

LAKE FOREST LIBRARY ANNUAL REPORT 2014

FY2014 was the year of ... Media Lab...3M, another e book service for residents...new signage in all areas (except the Children's Library, done in 2012)...named a 4-Star Library by *Library Journal* (one of only 20 in Illinois to make the list) based on a complex formula that measures expenditures and service.

The Media Lab service will begin in FY15; it will offer high school and adult Lake Forest residents opportunities to create audio and visual media and to convert media content. Residents will be able to convert old family slides and videos to DVDs, create videos and web sites and learn to use professional software products while developing new skills with the help of instructors.

The total circulation numbers were down 1%, as was audiovisual circulation, while e media (downloadable e books, e audio books, music, magazines and databases) was up 38%. There were declines in the number of visitors and the number of programs offered, but there were increases in program attendance, volunteer hours and reference questions. Interlibrary Loan borrowing for our patrons from other libraries was down, and the number of items we loaned to other libraries was up. Web network traffic decreased to 6.7 million and social networking site traffic slowed; Twitter was up, Facebook was down.


Lake Forest Children's Library offered 61 drop-in events; 159 formal story times attended by 4,606 children; a total of 262 programs for children were offered. The Summer Reading program provided 42 programs to keep kids reading all summer; 2,888 people attended. The popular Young Adult Summer Reading Program for teens and the Summer Reading Program for adults continued to grow in popularity. The One Book One City program, *Lake Forest Reads: Ragdale*, continued its partnership with Ragdale. This community wide effort, with Ragdale, The Senior Center, Lake Forest College, Lake Forest Books and the Music Institute of Chicago developed programs, promoted reading and built a sense of community. Other programs were offered in collaboration with the Preservation Foundation, Associates of the Art Institute, LEAD, and the Conservation Center.

RAILS (Reaching Across Illinois Library System) continued to fund ILL delivery. State funding for FY13 and FY14 Per Capita Grants was received in FY14.

The Friends held their 38th fall book sale at the Recreation Center and once 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 area student art shows. Their donation of \$100,000 for the Media Lab once again highlighted the Friends understanding of the importance of helping Lake Forest Library remain relevant to the community.

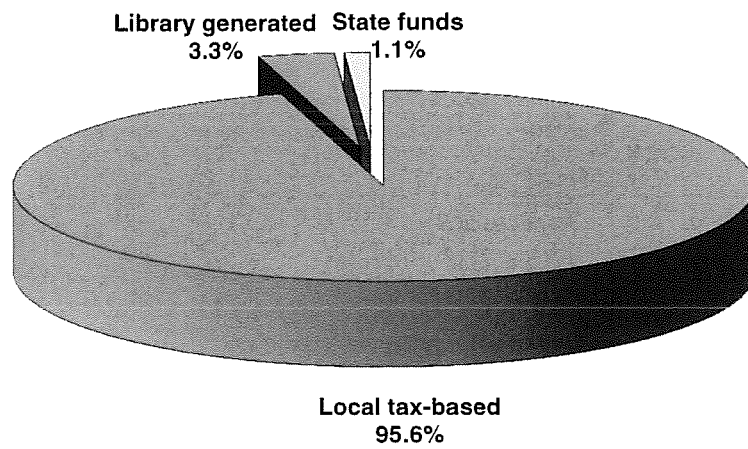
Other major donations for the Media Lab include The Buchanan Family Foundation, The Hugh Johnston Hubbard Trust, The Reed Family Foundation and The Dick Family Foundation. Sixty-five percent of the Media Lab funding came from donations.

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

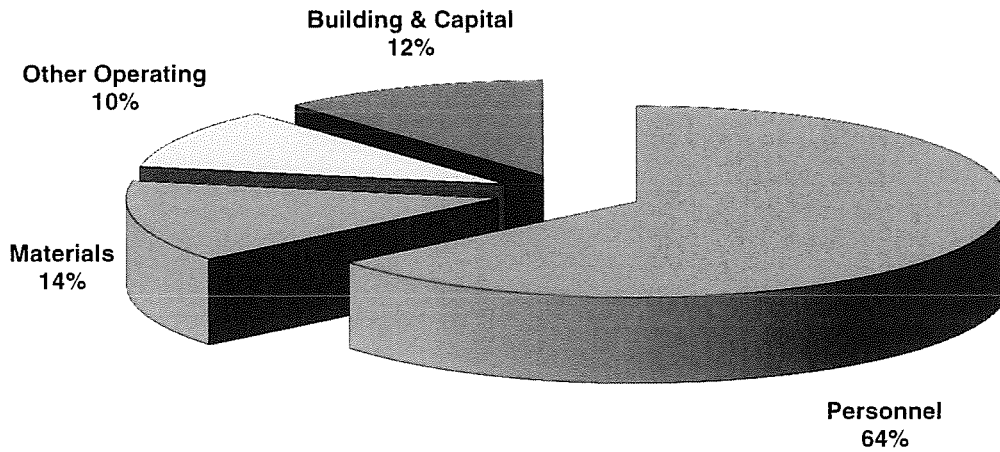
FY14 Revenues

Local tax-based	\$3,751,767
Library generated	\$130,032
State funds	\$44,129
Total Revenues	\$3,925,928



FY14 Expenditures

Personnel	\$2,362,252
Materials	\$512,251
Other Operating	\$379,507
Building & Capital	\$430,825
Total Expenditures	\$3,684,835



