

**AGENDA - REGULAR BOARD MEETING
 GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
 WEDNESDAY, AUGUST 21, 2024 - 7:00 PM
 HAMMOND ROOM
 320 PARK AVE.
 GLENCOE, IL 60022**

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- 1) CALL TO ORDER - 7:00 p.m.
- 2) ROLL CALL
- 3) ADDITIONS TO THE AGENDA
- 4) CONSENT AGENDA (ACTION)
 - a. Approval of the July 17, 2024, Regular Board Meeting minutes 3
 - b. Approval of the Lost and Found Policy revision 7
- 5) PUBLIC COMMENT
- 6) COMMUNICATIONS 10
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) COMMITTEE REPORTS - 7:25 p.m.
 - a. Building & Grounds
 - b. Finance 11
 - c. Marketing 20
 - d. Plan Commission
 - e. Planning X W
 - f. Policy & Bylaws
 - g. Sustainability Task Force
 - h. Technology

9) REPORT OF THE EXECUTIVE DIRECTOR - 7:50 p.m.

a. Director's report - from July 18 to August 16, 2024

b. Monthly statistics - July 2024

10) NEW BUSINESS

11) CLOSED SESSION

5 ILCS 120, the Library Board of Trustees may vote to go into closed session to discuss matters pertaining to any/all of the Open Meetings Act exceptions.

12) ADJOURNMENT

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JULY 17, 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 6:59 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, 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. Absent: Beth Schencker.

3) ADDITIONS TO THE AGENDA:

The request for Approval of the Friends Fall Book Sale dates was added to Consent Agenda.

4) CONSENT AGENDA:

- a. Approval of the June 19, 2024, Committee of the Whole (COTW) minutes
- b. Approval of the June 19, 2024, Regular Board Meeting (RBM) minutes
Two rewording changes were requested on page 7 of the meeting packet: in b. Finance, change “was 48.3% expected Year To Date (YTD)” to “brought the Year To Date (YTD) total of expected receipts to 48.3%”; in the second paragraph of e. Planning, replace “He” with “Director Kim.”
- c. Approval to close the library building and suspend services for Staff Development Day (SDD)

A MOTION was made by Trustee Lin, and seconded by Trustee Krafcisin, TO APPROVE THE JUNE 19, 2024, COTW MINUTES AS PRESENTED, TO APPROVE THE JUNE 19, 2024, RBM MINUTES AS AMENDED, AND TO APPROVE CLOSING THE LIBRARY BUILDING AND SUSPENDING SERVICES FOR SDD AS PRESENTED.

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

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

Nays: None

Absent: Schencker

- d. Approval of the Internet Use Policy revision

Page 10 of the meeting packet summarized the revisions and edits to the Internet Use Policy. A further revision for the Board to approve was on page 15, removing “teens” from the “Public computers in the Children’s Department...” sentence. This was sought to avoid confusion between “teens” and “youth.”

A MOTION was made by Trustee Pope, and seconded by Trustee Krafcisin, **TO APPROVE THE INTERNET USE POLICY REVISION AS AMENDED.**

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

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

Nays: None

Absent: Schencker

e. **Approval of the Friends Fall Book Sale dates**

The requested dates are from Friday, September 13 to Monday, September 16. The library would remain open until 6:30 p.m. on September 13, and open at noon on September 16. Patron services would not be available during the additional hours.

A MOTION was made by Trustee Lin, and seconded by Trustee Fiffer, **TO APPROVE THE FRIENDS FALL BOOK SALE DATES AS AMENDED.**

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

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

Nays: None

Absent: Schencker

5) PUBLIC COMMENT:

There was no public comment.

6) COMMUNICATIONS:

President Parfitt asked for more detail on a patron’s complaint about his granddaughter not being able to sign up for Summer Reading. Children’s Services and Public Operations Manager Ann Finstad explained that a banner was displayed outside the library to promote the program before the start of registration.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick thanked the Board for approving the Friends Fall Book Sale dates. Preparations for the sale are underway. Two PayPal donations have already been received by the Friends with little promotion of this new option to date.

