

## Access Services – July 2022—June 2023 Annual Report

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Collection Development | Customer Relations | Library Applications | Material Handling | Technical Services

The Access Services Division had a productive and successful year and our areas of focus this fiscal year were (1) enhancing library collections; (2) putting smiles on our customers faces; and (3) deploying automated, sustainable, and efficient software and websites.

### Enhancing library collections

- The strategic plan initiative *Growing Together* includes conducting a *diversity audit* of the library collection. To make diverse titles findable in the library catalog, subject headings were (and will continue to be) added to records. Terms are: Asian Interest; Black Interest; Equity & Social Issues; Indigenous Interest; Hispanic & Latino Interest; LGBTQIA+ & Gender Interest; Mental & Emotional Health Interest; Middle Eastern & North African Interest; Multicultural Interest; Neuro & Physical Diversity; Religious Interest; and Substance Abuse & Addiction.
- The *Library of Things* collection continued to grow with the following additions: 8mm & super 8 film to digital converter, Boox Leaf eReader, Cometron FirstScope Tabletop telescope, Feir USB portable turntable, Foxwell OBDII code reader, Gskyer telescope, sound amplifier, waterproof portable Bluetooth speaker, wireless voice amplifier, and Yamaha 61-Key portable keyboard.
- LOTE Online for Kids, digital books in world languages, added Ukrainian titles.
- Twenty additional Chromebooks were added to the *TechKnow Mobile* – the library’s one-stop technology assistance vehicle.
- To increase the accessibility of the library’s professional collection to library staff, students, and other visitors, it was reshelfed at the beginning of the adult nonfiction collection at Main Library.
- The Tiny Tech collection at Main Library in KidSpace includes Launchpads, Playaway Views, Read-a-longs and Tonie boxes. Tonie’s are screen-free digital listening experiences that plays stories and songs. Several additions to the collection were made. Gail Borden was the first library in IL to circulate tonie boxes.

### Putting smiles on our customers faces

To support library exhibits, Customer Relations designed and implemented two scavenger hunts:

- *Gail’s Pirate Treasure*: Pirate chests were hidden throughout the Main Library in pirate themed materials. When visitors found a treasure chest, they turned them in for loot (book bag, thermal cup, or a \$4 doubloon coupon to use at Gail’s Sales).
- *Gail’s Turtle Pizza*: photos of pizza were hidden in a variety of materials from a book on the Ninja Turtles, actual turtles, Michelangelo, or even a book on pizza! Prize options are a Gail Borden tote bag or red drawstring bag with green flip notepad, a Ninja Turtle mask, or a \$3 Gail’s Sales voucher.

### Deploying automated, sustainable, and efficient software and websites

- To provide records in our online catalog, BiblioCommons, the library is required to use a third-party database. The library has used three companies for this function since 1992 and switched providers

from BTCat to SkyRiver this year. The change will increase the efficiency, quality, and availability of the records.

- Collection Development staff order materials for library collections every business day. To reduce staff ordering time by **75%**, staff started using the Baker and Taylor Ordering API. Previously, staff were required to download the catalog records from the B&T website, upload the records into the library catalog, send the order records via FTP to B&T, and wait for and load an order acknowledgement. Ordering with the API condenses the process into the push of a button using software programming to accomplish the rest.
- Staff developed a new automated process for creating the lists that staff use to retrieve items from the shelves that fulfil customer holds. The new process runs a scheduled custom program that fetches the information for the lists then creates and stores easily printed pdf files. The program filters, sorts, and displays the lists in a way that better aligns with how staff move through the building to retrieve the items and accommodates the unique way we shelve our items, which prioritizes customer findability rather than staff retrieval.
- CollectionHQ, a powerful tool based on evidence-based stock management to help staff better select, manage, and promote library collections was deployed. Some of the benefits of the software are identify Diversity, Equity, and Inclusion (DEI) categories using ISBN match; easily identify outdated stock along with underused or hi-usage items; schedule reports; easily identify top titles or recently added titles; and recommend titles the library does not own and/or recommend more copies of items due to high use or more copies due to an understocked area.
- Staff automated the display of the passport appointment schedule on the library website. The program finds the appointments entered by staff in Space Tracker and displays the schedule for the next seven days on our website. This process allows the information to be entered once and have the most up-to-date information on display for our customers. The readily available information has decreased the time it takes to schedule appointments because customers call already having chosen a specific available appointment.
- The Good Reads and Book Club webpages were refreshed and reintroduced as the [Book Lovers](#) webpage. The new layout allows more information to be included while remaining uncluttered and easier to use. The Next Meeting information provided for book clubs is fetched from the library's event software Communico so meeting details, including changes or cancellations, only need to be entered into one place to be updated throughout the website. This saves staff time and prevents errors or miscommunications. The new and improved Book Lovers page provides a better experience for our customers and is more efficient to maintain by our staff.

—Respectfully Robert Moffett, Division Chief of Access Services

# Community Services Annual Report

Branch Library Services – Community Engagement – Mobile Library Services

## Branch Library Services

The Rakow Branch and the South Elgin Branch became one department, Branch Library Services. Cross-trained staff and streamlined processes between branches have resulted in aligned customer experience.

**South Elgin Branch Expansion** - In December, we learned that \$2,391,407 of Federal Community Project Funding for the 8th District of Illinois had been secured for the South Elgin Branch expansion. In February, Rep. Raja Krishnamoorthi used a ceremonial hammer to “knock down” a wall to kick off our upcoming expansion.

**Early Literacy Programs** - New programming debuted this year: Bounce & Rhyme Storytime, Budding Bookworms Preschool Storytime, and Crafty Preschoolers. Messy Play and Let’s Play Friday continued to bring crowds whether hosted inside or outside at Rakow. Other popular early literacy programs included Family Storytime, BLOCK Party, Teddy Bear Picnic Storytime, and two Happy Noon Year Parties. Music Explorers was a new program held at the South Elgin Branch presented by a music education specialist from Illinois Wesleyan University.

**Grade School Programs** – We offered many programs, including Summer Discover, STEAM, Creativity Corner, and Makerspace. Special events included Spooky Saturday, Storm Chasers, and a Summer Reading Kickoff that was turtle-rrific! Mrs. Claus helped welcome the Holiday season at the Rakow Branch. A crowd of 100 participated in our Valentine’s Family Event. Working with KidSpace, we brought a NASA representative to the Main Library for a Spring Break program.

**Summer Reading** - We experienced a sharp increase in 2022 Summer Reading finishers at the branches. Finishers were up 129% at Rakow and up 57% at South Elgin from the previous year.

**Programs for Adults** - The Branches offered a variety of classes, programs, and performances for adults, such as Selling on eBay, IRA Basics, Coffee with the South Elgin Mayor, Flappers and Fedoras, and Colonial Williamsburg at Christmas. Our Information & Technology Manager began teaching computer classes at the branches. Other popular technology programs included Device Advice, Cybersecurity, Cutting the Cable Cord, and Binge Watch Gail Borden. Crafting and art classes for adults continued to be popular as well as The PhD (Projects Half Done) Club. Other notable programs included:

- Author Diane Chamberlain surprised the Rakow Readers Book Club on Zoom when they met to discuss her book, “The Last House on the Street.”
- South Elgin Branch hosted the inaugural Engage Café, a new program for older adults.
- Rakow hosted the 4EVER4 photo exhibit (sponsored by Republic Bank) celebrating the 60-year anniversary of the Beatles. We also hosted a lecture about the Beatles’ connections to Chicago.
- The first Heirloom Seed Swap held at Rakow Branch brought out local gardeners with labelled seeds to share.
- We partnered with local officials who hosted Shred Events, Food Drives and offered Office Hours.

**Rakow Rangers** - We wrapped up Rakow Rangers: Tree Exploration in 2022 with guided nature hikes with the Forest Preserve District of Kane County. One excited Grand Prize winner won a Rakow Rangers backpack full of tree exploration materials. We added Insect Discovery Backpacks to the collection. The third season, Dig into Soil, kicked off in April 2023 with a new field guide and a trading card collection. We offered related programs, such as STEAM: Playing in the Mud and Soil Pudding Cups. We also offered adult programs, including Mason Bee Houses and a hike at Otter Creek Forest Preserve with a Kane County Forest Preserve Naturalist.

### Community Services

-  **159,867**  
Total Circulation
-  **132,020**  
Total Visitors
-  **24,668**  
Program Attendance
-  **1,119**  
Number of Programs
-  **781**  
Stops Visited
-  **7,991**  
Drive-Up
-  **2,063**  
Volunteer Hours

**Rake-O Family Fall Festival** - Another huge success with almost 500 in attendance on a beautiful autumn day! One young attendee even claimed it was “the best day ever!” We had a family craft, games, donuts and coffee, a pumpkin patch, music, a photo op, and a Rakow Rangers station.

**Senior Tech Fair** - Customers were introduced to different kinds of technology designed for seniors, from special telephones for the hearing impaired to accessories for those with diminished vision. They also learned about GBPL services and tried video games and VR headsets.

**Earth Day Family Festival** - The first Earth Day Family Festival at the Rakow Branch was moved inside due to the rain and snow. Games, crafts, planting activities, and soil education with Klein’s and Troggs Hollow were enjoyed by all ages. An Earth Day themed concert by Miss Jamie had kids bouncing and clapping.

**Grab & Go Craft Kits** – We distributed over 5,000 craft kits to preschoolers, elementary students, teens, and adults.

**Collections & Services** - Rakow received an electronic video magnifier from the Main Library. The Computer Café at Rakow received new vinyl wall signs to designate the Copy/Fax/Scan, Print, and Copy stations. We said goodbye to the Mediabox at the South Elgin Branch after being in service for six years. DVDs are now shelved for convenient browsing.

