The new team members are Danny Rice, Manager, Shannon Loreda, Bookmobile Associate, and two part-time bilingual Assistants.



Visitors	Circulation	Events
1,940	2,036	14



### Rakow Branch and South Elgin Branch

*Programs and Events*



- Adult
- Children
- Technology
- Special Family Events
- Teens
- Other

**NEW** Mobile Technology Tubs equipped with 10 laptops allows for additional technology classes at both Branches.



### Book Bike Services

*New service begins August 3, 2018*

An environmentally-friendly and human-powered mobile library, the Book Bike brings the library to the community by pedaling to parks, neighborhoods and special events from May through September. Kristy Pemrick, Senior Book Bike Assistant, and other trained staff members and volunteers bring the fun service to community events promoting library services, active lifestyles, and the joy of reading.

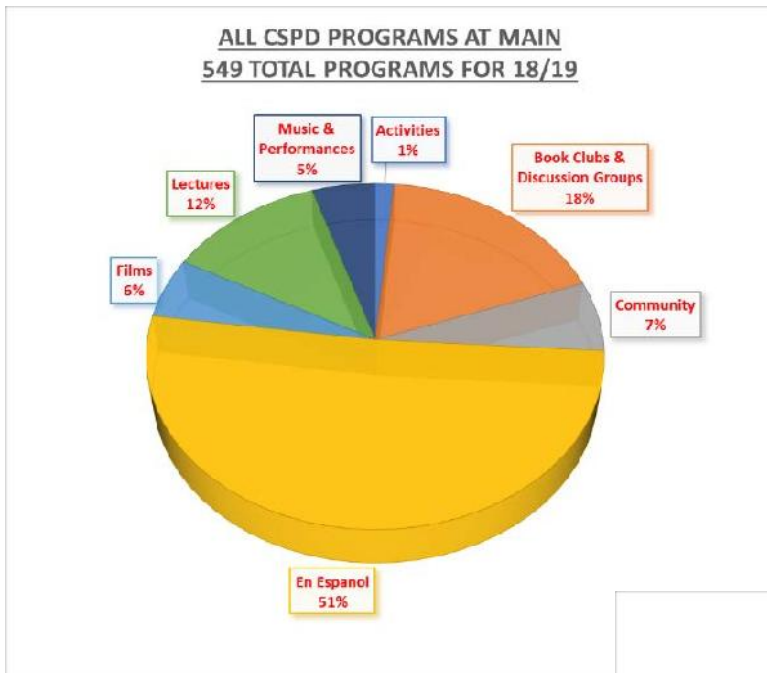


Visitors	Circulation	Events
874	121	24

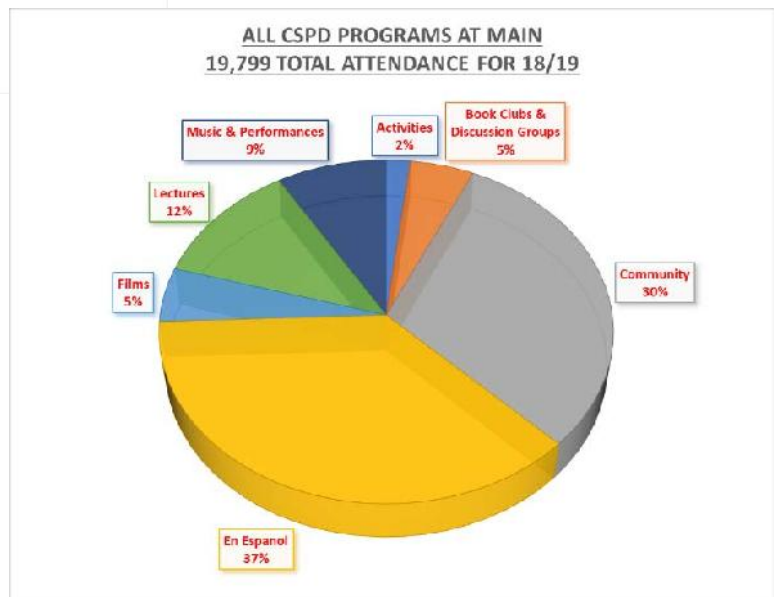
Submitted by:  
Ana Devine, Director of Neighborhood Services

**Report by Program Coordinator Sadia Ahmed**

- CSPD Public Programs held 204 programs with an attendance of 5,679, which provided a value to the community of more than \$85,000 while the real costs from the library program budget was \$13,248.
- 118 of those programs were offered by volunteer facilitators and 33 were provided by pro bono presenters. That’s 74% of our programs facilitated by the generosity of our community.
- 165 piano performances by volunteer pianists were held every Thursday with an additional performance every Tuesday starting in 2019.
- Global Neighbors, a new program series, has a goal for patrons to experience the culture and contributions of the people who live in our community (photos of Poland program).



The charts show all CSPD Adult programs held at the Main in FY 2018/2019.



**Outside Bookings by Phyllis Seyller**

In Fiscal Year 2018-2019, 139 community groups booked 139 library spaces for a total of 367 hours of meeting and program use. A total of 3,194 people attended the non-library programs through room rentals, both with paid and waived fees.





**Facilities and Building Operations  
Annual Report  
2018-2019**

The Division of Facilities and Building Operations is comprised of three departments aligned under one umbrella. This concept has allowed us to work collaboratively on systems and projects that reach across Security, Maintenance, and Information Technology. The Division of Facility and Building Operations continues to demonstrate initiative, dedication, and a sense of ownership in their many roles supporting the Gail Borden Public Library District. Listed below are some of the highlights that took place during the year.

Protecting the assets of an organization is undoubtedly a very important responsibility, and something that the members of Facilities and Building Operations takes very seriously. Aside from the GBPLD staff, the largest asset of that the GBPLD is the value of the real estate.

Over the years, the Division of Facilities and Building Operations have been very successful utilizing a practice that focuses on a proactive philosophy as opposed to reactive philosophy with respect to all of our physical assets. We know from many years of experience that this is the best strategy to reduce large costly capital projects due to systems failing at the wrong time. This approach has allowed us to have “planned” shutdowns vs “unplanned” shutdowns that often occur at the wrong time and drive up repair costs exponentially.

