

**AGENDA - REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JULY 17, 2024 - 7:00 PM  
HAMMOND ROOM  
320 PARK AVE.  
GLENCOE, IL 60022**

The Glencoe Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Library Board, and who require certain accommodations in order to allow them to observe and/or participate in this meeting; or who have questions regarding the accessibility of these meetings or the facility are requested to contact Andrew Kim, Executive Director, at (847) 835-5056 promptly to allow the Library to make reasonable accommodations for those persons.

- 1) CALL TO ORDER - 7:00 p.m.
- 2) ROLL CALL
- 3) ADDITIONS TO THE AGENDA
- 4) CONSENT AGENDA (ACTION)
  - a. Approval of the June 19, 2024, Committee of the Whole minutes 3
  - b. Approval of the June 19, 2024, Regular Board Meeting minutes 5
  - c. Approval to close the library building and suspend services for Staff  
Development Day 9
  - d. Approval of the Internet Use Policy revision 10
- 5) PUBLIC COMMENT
- 6) COMMUNICATIONS 18
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) COMMITTEE REPORTS - 7:30 p.m.
  - a. Building & Grounds X V
  - b. Finance
  - c. Marketing
  - d. Plan Commission
  - e. Planning

- f. Policy & Bylaws
  - g. Sustainability Task Force
  - h. Technology
- 9) REPORT OF THE EXECUTIVE DIRECTOR - 8:00 p.m.
- a. Director's report - from June 20 to July 12, 2024
  - b. Monthly statistics - June 2024
- 10) NEW BUSINESS
- a. Presentation of the Second Quarter 2024 update for the 2023-2024  
Implementation Plan
- 11) CLOSED SESSION
- 12) ADJOURNMENT

**COMMITTEE OF THE WHOLE MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JUNE 19, 2024 – 6:00 P.M.  
HAMMOND ROOM  
320 PARK AVE, GLENCOE, ILLINOIS 60022**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER:**

President Parfitt called the meeting to order at 6:02 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, Beth Schencker and Nan Weiss-Ham. Present were library management team members Ann Finstad, Becky Halcli, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present was library staff member Jeff D’Anastasio. Also in attendance was Taylor Baxter, Village of Glencoe Development Services Director. Trustee Pope exited the meeting at 6:30 p.m. Grace Hayek exited the meeting at 6:35 p.m. Joseph Laudont of Lauterbach & Amen entered at 6:53 p.m.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) PUBLIC COMMENT:**

There was no public comment.

**5) PRESENTATION OF THE VILLAGE OF GLENCOE COMPREHENSIVE PLAN DRAFT:**

Taylor Baxter, Village of Glencoe Development Services Director, presented an overview of the latest version of the Village of Glencoe Comprehensive Plan Draft. Highlights included a description of the scope, planning process, and makeup of the plan. Five Big Ideas form the structure of the plan, and a sixth chapter considers future Land Use.

The Trustees were asked to review the draft, and to provide feedback on how the plan’s goals and objectives aligned with the perspective of the Library Board. In addition, any issues relevant to the library were to be noted, and any strategies that would benefit from participation of the Library Board in implementing were to be identified. The Director and Trustees agreed that including the Library Board in any information related to the demographics of future residents was essential. Further clarification of how the library will be included in education and sustainability goals was also requested.

Mr. Baxter informed the Board that the Village will host a Community Open House at the Writer’s Theater on July 9 to present the Draft Comprehensive Plan.

**6) CLOSED SESSION:**

There was no Closed Session.

**7) ADJOURNMENT:**

President Parfitt adjourned the meeting at 6:58 p.m.

Respectfully submitted by Jeff D'Anastasio

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JUNE 19, 2024 – 7:00 P.M.  
HAMMOND ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER:**

President Parfitt called the meeting to order at 7:05 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Beth Schencker and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present were Friends Board President Marti Wick and library staff member Jeff D'Anastasio. Guest Joseph Laudont from Lauterbach & Amen was also present. Absent: Michael Pope.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA:**

a. Approval of the May 15, 2024, Regular Board Meeting (RBM) minutes

b. Approval of the Interlibrary Loan Policy revision

Given the library's participation in the Find More Illinois—which adds a new layer of discovery for patrons searching for interlibrary loan materials—the policy review was timely. Head of Circulation Services Danny Burdett led the revision and worked with Trustee Fiffer.