LAKE FOREST LIBRARY
For Your Information

Annual FY 2014 Statistics

	<u>FY2013</u>	<u>FY2014</u>
Circulation – Adult	261,568	253,990
Circulation - Children's	179,979	174,331
E Media	16,085	22,575 [^]
Total	457,632	450,876
Circulation – Audio visual	136,071	126,729*
West Book Box	22,231	20,282
Patron Visits	500,387	465,032
Interlibrary Loan:		
to: Lake Forest	6,576	6,343
from: Lake Forest	14,168	15,112
Reference/Reader's Advisory	89,460	90,924
Materials Added	15,557	15,505
Materials Withdrawn	13,766	14,017
Volunteer Hours	691	724
Programs Offered	339	318
Attendance	12,818	13,274
Web Hits	9,309,302	6,710,341
Electronic Resources	109,199	236,474
iBistro/online catalog	83,675	85,019
Library 2.0**	26,657	20,560

*Audio visual circulation was 28 % of the total circulation

** Facebook: 6,309 Wikipedia: 1,487 Blog: 7,901 Twitter: 4,863

[^]E-Media: MyMediaMall: 10,733 Freegal: 6,144 Zinio: 5,491

MORE ANNUAL STATISTICS: FY2014

Circulation:

135 items checked out every hour open: (**450,876** items **circulated**; 3332 hrs. open/year)

Busiest: July 44,355
Slowest: Feb. 31,518

Adult: 253,990 56%
Children: 174,311 39%
E media: 22,575 5%

465,032 people visited the library; 339 days open = 1,372 people/day
140people/hr 9,491/week 38,753/month

Number of paperbacks in exchanges and to train stations: NW: 3,658; MR: 977; Library foyer 10,901; Forest Park beach, Rec: 2,889 FY14: 19,891 (FY13: 18,425)

Materials borrowed through Reciprocal Borrowing Program: FY14: 41,014 or 9% (FY13: 8%; FY12:10%; FY11-FY07:12%; FY06:13%; FY05:14%; FY04:15%)

Collection:

Total 148,318 (this includes microfilm and bound periodicals)
Adult 69,896 47% (Fiction: 28,760; NF:41,136)
Children 50,532 34% (Fiction: 27,559; NF: 22,973)
AV 27,890 19% (Adult: 19,451; J: 8,439)

Turnover rate: All items (print & av.): 3 (FY13: 3.2)
All audiovisual: 4.5 (FY13: 7.9)
Videos, DVDs: 7.1 (FY13: 7.1)
Media Bank: 3.7 (FY13: 46.3)
Video games: 9.3 (FY13: 28.5)

Misc:

AskAway: virtual reference service: FY14: 70 FY13:72 (FY12:106 FY11:120 FY10: 183 FY09: 272)

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

Summer Reading: number of children : 954 (FY13: 948)
Young Adult Summer Reading: 224 (FY13: 219)
Adult Summer Reading: 249 (FY13: 162)

Volunteers: 38 (FY13: 38) Volunteer hours: 724 (FY13: 691)

Children's Book Groups and class visits: 16 (FY13:15) attendance: 226 (FY13:173)
Storytimes: 159 (FY13:185) attendance: 3,985 (FY13: 4,606)
Drop in Programs: 61 attendance: 5,092 (FY13: 53 attendance: 5,024)
Outreach: Children's story times at area day care centers: 26 (FY13:30) attendance: 1,402 (FY13: 1,530)

E-mail notification: 3,093 patrons use (FY13: 2,010; FY12: 2,294; FY11:1,532; FY10: 4,793; FY09: 3,677)

Total number of registered cardholders 15,403 (FY13:15,160; FY12:16,200; FY11:15,645; FY10:15,145) 80% of LF have a library card. New people registered for library cards: 1,483 (FY13:1,503; FY12:1,657; FY11:1,638; FY10:1,865; FY09:1,634)

LAKE FOREST LIBRARY

Annual Statistics

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Change
Circulation-Adult	227,619	227,218	241,144	248,739	255,533	293,495	272,072	287,138	261,568	253,990	-3%
Circulation-Children's	172,225	171,286	166,255	166,808	151,465 *	194,561	193,855	187,661	179,979	174,331	-3%
Circulation-eMedia							4,407	10,651	16,085	22,275	38%
Circulation-Total	399,844	398,504	407,399	415,547	406,998	488,056	465,927	485,450	457,632	450,876	-1%
West Book/AV Drops Box	17,333	16,416	15,740	15,278	15,874	19,683	20,911	22,259	22,231	20,282	-9%
Patrons in Adult Dept.	271,498	279,157	288,711	292,534	301,850	333,341	309,572	309,423	300,626	275,427	-8%
Patrons in Childrens Dept	190,410	224,294	219,531	223,515	137,732 *	202,606	205,671	203,053	199,761	189,605	-5%
Patron Visits-Total	461,908	503,451	508,242	516,049	439,582	535,957	515,243	512,476	500,387	465,032	-7%
Interlibrary Loan to: Lake Forest from: Lake Forest	7,120	7,216	7,712	8,085	10,381	10,384	7,163	7,303	6,576	6,343	-4%
Questions	14,124	14,526	16,650	18,491	19,060	24,476	16,722	13,815	14,168	15,112	7%
Materials Added	91,981	92,284	95,058	93,761	85,561 *	90,761	93,041	94,626	89,460	90,924	2%
Materials Withdrawn	11,980	12,560	15,981	15,169	15,253	15,836	16,292	16,194	15,557	15,505	0%
Collection Size	10,846	7,483	12,536	15,029	11,519	16,737	13,450	16,139	13,766	14,017	2%
Volunteer Hours	128,817	133,893	137,343	140,171	143,518	142,654	145,496	145,539	147,330	148,318	1%
Programs Offered	579	442	534	486	233	595	473	728	691	724	5%
Attendance	353	359	326	347	250 *	319	313	306	339	318	-6%
Web Hits	14,460	14,720	14,427	14,676	8,846 *	10,923	11,653	11,876	12,818	13,274	4%
Electronic Resources	426,263	317,187	261,460 *	970,227	1,134,499	3,108,834	4,907,934	5,598,739	9,309,302	6,710,341	-28%
Online Catalog	26,000	18,564	10,582 *	22,926	25,912	20,051	91,163	110,382	109,199	236,474	117%