**ComEd Energy Efficiency Assessment-Main Facility:**

Members of the Maintenance Department participated in a comprehensive Energy Efficiency Assessment with ComEd Energy engineers to discuss current organizational energy consumption and operational procedures that effect energy cost and consumption. The results of this comprehensive assessment showed that we as an organization are performing particularly well compared to others with respect to our understanding and implementation of new strategies to reduce our overall energy exposure at all three of our facilities.

**LED Lighting Conversion -Main Facility- Parking Lot:**

One of the biggest projects now in our sights is the eventual conversion of the Main Facility to LED lighting. For the past several years, the Maintenance Department has been performing minor conversions of select areas throughout the facility, and the results from an aesthetic and maintenance perspective have been very promising.

One such area that was retrofitted with LED Lighting was the parking lot of the Main Facility. This LED conversion project was completed in November of 2018 and is expected to reduce our overall energy and maintenance exposure by approximately \$4,900.00 per year, which equates to \$49,000.00 in savings after 10 years

### **Vanguard Energy Services-Natural Gas Pricing:**

During the month of September 2018, we had the opportunity to facilitate meetings with representatives from Vanguard Energy Services that resulted in the renegotiation of the pricing of our existing natural gas contracts. The new natural gas contracts will lower our cost for natural gas, and will save our organization approximately \$4200.00 per year.

### **New Business Venture-Craft Donuts & Coffee:**

After many years of serving the customers of the Gail Borden Public Library District, the owners of In the Neighborhood Dream Deli & Cafe made the difficult decision to cease their business operation in January 2019. Immediately following their decision to close down operations, we sent out RFP's in an attempt to identify a vendor that had a proven record of accomplishment that would be able to take over the concession operations at the Main Facility. After careful analysis of the companies that responded to the RFP, Craft Donuts & Coffee was selected to fill this role.

### **Mold Remediation Archive Room-Main Facility:**

On 12 October 2018, the Archive Room was immediately closed after a staff member observed a white / gray substance, suspect mold on a number of books and shelving units. The Maintenance Department was notified of the incident and conducted a preliminary investigation of the room. After what appeared to be mold growth on ceiling tiles, shelving units and a number of books, the Maintenance Department quarantined the room and utilized the Building Automation System to shut down all air movement in and out of the room to avoid any possible cross contamination to other areas of the facility. Mold remediation experts were contacted to perform an onsite assessment. Mold Solutions Inc. acquired swab samples of the substance and performed air quality testing. The results of the testing showed elevated levels of Aspergillus / Penicillium and Cladosporium (a very common type of household mold) that was **not** actively growing and did not pose any real health concerns. However, it was still advised to keep the room quarantined until the room was professionally remediated. Mold Solutions Inc. developed a mold remediation protocol and submitted it to Servpro Inc. who performed the mold remediation according to the suggested protocol.

### **Extreme Cold Weather Conditions Burst Water Pipes -Main Facility:**

One of the coldest Arctic air mass intrusions made its way from the far north into the Elgin area during the winter months of January and February of 2019. This historic cold weather system produced life threatening cold temperatures reaching -30 degrees below zero, and produced wind-chills of -50 degree below zero.

As a result of these extreme winter weather conditions, the Main Facility sustained broken water pipes in three interior locations. Members of the Facilities and Building Operations worked many hours in collaboration with Servpro Resotations Services to get the situation under control and bring library operations back to normalcy.

### **Capital Assessment Analysis-Rakow Branch & South Elgin Branch:**

Throughout the year, members of the Maintenance Department worked on the Capital Assessment Analysis for the Rakow Branch & the South Elgin Branch. This comprehensive analysis outlines the life expectancy, current and future replacement cost for the various building systems pertaining to Mechanical Equipment, Electrical Equipment, and Architectural Structures.

Dave Considine  
Division Chief  
Facilities and Building Operations

## 2018 – 2019 ANNUAL BOARD REPORT

### INFORMATION TECHNOLOGY (IT) DEPARTMENT

#### IT STAFFING

This year saw several changes to the IT Department staffing. In January 2019, we added a new part-time position of Audio-Visual Technician, which was filled by Scott Shepke. This position was created to provide high-level support to programs on evenings and weekends. In February 2019, our long-time employee, Jim Wire, retired after 13 years with Gail Borden as Operations Support Technician. We filled his open position with Robert Nelson, who previously worked at Gail Borden as a Computer Center Aide. Lastly, as we closed out Fiscal Year 2018-2019, Brad Widder was promoted to Senior Operations Support Technician. Brad has assumed ever-increasing responsibilities within the department and continues to show dedication and commitment to supporting our technologies.

#### MAJOR PROJECTS AND INITIATIVES

As with previous years, the IT Department's priority is supporting our staff, and supporting our patrons through public programs. Our secondary responsibility is maintaining our existing technologies as well and implementing new and improved processes and systems. This past year, IT has worked on, and implemented many new technologies, including (but certainly not limited to) the following:



- **WIRELESS MICROPHONE INSTALLATION** - A new wireless (gooseneck) microphone and a wired (XLR connection) podium microphone were added to the available equipment in the Meadows Community Rooms. The new wireless microphone can be used in any combination with other existing microphones in these rooms, in a combination of rooms A-B-C. Programming for these new microphones was also completed to allow control of these resources from the touch panel in the AV closet.
- **MEADOWS COMMUNITY ROOM EQUIPMENT** - Completed some minor audio-visual equipment modifications in the Meadows Community Rooms in December 2018. The changes included adding a fixed (custom) plate in Room C, which can be used to connect a variety of microphones, monitors, cameras, mixers, etc. This will allow us to expand the capabilities of these rooms, especially to outside groups. We also upgraded the volume control panels in Rooms B and C, which will simplify the adjustment of microphone equipment volume. Lastly, we added an application to the iPad which will allow staff to adjust the microphones. This will be beneficial when multiple inputs (microphones) are used for programs, and a staff member is needed to make minor adjustments during the program.
- **MITEL PHONE SYSTEM UPGRADE** – In January 2019, Brian Hoeg and Matt Lutzow were onsite with Call One to perform an upgrade of our phone system from ShoreTel to Mitel. The basic operation of the phones was unaffected with this upgrade, but the desktop client software changed from ShoreTel Communicator to Mitel Connect. In addition, the administration component (Mitel Connect Director) provides more detail into how the phone system is performing across the network, as well as providing a better interface for performing administration on the system.
- **SENSOURCE** – In September 2018, Library Cabinet determined that the people counting systems being used were not capturing accurate numbers. IT began the process of reviewing alternate vendors and selected SenSource for a pilot program in October 2018. The pilot program proved to be successful and all cabling and infrastructure preparations were completed in mid-November. All sensors were installed at all three locations. The two old systems (Dor and CompuCount) were removed.
- **WINDOWS 10** – Microsoft announced that they will discontinue support of the Windows 7 Operating System in January 2020. As such, IT initiated an extensive project to upgrade all existing and new workstations with Windows 10. Part of this process was to re-visit the method of deploying images to new computers, installing applications and maintaining a locked down environment to prevent the installation of