Trustees recommended further edits which Trustee Fiffer agreed would improve the policy.

c. Approval of the Public Display and Exhibit Policy revision

The policy was reviewed by the management team and Trustee Fiffer. There were no new nor significant changes, but the wording of usage guidelines was clarified.

On BP page 17, Trustee Krafcisin recommended moving the second sentence of B. into its own part C., and re-lettering the remaining sections accordingly (C. to F. became D. to G.).

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Lin, **TO APPROVE THE MAY 15, 2024, RBM MINUTES AS PRESENTED, AND TO APPROVE**

**THE INTERLIBRARY LOAN AND THE PUBLIC DISPLAY AND EXHIBIT POLICY REVISIONS AS AMENDED.**

The **MOTION PASSED BY UNANIMOUS** voice vote of those present.

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Schencker, Weiss-Ham

Nays: None

Absent: Pope

**5) PUBLIC COMMENT:**

There was no public comment.

**6) COMMUNICATIONS:**

There were no comments regarding Communications.

**7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:**

At their May 20 Board Meeting, the Friends announced their support of \$10,362.55 for upcoming library programming. The Friends have given a total of \$43,853 to the library in the past year. President Wick also reported that with the help of Network & Digital Services Librarian Justin Franklin, an option to donate to the Friends with PayPal has been established. Finally, the next book sale is planned for mid-September.

**8) PRESENTATION OF THE FISCAL YEAR 2023 LIBRARY ANNUAL FINANCIAL REPORT BY LAUTERBACH & AMEN:**

Audit Manager Joseph Laudont of Lauterbach & Amen highlighted the Fiscal Year 2023 Library Annual Financial Report (AFR). He referred to the Independent Auditor's Report (page 1 of the AFR binder) and noted that the audit of the library's financial statements received an unmodified opinion, which is the highest level possible. He pointed out the Management's Discussion and Analysis section (binder pages 4-11), which included the "Financial Highlights" for 2023 (binder page 5). A decrease in Net Pension Liability was another detail Mr. Laudont noted (binder page 33). A separate Management Letter of comments and recommendations explained that for 2023 the library was not subject to the new Governmental Accounting Standards Board (GASB) Nos. 94 and 96.

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Lin, **TO ACCEPT THE FISCAL YEAR 2023 LIBRARY ANNUAL FINANCIAL REPORT AS PRESENTED.**

The **MOTION PASSED BY UNANIMOUS** voice vote of those present.

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Schencker, Weiss-Ham

Nays: None

Absent: Pope

**9) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:  
The May Finance Committee report was summarized by a memo on BP page 21. Highlights included receipt of \$32,804 in Property tax revenues, which was 48.3% expected Year To Date (YTD). Overall, Total Revenues through the end of May were at 44.4% YTD. There were three pay periods in May, resulting in Salaries & Wages reaching 40.7% YTD.

c. Marketing:  
There was no report.

d. Plan Commission:  
There was no report.

e. Planning:  
Director Kim reported that the master space planning kickoff meeting was held on June 7 with President Parfitt, Trustee Krafcisin, and himself in attendance. Managing Partner Adam Semel, and architects Ian Kaminski-Coughlin and Jason Fisher were in attendance for Skidmore, Owings & Merrill (SOM). After discussing the Request For Qualifications (RFQ) priorities and touring the building, SOM requested scheduling “deep dive” meetings with staff.

He elected to schedule four meetings between June 12 and 13, breaking them down to one morning and one afternoon session each day (BP page 30). Mr. Kaminski-Coughlin and Mr. Fischer reported that the meetings were very productive, and staff feedback was positive. Overall, 31 of 39 regularly scheduled staff members attended one of the meetings. The impressive turnout was a credit to the management team.