8) COMMITTEE REPORTS:

a. **Building & Grounds:**

For the Friends Room stairwell, work on a new drainage system and repair of a crack in the concrete was completed on July 3.

b. Finance:

Trustee Lin praised the management team for overall care with costs, noting that Total Expenditures at month's end were at 41.4% YTD.

Trustee Lin reminded the Board of the re-financing of the HVAC loan with Wintrust Bank, and pointed out that while the new interest rate was higher, the monthly total due rose by less than \$100.00.

c. Marketing:

Head of Programs & Communications Grace Hayek shared a summary of the library's Pride Month offerings along with messages of encouragement and thanks from library peers and community members.

d. Plan Commission:

The Village's Comprehensive Plan draft was presented to the community at the Writer's Theatre on July 9.

e. Planning:

Director Kim provided a detailed summary of actions and processes thus far for master space planning. He will also determine an improved means of delivering information to the Board to ensure each Trustee is up-to-current with updates.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

Trustee Lin noted the STF's upcoming participation in Green Bay Trail Day on July 27, and the Glencoe Al Fresco dining event on July 19. Trustee Krafcisin reported that the STF was working on a Request For Proposal (RFP) to hire a consultant to create measurable sustainability goals for the Village to adapt on a three-to-five-year timescale.

h. Technology:

The Technology Committee report featured initial efforts to gather information on phasing out physical servers in favor of cloud servers. A typo was noticed in the sentence on the ongoing inventory project: remove the "7."

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim shared some items from his report for June 2024.

10) NEW BUSINESS:

- a. Presentation of the Second Quarter 2024 update for the 2023-2024 Implementation Plan

Director Kim provided an overview of management team updates from the Second Quarter. The areas highlighted included Improved Facilities, Organizational Development, Enhanced Services and Resources, and Expanded Outreach.

11)CLOSED SESSION:

There was no closed session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:19 p.m.

Respectfully submitted by Jeff D'Anastasio

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee; Library management team
Date: August 16, 2024
Re: Approval of the Lost and Found Policy revision

The Lost and Found Policy is the library policy that explains how library staff will manage items left by patrons on library property (building and grounds). The policy is reviewed every three (3) years by the Library Board's Policy & Bylaws Committee and Director.

The library management team reviewed the policy along with Trustee Fiffer. The following are the key changes being presented for board approval:

- Rename the policy to, "Unattended Property/Lost and Found Policy"
- Paragraph 1 – delete statement that defines assumed lost/abandoned property as items left unattended for more than 15 minutes. Replace with statement that defines assumed lost/abandoned property as items left unattended for "extended periods."
- Paragraph 3 – delete
- Paragraph 4 – delete "personal devices" and add statement that found items will be held no longer than 30 days.
- Paragraph 5 – replace "item in question" to "found item."
- Paragraph 6 – delete "Unclaimed Currency" header and reduce holding time from six (6) months to 30 days.

The revision included in the August 21, 2024, Regular Board Meeting packet is recommended for board approval by Trustee Fiffer, the Library Board's Policy & Bylaws Committee.



GLENCOE PUBLIC LIBRARY

REDLINED

UNATTENDED PROPERTY/LOST AND FOUND POLICY

The Glencoe Public Library (Library) is not responsible for personal items left in the Library by patrons (see Use of the Library Policy). -Patrons are prohibited from leaving their belongings unattended while using the Library. Items that are left unattended on library property (building and grounds) for extended periods will be assumed lost or abandoned. ~~In most cases, items that are left unattended on library property for more than 15 minutes will be assumed lost or abandoned.~~

Reasonable efforts will be made by library staff to identify the owner of a found item and contact them as soon as possible. -Hazardous and perishable items will be discarded immediately.

~~Found and unclaimed property will be held for six months in a designated "lost and found" location prior to final disposition. Unclaimed items will be discarded or donated to a designated charity, as appropriate.~~

Cash, wallets, credit cards, ~~personal devices~~, and other items with an estimated value in excess of \$100 will be held in a secure location at the Circulation Desk. -Other items are held at the Reference Desk. Found items will be held no longer than 30 days.

