

**AGENDA - REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, NOVEMBER 20, 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 October 16, 2024, Regular Board Meeting minutes 3
 - b. Approval of the Schedule of Fines, Fees, and Loan Periods revision 8
- 5) PUBLIC COMMENT
- 6) COMMUNICATIONS 13
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) COMMITTEE REPORTS - 7:20 p.m.
 - a. Building & Grounds 16
 - b. Finance
 - c. Marketing
 - d. Plan Commission
 - e. Planning
 - f. Policy & Bylaws
 - g. Sustainability Task Force
 - h. Technology

- 9) REPORT OF THE EXECUTIVE DIRECTOR - 7:50 p.m.
 - a. Director's report - from October 17 to November 15, 2024
 - b. Monthly statistics - October 2024
 - c. Continuing education summary
- 10) NEW BUSINESS (ACTION)
 - a. Presentation of the Intergovernmental Agreement for the Provision of Shared Services and Resources with the Village of Glencoe
 - b. Presentation of the Fiscal Year 2025 Operating Budget
 - c. Presentation of the Library Renovation Plan Public Forum summary and planning next steps
- 11) CLOSED SESSION
- 12) ADJOURNMENT

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 16, 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 6:57 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 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: Michael Pope.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the September 18, 2024, Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Fiffer, and seconded by Trustee Schencker, **TO APPROVE THE SEPTEMBER 18, 2024, RBM MINUTES AS PRESENTED.**

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

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

Nays: None

Absent: Pope

- b. Approval of the September 18, 2024, Committee Of The Whole (COTW) minutes

On the bottom of page 7 of the Board Packet (BP), Trustee Lin requested that the second sentence of the bottom paragraph reflect the Library Board’s actual intention, and read, “The Trustees agreed to exploring the large renovation...”

A MOTION was made by Trustee Lin, and seconded by Trustee Krafcisin, **TO APPROVE THE SEPTEMBER 18, 2024, COTW MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Pope

- c. Approval of the September 30, 2024, COTW minutes

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer, **TO APPROVE THE SEPTEMBER 30, 2024, COTW MINUTES AS PRESENTED.**

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

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

Nays: None

Absent: Pope

- d. Approval of the Fiscal Year 2025 RBM schedule

A MOTION was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE FISCAL YEAR 2025 RBM SCHEDULE AS PRESENTED.**

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

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

Nays: None

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends annual appeal letter was mailed on October 11. Potential donors were informed of the new option to donate online. The Friends have also started preparations for their next sale.

8) COMMITTEE REPORTS:

- a. Building & Grounds:

There was no report.

- b. Finance:

Trustee Lin summarized the September finances (BP page 15). A \$16,300 loss in Property tax revenues was noted, due to refunds granted through appeals. The Modestus Bauer Foundation donated \$5000 to the library. Two Debt Service payments totaling \$9000 occurred in September, along with the second payment to Skidmore, Owings & Merrill (SOM) [BP page 19]. On page 4 of the supplemental handout, Trustee Lin pointed out that through September, Total

Expenditures of 63% were lower than the expected 75% Year To Date (YTD) amount.

c. Marketing:

Programs & Communications Head Grace Hayek provided a summary of promotions for the October 14 public presentation of master space planning (BP page 23). Director Kim praised the successful outcome of the promotional efforts. The presentation of the plan by SOM drew 85 attendees. As of October 16, the recording of the presentation had received 130 views on the library's YouTube channel. Finally, 40 responses to the post-presentation survey had been submitted by October 16 ahead of the October 28 deadline.

d. Plan Commission:

There was no report.

e. Planning:

There was no report.

f. Policy & Bylaws:

The memo on BP pages 24-25 listed the 2025 Policy Review Schedule. Trustee Krafcisin noted a typo in the "Re:" line: "2025" instead of "2024."

g. Sustainability Task Force (STF):