**Maintenance** - Plexiglass from the Help Desks were removed and new shades were installed in the Computer Café.

## **Community Engagement**

The Community Engagement Team had an extraordinary year connecting the library and community through educational, cultural, and enrichment programs. The following illustrate some of the most notable programs and events:

**Violins of Hope (VOH)** – JCC-Chicago reached out to the Community Engagement Coordinator in August 2022 and planning quickly began to facilitate the VOH coming to GBPL. VOH were on display at the Main Library April—September 2023. VOH’s co-founder Avshi Weinstein delivered the keynote address at the April kick-off event that drew over 200. James Grymes, author of the eponymous book, brought the VOH’s stories to life. Community support was incredible and thousands of visitors from the Fox Valley and Chicagoland saw the exhibit. The Seigle Family Foundation and Palmer Foundation were two noteworthy financial supporters of the project. Community partners included Chamber Music On The Fox, Congregation Kneseth Israel, Elgin Symphony Orchestra, Hemmens Cultural Center, U46, and Pace. Nine VOH programs were presented at the Main Library that were attended by 904 people. Programs included film screenings, concerts, Holocaust survivor stories, plays, and lectures. Additionally, VOH programs were delivered to 22 residential care centers by our Life Enrichment Manager with library volunteers and photos of the VOH.

**Open Book: Every Life is a Story exhibit** - The Community Connections Coordinator applied for and won a \$10,000 grant from the American Rescue Plan/American Library Association. Working with local photographers James Harvey, Carolyn Buhrow and Gil Feliciano, Open Book: Every Life is a Story was born. Featuring 23 large portraits and 50 smaller images of interesting Elginites, Open Book opened August 2022 at the Main Library with a reception that drew about 200 people. Open Book then traveled to ArtSpace Lofts and Dream Hall. An estimated 10,000 viewed the exhibit.

**Black History and Asian-American Pacific Islander Heritage Months** - Choirs from three local churches raised the roof with the joyful sounds of gospel to kick off Black History Month. 185 attendees added to the joy. Author Clifton Taulbert’s virtual visit, Char McAllister’s jazz vocals, Chef Dee’s cheesecake bites, and Chasity Gunn’s poetry rounded out Black History Month. “A Day In Asia” celebrated Asian and Pacific Islander heritage with performances by NIU’s World Music Club, food from our very own Douangchay’s Kitchen, and an art display.

Other programs included:

- National Voter Registration Day Fair hosted with the LWV, AAUW, and Women On The Brink.
- Candidates’ Forum events were held in October and March.
- Veteran’s Voices - Veterans were back in the classroom after two years of going virtual. 26 veterans, 5 of them women, reached 3,224 students at 40 schools and 104 in-person visits, 11 Zoom sessions, and one assembly.
- The Valentine’s Day Memory Café broke the attendance record with 32 attending!

- International Women’s Day on March 5<sup>th</sup> with the AAUW.
- Community Craft Supplies Swap. 75 enthusiastic crafters attended.
- The Mobile Museum of Tolerance.

**Statistics** - The Community Engagement Team presented 33 programs at the Main Library with a total attendance of 1,122. The highest attended program was the Violins of Hope Kickoff with 219 in attendance. Open Book exhibit attendance was estimated at 10,000 for 3 locations - Main Library, ArtSpace Lofts, and Dream Hall. 6,246 Life Enrichment patrons were served through programs, craft kits, and library materials delivered to 25 residential communities.

The **IDEA Committee** is working on a proposal for Inclusion, Diversity, Equity, and Accessibility (IDEA) at GBPL. The Community Engagement Manager, Early Literacy Services Manager, and Director of Hispanic Services will be convening bi-weekly to fulfill the DEI component of the library’s strategic plan.

After 17 years of service, Elementary Education Librarian Julia Langlois retired.

### **Professional Presentations and Recognitions**

- The Life Enrichment Manager and Community Connections Coordinator presented at Reaching Forward in May 2023, describing how they put together their popular “Bad Art Night” programs.
- The Public Programs Manager and Community Engagement Manager presented a session at ILA in Oct. 2022 about presenting international, cultural, and interfaith programs.
- The Association for Bookmobile and Outreach Services (ABOS) honored library services to seniors one week in July. GBPL Life Enrichment was spotlighted for promoting the concept that everyone can be a volunteer.

### **Mobile Library Services**

**Bookmobile** - We began the year on a high note, with the Bookmobile representing GBPLD in Elgin’s 4th of July Parade. The bus was also invited to many popular local events, including National Night Out!, the South Elgin Public Works Open House, and Inspire Elgin. Over the year, the bus saw over 1,200 visitors at special events alone. We attended many events celebrating back-to-school, meet the teachers, and field days. Not to mention, our Student Success program continues to thrive with over 10,000 checkouts at O’Neal, Highland, Washington, and Harriet Gifford Elementary Schools.

**TechKnow Mobile** - The TechKnow Mobile continues to demonstrate the high demand for technology resources, with nearly 2,500 visitors and 500 device checkouts. We also added new stop locations and are now visiting 9 different partnering organizations. We began collaborating with other GBPL departments to assist with Device Advice and the first Senior Tech Fair. Our extremely fruitful collaboration with the Elgin Partnership for Early Learning and Gail Borden’s ReaderShip has grown to include our Summer Learning on the Go sites and year-round “EPEL Playgroup” visits which provide literacy resources to young families. The TechKnow Mobile also regularly attended special community events, including the Juneteenth Motorcade, Elgin PD’s Heroes Unite and Easter Egg Hunt events, and the More at 4 preschool Open House, with the TechKnow Mobile having 2,344 special event visitors in total.

**ReaderShip** - Our ReaderShip Early Literacy services blossomed this year as well, collaborating with the TechKnow Mobile and EPEL Playgroup, the continued success of the “Stories Under the Hickory Tree” program at the Lords Park Zoo, and the addition of early literacy packets that are handed out to all program attendees. The ReaderShip Early Literacy Coordinator was interviewed on local radio station WRMN to highlight services and promote programs. We also created a new Task Force to plan and facilitate our Gold Star Partners program, which brings the Summer Reading Program to daycares, Summer camps, and preschools throughout our district.

**Home Services** - Our Home Services team partnered with Life Enrichment and the TechKnow Mobile to promote our services to new customers. We welcomed a new Home Services Coordinator, who quickly acclimated to their new task of selecting and delivering materials to over 130 customers. She also used the opportunity to streamline and reorganize our internal procedures, including the “Outreach Collection” for customers in memory care.

**Book Bike** - Our Book Bike visited all our favorite locations like the Elgin Farmers Market and River's Landing Apartments, and also attended many special events including Unplug Illinois with the Village of South Elgin, National Night Out, and the Lords Park Zoo. Over the year, the Book Bike and its team interacted with almost 4,000 people!

The Mobile Library Services team hosted three interns. These interns discussed strategies with staff, rode along on vehicles, and assisted at community events. Our Bookmobile drivers trained the Manager of Digital Equity Services to drive the bus and we now have four Bookmobile drivers on staff.

The Director of Mobile Library Services presented to the GBPLD Board and Foundation on the TechKnow Mobile and Student Success, was invited to speak on a panel of Children's Programming professionals through the University of Illinois Urbana-Champaign's iSchool, and presented at the National Association of Bookmobile and Outreach Services (ABOS) annual conference in Scottsdale, AZ about the launch of the TechKnow Mobile.

## Facilities and Building Operations 2022 – 2023 Fiscal Year Board Report

### July 2022

#### FACILITIES / MAINTENANCE:

- Ran new power and data for new Passport station @second floor, main.
- Inventory and verify inspection of fire extinguishers, all buildings, and buildings.
- Cleanup and prepare new tiles for leak in Studio270 ceiling, leak was repaired by Restore Plumbing, South Elgin.

#### SECURITY:

- Fox Valley Fire and Safety conducted the annual fire hydrant flushing at the main facility.
- Friday July 15, the South Elgin, and Countryside Fire Protection District, conducted its annual building and fire safety inspection at the South Elgin Branch Location. The library passed with zero violations.
- All extinguishers were checked and up to date, as is the sprinkler system and the fire hydrants. Going forward all Fox Valley items can be taken care of in 1 month.

#### INFORMATION TECHNOLOGY:

- Updated all our outward facing network equipment, this included our Meraki MX's (firewalls) and all our Cisco Meraki MR's (access points).
- Worked with Peerless Network and Mitel to get our mobility router back to functioning. Without this piece, mobility is non-functional outside our network.
- Started testing Microsoft Intune and Autopilot. These two programs allow us to quickly provision and reimage machines even off network. With this solution, we will have better insight and monitoring of library assets because it is also a device management system.
- Upgraded our card access system to version 11. We replaced the server with a new Microsoft Windows 2019 server and migrated our database. Our vendor eNorman also worked with both Sielox (proximity card software vendor) and GBPL in ironing out the few remaining bugs. This upgrade was needed for support of Windows 11.

### August 2022

#### FACILITIES / MAINTENANCE:

- Suffered outages in both HVAC units on the Rakow roof and one of our chillers, one air-handler and one boiler at the main.
- Rakow Branch experienced electro-mechanical contacts failures. Boilers were similarly affected by the partial failure of the Building Automation System (BAS) and we ran on manual control for about 1 week.
- Replaced Low-water cut-out safeties on our three boilers.
- Workers from Olsen Tuckpointing were here and completed stone/ brick repairs, North end of the main.
- A new transmitter installed on ADA door at South Elgin.
- Concrete repairs at main entrance.
- Replaced lots of other bulbs, LEDs, Ballasts, and drivers in our existing fixtures.

#### SECURITY:

- Tech Systems upgraded the Security alarm system radio from 4G to LTE.

## **INFORMATION TECHNOLOGY:**

- Created and deployed a Windows 11 image in the computer training room. This image sits in Hyper-V and runs on top of the in-place windows 10 install. This allows Digital services and Information Services the ability to continue to teach windows 10 as well as 11.
- The Mac Lab refresh was completed. Five MacBooks were replaced, and five MacBooks were upgraded to Apple's latest Operating System Monterey 12.5.1.
- The three Microfilm machines, PC's, and software were upgraded to allow the email feature to work on all three machines. RMI Imaging Inc., trained Information Services on the new Perfect View software.
- Immediately blocked all traffic to and from Baker and Taylor due to a ransomware issue.

## **September 2022**

### **FACILITIES / MAINTENANCE:**

- Reprogrammed lighting control system due to Open/ Closed sign irregularities at the Main.
- Replaced all the toilet seats in public areas and most of the seats in staff areas at main.
- Relamped all the outdoor bollards at main with brighter LED bulbs.
- LED conversion for the IT workroom, Storage and Server rooms.