*new stats service, CVI LiveStats; estimate based on 7-month actual
*Children's Library closed for 4 1/2 months.

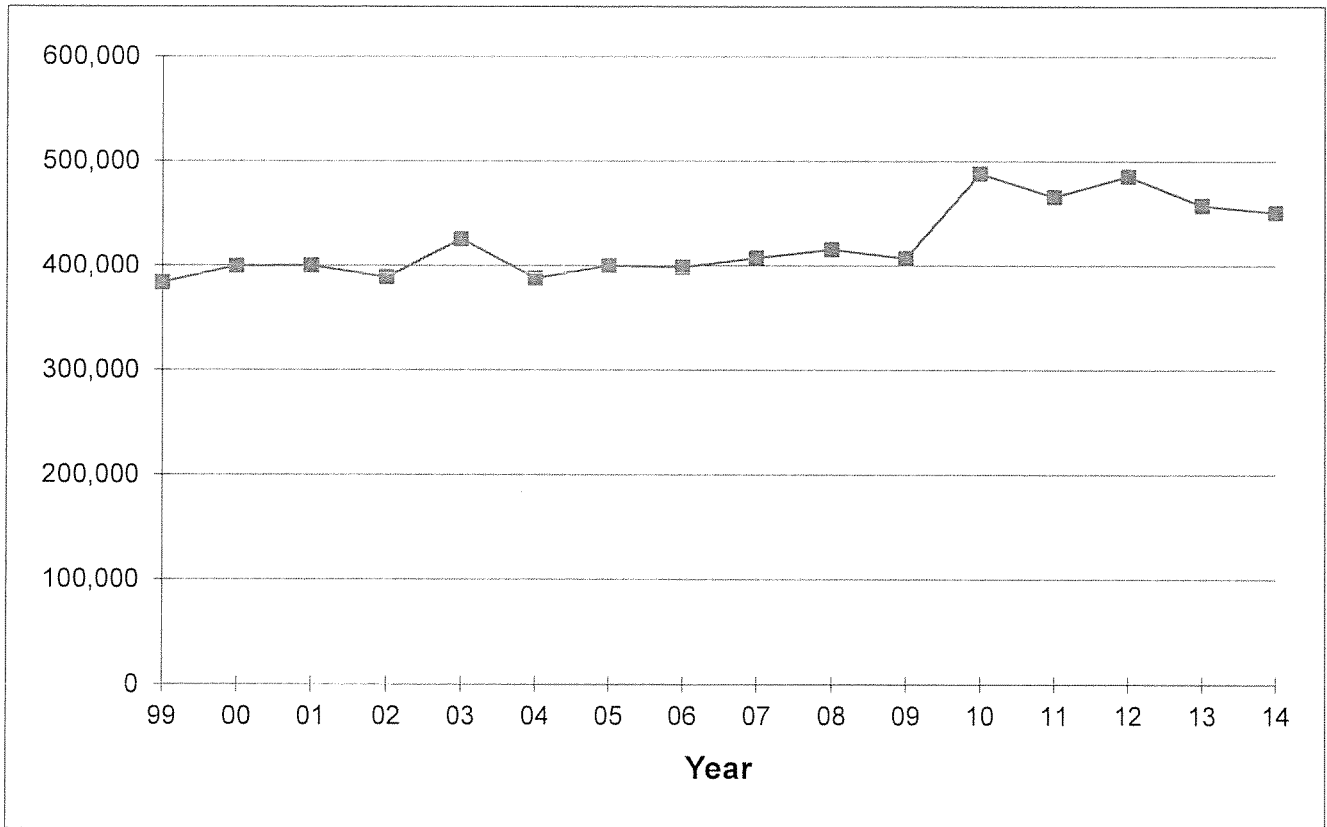
LAKE FOREST LIBRARY OUTPUT MEASURES

State Average	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Circulation per capita	8.4	19.9	20.3	21.0	20.3	24.3	24.1	25.1	24.0	23.3
Program attendance per capita	0.5	0.7	0.7	0.7	0.4 ¹	0.5	0.6	0.6	0.7	0.7
Reference transaction per capita	1.4	4.6	4.7	4.7	4.3	4.5	4.8	4.9	4.6	4.7
Registrations as a % of population	55%	68%	70%	71%	72%	76%	81%	84%	78%	80%
Turnover rate	2.1	3	3	3	3.4	3.4	3.2	3.5	3.2	3.0
Library visits per capita	7.0	23	25	26	22 ²	27	26.6	26.5	26.0	24.0

¹ Children's Library closed for 4 ½ months.