If the owner satisfactorily describes or identifies ~~the item in question~~ a found item, it will be returned to them. -Library staff reserves the right to ask for personal identification before an individual may claim a lost item.

Unclaimed Currency

Unclaimed items other than currency will be discarded after 30 days, donated to charity or otherwise disposed of as appropriate. Found ~~money~~ currency will be donated to the Friends of the Glencoe Public Library ~~if unclaimed for six months.~~

Adopted	October 18, 2006
Reviewed	
Revised	October 17, 2018; August 18, 2021



GLENCOE PUBLIC LIBRARY

DRAFT

UNATTENDED PROPERTY/LOST AND FOUND POLICY

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Cash, wallets, credit cards, and other items with an estimated value in excess of \$100 will be held in a secure location at the Circulation Desk. Other items are held at the Reference Desk. Found items will be held no longer than 30 days.

If the owner satisfactorily describes or identifies a found item, it will be returned to them. Library staff reserves the right to ask for personal identification before an individual may claim a lost item.

Unclaimed items other than currency will be discarded after 30 days, donated to charity or otherwise disposed of as appropriate. Found currency will be donated to the Friends of the Glencoe Public Library.

Adopted	October 18, 2006
Reviewed	
Revised	October 17, 2018; August 18, 2021

July 2024: Staff Logged Compliments/Complaints

Compliments

Reader's Advisory	7/1/2024	a person who signed up for the summer reading was really impressed when I showed her the tote bag completion prize
Reference	7/2/2024	Patron called to thank me for book recommendation.
Children's	7/7/2024	visiting patron said: "This is a lovely library you have here."
Children's	7/9/2024	Grandmother came in to show me photos of her granddaughter reading Wings of Fire at the Fireworks. She thanked me for recommending the series. " I just had to show these photos to you. She is on Book Three already. Thank you so much for your help."
Reader's Advisory	7/9/2024	You picked really good cookbooks for the display!
Reference	7/9/2024	"Oh, this is such a beautiful room." (Johnson Room)
Children's	7/11/2024	"I already just love it here," said person new to the library.
Children's	7/12/2024	"When did you start [having a prize wheel]? Genius, man"
Reference	7/17/2024	This a wonderful bag! I will use it when I teach [referring to the adult SRC completion prize tote bag]
Reference	7/19/2024	"What a beautiful, quaint library! If my neighborhood library in the city was like this, I would be there all the time."
Reference	7/20/2024	"This is such a beautiful library, with the fireplace and the cozy reading room."
Reference	7/20/2024	"How lovely to have a quiet reading room."
Children's	7/25/2024	Parent and child thanked me for recommending Dave's Rock Shop for a family visit. "Thank you for telling us about the fossil shop. My son was thrilled. It was amazing....." I had helped her find books on geology for her son who loves rocks.
Children's	7/31/2024	"My son is racing through the series, Ranger's Apprentice. It has consumed his summer. Thank you for recommending it to him."

Complaints

No logged complaints

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin, Finance Committee
Date: August 16, 2024
Re: Finance Committee report

The following is a summary of finances for July 2024.

Combined balance sheet

There is no report.

Operating revenues

- The library received nearly \$740,000 in property taxes in June while refunding ~\$4,800. The revenue has now exceeded its YTD% (YTD% 66.3% vs 58.3% by July 31).
- Interest income is also performing above YTD%, 83.4%.

Operating expenditures

- There have been some journal entries made to past monthly expenditures that were allocated to the wrong operating accounts. Most notably, the Library of Things account will have a YTD expense amount in the next monthly financial report.
- The first payment to Skidmore, Owings & Merrill was paid in July. The payment amount was \$18,605.40.
- Andy accepted an invitation to participate in a library director forum led by Vivica Partners, a leadership coaching consultant. Andy's director cohort consists of several directors from CCS member libraries and other north suburban libraries. The forum runs from July 2024 to May 2025 costing \$2,550. This was expensed to the Admin Meeting fees account.

Restricted fund

There is no report.