Programs & Communications will issue a media release on June 20 announcing that the Library Board has hired SOM. A webpage dedicated to space planning will be launched at the same time.

The Building Renovation Committee plans to meet with SOM as early as June 21 to review findings and ideas from the deep dive meetings with staff.

Trustee Lin and Trustee Weiss-Ham requested copies of talking points and Frequently Asked Questions related to the media release announcement.

f. Policy & Bylaws:  
There was no report.

g. Sustainability Task Force (STF):  
Trustee Krafcisin said the STF received a presentation of the Village of Glencoe Comprehensive Plan Draft at their recent meeting.

h. Technology:

The Technology Committee report (BP page 31) relayed details on an IT inventory, the ScanEZ installation, and electronics recycling efforts.

**10)REPORT OF THE EXECUTIVE DIRECTOR:**

Director Kim updated the Board about the following since the May RBM:

He thanked Trustees Krafcisin, Pope, and Weiss-Ham for representing the library at the Boards & Bites event on June 8. With the Ice Cream Social and the afternoon magic show in the Johnson Room, the library was a busy hub that afternoon.

He also thanked Trustees Krafcisin and Lin for being the first Village Independence Day Parade volunteers from the Board. June 27 is the deadline to indicate participation.

The library will have a table at the Chamber of Commerce's sidewalk sale on June 28-29. Staff will only be out there for half of the time due to make sure the service desks are appropriately covered.

The Mystery book group has been paused due to lack of interest.

Finally, he thanked Technical Services and Automation Operations Manager Becky Halcli, Facilities Supervisor Joe Faust, and the management team for their quick response to close the library due to the water service issue on June 3. The library was not informed of the water shutdown ahead of time by the Village. The library re-opened at 9:00 a.m. the following day.

**11)NEW BUSINESS:**

- a. Presentation of the annual employee engagement survey results  
Children's Services and Public Operations Manager Ann Finstad presented the Board with a summary of highlights from the May staff survey (BP pages 40-54). The focus of the 2024 survey was explained, and context provided for 2022 vs. 2024 response rates (BP page 39). A total of 37 employees responded, which was an impressive rate of over 90%. Director Kim thanked the Board for how their efforts were reflected in the overall positive feedback captured in the survey results.

**12)CLOSED SESSION:**

There was no Closed Session.

**13)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:10 p.m.

Respectfully submitted by Jeff D'Anastasio





## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc: The Friends of the Glencoe Public Library  
From: Andy Kim, Executive Director  
Date: July 12, 2024  
Re: Approval to close the library building and suspend services on September 27, 2024, until 1:00 p.m. to hold Staff Development Day

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The Staff Development Day Committee is Danny Burdett, Grace Hayek, Dale Heath, and Andy Kim. The committee is requesting that the library building close, and services be suspended until 1:00 p.m. on Friday, September 27, 2024, to hold Staff Development Day.

Staff Development Day is an annual event that includes operational training, professional development, and social activities.

## Memorandum

To: Glencoe Public Library Board of Trustees  
CC:  
From: Trustee Fiffer, Policy & Bylaws Committee; Ann Finstad, Children's Services & Public Operations Manager; Becky Halcli, Technical Services & Automation Operations Manager  
Date: July 12, 2024  
Re: Approval of the Internet Policy revision

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The Internet Policy is the library policy that governs the use of the library's public computers and methods of internet access. The policy is reviewed every three (3) years by the Library Board.

Ann Finstad and Becky Halcli led the revision of this policy, with input from Trustee Fiffer, Policy and Bylaws Committee.

After review of current sample public library policies, additions/updates to the policy included:

- Revise the policy name from "Internet Policy" to "Internet and Computer Policy," since policy covers computer access for non-internet purposes.
- Add references to ALA principles - the Library Bill of Rights; Access to Digital Information, Services, and Networks; and the Freedom to Read statement
- Better specify methods of accessing the internet through the library, including restrictions or limitations to access
- Add a restriction on library staff assistance with account creation for users under the age of 13
- Remove a statement which is covered in more depth by the Reference Services policy
- Add a statement that patrons must accept Library policy prior to using our computers or wireless network

Minor changes included:

- Rearrange and apply headings to content for better flow
- General copyediting of content for clarity
- Removal of redundancies

The revision included in the July 17, 2024, Regular Board Meeting packet is recommended for board approval by Trustee Fiffer, the Library Board's Policy & Bylaws Committee.