Circulation Statistics 1999 - 2014

FY	Circulation
99	383,677
00	399,511
01	400,069
02	388,787
03	425,427
04	387,894
05	399,844
06	398,504
07	407,399
08	415,547
09	406,998
10	488,056
11	465,927
12	485,450
13	457,632
14	450,876



Adult Services Department Annual Report FY 2014

The Adult Services Department continued to provide excellent public services while slowly evolving and modernizing both collections and services in FY 2014.

Adult Services staff held 95 e-tutorials, a 94% increase over last year, and frequently assisted patrons with download needs. E-books and e-audiobooks usage had a 45% increase this year. The Library responded promptly by adding 3M Cloud Library, an e-book database. 3M Cloud Library is not a consortium collection, so only Lake Forest Library cardholders can access it which increases the availability of titles. A half-day Staff Institute organized by the Adult Services Department, and focusing on e-downloads was held in May. A printer with B/W and color toner, a scanner, and a coin op system completed a new printer station at the Adult Services area. Lexis Nexus, a premier business and law database was added to our database collection. Several Adult Services staff were on the committee for the Media Lab project. The Media Lab would provide a maker's space to create graphics and music, edit photos and videos, and digitize old photos, VHS, and slides.

An online purchase suggestion form was created that encourages interaction from patrons. The garden collection was successfully merged with the rest of the non-fiction collection to prepare the space to become the Media Lab. The retention time and shelf space of the magazine collection was updated. Adult Services created a Book Club Collection in the Reference room that is very popular with our patrons. In addition to the Book Club Collection, and Too-Good-to-Miss book display, Adult Services staff created 37 online booklists on various subjects to suggest good reads. OCLC WorldCat was replaced by WorldShare and continued to work well for requesting interlibrary loans for Lake Forest patrons.

Lake Forest Reads: Ragdale was introduced in September and October. Working with Ragdale and several community organizations, author Gail Tsukiyama's *The Street of a Thousand Blossoms* was chosen. A series of programs was held in the Library and through-out the community on the book as well as on Japanese culture and history. The Adult Summer Reading program had a 54% growth with 249 participants. The Library also worked with the Preservation Foundation, Friends of Lake Forest Library, Association of the Art Institute, LEAD, Conservation Center of Chicago to present several programs on local interests, such as architecture, preservation, restoration, Edwin Clark, and Nicolai Remisoff. These collaborative programs brought in more library users. The popular Book Clubs and Writer's programs were held throughout the year. Lake Forest patrons appreciated the Home-Bound services and test proctoring provided by the Library.

Two Lake Forest residents were nominated by the Library for the "Soon to be Famous Illinois Author Project". One nominee leads the Library's Writer's Group. Both nominees passed through the first round of selection. Lake Forest Library was rated 4 stars in 2014 by the Library Journal. The new rating was an increase from 3 stars in 2013. Subsequently, a visit was requested by the staff and board members of the Sycamore Public Library. Lake Forest staff shared with Sycamore Public Library about our services. The Library continued to participate at the Farmer's Market and Lake Forest College's freshmen introduction program.

In FY 2015, Adult Services Librarians will continue participating in continue education programs, working on a smooth transition to the new public access catalog, as well as promoting the Media Lab.

Felicia Song, Head of Adult Services

William Black
Becky King

Kate Buckardt
Robert Kirsch

Wendy Davis
Jean Larson

Judy Gummere
Matt Neer

ADULT SERVICES DEPARTMENT

FY 2014 STATISTICS

RA/Reference: 6,706 (6,577)

PA/Directional (Ref): 2,090 (1,801)

PA (ETs): 120 (120)

Phone/fax: 4,064 (3,956)

Lower level (ETs): 120 (120)

AskAwayIllinois: 70 (72)

TOTAL: 13,170 (12,646)

Total SmartStats from CVI: Total page views: 1,583,247 (520,822); total hits: 6,710,341 (9,309,302)

Paid Databases: AncestryPlus Library Edition: 20,623(14,702); EBSCO: 163,806(6,030); Freegal: 6,144(7,468); Gale Virtual Reference: 772(266); LiveHomeWorkHelp:362(185); Morning Star Library Edition: 7,958(6,483); MyMediaMall: 10,733(7,545); Proquest Newstand: 3,000(220); 3M Cloud Library: 205 (since 3/2014); ValueLine: 17,380(41,156); Zinio: 5,491 (2,369)

Catalog Usage: 85,019 (83,675)

Library 2.0: Facebook: 6,309 (15,571); Blog: 7,901 (8,396); Twitter: 4,846(1,203)

Volunteers-- people: 2 (2)
hours: 69 (83)

Displays: 46 (34)