GLENCOE PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JULY 31, 2024

Glencoe Public Library

Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A - See Accountant's Compilation Report

	TOTAL		
	AS OF JUL 31, 2024	AS OF JUN 30, 2024 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	2,154.85	46,834.70	-44,679.85
1-000-10102 Cash-Operating	792.01	312.66	479.35
1-000-10118 CC Deposits-NS Bank	17,917.36	17,882.88	34.48
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	3,268,622.99	2,716,403.03	552,219.96
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	37,961.41	42,916.52	-4,955.11
3-000-10202 Cash Maxsafe (Pension Fund)	74,857.73	74,857.73	0.00
Total Cash	3,402,381.35	2,899,282.52	503,098.83
Total Bank Accounts	\$3,402,381.35	\$2,899,282.52	\$503,098.83
Other Current Assets			
1-000-11010 Petty Cash Clearing	33.99	533.34	-499.35
Total Other Current Assets	\$33.99	\$533.34	\$ -499.35
Total Current Assets	\$3,402,415.34	\$2,899,815.86	\$502,599.48
TOTAL ASSETS	\$3,402,415.34	\$2,899,815.86	\$502,599.48
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
1-000-28105 Fund Balance-General	2,533,566.63	2,533,566.63	0.00
2-000-28105 Restricted Gift Fund Balance	48,281.92	48,281.92	0.00
3-000-28105 Pension Fund Balance	74,857.73	74,857.73	0.00
Retained Earnings	0.00	0.00	0.00
Net Revenue	745,709.06	243,109.58	502,599.48
Total Equity	\$3,402,415.34	\$2,899,815.86	\$502,599.48
TOTAL LIABILITIES AND EQUITY	\$3,402,415.34	\$2,899,815.86	\$502,599.48

Glencoe Public Library

Combined Statements of Revenues and Expenses - Modified Cash Basis - All Funds - Exhibit B - See Accountant's Compilation Report

	TOTAL	
	JUL 2024	JAN - JUL, 2024 (YTD)
Revenue		
1-911-30150 Property Taxes-Prior Years	-4,806.87	-7,393.80
1-911-30151 Property Taxes-Current Year	739,960.57	2,207,204.99
1-911-30705 Personal Property Replacement Tax		15,427.62
1-911-31955 Copier Fees	54.25	355.40
1-911-34405 Fines & Fees	216.58	1,071.08
1-911-37110 Money Market Interest	12,838.05	91,694.63
1-911-38215 Miscellaneous Grants		4,109.52
1-911-38220 Per Capita Grant		13,140.77
1-911-38305 Miscellaneous Income	164.01	1,535.13
1-911-38550 Unrestricted Gifts		5,295.17
2-908-38551 Restricted Gifts-From Friends		22,622.55
3-950-30150 Property Taxes-Prior Years (Pension Fund)		34,582.82
3-950-30151 Property Taxes-Current Year (Pension Fund)	15,773.66	81,652.59
Total Revenue	\$764,200.25	\$2,471,298.47
GROSS PROFIT	\$764,200.25	\$2,471,298.47
Expenditures		
900 Young Adult		
1-900-60149 Program Supplies & Other		33.84
1-900-60151 Books	694.12	3,788.92
Total 900 Young Adult	694.12	3,822.76
902 Adult Services		
1-902-50705 Membership Dues		563.00
1-902-50850 Meeting Fees		347.00
1-902-50851 Travel		1,254.74
1-902-60120 Supplies		876.16
1-902-60151 Books	9,215.70	43,228.59
1-902-60152 Audio Books	755.73	4,280.55
1-902-60153 Periodicals		16,310.20
1-902-60155 Automated Resources	9,261.50	33,932.57
1-902-60156 Audio	98.65	862.39
1-902-60157 Video	750.05	3,358.18
1-902-60158 Downloadable Content	9,930.73	71,482.47
Total 902 Adult Services	30,012.36	176,495.85
903 Children's Services		
1-903-50705 Membership Dues		266.00
1-903-50850 Meeting Fees	470.10	867.10
1-903-50851 Travel	-340.75	81.77
1-903-51650 Program	149.00	1,644.00
1-903-60120 Supplies	64.59	1,046.13
1-903-60149 Program Supplies & Other	455.99	1,546.24