BP page 26 featured the September 24 Agenda for the STF meeting. Among the highlights, Trustee Lin listed September storm cleanup, a new pilot program for Monday buckthorn collection by reservation, the Recycle Coach app, and cooperation by Glencoe, Wilmette, and Evanston to pick up election signs after November 5. Trustee Krafcisin mentioned the task force's carbon reduction recommendations were submitted for the *All In, Glencoe Comprehensive Plan*.

h. Technology:

Trustee Weiss-Ham presented a Technology Committee Report memo (BP page 27). The new Bambu 3D printers are set up and being used. Network and Digital Services Librarian Justin Franklin is working on the replacement of public PCs for later this year, including the server-side software and software licenses.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim updated the Board on the following items since the September RBM:

The Mount Prospect and Waukegan Public library catalogs went live on October 2, becoming Cooperative Computer Service's (CCS) thirtieth and thirty-first member libraries.

The September 27 Staff Development Day was a success. The Director thanked Circulation Services Head Danny Burdett, Grace Hayek, and Adult Services Head Dale Heath for leading the program. He also noted the support of Children's Services and

Public Operations Manager Ann Finstad and Technical Services and Automation Operations Manager Becky Halcli.

After 44 years of service at the library, Acquisitions Professional Lisa Howland announced October 17 as her retirement date. Lisa worked with four Directors in her tenure (Tom Forte, Peggy Hamil, Juliann Janovicz, and Director Kim). For several years, she was the Bookkeeper and assisted the Directors with clerical duties. As Acquisitions Professional, she was an essential member of the Technical Services team. The Director and the entire staff wish her a happy retirement!

11 staff members celebrated their work anniversaries in September, the most in any month: Ann Berez and Jake Rogers – 9 years, Emily Fogle and Justin Franklin – 8 years, Susan Schober – 7 years, Natalie Brottman and Shira Cohen – 4 years, Peggy Klein – 3 years, Lisa Merrill and Jennifer Schwall – 1 year. The list of staff members is headlined by Becky Halcli, who celebrated her 31st work anniversary on September 1.

The November RBM will include Approval of the Fiscal Year 2024 operating budget, a review of the Schedule of Fines, Fees, and Loan Periods, and adoption of a master space planning option. President Parfitt suggested that a separate COTW meeting might be desirable to assess the public presentation survey results. Trustee Lin asked if the SOM presentation included renderings of the potential new openings to the Johnson Room. The Director and President Parfitt stated that the openings were not shown visually in the renderings. Trustee Schencker wondered about the effects on staff during a renovation. Director Kim and Becky Halcli concurred that there will be inevitable service adjustments, but the details are unknown at this point. Finally, Trustee Lin noted that the number of visitors to the library as of September (8,090 per the “Glencoe Public Library Statistical Report–September 2024” BP page 30) was approaching the 9,100 visitors tally of 2019.

10)NEW BUSINESS:

a. Approval of the Property Tax Levy request

Director Kim updated the Board on the details of the Property Tax Levy request, calculated at the maximum allowable levy amount for the library’s operating budget as \$3,135,666, a 3.9% increase over last year’s allowable property tax amount. Despite the projected healthy increase to property tax revenues, Total Revenues for Fiscal Year 2025 (FY25) will decrease by 4.8%.

Next, the Board was taken through the details on Expenditures for Library Services, Personnel, Facilities, Overhead, and Other (BP page 39). The presentation concluded with an overview of the operating budget accounts that need the FY25 amounts finalized: Salaries and wages, Property and casualty insurance, Contract services, Services and resource development, and the Special reserve fund (BP page 40).

The levy total and allocations will go to the Village Board upon Board approval.

A MOTION was made by Trustee Fiffer, and seconded by President Parfitt, **TO APPROVE THE PROPERTY TAX LEVY REQUEST AS PRESENTED.**

The **MOTION PASSED BY UNANIMOUS** roll call vote of those present.