# Collaborating with Community

## Public Relations and Development

### Fiscal Year 2018 – 2019

In our efforts to support library and community activities, land the library value message and support fundraising, PRAD spent time in 2018-2019 on many valuable activities.

## Bookmobile

Bringing the Library to you!

More than **3,350 excited people** tuned in on Facebook to watch the live videos of our team picking up the Bookmobile and its journey from Ashland, Ohio to Elgin on October 20, 2018.

The **Jingle Book Rock around the Bookmobile** fundraiser was held in December, 2018 to help fund the **Jack and Marlene Shales Bookmobile Collection**. The celebration featured a merrily-decorated horse-drawn Bookmobile for attendees to get an insider look at the Bookmobile.



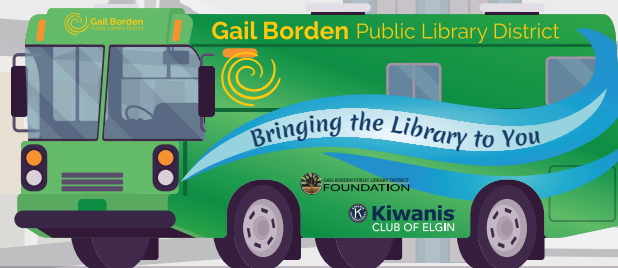
*"This is a new chapter for our Library. We want to those we serve; people that cannot make it to one of our buildings but they can make it to the park down the street, or the the school parking lot or to the community center. These are the kinds of places where the Bookmobile will enable us to service all of the corners of our District."*

- Jean Bednar,  
Gail Borden Public Library Board of Trustees, President  
April 10, 2019

More than **100 people** celebrated the Bookmobile Kick-off event in person on National Bookmobile Day and the Facebook livestream was viewed more than **2,500 times**.



The first day of Bookmobile stops was documented with photo and video assistance from PRAD—catching its very first customer's excitement as she got a library card, browsed the collection and checked out her items.



# #ElginCensus 2020

Get counted for their future!



Reflecting the library's trusted and effective role in the community, the library was again asked to **lead the 2020 Elgin Census effort**. In 2010, due to its partnerships in the community, the library was asked to lead the census effort. Working with a tremendous number of partners, the community self response rate increased 9% over 2000.

*In 2020, the challenge will be even greater as the level of distrust has risen significantly.*

In October 2018, Mayor Dave Kaptain named Laura Valdez of the City of Elgin and Denise Raleigh of GBPL the **2020 Elgin Complete Count co-chairs**. Library Foundation member Karen Fox has been key to assisting with grant and coordination efforts. Liz Clemmons co-chairs the communications subcommittee. Natalie Kiburg and Laura Espinoza are key communication committee members.

This fiscal year, we **applied for and received funding notice from both Forefront and the Secretary of State granting agencies**. More than 90 community organizations and people started coming together to work on goals and methods. This work was used to put together budgets that were used for the grants and for implementation.



An accurate Census count can mean millions of dollars to a community as experts estimate that each person counted represents \$1,500 in critical federal grant dollars. School District U-46 received \$38 million in federal grant funds in its last fiscal year. These funds support in providing nutritious meals to children in need, help people in need with their health care and much more. The count also impacts democratic representation.



In this year, the Census work has been about research and visibility. One of the activities that the group hosted was a Community Census briefing with Congressman Krishnamoorthi that included a panel discussion of community and Census experts.

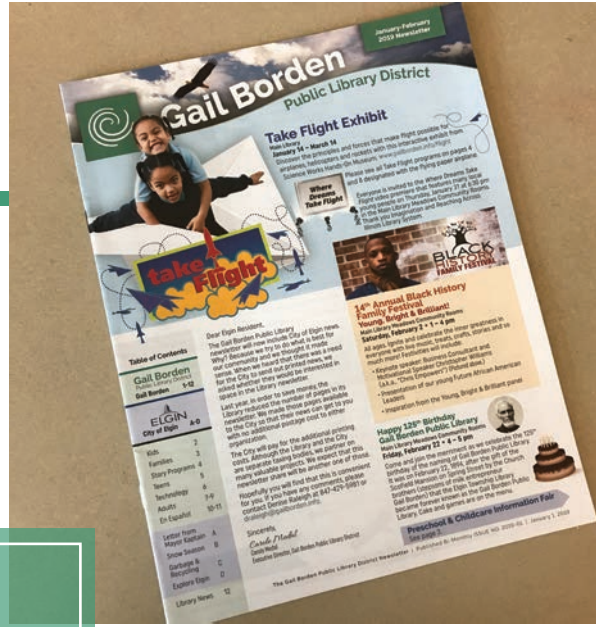


# Newsletter Updates

City of Elgin insert within the GBPL newsletter

Starting with the **January-February 2019** newsletter, customers benefitted from receiving a bi-monthly newsletter that contained both Gail Borden and City of Elgin news, updates and information.

This implementation of a four-page City of Elgin insert within our existing newsletter was a cost-effective partnership and immediately received positive feedback from happy residents.