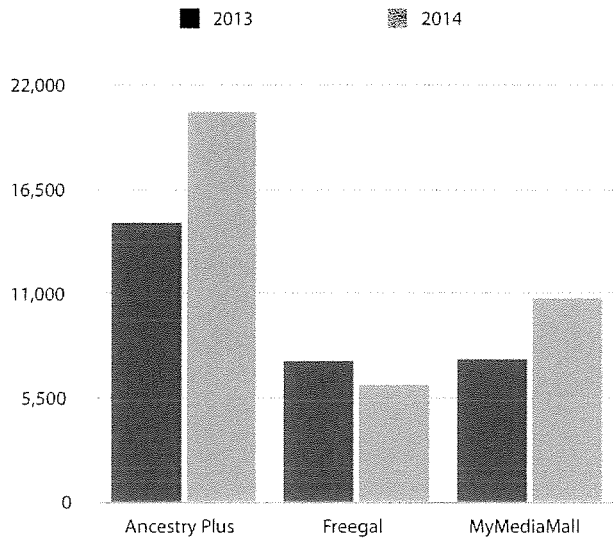
Book lists/brochures: 45 (73)

Programs-- number: 56(56) attendance: 2,569 (1,485)

Staff Continuing Education: 153.5 (154)

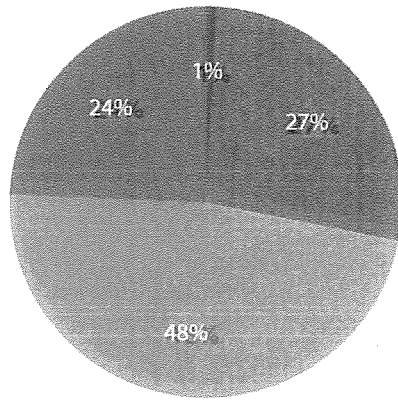
eResource Statistics

GROWTH OF DIGITAL RESOURCES



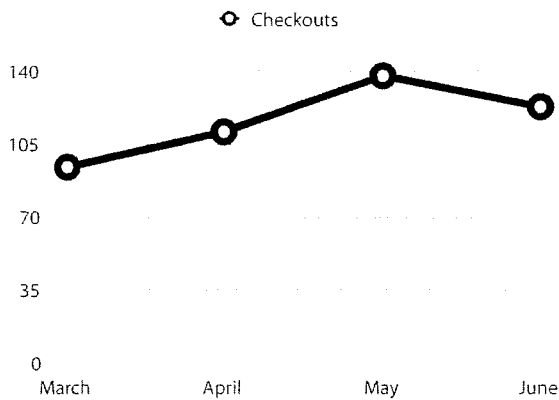
PERCENTAGE OF DIGITAL CHECKOUTS PER RESOURCE