## GLENCOE PUBLIC LIBRARY

### INTERNET ~~USE~~ AND COMPUTER POLICY

#### General

The Glencoe Public Library (Library) offers public access to computers and the internet access, supporting the library's mission to be a vital and welcoming community partner that allows patrons to connect to resources outside the encourages personal connection and lifelong learning.

This policy incorporates the principles articulated in the following statements by the American Library Association:

- Library patrons Bill of Rights
- Access to Digital Information, Services and Networks
- Freedom to Read Statement

#### Computer and Internet Access

Patrons of all ages may access the internet via library-provided free, unfiltered public computers or via (desktop and laptop) and may use personal devices to connect to the Library's library's wireless network using their own devices. While the

The Library may place reasonable limitations on time and manner of computer and internet can be used access.

Public computers in the Children's Department are limited to use by youth, teens, and adults accompanied by youth.

A laptop may be borrowed by library cardholders for a variety of purposes, the Library actively supports only those functions that relate to its mission and services use inside the Library.

With the exception of the Library's website, all of the information found on the internet is generated and maintained by entities outside the Library. Websites may contain inaccurate, incomplete, outdated, unsecured, offensive, and/or controversial material. The Library has no control over the information accessed through the internet and cannot be held responsible for its content.

#### Access and Content

Internet-Wireless network access is provided throughout the building in all public service areas during regular operating hours. Patrons may be able to connect to the library's wireless network during or after regular operating hours from areas on or near outdoor library grounds, but such access is provided equally not guaranteed.

### Acceptable Use

~~Internet and computer access is available to all patrons of all ages, with the understanding that it is the patron's/user's responsibility to demonstrate exercise good judgment, respect for others, and appropriate conduct while using resources.~~

All rights and responsibilities of ~~internet access use~~ pertain both to library-owned equipment and personal devices used on the ~~Library's wireless network. Internet content is protected by the First Amendment, which guarantees the freedom of speech.~~

~~Although the Library makes every effort to maintain a secure network, it cannot guarantee the privacy or security of any online transaction. Additionally, computers are located in open, public spaces in the Library. Each user should exercise caution when using the internet to avoid unauthorized disclosure, use, or dissemination of personal information.~~

~~Children's Department public computers are available to children and their parents or caregivers. Adults unaccompanied by children are required to use public computers located on the main floor of the Library. As with other library materials, restriction of a child's access to the internet is the responsibility of the parent or caregiver. Parents and/or caregivers are encouraged to monitor and supervise their children's internet use and to discuss with their children issues appropriate use and safety. Library staff will not restrict children's use of the internet unless they are engaged in any of the unacceptable activities listed below.~~

~~All library patrons are expected to comply with the guidelines for acceptable use set forth below.~~

Unacceptable ~~internet~~ activities include, but are not limited to, the following:

- Any created content or action that ~~results in the harassment of other users~~ harasses others including, but not limited to, threats of violence, endangerment of others, and obscenity
- Use that violates ~~a~~ federal or state law
- Deliberately accessing obscene materials ~~and/or an obscene website~~
- Destruction of, ~~or~~ damage to, or unauthorized alteration of ~~the Library's computer/library~~ equipment, software, or network security ~~procedures~~ systems and settings
- Use that violates licensing and payment agreements between the ~~Glencoe Public~~ Library and network/database providers
- Unauthorized duplication of copyright protected software or violation of software license agreements
- Intentional propagation of computer viruses
- ~~Violation of any security systems~~
- Violation of the privacy of another user or library patron

Adopted	October 17, 2007
Reviewed	
Revised	October 17, 2018; July 21, 2021

- Behavior that is disruptive to unreasonably interferes with other patrons' use or enjoyment of the Library
- Behavior that unreasonably interferes with the ability of library staff to perform their duties
- Disregarding time limits established to facilitate equitable use of access to library equipment

Library staff may provide assistance to patrons in the use of electronic information systems as time and staff knowledge permit.