*"I just wanted to pass along feedback that I am thrilled to see City of Elgin news included in the library newsletter! As an Elgin resident for just over a year, I have found myself wishing we received print information from the city. I know we can find information online and through the Elgin app if we want, but this is such a great way to have the most important & current information sent directly to me. I'm so glad to see the library and city partnering on this. Thank you."*



# Financial Planning

Thinking ahead...

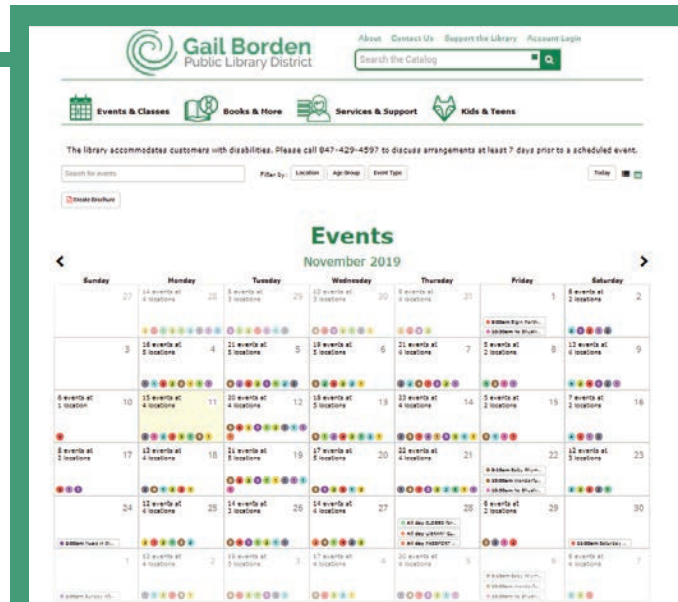
As the communications division will need to provide informative and understandable information with regard to future financial planning of the library district, division personnel participated in research activities regarding the financial future of the library district.

# Communico

Revamping our website & digital media

Through a combined effort with multiple departments, Communico was evaluated and purchased, and staff started the transition process.

**Communico Broadcast** was introduced as the new platform for six digital signs for all three library buildings. This new platform has allowed for more cohesive digital marketing and is much more efficient than previous platforms.



# Exhibits

Exhibits play a key role at the Gail Borden Public Library.

Whether it be deep underwater exploration, humongous LEGO-like characters, teaching the physics of flight or appreciating the storied baseball rivalry between the White Sox and Cubs, exhibits attract people into the library and **they create new passions and connections**. The impact is seen both on visitors faces and in circulation numbers. Exhibits also increase visibility and the value proposition of the library.

During **Extreme Deep**, an exhibit that featured the underwater Alvin vehicle, **the library experienced a 1,000% rise in circulation of submarine-related books**.



Customers connected to the library and to each other by taking and posting photos with our engaging Lumabooth photo op. **Over 13,000 photos** were taken and most sent to others during **Extreme Deep**.



We actively strategize new methods to connect our exhibits to other library services.

During **Sox Vs. Cubs**, these materials pointed customers to fun items in our collection and services that they may have not known about previously.



We hit it out of the park with our large photo-op backdrop during **Sox vs. Cubs**, which allowed community and staff to connect in a major way.



# Exhibits

Other wonderful impacts of exhibits include...

- The **Extreme Deep** guest book results indicated that people visited from all over the Chicago Suburbs but also from North Carolina, Texas, Idaho, Iowa, California and Indiana as well as Australia and Italy.

- For **Build It! With LEGO® Bricks**, the library had the opportunity to feature a young builder, 13-year-old Riley Wygant. It included a visit by the Northern Illinois LEGO Train Club that included more than 450-square-foot exhibit, which included 180 feet of train tracks and 112 buildings created by 13 builders.

The exhibit garnered attention from Chicago Parent, and also led to a **55% increase in circulation of print materials** about LEGO bricks, models and modelmaking, robotics, civil and structural engineering, design and construction.

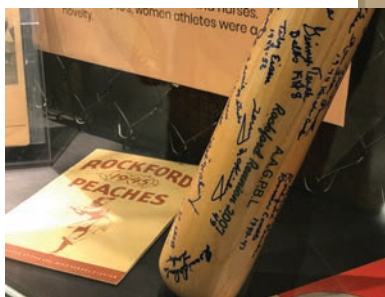


- The **Take Flight** exhibit invited visitors to discover the principles and forces that make flight possible for airplanes, helicopters and rockets. It also featured numerous aerodynamic interactives.

It also led to a new video created in partnership with Reaching Across Illinois Library System and the Imagination Content firm. The video was used on social media to promote the value of public libraries and featured numerous local children throughout GBPL.



- The **Sox Vs. Cubs** exhibit paired with the "Get in the Game, READ! Summer Reading Challenge." We added elements to exhibit such as the Negro Baseball League display from Niles Public Library and Rockford Peaches Women's Baseball Team Display from the Midway Village Museum.



- With a new RAILS exhibit group, we began preparing for the next exhibit, **Culinary Curiosity**. This history of cooking exhibit would be shared simultaneously among four large libraries – Gail Borden Public Library, Schaumburg Township District Library, Arlington Heights Memorial Library and Aurora Public Library.

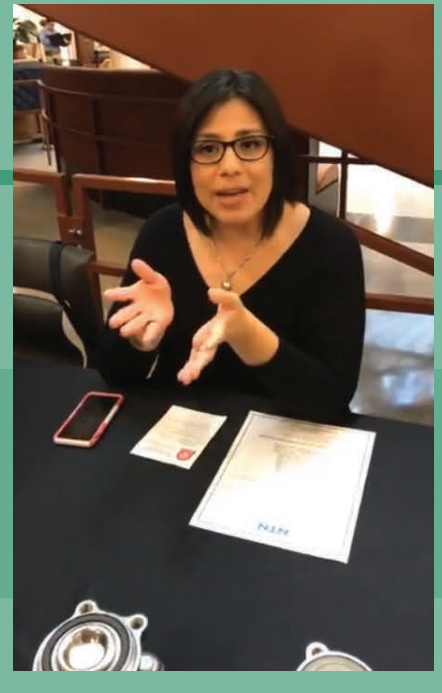


# Facebook Live Streaming

Bringing programs & events to homes

Continuing our **efforts to make programming, information and Library resources more easily available to customers**, we advertised a handful of programs that would be livestreamed on our Facebook page and website.

