

**AGENDA - REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, JANUARY 15, 2025 - 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 December 18, 2024, Regular Board Meeting minutes 3
  - b. Approval of the Reimbursement of Expenses Policy revision 8
  - c. Consideration to sunset the 3D Printing Policy 13
- 5) PUBLIC COMMENT
- 6) COMMUNICATIONS 16
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) COMMITTEE REPORTS - 7:20 p.m.
  - a. Building & Grounds
  - b. Finance 17
  - c. Marketing
  - d. Plan Commission
  - e. Planning
  - f. Policy & Bylaws
  - g. Sustainability Task Force

- h. Technology
- 9) REPORT OF THE EXECUTIVE DIRECTOR - 7:45 p.m.
  - a. Director's report - from December 19, 2024, to January 10, 2025
  - b. Monthly statistics - December 2024
- 10) NEW BUSINESS (ACTION)
  - a. Approval of the Illinois State Library Per Capita Grant application  
and Expenditures Report
- 11) CLOSED SESSION
- 12) ADJOURNMENT

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, DECEMBER 18, 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 6:58 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, Becky Halcli, Dale Heath, and Andrew Kim, Executive Director. Also present were Village of Glencoe Human Resources Manager Katy Darr, Friends Board President Marti Wick and library staff member Jeff D’Anastasio. Also present was Glencoe resident Bob Kimble. Absent: Beth Schencker.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the Agenda.

**4) CONSENT AGENDA:**

- a. Approval of the November 20, 2024, Regular Board Meeting (RBM) minutes  
A typo was noted (Board Packet [BP] page 7), replace “\$3,315,666” with “\$3,135,666.”
- b. Approval of the Public Comment Policy revision  
The request to add “or their” before “group affiliation” (BP page 11) was recommended.
- c. Approval of the Public Meeting Recording Policy revision
- d. Approval of the 2026 library closure dates

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Krafcisin, **TO APPROVE THE NOVEMBER 20, 2024, RBM MINUTES AS AMENDED, THE PUBLIC COMMENT POLICY REVISION AS AMENDED, THE PUBLIC MEETING RECORDING POLICY REVISION AS PRESENTED, AND THE 2026 LIBRARY CLOSURE DATES AS PRESENTED.**

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 were no public comments.

**6) COMMUNICATIONS:**

President Parfitt noted that Complaints about a lack of quiet space in the library are consistently present. He received assurance from Director Kim that the proposed renovation will provide quiet spaces even when the library is busy.

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

President Wick summarized the Friends' contributions to library programming as determined at their December 5 meeting. The \$7,445.49 total was distributed to the departments.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin referred to BP page 17's summary of the November finances. \$15,871 in Property Tax Revenue was received. With one month remaining in the 2024 fiscal year, Library Services expenditures were \$37,525 below the Year To Date (YTD) budgeted amount. Lower than expected expenditures for Video (56.5%) and Program & Community Engagement (55.1%) were also noted (Supplement page 2). Three payrolls and another payment to Skidmore, Owings & Merrill (SOM) were also factors in November. Overall, the Total Expenditures were at 79% (Supplement page 9), while Total Revenue stood at 88.6% (Supplement page 1).

c. Marketing:

The library's participation in the November 29 Light the Lights Village of Glencoe event was a success. An estimated 120 people attended the Johnson Room craft activity, while 25 people used the Sensory Room (BP page 25).

d. Plan Commission:

Trustee Pope reported that the proposed comprehensive plan will be presented to the Village Board on December 19 (BP page 26).

e. Planning:

There was no report.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

There was no report.

h. Technology:

Trustee Weiss-Ham referred the Board to the Technology Committee Report memo (BP page 27). Staff recycled several carts of obsolete and non-functional electronics. The Children's Services bank of public PCs is now at its full amount of 6 PCs. Justin also worked on upgrading two staff PCs with performance issues and replaced one damaged by a power surge.