	TOTAL	
	JUL 2024	JAN - JUL, 2024 (YTD)
1-903-60151 Books	4,374.64	12,868.52
1-903-60152 Audio Books	1,227.85	3,072.95
1-903-60153 Periodicals		799.35
1-903-60158 Downloadable Content	402.38	4,288.92
1-903-60159 Learning Kits		137.28
Total 903 Children's Services	6,803.80	26,618.26
904 Technical Services		
1-904-50705 Membership Dues		200.00
1-904-50751 O.C.L.C.	1,717.99	5,143.69
1-904-50851 Travel		58.96
1-904-60120 Supplies	260.00	1,955.89
Total 904 Technical Services	1,977.99	7,358.54
905 Administration		
1-905-40105 Salaries	120,242.57	903,882.66
1-905-40132 Medical Insurance	16,118.87	118,303.31
1-905-40705 Unemployment Insurance	141.40	3,682.23
1-905-50205 Photocopier Service	829.27	5,762.66
1-905-50315 Postage		1,526.02
1-905-50325 Phone Service	1,038.53	7,274.02
1-905-50410 Contractual Services	18,605.40	18,605.40
1-905-50595 Bookkeeping Services	2,069.97	16,349.68
1-905-50630 Legal Counsel-Other		2,362.50
1-905-50705 Membership Dues		2,124.90
1-905-50805 Training		990.82
1-905-50850 Meeting Fees	3,384.67	3,985.78
1-905-50851 Travel	451.10	2,225.85
1-905-51106 Trustee Expenses		140.00
1-905-51110 Recruitment		965.49
1-905-51505 Property & Casualty Insurance		33,588.00
1-905-51651 CCS, Operating Expenses	13,114.70	41,009.99
1-905-51652 Library Svc & Resource Development		946.04
1-905-60120 Supplies		2,115.70
1-905-60150 Furniture	2,098.59	28,300.46
1-905-60163 Professional Collection Supplies		204.00
1-905-70105 Debt Service	4,500.56	26,583.91
Total 905 Administration	182,595.63	1,220,929.42
906 Facilities		
1-906-50105 Building Maintenance	5,604.56	46,180.01
1-906-50110 Equipment Repair	40.99	40.99
1-906-50150 Grounds Maintenance	975.00	4,953.19
1-906-50190 Plumbing Repair & Maintenance		8,255.00
1-906-50191 Alarm Repair & Maintenance		768.00
1-906-50192 Water/Rubbish Repair & Maintenance	375.56	3,178.72
1-906-50193 Elevator Repair & Maintenance	504.00	4,439.36
1-906-60120 Supplies	1,630.23	16,586.92
Total 906 Facilities	9,130.34	84,402.19

	TOTAL	
	JUL 2024	JAN - JUL, 2024 (YTD)
907 IMRF		
3-907-40460 Social Security	7,332.65	55,017.81
3-907-40465 Medicare	1,714.89	12,867.06
3-907-40505 Illinois Municipal Retirement Fund	6,726.12	48,350.54
Total 907 IMRF	15,773.66	116,235.41
908 Restricted		
2-908-90350 Restricted Gift Expense-Friends	3,860.65	28,792.53
2-908-90351 Restricted Gift Expense-Takiff Fund	101.96	3,221.04
2-908-90354 Restricted Gift Expense-Janet Hauser Memorial	250.00	929.49
Total 908 Restricted	4,212.61	32,943.06
909 Circulation Services		
1-909-60120 Supplies	56.00	693.50
Total 909 Circulation Services	56.00	693.50
910 Digital Services		
1-910-50215 Computer Hardware/Software	2,587.00	26,877.81
1-910-50320 IT Consulting	4,999.00	4,999.00
1-910-50321 Website Design/Hosting		1,450.00
1-910-50325 Internet Access	785.00	5,735.00
1-910-50750 Digital-Device Subscriptions	79.94	1,847.46
1-910-60305 Computer Supplies	335.50	4,527.82
Total 910 Digital Services	8,786.44	45,437.09
916 Programs & Communication		
1-916-50330 Communications		1,799.10
1-916-50705 Membership Fees		208.00
1-916-50851 Travel		25.53
1-916-51650 Program	1,425.00	7,429.97
1-916-60120 Supplies		250.09
1-916-60149 Program Supplies & Other	132.82	940.64
Total 916 Programs & Communication	1,557.82	10,653.33
Total Expenditures	\$261,600.77	\$1,725,589.41
NET OPERATING REVENUE	\$502,599.48	\$745,709.06
NET REVENUE	\$502,599.48	\$745,709.06