### **SECURITY:**

- Evening of September 3<sup>rd</sup>, Complete Cleaning disinfected and sanitized the three library facilities, using the electrostatic fogging solution.
- Annual carpet deep cleaning was performed by the overnight cleaning service, Complete Cleaning. South Elgin Branch the weekend of September 10, Main Facility the weekend of September 17, and Rakow Branch the weekend of September 24. High surface ledges were swept and dusted.
- The Elgin Fire Department conducted an unannounced inspection of the Main Facility and Rakow Branch. Both facilities passed with zero infractions.

## **INFORMATION TECHNOLOGY:**

- The library experienced an AT&T outage on September 19<sup>th</sup> at approximately 8:30am. The Internet for the staff was down most of the day. We were able to work off our Comcast (public) connection for most of the morning however this only allows internet access not access to our internal network resources IE our file server, printers, or the Intranet. Connectivity was restored about 3:00 that afternoon. We are actively researching options to better handle an ISP failure event.

## **October 2022**

### **FACILITIES / MAINTENANCE:**

- Replaced North Radiant Ceiling HW pump in the boiler room.
- Replaced 3 Low-water Cutouts in our 3 boilers. One had failed, the others were of the same vintage.
- Kellenberger Electric installed a power line for the new KCTCU sign out front.
- Replaced all outlets at the ELC Craft Counter with new GCFI tamper-proof outlets.
- Installed a new Fire alarm flasher in the 2N/E workroom, by Fox Valley Fire and Safety.

### **SECURITY:**

- Illinois Communication installed roof antennas installation at the Bowes and McLean locations on Thursday, October 13<sup>th</sup>.



## **INFORMATION TECHNOLOGY:**

- Our Meraki firewall at South Elgin experienced an outage due to a bug in the running firmware, IT took about an hour to diagnose and rollback the problematic firmware.
- Window 11 deployment to the control group started. The process has been smooth with minor adjustments.
- Mitel upgrade completed.

## **November 2022**

### **FACILITIES / MAINTENANCE:**

- White wall areas of the interior were repaired and painted by Nedrow Decorating / Painting.
- Patched concrete at loading dock.
- Replaced motor, sheaves, and belts on E-8 Exhaust fan.
- Changed Air Handler filters, x4 main units.
- Repaired and replaced boxes and covers for electrical floor outlets throughout Main.
- Repaired and restored air supply vents throughout Main.
- Refreshed/ re-lamped all outside lighting at South Elgin branch.
- Replaced regular outside light timer at South Elgin, to an astronomical timer to follow the seasons and DST.
- Installed electric service for Kane County Teacher's Credit Union's new sign.
- Roof +/- or gutter repairs were done at the Main and Rakow branches.

### **SECURITY:**

- Blue Point Emergency Alert System annual inspection and preventative maintenance performed at all three facilities.
- New AEDs are registered, set up and installed in all three facilities. Continued monitoring of safety in facilities and working with maintenance to get some safety projects completed.

## **INFORMATION TECHNOLOGY:**

- Our MediaBank vendor arrived in November to service all three machines. He updated the software, making it easier for our Spanish speaking patrons to select their language. This option is now accessible from a button on the home screen. While he was here, he also went ahead and rebuilt and calibrated all the units, which took the better part of a week.
- The sorter experienced a major outage this month. It was down for 5 days total. Lyngsoe did end up sending a technician, however he was unable to locate parts locally and they ended up overnighting us 3 ethernet cards in addition to the one we had already replaced. The technician mentioned that it's not uncommon for these to fail when there is a brownout, blackout, surge etc.

## **December 2022**

### **FACILITIES / MAINTENANCE:**

- Installed new point-of-use water heater under sink at Rakow Branch.
- Re-lamped sign at Rakow Branch.
- Installed new remote switch for Open/ Closed at South Elgin Branch.
- On-going project of cleaning/ repainting air vents in Material Handling at Main building.
- Worked with our account manager at Helm Inc. on air handler/ balance project for 2N Admin.

- Worked with 2 Helm Inc. divisions to install a new VAV box in 2N Admin.

### **SECURITY:**

- Blue Point Emergency Alert System cellular cards were upgraded from 3G by Fox Valley.
- Due to the weather, there has been a noticeable increase in the local unhoused population spending most of the day in the library's main facility. Security has established a line of communication with a homeless advocate who comes to the library daily.

### **INFORMATION TECHNOLOGY:**

- Had our annual preventive maintenance completed on all the audio-visual equipment at the South Elgin location. Equipment has been updated and tested.
- The library experienced a power outage on 20 December due to a feeder line loss on the ComEd side. Power was restored within 10 minutes; however, we did experience an issue with our proximity card system. We had the vendor out that afternoon and the controller in question back to functioning status.
- December 22<sup>nd</sup>, we closed the facility early due to extreme weather IT in tandem with both Security and Maintenance handled the shut down and idling of all systems the shutting down of the sorter the playing of announcements and locking of all public doors into the buildings.

## **January 2023**

### **FACILITIES / MAINTENANCE:**

Repainting various areas in Rakow branch.

- Repaired tiles at old security gates at Rakow.
- Install protective chair rail on wall in Rakow café.
- Repaired several damaged wood panels around Admin Reception/ mtg area.
- Changed filters in Boiler hot water systems.
- Installed new data/ electric to new Passport Desk on second floor.
- Installed new pumps/ and rebuilt the motors for our sidewalk heating system.
- Oversaw installation of Chilled Water pump #16.
- Implemented new lubrication program for our HVAC pumps/ motors etc.
- Continued cleaning/ painting program for our HVAC air vents throughout the main building.
- Met w/ Verde Electric rep concerning the final phases of our LED conversion project.
- Installed new batteries and complete rebuilds on our 4 mobility scooters.
- Oversaw maintenance project on all the moving walls/ partitions by ModernFold Co.

### **SECURITY:**

- The first phase of replacing the security old analog radios with digital ones. The new radios provide us with greater range, clarity, and connectivity.

### **INFORMATION TECHNOLOGY:**

- Continued this month with rolling out Windows 11. To make this process even simpler for everyone due to mobility of most users now, we had previously been testing conditional access for Intune. At this time, we have implemented this and what that means is we no longer must wait for the user to answer us back with their one-time password. Saving our department time.
- Started using a free service provided by CISA (<https://www.cisa.gov/cyber-hygiene-services>) these are provided pro bono based on a couple criteria.

- Selected a new UPS for our MDF.

## February 2023

### FACILITIES / MAINTENANCE:

- Repaired benches at Rakow Youth Area, backs falling off.
- Repaired numerous broken cabinet door hinges throughout Main.
- Constructed new Passport Desk, configured, and installed.
- Pulled in 4 power and six data lines to new Passport Desk.
- Replaced leaky heating coil in VAV for front rotunda.
- Repaired 2 pumps for the front snowmelt system and South Radiant panels.
- Replaced/ upgraded all mobility scooters in our buildings.
- Repaired and or replaced motors on several rooftop exhaust fans, then rebuilt old motors to like-new condition, to be saved for future use.

### SECURITY:

- Inspection of library safety equipment, emphasis on AED, fire extinguishers and emergency exits.
- Worked with PRAD staff on creating maps for branches highlighting locations of first aid kits, fire extinguishers, etc.

### INFORMATION TECHNOLOGY:

- We decided to move forward with proactive vulnerability scanning as well as ongoing cyber hygiene services provided from CISA for free. They have scanned our external networks a couple of times and found a few minor issues. We are working with our vendors to remediate these issues. Follow the link for more information (<https://www.cisa.gov/topics/cyber-threats-and-advisories/cyber-hygiene-services>).
- IT worked with Information Services to complete the setup of their new passport desk. Everything has been completed.
- Windows 11 Second deployment wave is under way incorporating the Branches. Most of the software has been compatible with WIN 11. Information Technology needed to upgrade Adobe Photoshop Elements for one end user. 3M RFID software has been tested and has been successful with WIN 11. We built and deployed two WIN 11 PCs for the Passport Desk. The Third deployment wave will be posted shortly, further expanding the upgrade.

## March 2023

### FACILITIES / MAINTENANCE:

- Work started on repairing and painting the walls of the Staff Hallway and we are entertaining quotes for epoxy paint of the 3<sup>rd</sup> South Penthouse, a new carpet floor for the existing Baby Garden and some much-needed refurbishing of the outdoor benches near our front entrance.
- In anticipation of stormy Spring-like weather we cleaned all the roof drains and gutters to prevent any backups/ flooding and noticed a small dripping outside the front door at Rakow.

### SECURITY:

- Fox Valley Fire and Safety installed a wireless receiver radio monitoring control at the main facility. This is an upgrade from the original analog receiver that is obsolete, and parts no longer can be procured.
- Provided Handling Special Situations, Radio Procedures, and related training for KCT staff.

## **INFORMATION TECHNOLOGY:**

- Windows 11 3<sup>rd</sup> deployment for staff at Main and the Branches is under way. Another batch of Dell OptiPlex PCs have been purchased and delivered. Two PCs were deployed to cater to our Spanish speaking Patrons in the Info Services area on the second floor. Spanish is the main language displayed for Windows programs and web browsers.
- Working with PRAD we assembled a new Epson Printer for posters and signs. Due to the size and weight of the printer Maintenance came over to lend a hand as we assembled it on the dock.
- AVI-SPL has been out this month to work on the AV room that controls the Elgin and Grove Room. The XLR monitor out plug needs to be repaired\replaced to clean up the signal.
- New Wireless clocks from Innovation were purchased for the Branches. These clocks should automatically adjust to Daylight Savings Time. This completes the phased-out Primex clocks which have not worked properly for several years during time changes.
- Working with our phone vendor to prune and convert our POTs lines to digital saving the library thousands a month. We are currently beginning to plan the last stage which are the POTs lines at the branches Rakow and South Elgin.