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

Director Kim reported to the Board on the following since the November RBM:

Dale Heath addressed issues with purchasing "Advantage" copies of e-materials by purchasing "Cost-per-Circ" titles in Overdrive. This reduced waiting times for patrons. Dale will continue to manage patron access to e-materials while the library is unable to acquire Advantage copies. President Parfitt added his strong endorsement of this approach. In other Adult Services news, a new digital collection, Comics Plus, was added.

The next board meeting is January 15, and the scheduled business items include the Illinois State Library Per Capita Grant application, review of the 3D Printing Policy, and a planned Closed Session to review past Closed Session minutes and recordings.

**10) NEW BUSINESS:**

- a. Consideration to approve the Intergovernmental Agreement (IGA) for the Provision of Shared Services and Resources with the Village of Glencoe

Since its presentation last month, the IGA now includes the indemnification statement for the library requested by Trustee Fiffer (BP page 41), and the deletion of the redundant language in the indemnification section.

Human Resources Manager Katy Darr from the Village addressed Trustee Krafcisin's concern that the IGA continued to refer to an "EXHIBIT A" formula regarding coverage reimbursement. She acknowledged that the wording could be more accurate. On BP page 40, Section D., "the formula set forth in EXHIBIT A" was replaced by "the premiums as set forth by the Intergovernmental Personnel Benefit Cooperative (IPBC)." On BP page 42, 12., "per EXHIBIT A" was replaced by "as set forth by the IPBC."

**A MOTION** was made by Trustee Lin, and seconded by Trustee Pope, **TO APPROVE THE IGA FOR THE PROVISION OF SHARED SERVICES AND RESOURCES WITH THE VILLAGE OF GLENCOE AS AMENDED.**

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

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

Nays: None

Absent: Schencker

b. Approval of the Fiscal Year (FY) 2025 Operating Budget

After its presentation last month, the FY25 Operating Budget is being presented for board approval. The memo beginning on page 45 of the Board packet was updated with budget totals through November 2024, which adjusted the forecasts. From Director Kim's presentation:

**A MOTION** was made by Trustee Fiffer, and seconded by Trustee Lin, **TO APPROVE THE FY2025 OPERATING BUDGET AS PRESENTED.**

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

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

Nays: None

Absent: Schencker

c. Consideration to adopt the Library Master Space Plan

Director Kim referred the Board's attention to a summary of Focus Priorities and Issues chart (BP pages 63-65), which listed library Priorities and Issues and summarized how each was addressed in the Master Space Plan created by SOM. The Director presented the Board a level-by-level breakdown of where each library service and department will be located.

A packet Supplement "Glencoe Public Library: Master Space Plan Report, 15 December 2024" provided a comprehensive account of the library's and SOM's preliminary work, community feedback, design options, and more. The Master Space Plan Recommendations appeared on pages 67-79 of the Supplement. The Appendix (pages 81-84) detailed the renderings of the proposed plan.

The Trustees appreciated the in-depth detail provided by the Supplement and had a few comments on the space plan details.

**A MOTION** was made by Trustee Pope, and seconded by Trustee Fiffer, **TO APPROVE THE ADOPTION OF THE MASTER SPACE PLAN AS PRESENTED.**

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

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

Nays: None

Absent: Schencker

**11)CLOSED SESSION:**

**A MOTION** was made by Trustee Krafcisin, and seconded by Trustee Lin **TO ENTER INTO CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2 (C) (1), TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES.**

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

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

Nays: None

Absent: Schencker

The Library Board left Open Session at 8:15 p.m.

**12)CALL TO ORDER:**

President Parfitt called the Open Session to order at 8:59 p.m.

**13)ROLL CALL:**

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

**14)NEW BUSINESS:**

**A MOTION** was made by Trustee Lin, and seconded by Trustee Weiss-Ham **TO APPROVE THE AUGUST 21, 2024, CLOSED SESSION MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Schencker

**15)ADJOURNMENT:**

President Parfitt adjourned the meeting at 9:02 p.m.