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

Nays: None

Absent: Pope

- b. Presentation of Third Quarter updates of the 2023-2024 Implementation Plan
The Director shared the latest implementation plan report from the management team for the third quarter (July to September). He provided updates related to the four areas of improved facilities, organizational development, enhanced services and resources, and expanded outreach.
- c. Discussion regarding the potential revision of the Alcoholic Beverages Policy
As part of the consideration of a revision to the Alcoholic Beverages Policy, Trustee Fiffer found that many area libraries do not have such a policy. After discussion of the Village's licensing requirements and existing library policies regarding behavior, the Board agreed to sunset the Alcoholic Beverages Policy. The policy may be revisited if the building renovation includes a large program space.
- d. Approval of the fire alarm panel replacement proposal

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Schencker, **TO APPROVE THE FIRE ALARM PANEL REPLACEMENT PROPOSAL AS PRESENTED.**

The **MOTION PASSED BY UNANIMOUS** roll call vote of those present.

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

Nays: None

Absent: Pope

11)CLOSED SESSION:

There was no closed session.

12)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:
From: Trustee Fiffer, Policy & Bylaws Committee; Danny Burdett, Head of Circulation Services
Date: November 15, 2024
Re: Approval of the Schedule of Fines, Fees, and Loan Periods revision

The Schedule of Fines, Fees, and Loan Periods is the library policy that outlines fees and checkout periods associated with circulating materials, library services and resources. The Schedule is reviewed annually by the Library Board prior to the start of the new fiscal year. Each year, the staple policy edit is the recalculation of the nonresident library card fee. Annually reviewing the Schedule also gives staff the opportunity to confirm that the information is current.

As always, Danny Burdett, Head of Circulation Services, is the lead for the Schedule's staff-side review. An initial revision was submitted to Trustee Fiffer. The presented revision consists of recommendations from D. Burdett and Trustee Fiffer. The key changes are the following:

- Rename the policy to Schedule of Fees and Loan Periods
- Rename the "Fees as Penalties" section to "Fees for Physical Items Owned by the Glencoe Public Library (Library)"
- Rename the "Overdue Items" subsection to "Items Long Overdue"
- Rewrite the Items Long Overdue subsection for clarification
 - Include a statement that patrons will incur the replacement cost for Library of Things items if they are not returned within three months of the checkout date.
- Rename the "Lost or Damaged Items" subsection to "Items Lost or Damaged"
- Rewrite the Items Lost or Damaged subsection for clarification
- Create separate policy section for Interlibrary Loans
- Update "Scanning to email or memory stick" to "Scanning and faxing"
- Rewrite the statement at the end of the Loan Periods section for clarification

The revision included in the November 20, 2024, Regular Board Meeting packet is recommended for board approval by Trustee Fiffer.



GLENCOE PUBLIC LIBRARY
REDLINED 4.0

SCHEDULE OF FINES, FEES, AND LOAN PERIODS

Fines

The Glencoe Public Library (Library) does not charge patrons fines for overdue items.

Fees as Penalties for Physical Items Owned by the Glencoe Public Library (Library)

~~Overdue Items~~ Long Overdue

~~Patrons are charged the price that the Library paid for the item plus a \$5.00 processing fee for all items kept longer than six (6) months from the due date. No fees apply for undamaged items returned within six (6) months. Patrons are encouraged to return checked-out items within the loan periods specified below. If an item is not returned within six months, the patron will be charged the replacement cost for the item, plus a \$5.00 processing fee for each item.~~

~~Patrons will be responsible for the replacement cost of Library of Things items, plus a \$5.00 process fee for each item not returned within three months of the checkout date.~~

~~Lost or Damaged Items~~ Lost or Damaged

~~Patrons will be charged the price that the Library paid for the item plus a \$5.00 processing fee for each lost or damaged item. The Library does not accept replacements for lost or damaged items. Items that have been lost or returned to the Library in a damaged condition will result in the patron being charged the replacement cost for the item, plus a \$5.00 processing fee for each item.~~