**April 2023**

## **FACILITIES / MAINTENANCE:**

- Failure of the blower motor for the Server Room A/C was repaired.
- Replaced all the sign lighting over the (main) front entrance.
- Replaced 6 bulbs and 2 ballasts in "Beehive" lights on 2<sup>nd</sup> floor.
- Removed the last of the Covid-era plexiglass at the customer service desks.
- Repaired floor and replaced carpet in the ELC's new "Baby Garden".
- Nedrow Painting repainted Staff halls, Admin Reception, and Fishbowl.
- Keepers of the Green replaced mulch in all areas of Main.
- Seibert Landscaping repaired metal edging and will replace 20 tons of crushed stone in the garden at Rakow.
- Performed much concrete repair of sidewalks at Rakow.
- Repairs to main rolling security gate, & preventive maintenance to smaller front gate & three dock doors, by House of Doors.

## **SECURITY:**

- Met with counselor from Association for Individual Development regarding uptick of calls related to the unhoused population.

## **INFORMATION TECHNOLOGY:**

- Windows 11 PCs continued to be deployed throughout the organization. We added Windows 11 to the public facing PC's. The OPACs in Kid Space have been converting over to Windows 11.
- Information Services asked IT to help reorganize the Internet PC's upstairs. IT removed three PC's, opening table space for laptops. IT also made one of the IS laptops all Spanish, so our Spanish speaking patrons have a more portable option within the library.
- Passport Services are adding a Square Register Desk. IT was able to re-assign and configure an iPad that is compatible with the equipment. One iPad in Kid Space was having charging issues, once the cable was replaced the issue was resolved.

- The lavalier transmitter for the portable sound equipment was having interference problems. After testing the lavalier with different systems within the library and testing it with different mics IT decided to replace the unit. The replacement resolved the issue.

## May 2023

### FACILITIES / MAINTENANCE:

- Repaired and refinished outdoor benches for ELC & Youth.
- Concrete patching at Rakow front walk.
- Repaired Rakow Front Door.
- Repaired rooftop deck outside Administration kitchen on 2<sup>nd</sup> floor.
- Repaired 6 small roof leaks on 3<sup>rd</sup> floor roof near River room clerestory.
- Otis Elevator finally got the correct parts to repair our West Passenger elevator.
- Lots at Rakow and Main were seal coated and striped over Memorial Day weekend.
- Added 20-amp circuits in Admin kitchen.

### SECURITY:

- Floors in the Kid Space work room were given a deep cleaning.

### INFORMATION TECHNOLOGY:

- We worked with Paragon Micro to add Dell as an OEM PC partner in our tenant. This gives Dell the ability to add new PCs to Autopilot for us which will cut down on our new PC deployment time as we will not need to manually add them before building the PC.
- The replacement for 270-VIR5 has arrived and we have started to configure. This new virtual machine host will be home to our newest guests as the oldest are replaced.
- We have begun to add existing Windows 11 capable devices to Intune.

## June 2023

### FACILITIES / MAINTENANCE:

- Assisted the IT department and Electricians from Burnett & Sons electric & Nationwide Power to install and re-work the new server UPS.
- Replaced a failed Zurn Sensor Faucet at the Rakow branch women's washroom.
- Replaced failed outdoor air sensor for Building Automation System.
- Replaced wall-pac LED flood light, and photocell controller for main building lighting controller.
- Passed State FAID inspection on all 3 elevators.

### SECURITY:

- Fox Valley Fire conducted the annual fire sprinkler inspection for the three library locations. All locations passed.
- Library radios reprogrammed to digital, last of the analog radios taken out of service. This enhances the reliability of the system and allows another level of communication with Rakow and South Elgin.
- Fox Valley Technician performed annual testing and battery replacement of the **Blue Point Emergency Alert System** pull stations and pendants. Checked and tagged batteries in panel in the server room.

## **INFORMATION TECHNOLOGY:**

- New device policies within Intune that now streamline Outlook and OneDrive setup for new devices have been configured and we are monitoring effectiveness.
- We tested and ended up purchasing SmartDeploy. Smartdeploy is a computer imaging solution that will allow us to uniformly deploy Windows 11 going forward. We now will also be able to centrally manage device drivers. It has been configured and we are currently using it for new deployments.
- Information Technology diagnosed the functionality of the Beyerdynamic microphone system. Based on behaviors and error lights IT replaced all the batteries in the microphones. In the process of battery replacement obvious damage was found on the batteries. Upon replacement of the batteries, indicator lights and performance behaved appropriately.

## **Statistics FY 2022 - 2023**

### **STATISTICS:**

<b>DESCRIPTION</b>	<b>2021-2022</b>	<b>2022-2023</b>
Number of Computers Replaced (New or Upgraded)	178	124
Internet Availability (AT&T)	97.6%	98,3%
Internet Availability (Comcast)	98.2%	99.2%
MediaBank Availability	91.7%	95.6%
Number of Wireless Sessions	175,574	224,890
Wireless Availability	98.8%	99.8%
Zoom Meetings	2,187	488
Zoom Meeting Participants	10,319	3,912
Zoom Meeting Minutes	640,267	203,934
Zoom Webinars	187	43
Zoom Webinar Participants	2,486	765
Zoom Webinar Minutes	Not Tracked	45,504
Total Computer Sessions	43,466	45,600
Total Computer Session Hours	30,291	35,141
Total Maintenance Tickets Closed	2,921	4,307
Total Information Technology Tickets Closed	2,302	2,933

### **Report compiled and prepared by:**

Brian P. Hoeg

Division Chief – Facilities and Building Operations

## Annual Grants Report – Origins and Fiscal Year 2022-2023

In its first year as a designated remote position with the responsibility to focus on grant seeking, grant writing, grant training and grant management, timing could not have been better. The story begins before July 1, 2022, however, and will be captured in this report for context to shine light on why this position was developed, the importance of its existence, and its positive monetary impact for Gail Borden Public Library's (GBPL) and its community.

Federal government grants are at an all-time high. Alert Library Trustees recognized this and seized the day (literally within 24 hours) to apply for a federal earmark in April 2022 thanks to US Congressman Raja Krishnamoorthi and his knowledgeable staff. In the Consolidated Appropriations Act, 2023 (Public Law 117-328) (the FY2023 Act), Congress made funding available \$2,982,285,641 for "grants for the Economic Development Initiative (EDI) for the purposes, and in amounts, specified for Community Project Funding/Congressionally Directed Spending." Community Project Funding (CPF) awards are administered by the Department of Housing and Urban Development (HUD). GBPLD's South Elgin Branch Expansion Project is listed on the joint explanatory statement, printed in the Senate section of the Congressional Record on December 20, 2022 ([CREC-2022-12-20-pt3-PgS9325-2.pdf \(congress.gov\)](#)).

CEO Carole Medal received the award letter from HUD on March 2, 2023, confirming that \$2,391,407 was earmarked for GBPLD's South Elgin Branch Expansion. The explicit amount was granted to the dollar, a figure calculated for the Illinois State Library Public Library Construction Act Grant, an application submitted April 14, 2022. Carole Medal received an award letter from Secretary of State Jesse White on August 5, 2022, stating: "I am pleased to inform you that based on program guidelines the Gail Borden Public Library District is eligible to receive an Illinois Public Library Construction Act Program Grant. Your library qualifies for a maximum award of \$904,798.46 contingent upon the availability of funds appropriated for this grant program." The letter was attached to an email from the State Library grant specialist noting: "Please be mindful, that the program last received and appropriation from the Illinois General Assembly in 2019. That appropriation has been exhausted to the point that there are not enough funds remaining to award more grants at this time."

Synchronicity saw four-months of State grant work bear fruit in the federal proposal. Yet the fruit is high on the tree. An extensive and arduous Environmental Review (ER) process must be approved prior to request for release of federal funds. Kane County, an "entitlement community" is GBPLD's Responsible Entity (RE). Kane County was not able to fulfill this role. Fortunately, the Village of South Elgin's Steve Super and Megan Golden, both familiar with HUD, stepped up as the RE, a significant role as the governing authority for the ER, including communication with the eight federally identified Indian tribes and the National State Historic Preservation Office all of whom are party to the project approval. The ER is underway, stretching to reach our goal of starting South Elgin Branch construction in winter 2024.

The South Elgin Branch Expansion is not the only grant project on the docket. The life of a grant writer is fraught with disappointments, averaging one grant awarded for every ten applications, ranging as high as six awards out of ten for most experienced and talented grant writers, according to national statistics (*"Hiring a Grant Writer" GrantsWatch Newsletter 3/10/23*). On average, one grant application typically requires 100 hours, and at least 120 hours for federal grants (GPA 2022). GBPL exceeds the odds, in part because we are choosy. The research and reading of Notices of Funding Opportunities (NOFO), such as the Funding Opportunities for Electric Car Charging Stations at the Library, and guidelines for many types of grants from Grants.gov to local foundations requires time, attention, learning, enrolling in various grants

platforms, listening or leading team meetings with staff and partners involved in discernment of the opportunity before ever putting pen to paper.

The GBPLD Foundation is also often acting fiscal agent as many grantors require 501(c)3 status. Between GBPLD and its Foundation, (including the State grant for which one can still be hopeful in future years for exterior improvements at the South Elgin Branch), \$3,355,855.46 have been actualized or promised. Please see chart below for this position’s current grant activity to date.

Grantor	Project	Requested	Allocated	Received FY22-23	Projected FY23-24	Potential FY24-28
HUD	SE Branch	\$ 2,391,407	\$ 2,391,407	\$ -	\$ 2,391,407	
State	SE Branch	\$ 2,391,407	\$ 904,798	\$ -		\$ 904,798
Seigle Foundation	Violins of Hope	\$ 48,800	\$ 48,800	\$ 48,800		
Palmer Foundation	Violins of Hope	\$ 10,000	\$ 8,000	\$ 8,000		
Arts Midwest 2022	Violins of Hope	\$ 4,000	\$ -			
Kane Co Riverboat	TechKnow Mobile	\$ 27,300	\$ -			
<b>Awards granted</b>			\$ 3,353,005	\$ 56,800	\$ 2,391,407	\$ 904,798

Mentoring and training Library staff to develop grant writing skills and empowering them to apply for grants is an important aspect of this role, as well as writing for awards, letters of recommendation for partners and staff, and related assignments that benefit the community.