The **Community Job Fair** livestream reached more than **11,000 people**, was viewed more than **2,700 times** and had more than **740 engagements**. PRAD team member Natalie walked around and talked to almost all of the 50+ employers and organizations present at the Job Fair, allowing customers who were following along from home to get the same information and ask questions as if they were attending the Job Fair in person.



Some of the most popular livestreams were done in collaboration with Tabatha's weekly Kids Explore! programming. *This continued activity helped bring STEM to children both inside and outside of the Library.*

Interested viewers followed along from home during **Kids Explore!: Baking Donuts**, as Tabatha helped attendees mix ingredients and discuss baking. The livestream was viewed more than **900 times**.

## Soon to be Famous Illinois Author Project

With the ever-changing landscape in the indie author environment, Illinois' 6-year-old Soon to be Famous Illinois Author Project was **replicated in 7 other states**.

Ran Walker of Virginia became the first national winner.

Denise spoke about this new library powered growth at the Digital Public Libraries Association annual conference. The project is expected to move into **5 additional states and a province** of Ontario, Canada next year.

*soon to be famous™*  
Illinois Author Project

## Market Place Signage

Natalie Kiburg spearheaded this new sign project yielded **240 new signs** in the Market Place, allowing customers to find items easier and add a cohesive, yet fun, look to the Library's most-circulated items.



## Elgin Partnership for Early Learning Calendar

Laura Espinoza worked with EPEL on designing EPEL's **2019 Getting Ready for Kindergarten calendar** in both English and Spanish.

Laura received EPEL's **Key Piece Award** for her work in designing the calendars.



## Open Elgin

Open  
ELGIN

We assisted with this community-wide event featuring local architectural gems, including the old GBPL building. Even though the event occurred during a spring snowstorm, it was successful **with visitors from more than 40 zip codes** touring **27 buildings**.



## GBTV

The division continues to use video to tell our impact and value story. With an hour-long time slot provided on public access, the library put together segments about upcoming events and services. Some of these segments are also used on our social media channels.

## Banned Books Week September 23 – 29

The PRAD team asked library staff to dress up and pose for the annual Banned Books Week, which celebrates the freedom to read and draws attention to banned and challenged books. Whimsical photos posted on social media put the spotlight on books such as *Harry Potter and the Sorcerer's Stone*, which was very popular and shared by the ALA Office of Intellectual Freedom. The **8 posts** reached more than **48,000 people** and engaged more than **2,400**.



## School Dist. U-46 STEM Expo Kickoff

Robotics, water conservation and tree plantings were just some of the science topics **more than 100 students** and their families learned about through hands-on activities provided by the Kane DuPage Soil and Water Conservation District, Hawthorne Woods Nature Center and more. The kickoff is hosted by the library to give students ideas to brainstorm their own science experiments for the upcoming U-46 STEM Expo.

## Fundraising

The Division worked on **raising significant funds** for the **2020 Census**, the **Bookmobile** and more.



## Supporting all other divisions of the library

One of the most significant portions of Public Relations & Development's work is supporting others to maximize the impact of all library services. We continue to press release, create posters and flyers, edit the newsletter, create web banners, create digital signage graphics, effectively use social media channels, create text for announcements on hold, create signage, copy items and more. This year, the Division fulfilled **1,437 graphic requests** and **1,664 copy requests**.

# Library Card Sign-Up Month

The Library partnered with **41 local businesses** throughout September for ALA's annual Library Card Sign-Up Month campaign—offering incentives and special deals to customers who showed their Library cards.

The initiative not encourages customers to get and use their library cards, but also **reinforces community partnerships** and highlights wonderful local **businesses that support lifelong literacy**.

Several businesses also provided items for a giant gift basket, which was awarded to one lucky winner who signed up for a library card in September 2018.



# Awards and Professional Development

- Gail Borden's Social Media Specialist Natalie Kiburg and Evelyn Shapiro of the Champaign Public Library presented the RAILS webinar *Revamping Strategies for Social Success*. There were **25 attendees** in person and **more than 40 that tuned in** to watch the livestream.



- Natalie led four breakout sessions about social media at the ILA mini marketing forum conference. There were about 35 people attending each breakout session, and the sessions got positive feedback immediately.



- Director of Communications Liz Clemmons attended the 2019 Elevate Illinois Libraries leadership program led by Dr. Adam Goodman, director of Northwestern University's Center for Leadership.

- PRAD Division Chief Denise Raleigh presented Indie Tidal Wave at the Digital Public Library of America conference and talked about how libraries are working with self-published authors to curate good reads for customers.



- Natalie Kiburg was **awarded the Marguerite Henry Award for Communications & Technology** at the 2019 annual YWCA Elgin Leader Luncheon.

- Liz Clemmons received a Master of Library and Information Science degree from Dominican University.



**Customer Relations:**

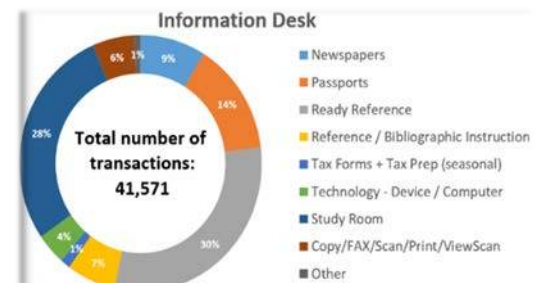
- Summer Camp Cards: **2018:722 cards issued; 2019: 741 cards issued.**
- 3<sup>rd</sup> Year of *Gail's Golden Ticket* program kicked off in Nov. 2018.
- Driver's License scanners installed at all branches Nov 2018.
- Tested door counters and chose Sensource, installed **November 2018.**
- All attended staff training day, Dec 7<sup>th</sup> with speaker Ryan Dowd of Hessed House on "Librarians Guide to Homelessness".
- January, CR fielded several questions about new automatic renewals.
- *Food For Fines*, April 6-13, 2019: **5,183** items collected, **\$5,020.37** in fines were waived, **\$1842.60** overdues and **\$470.40** in replacement fees were paid.
- May, 2019 welcomed the new position of Customer Relations Assistant Manager.
- The 5th anniversary of the *Welcome Baby* program has seen **860** Welcome Baby cards issued overall.