Fees for Services and Resources

~~Interlibrary Loans~~

~~Charges for interlibrary loans and photocopies that are assessed by the lending library will be passed onto library patrons.~~

Photocopy, Printing, Scanning

Photocopy machine	_____ \$0.10 per page (b&w)
	_____ \$0.25 per page (color)
Microform printer	\$0.10 per page
Print from computer	First 3 pages free; \$0.10 per page thereafter (b&w)
	_____ First 3 pages free; \$0.25 per page thereafter (color)
Scanning to email or memory stick and faxing	_____ No charge

Resident Library Card

All residents of Glencoe who are at least four years old are eligible for a free library card. A resident applying for a library card must present photo identification and proof of a home address in Glencoe; provided, however, a minor who is unable to present photo identification may apply for a library card if accompanied by his/her/their parent or

guardian. For persons under 14 years of age, the application must be signed by his/her/their parent or guardian as well as the applicant.

Nonresident Library Card

In accordance with the Illinois Revised Statutes, the Library shall charge a nonresident family card fee at least equal to the cost paid by the residents of the Village of Glencoe, with the cost to be determined annually according to the formula established by the Illinois State Library.

The current nonresident library card fee is \$~~901.19~~1,013.22 which entitles the individual and family members to full lending privileges for ~~the period of~~ one year.

Interlibrary Loans

Charges for interlibrary loans and photocopies that are assessed by the lending library will be passed onto library patrons after patron approval.

Loan Periods

Checked-out Items

New book	2 weeks
Best seller book	1 week
Other books	3 weeks
Magazine	1 week
New DVD/Blu-ray video	1 week
Other DVD/Blu-ray video	2weeks/3weeks
Audio book/Playaway	_____ 3 weeks
Music CD	2 weeks
STEM kit	2 weeks

Library of Things (EReaders, Rokus, etc.) 2, 3, or 4 weeks

Materials cannot be renewed if holds have been placed by other library patrons. The abovementioned items may be renewed upon expiration of the applicable loan period unless a hold has been placed by another library patron.

In-building Use

Laptop	4-2 hours
Power bank	2 hours
Device charger	2 hours
Launchpad*	2 hours

*available in the Children’s Department

Adopted	
Reviewed	
Revised	May 2002; October 2009; July 2011; May 2012; May 2013; July 2014; November 2015; February 2016; January 2017; January 2018; May 15, 2018; May 22, 2019; May 20, 2020; November 18, 2020; November 17, 2021; November 16, 2022; November 15, 2023



GLENCOE PUBLIC LIBRARY

DRAFT 4.0

SCHEDULE OF FEES AND LOAN PERIODS

Fees for Physical Items Owned by the Glencoe Public Library (Library)

Items Long Overdue

Patrons are encouraged to return checked-out items within the loan periods specified below. If an item is not returned within six months, the patron will be charged the replacement cost for the item, plus a \$5.00 processing fee for each item.

Patrons will be responsible for the replacement cost of Library of Things items, plus a \$5.00 process fee for each item not returned within three months of the checkout date.

Items Lost or Damaged

Items that have been lost or returned to the Library in a damaged condition will result in the patron being charged the replacement cost for the item, plus a \$5.00 processing fee for each item.

Fees for Services and Resources

Photocopy, Printing, Scanning

Photocopy machine	\$0.10 per page (b&w) \$0.25 per page (color)
Microform printer	\$0.10 per page
Print from computer	First 3 pages free; \$0.10 per page thereafter (b&w) First 3 pages free; \$0.25 per page thereafter (color)
Scanning and faxing	No charge

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Nonresident Library Card

In accordance with the Illinois Revised Statutes, the Library shall charge a nonresident family card fee at least equal to the cost paid by the residents of the Village of Glencoe, with the cost to be determined annually according to the formula established by the Illinois State Library.

The current nonresident library card fee is \$1,013.22 which entitles the individual and family members to full lending privileges for one year.