In conclusion, it is a pleasure to serve GBPLD in this meaningful capacity which will benefit generations to come. Carole Medal as CEO, COOs and Division Chiefs in Cabinet, and especially Sara Johnson Director of Finance, and staff leadership, contingent to the project, are integral to successful grants. It is an inclusive process, often involving many partners and talented colleagues, such as the Violins of Hope: Elgin Collaborative, and the Village of South Elgin for the Branch project. For their gifts, always gratitude.

Respectfully submitted by *Miriam Anderson Lytle*, Director of Grants



# Public Relations & Development FY 2022 – 2023 Annual Report

*July, 2022 to June, 2023*

## Exhibits Attract People Back to the Library

*Motivating Library Visitors to Explore and Engage.*

### **THE WIZARD OF OZ™ Educational Exhibit *April 29 – August 29, 2022***

The Library searched for an exhibit to bring people back after the pandemic. The Wizard of Oz™ Educational Exhibit from the Miami Children’s Museum and Warner Bros. did that and more. Munchkinland, the Emerald City, Dorothy’s Ruby Slippers and unforgettable characters from the 1939 movie drew visitors from all over Illinois as well as Canada, Arizona, and Texas. During its first three months, the Library saw an attendance increase that averaged approximately 37% with library card sign-ups increasing 9%.

The [Follow the Yellow Brick Road Scavenger Hunt](#) sponsored by the Gail Borden Public Library Foundation brought families to local businesses and reminded them to participate in the Follow the Yellow Brick Road—READ! summer reading challenge. People had fun collecting secret Oz words by scanning QR codes at the 31 scavenger hunt locations 3,500 times. Library visitors also had fun at the Wizard of Oz photo op set up in the Library lobby—they took 5,326 photos. Of those, 3,806 were shared via social media. <https://www.gailborden.info/oz>

### **Pirate Island *October 7, 2022 – January 15, 2023***

With a 24-foot pirate ship as its centerpiece, the [Pirate Island](#) exhibit from the Miami Children’s Museum also brought people back to the Library. A 36% increase in Library visitors as well as a 57% increase in checkouts of pirate- and nautical-themed youth and adult materials were proof of the popularity of this exhibit. Youth materials alone showed an 87% increase in checkouts.

Nearly 500 attended the after-hours Not so Nightmarish Ghost Ship on Grove event that offered tattoos, crafts and a dance party to encourage kids to get a library card and learn what the Library has to offer. In addition to this event, PRAD created an interactive pirate game, a map that guided visitors through the exhibit, with more than 3,000 printed, and a Library-wide scavenger hunt.

The exhibit engaged library visitors as evidenced by comments in four guestbooks. “Great exhibit!! Always the best experience at Gail Borden” and “This is so fun! More stuff like this pls! I’m 21 but I’m having the time of my life.”

### **Black Excellence in Chicago Music *February, 2023***

Created by PRAD, this exhibit put the spotlight on musical artists who had a connection to Chicago and made a significant impact on music, based on a March 17, 2010 *Chicago Magazine* article by Jeff Ruby, [“Top 40 Music Albums by Chicago Artists.”](#)

Louis Armstrong, Muddy Waters, Jennifer Hudson, Chance the Rapper and Mahalia Jackson were just some of the artists who represented different music genres. A special Facebook Live segment with special guest Senator Karina Villa highlighted the exhibit.

Library visitors were able to read about each artist’s background and play a short clip, inspiring many to talk about seeing a particular artist perform at a local jazz club. A few even mentioned that they had performed with some of the artists featured in the exhibit. <https://gailborden.info/blackhistory>

### **Violins of Hope *April 24 – September 15, 2023***

The ten violins on display at the Main Library were played by Jewish musicians before and during the Holocaust. They were donated and restored by the Violins of Hope project established by Amnon and Avshi Weinstein.

The Violins of Hope were from the Jewish Community Centers of Chicago (JCC Chicago). Locally, thanks to the support from the Seigle Foundation, unity encompassed this project as Kneseth Israel, the Elgin Symphony Orchestra, Elgin

Historical Society, School District U-46, City of Elgin and Chamber Music on the Fox collaborated together. Visitors from all over the Chicago area and other states including California, Idaho, Missouri, Wisconsin, Iowa and Colorado viewed the violins. Evident from the comments in the guestbook, many were moved by the stories about the Jewish musicians who played the violins in concentration camps as well as those who risked their lives to save Jewish children and adults from the Nazis.

- “These violins represent a history that tells us so much—forever connecting us to man’s inhumanity to man—and how we manage to survive. Never to be forgotten.”
- “Great way to educate and inform the community about the wonderful contributions and positivity these violins represent.”
- “I had no idea about the role the violins played to help the Jewish people hold onto hope and survive.”

Complementary exhibits included the Jewish Artists Collective Chicago and JCC Chicago’s art exhibit *Strings of Resilience: A Tribute to Violins of Hope* and the *Jewish Experience in Elgin* from the Elgin History Museum. Programs featured *Violins of Hope* author James A. Grymes and Avshi Weinstein, son of *Violins of Hope* founder Amnon Weinstein. The Chamber Music on the Fox String Quartet performed on some of the actual violins from *Violins of Hope*, bringing some of the audience to tears and reinforcing messages of hope and resilience. <https://gailborden.info/violinsofhope>

### **Teenage Mutant Ninja Turtles™ Share Secrets of the Sewer June 2 – August 27, 2023**

This exhibit from the Children’s Museum of Indianapolis created excitement for long-time and new Turtle fans and was an effective launchpad for those in the community to sign up for the Reading is Rad Summer Reading Challenge. While it was on display during June, July and August, the number of visitors to Main increased by 20%, compared to those months in 2022. Reporter [Mike Danahey’s article](#) about the exhibit, *Cowabunga! Teenage Mutant Ninja Turtles exhibit taking over Elgin library and its summer reading program*, appeared on the front page of the Elgin Courier-News.

Families played collaborative games, learned the Turtles’ secrets to team-building skills and solved puzzles together. Photos with the Turtles gave families an incentive to sign up for summer reading with a chance to get their pictures taken with Raphael and Michelangelo. About 435 got their photo taken including State Rep. Anna Moeller and Sen. Cristina Castro.

The Reading is Rad Scavenger Hunt, sponsored by the [Gail Borden Public Library Foundation](#) with special recognition for KCT Credit Union and Elgin State Bank, was a great reminder for local residents to sign up for summer reading. <https://gailborden.info/turtles>

### **Committed to Diversity, Equity and Inclusion**

*Appreciating different cultures and providing a welcoming environment for all library visitors.*

### **Celebrating the History of Hispanics in our Community**

This exhibit was created by PRAD for Hispanic Heritage Month 2022 with some photos and text from historian and advocate Mary Camacho, former director of Centro de Información Jaime Garcia, and the Elgin History Museum. It celebrated the influence that Elgin’s Hispanic people have had on our culture including music, food, education, religion and family. PRAD created copies of some panels that were displayed at Judson University.

### **Ofrenda for Day of the Dead**

For the first time, the library community was able to visit a traditional Mexican Ofrenda at the Library for Day of the Dead to remember loved ones in 2022. PRAD assisted with the display including framing and displaying photos of family members who have passed away. Community feedback was overwhelming:

- Thank you Gail Borden Public Library for doing this. So happy I was able to add my grandma’s photo to the ofrenda.
- Thank you for appreciating one of our beautiful Mexican traditions.

## Native American Heritage Month

November's GBTV episode gave special mention to a Native American Heritage Month Book List to give recognition and educate the community about the culture.

## Black History Month

In addition to creating the 2023 Black Excellence in Chicago Music exhibit, PRAD put its 2022 Black History Exhibit, The Settlement, on display at O'Neil Elementary School in Elgin so that students could learn about the history and residents of the Black Elgin neighborhood. Also, the PRAD team created a miniature version of The Settlement exhibit that was used in partnership with the Elgin History Museum for a community Black history event.

## Celebrating Elected Women Officials Photo Exhibit

To celebrate Women's History Month in March, 2023, PRAD created an exhibit with portraits of local elected women officials from the school district, city council, county board and other positions. State Senator Karina Villa toured the Main Library, receiving information about how we serve our community.

## Jewish American Heritage Month

The post about Celebrating Jewish American Heritage Month and The Jewish Experience in Elgin exhibit on display at the Main Library in May, 2023 reached more than 36,900 people, was viewed more than 2,100 times and was liked by over 600 people.

## Authors in the Spotlight During Pride Month

After collaborating with the Library's Pride Committee to determine content and visuals, PRAD created the Pride exhibit to highlight contemporary LGBTQ+ themed books and iconic authors.

## Collaborating with Community

***Partnering with local organizations and people to impact our community and beyond.***

- The Student Success Card program is expanding and has been activated at a fourth U-46 school, Gifford Elementary. PRAD graphic designers helped by designing and installing vinyl on a book drop that will be placed at the school to make it easier for students to return books.
- During the Wizard of Oz exhibit, St. Charles resident Alice Wilson reached out and lent the Library items from her private collection of Oz memorabilia. Mike Danahey's article for the Elgin Courier-News made the front page— ***Woman's 'Wizard of Oz' collection added to Elgin library's exhibit: "It's about family and happy memories."*** [Read the full Courier-News article here.](#)
- Open Door Health Center of Illinois and PRAD set up the New Faces of HIV/AIDS exhibit to educate the public about the increase of AIDS and help in fighting the stigma attached to the disease.
- The PRAD team assisted the Elgin Corps Salvation Army with the setup and promotion of decorated kettles for the Design a Kettle Challenge in which library visitors voted for their favorite and donated money. More than \$17,000 was raised for the Salvation Army.
- The [ON TO 2050: The Long-Range Plan for Northeastern Illinois exhibit](#) from the Chicago Metropolitan Agency for Planning was installed for Library visitors to learn how the plan addresses transportation, equity, the environment and other quality-of-life issues. <https://www.gailborden.info/2050>
- In response to a request by Elgin Mayor David Kaptain, PRAD partnered with the Northwest Water Planning Alliance Sensible Salting Committee to create an informational exhibit, Salt Smart and You, to educate people about the proper use of salt and how extensive use causes damaging effects to the environment, animals and our drinking water. The exhibit was on display at the Main Library and at other libraries and venues. <https://www.gailborden.info/sensibleSalting>
- The Upstate 8 Conference Art Show, showcasing artwork from 10 local high schools, was put on display with the assistance of the PRAD team.
- The Facebook Live with local physician Dr. Poulos welcomed new presenter Elisa Lara from VNA. [Health Talk with Dr. Poulos, Elisa Lara & Martha Martinez](#) expanded to include more health-related issues. <https://www.gailborden.info/healthtalk>

- PRAD was a significant contributor to the recent Open Elgin event that welcomed people from more than 70 zip codes to enjoy this area’s unique architecture. The Library partnered with the Elgin Area Chamber, City of Elgin, School District U-46, Elgin History Museum and many others.
- Pascuala Herrera, the 2022 Spanish Language Self-Published Author winner of the Soon to be Famous Illinois Author Project, won the national Indie Author Project contest now in 15 states and 2 Canadian provinces. It originated in Illinois with leadership and assistance from Gail Borden Library staff.