CR Statistics	
Kids fine free cards (from May 2010)	606 (all branches to date)
Museum Passes	414
Read off your fines	<b>Amount waived:</b> \$5,795.98 <b>Hours:</b> 6594.60

**Information/Digital Services:**

- Director of Digital Service left in Aug 2018. We combined Info and Digital Services at this time.
- First *Career Online High School* graduation in July 2018 with **4** grads. Our 2<sup>nd</sup> graduation was held June 2019 with **7** graduates.
- 2<sup>nd</sup> Community *Job Fair* had **450** in attendance.
- The Oculus Rift was moved to the Computer Center in October. When it broke, we decommissioned it.
- We also moved the card laminator from KidSpace to the Computer Center and had a quick uptick in use!
- Librarian Erin hosted a poster session at ILA conference on "Data Driven Decisions"
- We digitized Elgin's AAUW membership roster onto the Illinois Digital Archives for their 100-year anniversary.
- Discovered mold in the Archives room in Aug, determined which items we needed to save and send for cleaning and afterwards renamed Archives the "Special Collections Room".
- In Jan., we launched "Game On" on Wednesdays to add to our passive programming on the 2<sup>nd</sup> floor.
- *FamilySearch.org* had accepted our batch of records from GBPL's local newspaper index, increasing access to these **66,000 records world-wide!**
- Continued the *Internet Essentials Grant* for computer training and **earned \$17,000 this year.**
- March began monthly's *Lawyer in the Library*, a partnership with Kane County Law Library.
- Info Services began working on the annual Local Author's Fair.
- Librarian Stacy along with colleagues Angela and Margaret G. graduated from Elgin Leadership Academy in May.
- We implemented TBS's ePRINTit service allowing customers an easier time to print from wireless devices.
- Librarian Patty retired in May after 40 years of service!

<b>PASSPORTS</b> 2,077 passport applications accepted 27% of applications accepted on Saturdays
<b>TECHNOLOGY CLASSES</b> 1,544 people attended 211 technology classes



## KidSpace:

- Director of KidSpace Jennifer Bueche received the ILA Davis Cup, the highest state award for youth services!
- In June we kicked off **2019's** *Get in the Game Read* summer reading program with local spots mascots.
- U46 Summer Reading Challenge Camps concluded July 16<sup>th</sup>. Presented trophies to: Lincoln Elementary (highest % of finishers) and Washington (largest increase in finishers).
- We used Beanstack online summer reading log & paper logs to track summer reading. By end of *Dive into Reading*, 5,969,486 minutes were read and 81,279 books were tracked.
- Assisted with the first U46 School Registration event on July 18, 2018.
- 16<sup>th</sup> *Teen Writing & Art Showcase* was published.
- Hosted a *Night at the Library* for Summer Reading finishers, **973** attended.
- Received a gift from the distributor of *Snap Circuits* of 12 donated AC adaptors for science kits, **saving us hundreds of dollars.**
- Focused on STEAM, Early Literacy and Family programs. Additionally, hosted several pop-up programs, Rainbow Storytime, Sensory Storytime, Middle School programs, the list goes on and on...
- Grisel received an ILA Annual conference internship to work at the conference program. Librarian Katie attended an ILA Elevate preconference and presented twice. Librarian Tabatha served on the Illinois Youth Services Institute planning committee.
- **9<sup>th</sup> Annual Comic Book Mania** took place on Sept. 29<sup>th</sup>, **2,727** people attended.
- Librarian Julie Anne served on the Caudill committee, a book award for grades 4-8 in IL and Katie joined the Monarch committee aimed at K-3<sup>rd</sup>.
- *Battle of the Books* kicked off its 44<sup>th</sup> Season in October. The final event in March featured author Eric Kahn Gale. For the first time in BOB history we presented travelling trophies to the top three schools. Bear Family McDonalds donated ice cream cone coupons at every meet and sponsored the author!
- Librarians Tina B & Tina V. attended Guadalajara Book Fair for Spanish items.
- Tina B. formed a networking group for Chicagoland library staff called SPARK (Spanish Programs and Resources for Kids). It's still going strong!
- Librarian Catherine helped arrange *Baker & Taylor's Title Talk* author Jarrett Krosoczka to visit with a local middle school in November 2018.
- During the Feb **polar vortex**, a pipe broke in Kidspace. We created a temporary play area and Help Desk in the front lobby during the multi-day closure.
- Elgin's *Got Robot!* Team **donated \$5,000** for the expansion of STEAM kits.
- ACE Alignment shared part of a *First Book* grant-**thousands of books granted to us** for summer prizes.
- KCT piggybanks were scavenger hunt prizes for *Money Smart Week*. **KCT also donated a play-set** where kids learn about money and banking & DVDs to the collection.
- Assistant Jolene Kappes retired after 13 years in KidSpace.

<i>Dive Into Reading</i>	<i>Total Finish</i>
Main	2125
Rakow	340
South Elgin	178
Gold Star	3523
Other	192
<b><i>Total</i></b>	<b><i>6358</i></b>

KidSpace Stats	Programs offered
Early Literacy (Ages 0-5)	557
Grade School (Kindergarten-5th grade)	144
Middle School (grades 6-8)	191
Family Programs	115
Class Visits	66
Booktalks at Schools	11
TTL	1,084

TEEN STATS	
Visitors	4278
Programs	110
Program Attendance	1149
Camps & Class Visits	40
Campers & Students	568
Volunteers	326
Volunteer Hours	1035
DML Apts	1217

**Studio 270/Digital Media Lab:**

- **Summer '18** wrapped up with camp visits-*Elgin Teen Camp* from The Centre, *YWCA Digital Literacy Camp*, and *The Institute of Islamic Studies*.
- *Open Mic Night* now offers a featured performer. This is often a local artist and even included the Larkin Black History Club in Feb. This new focus has grown our attendance.
- We visited high schools to talk about DML and the Studio.
- *Elgin Teen Life* began, a programming partnership with the Studio and police department. In Feb., **Billie received an award from the police** for her work.
- Librarian Billie attended *YALSA* conference in Nov & in March a *Public Library Teen Think Tank*.
- DML team worked hard on the *Future African American Leaders* video with U46.
- Audio recordings are still most popular in the DML, but we saw an uptick in adult podcasting. We worked with Rise J. to record stories for the *My Family, My Community* project. Also, helped Ernie B. in recording his memoirs, and taught a piano volunteer digital mastering, and much more.
- We hosted a U46 Teen Leadership Conference.
- We held our first *Career & Technical School Fair* with **100** in attendance & the *4<sup>th</sup> Annual Teen Job Fair* was held in April with **273** in attendance with several teens hired.
- Billie and IS Librarian Melissa L. attended Youth Leadership graduation as proud mentors.