Interlibrary Loans

Charges for interlibrary loans and photocopies that are assessed by the lending library will be passed onto library patrons after patron approval.

Loan Periods

Checked-out Items

<u>New book</u>	<u>2 weeks</u>
<u>Best seller book</u>	<u>1 week</u>
<u>Other books</u>	<u>3 weeks</u>
<u>Magazine</u>	<u>1 week</u>
<u>New DVD/Blu-ray video</u>	<u>1 week</u>
<u>Other DVD/Blu-ray video</u>	<u>2weeks/3weeks</u>
<u>Audio book/Playaway</u>	<u>3 weeks</u>
<u>Music CD</u>	<u>2 weeks</u>
<u>STEM kit</u>	<u>2 weeks</u>
<u>Library of Things (EReaders, Rokus, etc.)</u>	<u>2, 3, or 4 weeks</u>

The abovementioned items may be renewed upon expiration of the applicable loan period unless a hold has been placed by another library patron.

In-building Use

<u>Laptop</u>	<u>2 hours</u>
<u>Power bank</u>	<u>2 hours</u>
<u>Device charger</u>	<u>2 hours</u>
<u>Launchpad*</u>	<u>2 hours</u>

*available in the Children's Department

Adopted	
Reviewed	
Revised	May 2002; October 2009; July 2011; May 2012; May 2013; July 2014; November 2015; February 2016; January 2017; January 2018; May 15, 2018; May 22, 2019; May 20, 2020; November 18, 2020; November 17, 2021; November 16, 2022; November 15, 2023

October 2024: Comments Logged in Gimlet

Compliments

Reference	10/1/2024	"That train program was great. You should do it again."
Reference	10/3/2024	"I've always heard this is a beautiful library, and indeed it is."
Reader's Advisory	10/5/2024	A patron came in, all excited. She wanted to see me. A few years ago, I introduced her to author Alka Joshi, author of The Henna Artist. She was so taken with the book that she began a correspondence with the author. She is now on her soon-to-be published 3rd book. The exciting news is that the author told her she was planning a trip to India with her most loyal readers and plans to visit sites mentioned in the book. She will arrange all land travel, hotels, and all meal. Patron is thrilled and plans to go with this author and other small group of fans. It will be at least a 10-day trip in February. I am SO happy for her!
Reference	10/8/2024	I love this library!
Reference	10/10/2024	you always help me find books, thank you!
Children's	10/10/2024	We live in Northfield but your programs are wonderful! We love them.
Children's	10/16/2024	grandparent asked about weekend programs for 3 & K- happy to be able to do the Book Club Kit when it comes out. "Loved the Pete the Cat! Did all of the activities."
Reference	10/17/2024	"Do you have All the Colors of the Dark? yes? oh my gosh, this library is amazing. This made my day"
Reader's Advisory	10/17/2024	I didn't know you have all these items in your library of things! it's pretty cool
Program	10/19/2024	Thanks for organizing such a fun and informative outing among the birds on a perfect fall day. It was such a delightful group.
Reader's Advisory	10/21/2024	This is one of my favorite libraries!
Reference	10/29/2024	"This is our favorite library. It's so cozy. It's not like those big soulless libraries like Arlington Heights."

Complaints

Children's	10/11/2024	"we were in the basement doing some schoolwork and all the vents are covered in mold, and my son is very sensitive to it. I recommend having someone come out to deal with them."
Program	10/15/2024	A patron posted a follow-up comment about his concerns with the master space plan in reply to the 10/12 Facebook post advertising the event.
Reference	10/17/2024	patron does not want Johnson room touched in renovation project. She said breaking through to Forte Room is a bad idea.
Reader's Advisory	10/26/2024	grumbling about cash only copier "You should get a credit card reader. Now it's giving me my change back in dimes? You gotta be kidding me. This is ridiculous. You gotta be kidding me."
Children's	10/29/2024	"I'm here for the writers' program, but I'm never coming again. I drove around for over 10 minutes trying to find parking. Where is the library's parking lot? I've never been to a library that had no parking lot."
Program	10/30/2024	Patron arrived slightly late for "Get Your Writing Started" program, agitated about parking. Said she had never been to a library without dedicated parking and would not be attending the rest of the series for this reason. I explained about the parking lot across GB Rd. She attended class for about 2 minutes, then left.