- 3M Cloud Library
- Freegal
- MyMediaMall
- Zinio



Total Digital Checkouts: 22,573

MONTHLY 3M CHECKOUTS



Service began in March '14

Facebook

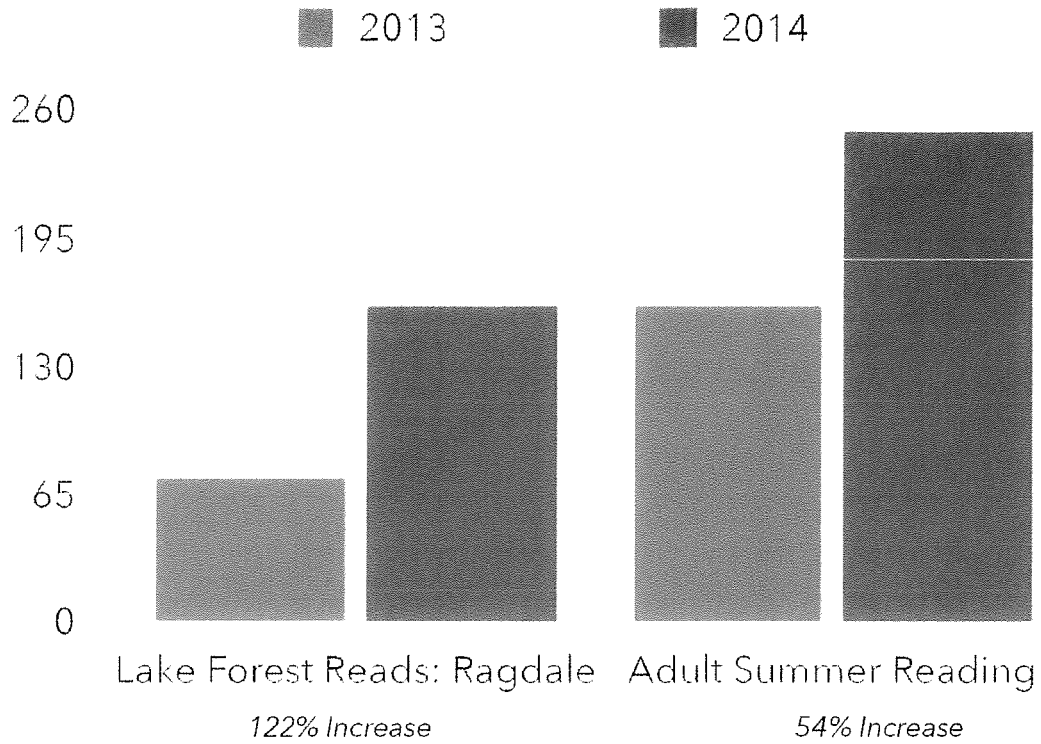
533
to
576

Twitter

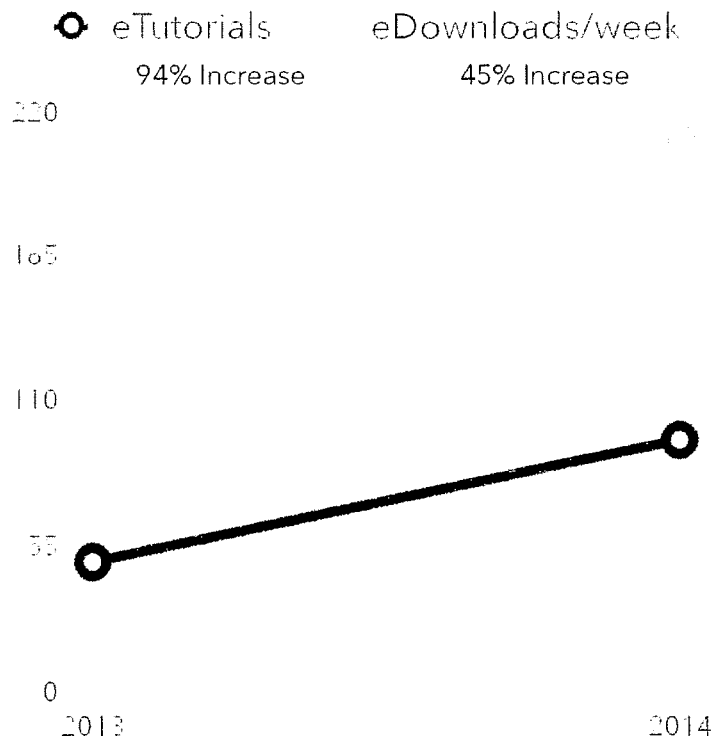
419
to
529

Social Media
Change from
end of 2013 to
June 2014

Reading Programs



Digital Initiatives





Lake Forest Children's Library Annual Report May 2013 – April 2014

NEW


- Hosted **2** programs called Learn @ the Library in the summer 2013 with **157** children and adults dropping by the Children's Activity Room between 2 and 4 p.m.

OUTREACH

- Once a month (or as invited) a staff member would visit at the following schools in Lake Forest: Deerhaven, Little Scouts, and Sheridan Elementary for a Kindergarten special needs storytime. The Lake Forest Children's Library staff made **26** visits between May 2013 and April 2014 with **1,402** attending.
- Requested tours of the Children's Library or special storytimes for class visits took place **4** times.
- Filled **68** requests for theme related subjects and pulled **1,108** books for teachers in Lake Forest.
- Purchased multiple copies of books and audio materials when there is a required reading assignment.



STORYTIMES AND BOOK GROUPS

- We offer formal storytimes in autumn, winter, and spring for babies through 1st grade children. From May 2013 through April 2014 we held **159** storytimes with **4,606** children present.
 - Drop-in Family Storytimes throughout the year attracted **838** 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 2013 and April 2014 the Children's Library was very busy with **61** different drop-in events from crafts to the annual **Tree Trimming Party** which is held the first Monday of every December.
- **42 Performers and/or in-house activities** were held in the Children's Activity Room during the months of June and July 2013. With a grand total of **2,888** attending these events!

SUMMER READING

- **954** children from preschool through 6th grade signed up for **Have Book Will Travel**. Each child could earn **globe beach ball, fling disk** and if they finished listening or reading for a total of nine hours they could pick out a **book** from the display case. **490 FINISHERS** completed this program.
- **224** teens (entering 7th through 12th grades) signed up for the *Lake Forest Library 2012 Teen Summer Reading Program* and **100 finished**. Teens that read or listened to 4 books received a \$10.00 gift card to the Lake Forest Book Store. Each student that read a book and turned in a raffle ticket was entered in **the grand drawing prize for a \$100 dollar gift card to the Lake Forest Book Store!** **5** runners-up received a **\$25.00 gift card** to one of the following: **Einstein Bros Bagels, Ferentino's Pizzeria, Starbucks Coffee or Sweet's Chocolates.**
- Children entering 7th through 12th grades volunteered during the months of June and July. They helped give out the prizes for the children, and with various drop-in programs when we did not have enough staff to man the Children's Activity room. During the summer of 2013 we had **36 teenagers volunteer 655 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
- Kate Parker, Librarian
- Michelle Porter, Children's Services Assistant
- Lorie Rohrer, Head of Children's Services
- Mary Webber, Librarian
- Carla Weir, Children's Services Assistant
- Kathy Wellington, Children's Services Assistant

GOALS

- Offer more drop-in storytimes and change times to work with the needs of the Lake Forest community.
- Encourage staff to attend more meetings and conferences to improve services.
- Continue to increase our knowledge of electronic resources to better serve the public.
- Bring back the old goal of more shelf reading of the Children's Library audiovisual and book collections.
- Offer more current bookmarks on different subjects for our patrons.