As a condition of using public computers or accessing the library's wireless network, users are required to accept this policy via a click-through screen. Violation of terms may result in suspension or revocation of Library privileges.

Use of public computers or the library's wireless network for illegal activity may be subject to reporting to law enforcement authorities.

### **Children's Access**

As with checkout of library materials, restriction of a child's access to library computers and/or the internet is the responsibility of the parent or caregiver. Library staff will not restrict children's access to computers or use of the internet unless they violate Acceptable Use guidelines.

Library staff will not assist a child under the age of 13 in setting up email, app, or website accounts.

### **Security**

Although the Library strives to maintain a secure network, it cannot guarantee the privacy or security of any information accessed or shared via Library computers or its wireless network. Additionally, public computers are in open spaces in the Library. Users should exercise caution when using the internet to avoid unauthorized or unwanted disclosure, use, or dissemination of personal information.

### **Disclaimer and Enforcement**

With the exception of the library's website, information found on the internet is generated and maintained by entities outside the Library.

The Library internet may contain inaccurate, incomplete, outdated, unsecured, offensive, and/or controversial material. The Library has no control over information accessed through the internet and is not responsible for its content.

Adopted	October 17, 2007
Reviewed	
Revised	October 17, 2018; July 21, 2021

~~The Library is not responsible for and expressly disclaims liability for any direct or indirect damages that losses or injury a user may arise incur in connection with a patron's use of the internet or the Library's wireless network. The Glencoe Public Library expressly disclaims any liability or responsibility resulting from access to its wireless network or their use of information obtained through its electronic information systems, or any consequences thereof. Library computers or the Library wireless network.~~ Users bear all responsibility for protecting their own devices.

~~Violation of these terms may result in suspension or revocation of library privileges. Use of computers for illegal activity may also be subject to prosecution by law enforcement authorities.~~

Adopted	October 17, 2007
Reviewed	
Revised	October 17, 2018; July 21, 2021



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- Library Bill of Rights
- Access to Digital Information, Services and Networks
- Freedom to Read Statement

#### Computer and Internet Access

Patrons of all ages may access the internet via free, unfiltered public computers (desktop and laptop) and may use personal devices to connect to the library's wireless network.

The Library may place reasonable limitations on time and manner of computer and internet access.

Public computers in the Children's Department are limited to use by youth, teens, and adults accompanied by youth.

A laptop may be borrowed by library cardholders for use inside the Library.

Wireless network access is provided throughout the building in all public service areas during regular operating hours. Patrons may be able to connect to the library's wireless network during or after regular operating hours from areas on or near outdoor library grounds, but such access is not guaranteed.

#### Acceptable Use

Internet and computer access is available to patrons of all ages, with the understanding that it is the user's responsibility to exercise good judgment, respect for others, and appropriate conduct.

All rights and responsibilities of use pertain both to library-owned equipment and personal devices used on the library's wireless network.

Unacceptable activities include, but are not limited to, the following:

- Any created content or action that harasses others including, but not limited to, threats of violence, endangerment of others, and obscenity
- Use that violates federal or state law

- Deliberately accessing obscene materials
- Destruction of, damage to, or unauthorized alteration of library equipment, software, or network security systems and settings
- Use that violates licensing and payment agreements between the Library and network/database providers
- Unauthorized duplication of copyright protected software or violation of software license agreements
- Intentional propagation of computer viruses
- Violation of the privacy of another user or library patron
- Behavior that unreasonably interferes with other patrons' use or enjoyment of the Library
- Behavior that unreasonably interferes with the ability of library staff to perform their duties
- Disregarding time limits established to facilitate equitable access to library equipment

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Adopted	October 17, 2007
Reviewed	
Revised	October 17, 2018; July 21, 2021