## Communicating to the Community

*Delivering information that enhances lives using a variety of communication channels.*

### Video

- The number of subscribers of the Library’s YouTube channel has grown to reach about 1,350.
- Our Facebook videos garnered 12,039 views in June, 2023 and had 1,152 engagements on videos (a nearly 9% increase from May). The most popular video was the TMNT exhibit Live, which was viewed 2,500 times, reached 4,200 people, and engaged 108.
- PRAD filmed a video featuring the Fox River Bike Path, landing the message that the Library is the perfect pit stop for cyclists. The video garnered 13,911 video views.
- The team helped prepare for and filmed a visit from Congressman Raja Krishnamoorthi, whose leadership led to \$2,391,407 in Community Project Funding for the expansion of the South Elgin Branch. In his talk, he stressed how libraries contribute to our youth’s development in learning.
- The PRAD team wrote, acted and filmed the [summer reading video](#), which has been liked more than 100 times and has had over 5,600 views.
- Several Live with Dr. Poulos videos covered questions about COVID and other health concerns.
- Facebook video *Top 10 Picture Books of 2022* garnered 534 views and reached nearly 1,200 people.
- The Manager of Life Enrichment Services talked about the library’s memory care collection that offers puzzles, board games and toys for those with Alzheimer’s Disease and related dementias as well as resource books. This Facebook live reached 1,038 people.
- A [Mini Holiday Book Sale Promo with Mrs. Claus](#) in November, 2022 via Facebook Live garnered 12,100 video views, reached 11,797 people and had 161 engagements.
- The team filmed and created a Library Volunteer Appreciation video for the Volunteers of Gail Borden Library with staff members expressing their appreciation for volunteers who have given their time and dedication to help staff members.

### Social Media Posts

The Library has more than 14,000 Facebook followers.

- We reached more than 128,643 people on our Facebook channel in June, 2023 with the Turtle exhibit and onset of the summer reading challenge—a 24.6% increase from May. One of the most popular posts on our page this month were photos of the TMNT exhibit arriving and getting set up. This post reached nearly 30,000 people and engaged 7,326, including comments such as:
  - *You always have first class summer exhibits. I brag about you all the time!*
- A May, 2023 post featured youngsters who met Leonardo while he was being moved during the Turtle exhibit installation. Their mom posted “Such a cool experience! Thank you for letting us see Leonardo early & take a photo! We are very excited for the exhibit to open next week.” This post was liked by 125 people and has reached over 14,000 people.
- The [Courier-News article](#) about the Library of Things offerings reached 6,300 people and engaged 936. Some comments after we boosted the article:
  - *I checked out a pair of your binoculars and took them to Greece where they came in very handy hiking in the mountains and on board ferries on the Aegean Sea.*
  - *This is a great idea, making a great library even greater.*
- The post introducing the new Social Services Manager reached nearly 7,000 people and had 470 engagements, informing the community that the Library now has someone dedicated to helping people find the services and resources they need.

- A photo of a dad and daughter reading on the upper deck of the pirate ship during the Pirate Island exhibit was one of the most popular Facebook posts reaching about 10,000 people and garnering 409 engagements.
- [The announcement of the \\$2.4 million for the South Elgin Branch expansion](#), reached over 13,300 people and engaged more than 1,074 people in a January, 2023 Facebook post.

## Print

The Library's print newsletter is sent to more than 55,000 households every other month. It provides information about library programs, special events and services as well as an informational insert from the City of Elgin.

- PRAD created a four-page brochure highlighting services that the Library offers at all three locations as well as online. The brochure was included as an insert in the September-October print newsletter.

## Online Newsletter

The Library's weekly eNewsletter, GailMail, is sent to more than 40,000. During this fiscal year, there was an open rate of 32%, or 540,385 opens.

## Green Screen Photobooth for Library Visitors

Between May 5, 2022 and May 11, 2023, visitors took 10,223 photos featuring Wizard of Oz, Hispanic Heritage Month, Banned Books Week, Comic Book Mania, Pirate Island and National Library Week; of those, 7,097 were shared to the user via SMS or Email.

## RECOGNITION

### Daily Herald Diversity in Business Award

Gail Borden Library was the recipient of this award for showing "exceptional commitment to promoting practices that advance diversity and inclusion in the workplace, in business leadership and who bolster equality across all areas of diversity; including age, disability, gender, sexual orientation, race and religion." Among the 14 honorees, Gail Borden Library was the only library to be recognized.

### The 2022 Elgin Image Awards

- The 2020 Census Team, in which the library was heavily involved, received the Gamechanger Project Award for its successful outreach efforts that saw Elgin experience the largest increase in population of cities over 100,000 at 6%. The number of citizens counted will positively affect Elgin over the next ten years in terms of the amount of Federal and other funding the City receives.
- Gail Borden Library's Elgin Area Pandemic Team received the award DEI or Building Equity: Creating a Difference Groups: Organizations or businesses that have helped significantly improve Elgin's image. Members of the Pandemic Team helped more than 1,800 vulnerable people who had been negatively impacted by the pandemic with vaccines, food and cleaning products as well as utility and rental assistance.

### Published Article

The Director of Communications had an article published in the November issue of ALSC Matters, a publication of the Association for Library Service to Children (a division of the American Library Association). [Traveling Along the Yellow Brick Road to the Library](#) described The Wizard of Oz™ Educational Exhibit's impact on the community.

## Fundraising

Prad continued fundraising activities, obtaining matching funds from the U-46 Foundation to add a 4th school to the much needed Student Success Cards project. We continue to enjoy wonderful support from our Gail Borden Public Library District Foundation, KCT Credit Union and Elgin State Bank with many projects. The Alebrijes, Creatures of a Dream World, brought in many more sponsors. Other sponsors included the Palmer Foundation, SIGMA Roofing & Siding Inc., Emi Morales, Attorney at Law/Abogada, St. Edward Catholic High School, SMC Shales McNutt Construction, Orale Güey Mexican Modern Cuisine, McKay Family Charitable Fund, Bear Family Restaurants and Mexican Cultural Center of DuPage.

## **Department Changes**

- The addition of the PTZ (Pan, Tilt, Zoom) camera is providing more opportunities for learning and more effective filming.
- The department began filming Library Board meetings, leaving equipment in place overnight to film Coffee with Carole sessions the following day.

## Public Services: Annual Report FY 22/23

- Information Services began a partnership with Worknet Batavia to offer resume and job-hunting assistance.
- At the end of Summer Reading 2022, readers were transported to the Emerald City with our “Wizard of Oz” Follow *the Yellow Brick Road-Read* theme. We saw 7,409 finishers.
- Public Programs formed a new partnership with the Kane County Model Railroad Club. Over 300 patrons enjoyed the model railroad displayed in the Meadows Community Rooms.
- In July 2022, we welcomed the new Director of Hispanic Services.
- The Digital Media Lab collaborated for the first time with the Boys & Girls Club Take 2 Summer Camp.
- In August, Elgin Genealogy Society began offering research hours again, which is the first time since the pandemic shutdown. September marked the return of in-person class visits and programs in KidSpace.
- Grants/Gifts: The Golden K Kiwanis Club donated \$4000.00 to be used for serving children. We received \$15,000 from Comcast NBCUniversal Foundation for technology classes, instructors, and supplies.
- Public Programming successfully brought back the Global Neighbor series, to help promote understanding of our diverse communities. This year’s programs: Ukraine, Laos and India/Pakistan.
- In October 2022, Information Services accepted it’s 10,000<sup>th</sup> U.S. passport application!
- Also in October, we installed our first Ofrenda, with community members submitting photos to remember lost loved one.
- Staff ILA presentations: Our Early Literacy Service Manager presented two sessions: *Presenting Early Literacy Programming with a Culturally Aware and Inclusive Lens* and *The Diversity of Auditing: Collections & Beyond*. Our Grade School Services Manager hosted the *Youth and Young Adult Services Unconference*. She also became a mentor for a new ILA Youth Services Forum. Our Manager of Public Programs, along with the Community Engagement Manager, presented “Building Cultural Awareness in Diverse Communities” and focused on our *Global Neighbor Series & Interfaith Group Discussions*.
- Book Fairs: One KidSpace Librarian attended the LIBER International Book Fair in Barcelona as one of only 20 American Librarian’s invited and financially supported by the Embassy of Spain’s Trade Commission. Three Librarians attended the Feria Internacional del Libro in Guadalajara to purchase Spanish language materials. ALA offers a free pass to this event, which also includes a travel stipend. Library Book Fairs included: The Local Author Fair, our first local Latino Author Fair during Hispanic Heritage Month, and our first Local Children’s Author’s Fair in Aug 2023.
- The Studio 270 team have focused this year on attending organizations and visiting schools to increase attendance after COVID. Staff attended: U46’s annual *Explore Expo*, an Elgin High School Hispanic Heritage event, we sat on the ECC Community Advisory Board focusing on college readiness, and attended a new community networking group that serves at-risk teens. We continue to attend U46 *Alignment’s Education Pathways* meetings.
- Hispanic Services collaborated with Elgin’s Open-Door clinic and hosted a ribbon cutting ceremony for the photo exhibit: *The New Faces of Aids*, recognizing World Aids Day.
- Director of Studio 270 was chosen to serve on the Alex Award Committee. This is a nationally recognized ALA award that selects the best adult books with strong appeal to teens.
- At our signature 3 Kings Event, we had new partners, the Open-Door Clinic and Community Crisis Center, who donated toys and five businesses sponsored food for the event. A singer and cellist from Elgin Symphony orchestra also performed at the celebration.