-Respectfully Submitted, Margaret Peebles, Division Chief of Public Services

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2019

**General Fund:**

Receipts for the Year:

Property Taxes	\$	9,555,138	
State Income Taxes (Personal Property Replacement Tax)		151,871	
Earnings on Investments and Savings		96,054	
Fines and fees		142,966	
Computer, fax and meeting rooms		4,038	
Laminating		1,502	
Copy Machines		56,578	
Reader Printer		-	
Books Lost and Paid		12,866	
Miscellaneous		14,653	
Public Phones		3,230	
Passports		93,281	
E-Rate Program		56,756	
Grants Received		350,746	
Developer Fees		73,878	
Insurance claim revenue		84,283	
Transfer from Working Cash		-	
Loan income		-	
Rental income		40,770	
		40,770	
Total Receipts for the Year			10,738,610

Disbursements for the Year

Salaries		6,629,122
Maintenance Salaries		337,230
Main		
Books		351,612
Periodicals		25,416
Audio Visual Material		160,935
Micro Film		16,630
Electronic Media		441,517
Natural Gas		64,532
Electricity		241,573
Telephone		54,027
Computer		710,118
Interest Expense		27,595
Branch		
Books		58,772
Periodicals		5,316
Audio Visual Material		58,097
Electricity		39,045
Telephone		-
Computer		-
Natural Gas		3,191
Water and Sewer		5,424
Other Branch		32,885



Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2019

**General Fund (Cont.)**

Disbursements for the year (Cont.)

Binding	1,156
Capital Improvements	108,268
Cleaning and Janitorial Supplies	258,879
Conferences	25,161
Consulting and Professional Expense	79,349
Contingency	48,260
Continuing Education	36,201
Copier Leases and Maintenance	68,386
Dues and Membership	20,120
Equipment and Equipment Maintenance	105,235
Fuel	3,716
Grant Expenditures	-
Insurance	777,426
Legal Publications	1,426
Material Processing Supplies	142,163
Library Office Supplies and Services	93,918
Other	57,617
Payroll Processing	33,628
Postage and Express	13,187
Printing	8,628
Public Programming	86,081
Public Relations	127,642
Vehicle Maintenance	20,842
Volunteers	3,566
Water	17,883
Real Estate Taxes	-
Transfer	-
Loan expense (principal)	105,000

Total Disbursements for the Year	11,506,775
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Excess (Deficit) of Receipts Over Disbursements	(768,165)
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Change in Accruals for year	(133,249)
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Cash Balance

June 30, 2018 (Banking Checking and Savings  
 [\$40,647,247]; Petty Cash [\$4,224]  
 Investments [(\$35,486,549)])

5,164,922

Cash Balance

June 30, 2019 (Banking Checking and Savings  
 [\$45,133,705]; Petty Cash [\$4,334]  
 Investments [(\$40,874,532)])

\$ 4,263,508

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2019

**Illinois Municipal Retirement Fund:**

Receipts for the Year:		
Property Taxes	\$ 704,424	
State Income Taxes (Personal Property Replacement Tax)	5,394	
Transfer from General Fund	-	
Total Receipts for the Year	709,818	
Disbursements for the Year:		
Library's Contribution to I.M.R.F.	705,535	
Total Disbursements for the Year	705,535	
Excess (Deficit) of Receipts over Disbursements		4,283
Change in Accruals for year		(37)
Cash Balance, June 30, 2018		(33,423)
Cash Balance, June 30, 2019	\$	(29,177)

**Liability Insurance Fund:**

Receipts for the Year:		
Property Taxes	\$ 155,613	
Total Receipts for the Year	155,613	
Disbursements for the Year:		
General Insurance	89,133	
Unemployment Compensation	7,807	
Risk Management	45,886	
Workmen's Compensation	25,506	
Total Disbursements for the Year	168,332	
Excess (Deficit) of Receipts Over Disbursements		(12,719)
Change in Accrual for year		9,901
Cash Balance, June 30, 2018		3,816
Cash Balance, June 30, 2019	\$	998

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2019

**Building and Equipment Fund:**

Receipts for the Year:

Property Taxes	\$ 467,323	
Transfer from General Fund	-	
Total Receipts for the Year	-	467,323

Disbursements for the Year:

Main

Building, Ground Repairs and Maintenance	269,159	
Maintenance Supplies	-	
Maintenance and Other Equipment	2,701	
Furniture and Fixtures	-	
General Cleaning Services	-	
Janitorial Supplies	-	
Chemical/Water Treatment	892	
Contingency	37,900	
Miscellaneous	4,449	
Equipment Repair and Maintenance	59,058	

Branch

Building, Ground Repairs and Maintenance	78,027	
Maintenance Supplies	-	
General Cleaning Services	-	
Janitorial Supplies	-	
Equipment Repair and Maintenance	21,623	

Total Disbursements for the Year	21,623	473,809
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Excess (Deficit) of Receipts Over Disbursements		(6,486)
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Change in Accruals for year		(42,024)
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Cash Balance, June 30, 2018		128,789
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Cash Balance, June 30, 2019	\$	80,279
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**Audit Fund:**

Receipts for the year:

Property taxes	\$ 15,094	
Total receipts for the year	15,094	15,094

Disbursements for the year:

Audit services	16,750	
Total disbursements for the year	16,750	16,750

Excess (Deficit) of Receipts Over Disbursements		(1,656)
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Cash Balance, June 30, 2018		34
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Cash Balance, June 30, 2019	\$	(1,622)
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Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2019