## June 2024: Staff Logged Compliments/Complaints

### Compliments

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Children's	6/4/2024	"I love this library. I have been coming here since I was a little kid."
Children's	6/4/2024	"Michael Pope is your most handsome Board member."  (The patron was adamant that I record this. He wants it read at next Board meeting. He said he just had lunch with Mr. Pope, who said all comments are read at Board meetings)
Reference	6/4/2024	"How is library usage calculated? Like, number of books checked out, library cards issued per capita? Because it seems to me like libraries are in a better place than they were 15 years ago, which was better than they were 15 years before that. And I think a large part of that is your service and programming, which are amazing"
Reference	6/4/2024	" so cute that you have these bags made up for students who are studying for finals."
Circulation	6/5/2024	"Great program!" - directly quoting one patron and condensing a number of similar responses via Zoom and e-mail to the June 3 art lecture on Georgia O'Keeffe by Jeff Mishur
Children's	6/5/2024	helped with first time using self check out. Was very sweet and appreciative. Said she lives in highland park, but likes to come here.
Reference	6/6/2024	"We love this library. The staff is great. The building is wonderful."
Reference	6/8/2024	"I love this library. Best library in the north shore. Best staff, for sure. And the sign-up prize for the reading program is awesome."
Reference	6/9/2024	"Do you have any adult programs this afternoon? No? I didn't think so, but I called anyway because you are such a special library."
Virtual	6/12/2024	A comment on our 6/8 Pride Month/Transgender Visibility Panel post on Facebook - "Thanks for including the LGBTQ folks and their families in your programming! Keep up the good work!"

Reference	6/17/2024	Patron (former employee in the children's dept.) found story from 1961 on microfilm reader that she came in looking for.  "This is still a wonderful place."
Reference	6/20/2024	"You people are the best here. I love coming here."
Reference	6/20/2024	"This is a spectacular library. Unfortunately, I live in Winnetka. But I love coming here. Do you have a brochure of events?"
Reference	6/23/2024	"This library is beautiful."
Children's	6/23/2024	"We love the Good Manners parenting pack! The books are great and the activities make everything into a game. Thank you!"
Reader's Advisory	6/24/2024	a child/middle schooler commented on the pride month display in the entryway, exclaimed in excitement "Pride Month!" (staff heard comment from the RA desk)
Reader's Advisory	6/26/2024	This is the greatest library on the north shore
Reader's Advisory	6/26/2024	I love all these drawing books on display! can I check them out?
Children's	6/26/2024	Parent thanked me for recommending a family trip to Dave's Rock Shop in Evanston. Her son was so thrilled with our drop in family dinosaur program last fall that I suggested they could see dinosaur fossils and more there. They finally went!! "This was an incredible visit for us. We loved it. The little museum in the basement was so great for the kids. We took home geodes to crack open. Very exciting."
Reference	6/27/2024	"I love how you still stamp. So nice, so helpful."
Children's	6/27/2024	[Decorating cicada exoskeletons] was a really great project! I wouldn't have thought of it
Children's	6/29/2024	compliment on library t-shirt, especially slogan on the back. "I bet if you sold them as a fundraiser, people would buy them!"

## Complaints

Children's	6/5/2024	patron was upset his granddaughter was not able to sign up for summer reading today. He felt since there was a sign outside, it should be fully available.
Reference	6/20/2024	"Why is it always so cold in here? It's ridiculous."

## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Parfitt & Trustee Lin, Building & Grounds Committee  
Date: July 12, 2024  
Re: Building & Grounds Committee update

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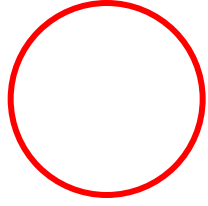
### Friends Room Stairwell

Initially reported during the February 21, 2024, Regular Board Meeting, concrete work in the Friends Room Stairwell began on June 24. As reported, water leaks from the exposed foundation wall in the stairwell pooling in front of the Friends Room entrance due to some unknown drainage issue.

Facilities Supervisor Joe Faust hired a contractor to install a new drainage system similar to the one installed in other parts of the building.



Unfortunately, contractors discovered that the drainage pipe is cracked. The updated scope of work will now include installing a new drainage pipe with the new drains.



Work was completed on July 3.



