- In the Digital Media Lab, we worked with ECC professor who is recording her book *Addio, Love Monster*, which was the recent winner of the Best New Independent Press Fiction Award from the Chicago Writers Association.
- As part of our daily mission to support and promote literacy, we debuted a new type of Winter Reading program this month, featuring the picture book *Mother Bruce* by Ryan Higgins. We partnered with the Elgin Public Museum of Natural History and Anthropology. Over 300 read more than 120,000 minutes.
- The Start in Your Yard series, provided by the Wild Ones of Greater Kane County and the Elgin Sustainability Commission, was a popular multi-series program session throughout the year.
- Information Services welcomed our new Social Services Manager on February 8<sup>th</sup>.
- We held another successful *Health & Wellness Fair* with 14 organizations participating.
- A "Recorded Programs On-Demand" webpage was created so programmers could more easily post and organize our recorded programs by topic. *History of Knitting* is our most popular program, with over 50K views.
- The new passport desk opened in March 2023, separating the service from the Info Desk, giving us more space and our own passport phone line. A Square Register and better lighting were also added.
- KidSpace focused on the stars over Spring Break and a few highlights included: *Blast Off with NASA*, a program featuring NASA education specialist LaTina Taylor.
- A new partnership was formed with the Kane County Model Railroad Club. Over 300 visitors enjoyed the model railroad exhibit displayed in the Meadows Community Rooms.
- At Elgin High we hosted the final event for 49<sup>th</sup> season of Battle of the Books! Special guest was author Candace Fleming. We celebrated a first-place tie between Fox Meadow Team 1 and Spring Trail schools!
- We added new Adaptive Kits to KidSpace. There's are for use inside the library and are filled with items to help those with sensory overload.
- The Public Programs department helped support the Violins of Hope exhibit's grand opening event and hosted the program *Luminaries: Distinctive Lives of Elgin's Jewish Experience*. We also held a showing of the movie Crescendo.
- The Reference Desk is seeing an uptick in customer's coming to us after being scammed or dealing with identity theft and our knowledgeable reference staff is finding reliable information to assist.
- After 46 years at the Gail Borden Library District, we said goodbye to Tina Birkholz, who retired as our longest working staff member.
- Public Programs joined the Library Speakers Consortium, a nationwide group that provides author talks online.
- Our Career Services Librarian partnered with the Illinois Department of Employment Security (IDES) to jointly host a community job fair, there are many jobs and not enough people to fill them.
- We added privacy screens to the staff computers in the Computer Center, to help protect sensitive information while we are assisting customers. We also removed two computers to make laptop stations as we are seeing more people bringing in laptops to work and print wirelessly.
- In May 2023, Social Services became part of the HIPAA compliant Integrated Referral & Intake Service through the Kane County Health Department. This is an online platform that helps organizations connect people with the best resources for their needs.
- Summer 2023 geared up in June with a *Teenage Mutant Turtle* themed kickoff. Teen volunteers helped at the event.
- KidSpace's Debbie R. received the 2023 Youth Services Achievement Award from the Illinois Library Association.



# Public Services FY 22/23 | Statistics at a Glance

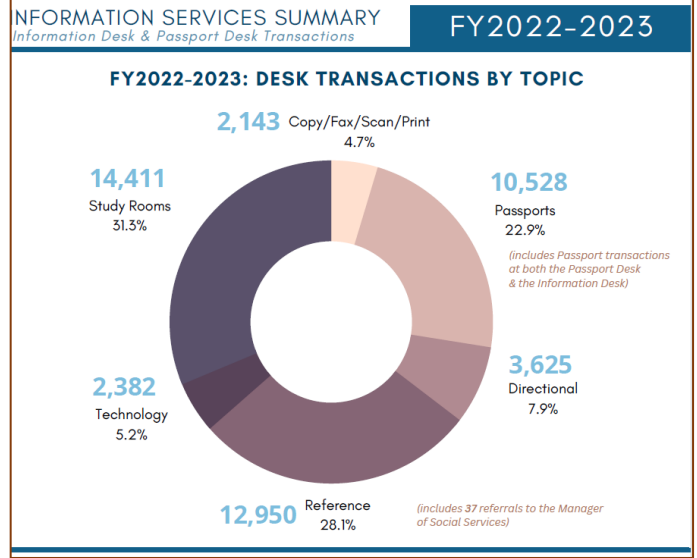
**FY 2022-2023 PASSPORT SERVICES SUMMARY**

**2,199** TOTAL PASSPORT APPLICATIONS  
**2,330** TOTAL PASSPORT PHOTOS

**80%**  
 Percent of passport applicants who had their photo taken at Gall Borden Public Library

**\$104,345** Passport Execution + Photo Fees Collected  
**\$4,785.87** Postage & Card Fees (\$4,676.95 FY postage fees + \$108.92 June 2023 card fees)  
**\$99,559.13** Fiscal Year Profit (before additional expenses)

The Passport Desk began accepting credit/debit card payments on June 1, 2023 for passport fees paid to the library. 44% of library passport payments were made with a card. The library paid a total of \$108.92 in processing fees.



**NOTE:** This summary **excludes** Hispanic Services & Branches

**July 1, 2022 - June 30, 2023 Adult Programs at Main**

Type	No. of Programs	Registration	Attendance
Activity /Community	24	333	1977
Author Talk	6	143	204
Book Club & Discussion Groups	151	610	1219
Business & Finance	18	271	498
College & Careers	9	37	130
Computer & Technology	136	1500	858
Cultural	7	297	640
Films	17	197	200
Health & Wellness	20	337	889
History	19	721	1193
Music & Performance	35	1739	2210
Nature & Science	11	858	1724
<b>Total</b>	<b>453</b>	<b>7,043</b>	<b>11,742</b>
<b>Virtual Programs</b>	<b>38</b>	<b>1,078</b>	<b>2,453</b>
<b>Recorded Programs</b>	<b>N/A</b>	<b>N/A</b>	<b>1,564</b>

**HISPANIC SERVICES**

PROGRAMS: 338  
 ATTENDANCE: 15,338  
 TRANSLATION & INTERPRETATION: 71 HOURS

**DIGITAL MEDIA LAB**  
 674 BOOKED APPOINTMENTS

**FY2022-2023 STUDY ROOM USE SUMMARY**

**14,411** TOTAL STUDY ROOM USE  
*a 29% increase in study room use over FY2021-2022*

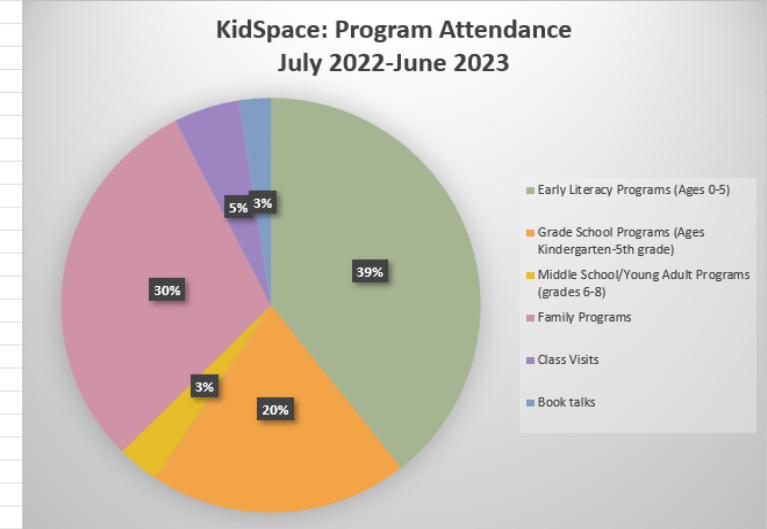
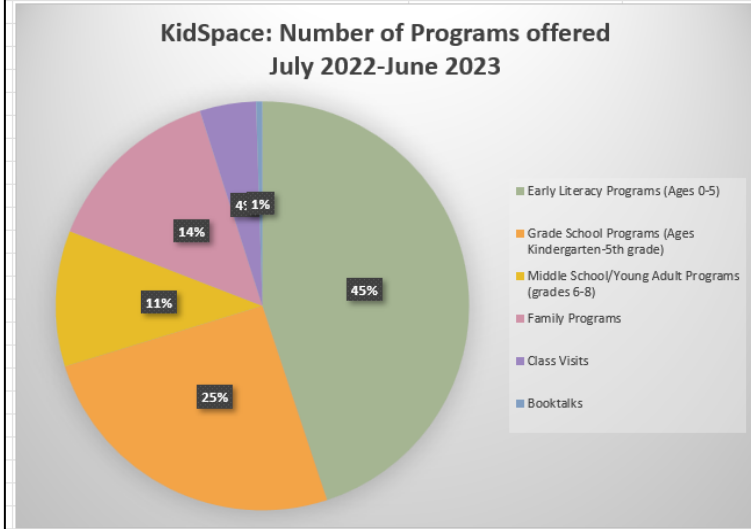
**352** total operating days in FY2022-2023  
**41** average use per operating day

**Meeting Rooms Usage for 22-23**

**FY 2022 - 2023 Outside Group Bookings**

Month FY 22-23	Requests	Rooms Used	Attendance	Fees
Jul	21	13	264	\$425
Aug	9	8	85	\$60
Sep	11	7	122	\$110
Oct	17	6	53	\$0
Nov	13	11	212	\$150
Dec	14	10	145	\$190
Jan	21	13	151	\$90
Feb	20	14	265	\$300
Mar	26	12	170	\$40
Apr	25	17	220	\$285
May	19	13	322	\$110
Jun	14	11	176	\$90
<b>Totals</b>	<b>210</b>	<b>135</b>	<b>2185</b>	<b>\$1,850</b>