**Social Security Fund:**

Receipts for the year:		
Property taxes	\$ <u>508,369</u>	
Total receipts for the year		508,369
Disbursements for the year:		
Social security contribution	<u>519,299</u>	
Total disbursements for the year		<u>519,299</u>
Excess (Deficit) of Receipts Over Disbursements		(10,930)
Change in Accruals for year		2,092
Cash Balance, June 30, 2018		<u>(30,961)</u>
Cash Balance, June 30, 2019	\$	<u><u>(39,799)</u></u>

**Gift Fund**

Receipts for the Year:		
Gifts Received	\$ 16,934	
Interest Income	<u>-</u>	
Total Receipts for the Year		16,934
Disbursements for the Year:		
Program Expenditures	<u>11,859</u>	
Total Disbursements for the Year		<u>11,859</u>
Excess (Deficit) of Receipts Over Disbursements		5,075
Change in Accrual for year		-
Cash Balance, June 30, 2018		<u>15,518</u>
Cash Balance, June 30, 2019	\$	<u><u>20,593</u></u>

**Building Reserve Fund**

Receipts for the Year:		
Transfer in	\$ -	
Investment Income/(Loss)	59,739	
Debt Proceeds	<u>-</u>	
Total Receipts for the Year		59,739
Disbursements for the Year:		
Investment Fees	3,925	
Capital Expenditures	188,754	
Debt Issuance Fees	<u>-</u>	
Total Disbursements for the Year		<u>192,679</u>
Excess (Deficit) of Receipts Over Disbursements		(132,940)
Change in Accrual for year		(3,633)
Cash Balance, June 30, 2018		<u>2,080,290</u>
Cash Balance, June 30, 2019	\$	<u><u>1,943,717</u></u>

Gail Borden Public Library District  
 Financial Report of Cash Receipts and Disbursements  
 For The Fiscal Year Ended June 30, 2019

**Bond & Interest Fund:**

Receipts for the Year:

Property Taxes	\$	2,553,181	
Bond Proceeds		-	
Miscellaneous Revenue		-	
Total Receipts for the Year		2,553,181	2,553,181

Disbursements for the Year:

Bond Principal Paid		2,310,000	
Bond Interest Paid		272,664	
Bond Expenses		-	
Total Disbursements for the Year		2,582,664	2,582,664

Excess (Deficit) of Receipts Over Disbursements		(29,483)	(29,483)
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Change in Accrual for year		-	-
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Cash Balance, June 30, 2018		836,453	
Cash Balance, June 30, 2019	\$	806,970	

**Circulation Statistics  
Annual Report 2018-2019**

**MATERIAL USAGE COMPARISONS**

	2017-2018	2018-2019
Adult Materials		
Book	334,958	399,813
Non-Book	693,273	720,770
Total Adult Materials	1,028,231	1,065,923
Youth & Children's Materials		
Book	393,816	399,813
Non-Book	154,336	159,089
Total Youth & Children's Materials	548,152	558,902
GRAND TOTAL	1,576,383	1,624,825

**NON-BOOK MATERIAL COMPARISONS**

	2017-2018	2018-2019
Art Prints	477	528
Art Print Bags	346	384
AV Equipment	5,994	5,695
Compact Discs	53,978	43,167
CD-ROM Software	41	0
DVDs	484,599	525,197
E music	28,918	30,217
E Movies	5,135	8,770
E Music Videos	73	64
E TV	1,108	1,530
Freegal Streamed Songs	75,702	64,929
Movies (Roku)	230	475
Kits - Cassette/Book	3,477	3,251
Periodicals	6,367	5,744
Puzzles	1,978	2,053
Recorded Books	25,742	22,280
Toys and Games	1,825	2,261
Video tapes	354	300
Video Games	12,432	9,454
ebooks	84,110	82,017
eaudiobooks	45,489	54,530
evideos	5	0
Digital Magazines	9,229	17,013

**Circulation Statistics, cont.  
Annual Report 2018-2019**

**RAILS RECIPROCAL BORROWING**

	2017-2018	2018-2019
Algonquin	554	981
Antioch	0	143
Arlington Heights	28	10
Barrington	181	40
Cary	141	204
Cook Memorial	18	0
Crystal Lake	314	345
Deerfield	0	0
DesPlaines	7	7
Dundee	13,599	12,399
Ela (Lake Zurich)	5	14
Elk Grove Village	6	3
Evanston	2	0
Fox Lake	2	40
Fox River Grove	115	97
Freemont (Mundelein)	0	57
Glencoe	1	0
Glenview	1	0
Grayslake	0	11
Highland Park	42	34
Highwood	0	0
Huntley	756	653
Indian Trails (Wheeling)	0	77
Lake Bluff	0	0
Lake Forest	0	0
Lake Villa	0	0
Lincolnwood	0	0
McHenry	60	22
River East	0	0
Morton Grove	0	0
Mt. Prospect	119	178
Niles	117	4
North Chicago	0	0
Northbrook	0	0
Palatine	88	27
Park Ridge	5	2
Prospect Heights	37	0
Rolling Meadows	48	292
Round Lake	0	0
Schaumburg	811	877
Skokie	1	0
Vernon Hills	100	88
Warren-Newport	0	2
Wauconda	2	0
Waukegan	0	0
Wilmette	0	0
Winnetka	0	0
Zion	0	0
Total Borrowings	17,160	16,607

**Circulation Statistics, cont.  
Annual Report 2018-2019**

**REGISTRATION**

	2017-2018	2018-2019
In District	93416	92,797
Unincorporated Cook County	*	
Unincorporated Kane County	*	
Elgin - East Side 60120	*	
Elgin - West Side 60123/60124	*	
South Elgin	*	
Out of District		
Contract Cards	29	29
Reciprocal Borrowers	7,368	8,182
Total	93,416	101,008
Summer Camp (temporary)	722	740

**RESERVES PLACED**

	2017-2018	2018-2019
Total Reserves Placed	149,116	145,824

\* Due to changes in Sierra to the PCode 3 table we are no longer able to provide this breakdown.