Respectfully submitted by President Roger Parfitt and Jeff D'Anastasio

## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Fiffer, Policy & Bylaws Committee  
Date: January 10, 2025  
Re: Approval of the Reimbursement of Expenses Policy revision

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The Reimbursement of Expenses Policy was adopted by the Library Board in 2017 to fulfill its required compliance with the Local Government Travel Expense Control Act (Act). The Act was signed into law in July 2016 with an effective date of January 1, 2017. The Act requires that a public body regulates reimbursement of all travel, meal, and lodging expenses for its officers and employees. The Act requires that the regulations include the following:

- The types of official business for which travel, meal, and lodging expenses are allowed
- The maximum allowable reimbursement for such expenses
- Standardized form with documentation for use in obtaining reimbursement

Regulations may also allow for approval of emergency expenses that exceed the maximum otherwise allowed. The Reimbursement of Expenses Policy is to be reviewed annually by the Library Board.

This policy revision is recommended for board approval by Trustee Fiffer and includes editorial changes to better clarify the policy, and one substantial change in the Entertainment Expenses section.

The recommendation is to only authorize the Executive Director to pre-approve any requested entertainment expenses, and not immediate supervisors.





**REIMBURSEMENT OF EXPENSES POLICY**

**General**

The Glencoe Public Library (Library) requires compliance with the Local Government Travel Expense Control Act.

**Transportation Reimbursable Rates**

Maximum Reimbursable Rates for Transportation	
Air Travel	100% of lowest reasonable rate (coach)
Auto	Internal Revenue Service standard mileage rate at time of reimbursement
Rental Car	100% of lowest reasonable rate (midsize vehicle)
Train or Bus	100% of lowest reasonable rate (cost shall not exceed air travel)
Taxi, Shuttle, Rideshare, or Public Transportation	100% of actual reasonable rate
Tolls and Parking	100% of actual reasonable rate

Auto mileage shall be based on:

- Leaving from the Library and returning to the Library – Total miles driven
- Leaving from residence and returning to the Library (or vice versa) – Total miles driven minus ½ of normal roundtrip commute
- Leaving from residence and returning to residence – Total miles driven minus normal roundtrip commute

Any Library Trustee or staff member driving for library business must provide the Executive Director with current proof of vehicle liability insurance in an amount not less than the state mandated minimum every six months (January and July) to be kept on file with the Library.

**Meals and Lodging Reimbursable Rates**

Maximum Reimbursable Rate for Meals	
Per Diem	Pre-approved by the Executive Director based on the location of the business event

Maximum Reimbursable Rate for Lodging	
Per Diem	Lowest reasonable rate as pre-approved by Executive Director

**Reimbursement Requirements**

The Library will only approve reimbursement of expenses if a Library Trustee or staff member submits expenses ~~on~~-using the Library’s Reimbursement Request Form.

Reimbursement requests must be submitted within 60 days of the reimbursable event and must be accompanied by receipts.

Any reimbursable travel, meals, or lodging expenses of a staff member that exceed the maximum amount allowed, or any reimbursable expense in excess of \$200.00 of a Library Trustee, must be approved by a roll call vote at an open meeting of the Library Board of Trustees.

### Reimbursement for Taxes

In some instances, purchases of goods and services may enjoy a tax exemption. ~~In order to~~ obtain an exemption, the staff member should present a tax exemption letter at the point of purchase. Tax exemption letters are available ~~with~~from the staff member's supervisor or the Executive Director.

### Entertainment Expenses

Entertainment expenses are non-reimbursable unless such expense is pre-approved by ~~a staff member's supervisor or~~ the Executive Director. Approval will be limited to instances in which the expense is legitimately associated with a program or event.