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



Lorie J. Rohrer
Head of Children's Services
June 3, 2014



LAKE FOREST CHILDREN'S LIBRARY YEARLY REPORT

Date: May 2013 – April 2014

	NUMBER	NUMBER	ATTENDANCE	ATTENDANCE
	CURRENT YEAR	PREVIOUS YEAR	CURRENT YEAR	PREVIOUS YEAR
STORYTIMES	159	185	3,985	4,6006
DROP-IN PROGRAMS	61	53	5,092	5,024
BOOK GROUPS	12	13	181	141
TOTAL	232	251	9,258	9,771
	CURRENT YEAR	PREVIOUS YEAR	CURRENT YEAR	PREVIOUS YEAR
CLASS VISITS	4	2	45	32
PRESCHOOL OUTREACH	26	30	1,402	1,530
TOTAL	30	32	1,447	1,562
PATRON	189,605	199,761		
REFERENCE QUESTIONS	9,864	8,928		
READER'S ADVISORY	7,890	7,886		
YA READING CLUB SIGN UP	224	219		
YA READING CLUB FINISHERS	100	83		
SUMMER READING CLUB SIGN UP	954	948		
SUMMER READING CLUB FINISHERS	490	504		
SUMMER VOLUNTEERS	36	38		
SUMMER VOLUNTEER HOURS	655	607.50		
TEACHER BOOK THEME REQUESTS	68 teacher requests Pulled 1,108 books	47 teacher requests Pulled 688 books		
MEETINGS; STAFF AT CONT. ED. ACTIVITIES	2 staff 2 meetings 15 hours	4 staff 4 meetings 47 hours		
CIRCULATION	174,331	179,979		

NOTE:

2013-14 Fiscal Year Circulation Report

Total circulation for fiscal year 2013-14 was 450,876 with 465,032 patrons passing through the library. These numbers show circulation and attendance down 1.5% and 7% respectively. Patrons continue to access and learn about the E-media content the library offers. This year the library added 3M. Total checkouts in E-media reached 22,575 which is a 40% increase from last year.

The Lake Forest Library patron count on April 30, 2014 from Cooperative Computer Services was 15,403. The Circulation and Children's departments signed up 1,483 new patrons, down 1% from last year. CCS continues each month to automatically purge old records, helping to keep our database as current as possible. In addition to the CCS purge, starting February of this year the library began mailing patrons a Renewal Notification Reminder. Library cards are given an expiration date of 3 years, though exceptions are made for specialty cards. Patrons are notified in advance of their cards expiration date and can come in to update or confirm information. Renewal notices returned to library as undeliverable are removed from system, helping to keep patron counts up to date.

Interlibrary loan activity remains a popular service. We have seen a 6% rise in the quantity of items we send out, while the numbers of items our patrons received was down 3.5%. The Lake Forest Library continues to be an active member sharing its collection with the CCS consortium. The library sent out 15,112 items from our collection to fill hold requests from other libraries, while receiving 6,343 items to fill requests from our patron's. The Reference department and online hold services had 17,473 holds being placed, down 1.4% from last year. The Reciprocal Borrowing Program (RBP) registered 41,014 checkouts.

Email notification registration is currently 3,087 as of April 30, 2014, with patrons naming our Due Date Reminders and Hold notifications as a top reason for signing up. The patrons continued to take advantage of the Museum Adventure Pass program, with 65 passes being issued. The paperback book exchange had 19,891 titles distributed between our 6 locations. We extend our appreciation to the Friends of the Lake Forest library for sharing the paperback donations.

Bibliocommon's continues to be used regularly by the Lake Forest patrons. Well over half of all holds are being placed by patrons through this site. The ease of E-Pay has been used by our patrons, with the library collecting \$4,182.00 in overdue fines and lost material payments.

The DVD2GO media bank (located at the LF West train station) remains popular with patrons checking out a monthly average of 464 DVD's from the machine. The patrons have been very happy with this service and enjoy the ability to reserve their favorite titles.

The circulation department currently consists of 3 full time staff members, 13 part time staff members, and 7 stackers.

Victoria Sergel
Head of Circulation
Lake Forest Library

Month: ANNUAL
Year: 2013 - 2014

CIRCULATION STATISTICS

Adult: 253,990 (261,568)

Juvenile: 174,311 (179,979)

E-Media: 22,575 (16,085)

Total: 450,876 (457,632)

RBP: 41,014 (40,553)

ILL - Incoming: 6,343 (6,576)

Outgoing: 15,112 (14,168)

Holds Placed: 17,473 (17,228)

Library Patrons Registered: 1,483 (1,503)

Gate Count Total: 465,032 (500,387)

Adult: 275,427 (300,626) Juvenile: 189,605 (199,761)

West Book Box: 20,282 (22,231)

PAPERBACK BOOKS:

Northwestern Train Station: 3,609 (3,658)

Milwaukee Train Station: 781 (977)

Library Lobby: 12,437 (10,901)

Beach Cart: Coffee/Rec 3,064 (2,889)

Total: 19,891 (18,425)

Total Times Three: 59,673 (55,275) (This amount included in the sum of items circulated)

Notes

Total number of registered
Lake Forest Patrons
(per CCS April 30, 2014)

15,403 (15,160)

THE ANNUAL REPORT OF THE TECHNICAL SERVICES

Fiscal Year 2014

Newly Added to the Collection and the Database

- ① 15,005 new items were ordered, received, cataloged, and processed.
- ② Lake Forest Library contributed 2,969 cataloging records into the consortium database, 311 more records compared with last fiscal year. Among them, 170 original monographic and serial records, and 86 original audio-visual records; 1,961 copy monographs and serial records, and 752 audio-visual records.
- ③ We have checked in and processed 4,069 issues of magazines during fiscal year of 2014. We also added 8 new magazine titles. Currently we carry 305 magazine titles.