Program Type	Number of Programs offered	Attendance
Early Literacy Programs (Ages 0-5)	368	10261
Grade School Programs (Ages Kindergarten-5th grade)	207	5205
Middle School/Young Adult Programs (grades 6-8)	88	854
Family Programs	116	7801
Class Visits	36	1333
Booktalks	4	635



**GAIL BORDEN PUBLIC LIBRARY DISTRICT, ILLINOIS**

**Financial Report of Cash Receipts and Disbursements  
For the Fiscal Year Ended June 30, 2023 (Unaudited)**

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**General Fund**

Receipts for the Year

Property Taxes	\$ 15,085,467
Replacement Taxes	516,292
Grants Received	311,626
Books Lost and Paid	17,003
Computers	1,065
E-Rate Program	52,549
Fax and Copy Machines	48,462
Fines and Fees	2,848
Laminating	953
Passports	104,568
Miscellaneous Charges	15,149
Investment Income	273,588
Rental Income	50,696
Miscellaneous	42,413

Total Receipts for the Year 16,522,679

Disbursements for the Year

Salaries and Benefits	8,280,395
Maintenance Salaries and Benefits	341,097
Main	
Books	326,706
Periodicals	12,395
Audio Visual Material	95,238
Electronic Media	567,996
Natural Gas	91,718
Electricity	197,646
Telephone	67,924
Computer	764,122
Branch	
Books	45,420
Periodicals	4,355
Audio Visual Material	34,234
Electricity	11,706
Water and Sewer	24,272

**GAIL BORDEN PUBLIC LIBRARY DISTRICT, ILLINOIS**

**Financial Report of Cash Receipts and Disbursements  
For the Fiscal Year Ended June 30, 2023 (Unaudited)**

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**General Fund - Continued**

Disbursements for the Year - Continued

Binding	1,000
Capital Improvements	173,422
Conferences	35,922
Consulting and Professional Expense	344,680
Contingency	2,231
Continuing Education	20,816
Copier Leases and Maintenance	52,754
Fuel	9,855
Grant Expenditures	8,821
Insurance	1,133,512
Legal Publications	1,623
Supplies	237,760
Payroll Processing	43,590
Postage and Express	11,600
Printing	4,921
Public Programming	54,743
Public Relations	147,396
Vehicle Maintenance	16,600
Volunteers	3,291
Real Estate Taxes	4,643
Principal Expense	120,000
Interest and Fiscal Charges	15,139
Banking Fees	11,722
Digital Services	29,584
Food and Beverage	9,122
Equipment	153,117
Miscellaneous	162,254
	<hr/>
Total Disbursements for the Year	13,675,342
	<hr/>
Excess (Deficit) of Receipts Over Disbursements	2,847,337
Change in Accruals	(106,165)
Cash and Investments at June 30, 2022	8,163,060
	<hr/>
Cash and Investments at June 30, 2023	10,904,232
	<hr/> <hr/>

**GAIL BORDEN PUBLIC LIBRARY DISTRICT, ILLINOIS**

**Financial Report of Cash Receipts and Disbursements  
For the Fiscal Year Ended June 30, 2023 (Unaudited)**

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**Audit Fund**

Receipts for the Year	
Property Taxes	\$ 16,418
Disbursements for the Year	
Consulting and Professional Expense	<u>14,979</u>
Excess (Deficit) of Receipts Over Disbursements	1,439
Change in Accruals	106
Cash and Investments at June 30, 2022	<u>4,938</u>
Cash and Investments at June 30, 2023	<u><u>6,483</u></u>

**Building and Equipment Fund**

Receipts for the Year	
Property Taxes	<u>\$ 644,995</u>
Disbursements for the Year	
Repairs and Maintenance	599,174
Supplies	25,036
Contingency	57,478
Miscellaneous	<u>5,062</u>
Total Disbursements for the Year	<u>686,750</u>
Excess (Deficit) of Receipts Over Disbursements	(41,755)
Change in Accruals	19,953
Cash and Investments at June 30, 2022	<u>80,113</u>
Cash and Investments at June 30, 2023	<u><u>58,311</u></u>

**GAIL BORDEN PUBLIC LIBRARY DISTRICT, ILLINOIS**

**Financial Report of Cash Receipts and Disbursements  
For the Fiscal Year Ended June 30, 2023 (Unaudited)**

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**Building Reserve Fund**

Receipts for the Year	
Investment Income (Loss)	\$ 18,480
Disbursements for the Year	
Debt Service	
Interest and Fiscal Charges	1,312
Total Disbursements for the Year	1,312
Excess (Deficit) of Receipts Over Disbursements	17,168
Change in Accruals	(18,829)
Cash and Investments at June 30, 2022	702,070
Cash and Investments at June 30, 2023	700,409

**Illinois Municipal Retirement Fund**

Receipts for the Year	
Property Taxes	\$ 840,909
Replacement Taxes	18,338
Total Receipts for the Year	859,247
Disbursements for the Year	
Consulting and Professional Expense	799,151
Excess (Deficit) of Receipts Over Disbursements	60,096
Change in Accruals	(9,528)
Cash and Investments at June 30, 2022	88,080
Cash and Investments at June 30, 2023	138,648

**GAIL BORDEN PUBLIC LIBRARY DISTRICT, ILLINOIS**

**Financial Report of Cash Receipts and Disbursements  
For the Fiscal Year Ended June 30, 2023 (Unaudited)**

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**Social Security Fund**

Receipts for the Year	
Property Taxes	\$ 614,656
Disbursements for the Year	
Consulting and Professional Expense	<u>645,962</u>
Excess (Deficit) of Receipts Over Disbursements	(31,306)
Change in Accruals	(8,081)
Cash and Investments at June 30, 2022	<u>102,077</u>
Cash and Investments at June 30, 2023	<u><u>62,690</u></u>

**Liability Insurance Fund**

Receipts for the Year	
Property Taxes	<u>\$ 236,705</u>
Disbursements for the Year	
Salaries Benefits	19,857
Insurance	<u>231,058</u>
Total Disbursements for the Year	<u>250,915</u>
Excess (Deficit) of Receipts Over Disbursements	(14,210)
Change in Accruals	(16,239)
Cash and Investments at June 30, 2022	<u>49,909</u>
Cash and Investments at June 30, 2023	<u><u>19,460</u></u>

**GAIL BORDEN PUBLIC LIBRARY DISTRICT, ILLINOIS**

**Financial Report of Cash Receipts and Disbursements  
For the Fiscal Year Ended June 30, 2023 (Unaudited)**

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**Gift Fund**

Receipts for the Year	
Miscellaneous Donations	\$ 11,190
Disbursements for the Year	
Public Programming	<u>19,977</u>
Excess (Deficit) of Receipts Over Disbursements	(8,787)
Change in Accruals	—
Cash and Investments at June 30, 2022	<u>84,341</u>
Cash and Investments at June 30, 2023	<u><u>75,554</u></u>

**Circulation Statistics  
Annual Report 2022-2023**

**MATERIAL USAGE COMPARISONS**

	2021-2022	2022-2023
Adult Materials		
Book	262,364	267,719
Non-Book	477,543	474,182
Total Adult Materials	739,907	741,901
Youth & Children's Materials		
Book	371,060	390,666
Non-Book	59,593	54,931
Total Youth & Children's Materials	430,653	445,597
 GRAND TOTAL	 1,170,560	 1,187,498

**NON-BOOK MATERIAL COMPARISONS**

	2021-2022	2022-2023
Art Prints	338	413
Art Print Bags	241	265
AV Equipment	3,126	4,659
Compact Discs	19,915	17,763
DVDs	205,985	164,909
E music	74,730	78,628
E Movies	11,198	16,234
E Music Videos	881	1,241
E TV	5,325	4,787
Movies (Roku)	N/A	N/A
Kits - Cassette/Book	690	1,100
Library of Things	928	1,752
Periodicals	4,261	5,429
Puzzles	2,621	2,208
Recorded Books	N/A	N/A
Toys and Games	2,208	2,819
Video tapes	49	107
Video Games	5,031	6,336
ebooks	97,348	104,557
eaudiobooks	91,129	108,012
Digital Magazines	0	0



**Circulation Statistics, cont.  
Annual Report 2021-2022**

**RAILS RECIPROCAL BORROWING**

	2021-2022	2022-2023
Algonquin	586	557
Antioch	98	24
Arlington Heights	5	4
Barrington	36	5
Cary	78	128
Cook Memorial	0	10
Crystal Lake	520	226
Deerfield	0	1
DesPlaines	0	0
Dundee	7,135	7619
Ela (Lake Zurich)	0	5
Elk Grove Village	6	0
Evanston	0	0
Fox Lake	6	239
Fox River Grove	0	3
Freemont (Mundelein)	0	0
Glencoe	0	0
Glenview	0	0
Grayslake	0	62
Highland Park	0	0
Highwood	0	0
Huntley	284	352
Indian Trails (Wheeling)	101	27
Lake Bluff	0	0
Lake Forest	0	0
Lake Villa	0	0
Lincolnwood	0	0
McHenry	2	7
River East	0	0
Morton Grove	0	0
Mt. Prospect	90	87
Niles	0	0
North Chicago	0	0
Northbrook	0	15
Palatine	30	71
Park Ridge	0	0
Prospect Heights	0	0
Rolling Meadows	0	4
Round Lake	0	0
Schaumburg	323	378
Skokie	0	0
Vernon Hills	11	0
Warren-Newport	0	0
Wauconda	0	0
Waukegan	10	2
Wilmette	0	0
Winnetka	0	0
Zion	0	0
Total Borrowings	9,321	9,826

**Circulation Statistics, cont.  
Annual Report 2021-2022**

**REGISTRATION**

	2021-2022	2022-2023
In District	90,553	70,931
Out of District		
Contract Cards	17	25
Reciprocal Borrowers	5,790	5,546
Total	96,360	76,502
Summer Camp (temporary)	0	

**RESERVES PLACED**

	2021-2022	2022-2023
Total Reserves Placed	134,965	124,770