Program Survey Feedback

Program	10/29/2024	Written survey feedback about the 10/25 Adult Craft Class: Halloween Lanterns - "Yes [I enjoyed the class]. It was a bit difficult, but still loved it!!"	Deerfield patron
Program	10/29/2024	Written survey feedback about the 10/25 Adult Craft Class: Halloween Lanterns - "Very enjoyable!"	Deerfield patron
Program	10/29/2024	Written survey feedback about the 10/25 Adult Craft Class: Halloween Lanterns - "Loved it! Keep up the great work on different crafts!"	Glenview patron
Program	10/29/2024	Written survey feedback about the 10/28 Adult Craft Class: Halloween Lanterns - "I loved this craft! So fun, useful, and just the right challenge."	Glencoe patron

Renovation Feedback

Reference	10/16/2024	General questions about renovation
Children's	10/16/2024	You should put solar panels on the roof and also have a few generators (youth feedback)
Children's	10/16/2024	This is great. You need more space. Especially like when you have the big reptile shows. But they're not touching [the Johnson Room], right? Good. It's great that you're working with Skidmore. They're one of the top architectural firms in Chicago
Reference	10/18/2024	renovation question, who is paying for this? will they close the library?
Reference	10/18/2024	will the renovation impact the use of the library?
Reference	10/20/2024	Patron does not like the idea of fiction collection moving to the lower level (doesn't believe there will be enough space to keep it on the ground floor).
Children's	10/23/2024	Adult patron came upstairs to help visualize the plans he saw downstairs. "I think you'll have a lot of [community] support"
Children's	10/27/2024	Gentleman came upstairs to see the Children's Department. Had never been upstairs. Was concerned that the community room would impact the lighting in Children's. Thought the renderings were inconsistent. Otherwise, was positive about the plans.
Reference	10/28/2024	Where do I find the survey to fill out to give my feedback on the Renovation?
Reference	10/29/2024	building project question
Reference	10/31/2024	patron wanted to see big copies of renovation floorplan ideas, but they are not available now. Showed her where to find them on website. She was concerned about a renovation that would take away the coziness of the library. She did not want the Johnson Room changed; certainly not opened up to the Forte Room. Too many library renovations just end up featuring large open spaces.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Parfitt & Trustee Lin, Building & Grounds Committee
Date: November 15, 2024
Re: Building & Grounds Committee update

Lower Level Repairs

The Library Board was informed on October 19 that the library's Lower Level would be closed to patrons until further notice due to potential contaminants discovered by staff and patrons. The Lower Level was reopened on October 22 after remediation.

All repairs, minus new vent covers have been completed.



Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin, Finance Committee
Date: November 15, 2024
Re: Finance Committee report

The following is a summary of finances for October 2024.

Combined balance sheet

- Compared to September, the ending balance for the MaxSafe account was \$188,847 less, reflecting that October's expenditures were more than the month's revenues.

Operating revenues

- The Library did receive \$64,801 in Property taxes but refunded \$6,209 from prior years. Overall, Property tax revenues exceed the YTD projection.
- With two months remaining in the fiscal year, Operating and Other revenues are performing very well.

Operating expenditures

- Audit - The cost for this year's annual financial report (\$1,800) was paid to the Village of Glencoe.
- Property & casualty insurance - \$3,713 was paid to Kamm Group for the Library's worker's compensation insurance.
- CCS and OCLC - The next quarterly payment to CCS for membership and OCLC fees was paid (\$13,115 and \$1,718, respectively).
- LAN/IT consulting - \$4,900 was paid to Sikich for additional consulting hours

Restricted fund

There is no report.