Our Vendors:

While we ordered directly from various publishers over the Internet or local sources, Baker & Taylor is our primary book vendor. Ebsco Subscription Services is our magazine vendor for the majority of subscriptions. Audio Editions, Records Books, Random House are three major vendors for our audiobooks. Midwest Tapes is our primary vendor for DVDs.

Other Regular and Special Operations

- 1) We have cleaned 4,070 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 repaired 2,412 books and audio-visual items on.
- 2) A total of 462 books to be sent out and bound by the Houchen Bindery located in Utica, NE.
- 3) We currently have approximately 448 titles on standing order. In fiscal 2014, we have replaced 476 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.
- 4) 299 books and 165 audio-visual items were replaced due to damaged, lost or poor conditions.
- 5) In fiscal 2014, TS continued building the DVDTOGO database. With the help of TS assistants, the Dept. Head continues to be the sole responsible person in importing to and removing records from the Mediabank database. During fiscal year of 2014, we imported 403 records to and remove 476 records from the

database. As the current writing, the database contains 1,612 records. Maintaining the Media Bank database continues to be tedious and time-consuming; just in our dept, ordering, processing and the importing to, removing the record from the Mediabank database take about 15-20 minutes for one individual DVD, however, the high circulation rate in that database has justified the cost.

6) We have finished the call number revision project for Children's audiobooks. We have changed 1,241 J audiobook call numbers and re-labeled them. In this year, TS also assisted the Adult Public Service Dept. in the project of shorten magazine retention period. A total of over 300 MARC Holding Statements has been modified.

7) Weeding of the collection is done on an ongoing basis. A total of 14,017 copies were removed from the collection due to damage, loss, poor circulation or outdated content. The Dept. Head generated customized circulation reports from Director's Station to aid in weeding the collection.

8) We have continued to do the CCS project: retrospective cataloging for various print bindings of books.

This project involves searching our database, pulling books from shelves, re-cataloging, re-labeling and changing the database. This will be an on-going task until all books involved to be placed in proper records.

We have also participated in all database cleaning projects on regular basis.

9) Except for fictions and children picture books, we continue doing most of processing in house. This helps to reduce our processing cost.

10) We have found 144 missing items due to being mis-shelved.


11) The Dept. Head has continuously updated the Technical Services Manual.

12) We do magazine claiming on monthly basis.

13) CCS has started RDA training for catalogers. The Dept Head, the part time cataloger and the cataloger assistant have attended the training. The total training hours for this Dept. is 58 hours. The Dept Head attended the CCS monthly cataloging group meetings and workshops, and is a member of the Enterprise Implementation Tasks Force in CCS.

Personnel changes

We hired Amy Begoun as a full time staff in August to replace a full time staff who retired at the end of June.



In one word, staff in the Technical Service Dept. had a busy and successful year. We have moved new materials out of TS in timely manner; we have also tried to be as accurate as we could; we have provided friendly and timely services to our staff in answering questions and meeting their needs. In the new fiscal year, the Dept. Head and the part-time cataloger will continue learning RDA and to catalog in RDA. RDA is a new and sweeping change from AACR2 cataloging standard since 1970s. We will follow CCS's new requirement in adding 3 more item categories and we will also participate in the subsequent database cleaning. We will continue to do our best in every aspect of our daily work. Our goals and objectives are always the same: provide reliable, consistent and timely services to our library, thus to the community we all serve in.

May 12, 2014

Jian Tan

Head, Technical Services



Acquisition Stats.	TOTAL+	TOTAL-	2014NetTotl	2014GrTotl
TOTAL VOL. A-F	2,688	2,483	205	28,760
TOTAL VOL. A-NF	3,379	3,470	-91	41,136
TOTAL A-BKS	6,067	5,953	114	69,896
TOTAL VOL. J-F	3,381	2,480	901	27,559
TOTAL VOL. J-NF	1,380	2,017	-637	22,973
TOTAL J-BKS	4,761	4,497	264	50,532
74 J Puzzle	0	1	-1	118
79 J Miscellany (toy, game, etc.)	0	0	0	153
83 J Audio Kit	96	35	61	712
84 J Puppet	107	40	67	779
230 J CD-Musical	142	90	52	884
262 J CD-ROM	0	37	-37	49
268 J CD-Spoken	89	230	-141	1,386
281 J DVD, Fiction	662	672	-10	2,502
283 J DVD, Nonfiction	15	114	-99	375
Blu-Ray	0	1	-1	0
J DVD, MB	243	193	50	785
PLAYAWAY, J DIGITAL AUDIOBK	173	9	164	696
TOTAL J-AV	1,527	1,422	105	8,439
229 Music CD	787	123	664	5,643
261 CD-ROM	0	42	-42	2
267 Audiobook on CD	380	346	34	3,112
280 DVD, AF	834	900	-66	4,442
282 DVD, ANF	304	221	83	1,827
DVD, MB	160	283	-123	827
PLAYAWAY, DIGITAL AUDIOBK	69	4	65	361
VIDEOGAME, <i>Video Game</i>	116	226	-110	485
TOTAL A-AV	2,650	2,145	505	16,699
Microfilm	0	0	0	2,752
Call No. Changes	1,031			7,710
Bindery	462			1,653
Mending	2,412			6,848
Copy Cataloging	2,713			7,963
Originals cataloging in OCLC	256			1,047
TOTAL VOL. ADDED	15,005			
TOTAL VOL. WITHDR.	14,017			
COLLECTION TOTAL	148,318			

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