Glencoe Public Library
Schedule of Changes in Restricted Gift Funds
For the Month Ending June 30, 2024

<u>Fund</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Friends of the Glencoe Library	\$ 12,054.60		\$ 4,603.15	\$ 7,451.45
Bobette Cohen Takiff Fund	10,556.64		101.96	10,454.68
Janet Hauser Memorial Fund	403.78		250.00	153.78
Louis Bobby Slotkin Memorial Fund	19,901.50			19,901.50
Total All Funds	<u>\$ 42,916.52</u>	<u>\$ -</u>	<u>\$ 4,955.11</u>	<u>\$ 37,961.41</u>



BOND STATEMENT

CUSIP: GLNCPL024
 STATEMENT DATE: 7/09/2024
 CURRENT BALANCE: \$477,669.44
 PAYMENT DUE DATE: 8/1/2024

AMOUNT DUE: 4,500.56

TO:
 GLENCOE PUBLIC LIBRARY
 ATTN: ANDREW KIM
 EXECUTIVE DIRECTOR
 320 PARK AVE
 GLENCOE IL 60022-1526

CUR BAL: \$477,669.44 INT RATE: 5.25%	AMOUNT
08/01/2024 - Principal Payment General Obligation GLNCPL017 Maturity Date 06/01/2031	2,410.76
08/01/2024 - Interest Payment General Obligation GLNCPL017 Maturity Date 06/01/2031	2,089.80
TOTAL	4,500.56

PREVIOUS STATEMENT ACTIVITY: (YTD)

DATE	PRINCIPAL	INTEREST	ENDING BALANCE
01/01/2024	3,292.13	1,124.54	487,418.01
02/01/2024	3,299.67	1,117.00	484,118.34
03/01/2024	3,307.23	1,109.44	480,811.11
04/01/2024	3,314.81	1,101.86	477,496.30
05/01/2024	3,322.41	1,094.26	474,173.89
05/31/2024	474,173.89	1,086.65	0.00
07/01/2024	2,330.56	2,170.00	477,669.44
TOTAL TO DATE:	\$493,040.70	\$8,803.75	

PLEASE CONTACT INVESTMENT ACCOUNTING WITH ANY QUESTIONS OR CONCERNS REGARDING YOUR STATEMENT. 815-277-5386



Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Schencker, Marketing Committee
Date: August 16, 2024
Re: Marketing Committee report

Per Grace Hayek, Head of Programs & Communications, the Programs & Communications Department will stop using X (formerly known as Twitter). The library is seeing less and less engagement with its posts to that platform. The Programs & Communications Department will continue to post to Facebook and Instagram.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustees Krafcisin, Planning Committee
Date: August 16, 2024
Re: Planning Committee report

Building Renovation Committee updates

The Building Renovation Committee (Trustees Krafcisin and Parfitt) and Director Kim met with the Skidmore, Owings & Merrill (SOM) team on the following dates:

- July 18 – Director Kim’s meeting with Andrea Telli
- July 31 – Check-in meeting
- August 7 – Design update meeting
- August 14 – Board presentation preparation meeting

Additionally, the Committee and Director Kim met with Ann Finstad and Becky Halcli on August 6 to discuss potential changes to internal operations resulting from the renovation.

Presentations

As shared on August 8, SOM will present design renderings on the following dates to target audiences:

- August 21, Committee of the Whole – First of two board presentations
- September 18, Committee of the Whole – Final board presentation
- [TENTATIVE] September 27, Staff Development Day – Staff presentation
- [TENTATIVE] October 14 – Public presentation