Adopted	January 31, 2017
Reviewed	January 19, 2022
Revised	January 15, 2020; January 20, 2021; January 18, 2023; January 17, 2024



# GLENCOE PUBLIC LIBRARY

DRAFT 1.0

## REIMBURSEMENT OF EXPENSES POLICY

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Maximum Reimbursable Rate for Meals	
Per Diem	Pre-approved by the Executive Director based on the location of the business event

Maximum Reimbursable Rate for Lodging	
Per Diem	Lowest reasonable rate as pre-approved by Executive Director

### Reimbursement Requirements

The Library will only approve reimbursement of expenses if a Library Trustee or staff member submits expenses using the Library’s Reimbursement Request Form.

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**Reimbursement for Taxes**

In some instances, purchases of goods and services may enjoy a tax exemption. To obtain an exemption, the staff member should present a tax exemption letter at the point of purchase. Tax exemption letters are available from the staff member’s supervisor or the Executive Director.

**Entertainment Expenses**

Entertainment expenses are non-reimbursable unless such expense is pre-approved by the Executive Director. Approval will be limited to instances in which the expense is legitimately associated with a program or event.

Adopted	January 31, 2017
Reviewed	January 19, 2022
Revised	January 15, 2020; January 20, 2021; January 18, 2023; January 17, 2024

## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Fiffer, Policy & Bylaws Committee  
Ann Finstad, Manager, Children's Services and Public Operations Manager  
Becky Halcli, Manager, Technical Services and Automation Operations Manager  
Dale Heath, Head of Adult Services  
Date: January 10, 2025  
Re: Consideration to sunset the 3D Printing Policy

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In 2017, when the library began offering 3D printing to patrons, the Board voted to approve a policy outlining how this service would be offered. More than seven years later, this service is now routine and is best handled by posted procedures, rather than policy.

In researching how other surrounding libraries provide 3D printing services, staff discovered that the majority do not have a policy. Rather, they list guidelines and restrictions publicly on the library's website, and concerns related to copyright and misuse are covered by the general information policy of the library.

The library finds this practice more transparent for both the public and staff and would like to discontinue the use of the 3D Printing Policy. The webpage that provides an overview of 3D printing will be updated and will include language from the existing policy related to restrictions. The 3D Printing pamphlet which is kept at both 3D Printing locations in the library, Young Adult Room and Children's Department, and routinely given to patrons to explain 3D Printing, will also be updated to reflect all guidelines and restrictions.



## GLENCOE PUBLIC LIBRARY

### 3D PRINTING POLICY

#### General

Glencoe Public Library (Library) cardholders in good standing are welcome to submit 3D printer requests. “Good standing” is defined as a library card with no blocks for outstanding items or assessed fees.

The Library’s 3D printers may only be used for lawful purposes and may not be used to produce objects prohibited by local, state, or federal laws. Additionally, the 3D printers may not be used to produce the following:

- Items deemed by an attending library staff member to be unsafe, harmful, dangerous, or posing a threat to the well-being of others
- Weapons or weapons facsimiles
- Items deemed by library staff to be obscene or inappropriate for the library environment
- Items which cannot be produced without damaging the equipment and/or violating the 3D printer manufacturer’s Terms of Service Agreement

Patrons using the 3D printers shall be responsible for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

The Library reserves the right to refuse production of any 3D request submitted.

#### 3D Print Requests

All 3D print requests are subject to review by library staff. If a request is rejected, a library staff member will inform the patron via the communication method(s) indicated with the request.

The amount of time it takes to produce a 3D print depends on factors including but not limited to:

- Geometric properties of the model
- Physical properties of the material used
- Physical capabilities of the 3D printer equipment
- Staff schedules and availability

Generally, 3D prints will be completed on a “first come, first served” basis. However, library staff may use their discretion when scheduling production of objects in order to maximize the productivity of the equipment.

For ease of production, library staff may modify submitted designs at their discretion. Examples of such modifications include, but are not limited to:

- Scaling the object’s dimensions larger or smaller
- Adding flat surfaces to the object
- Breaking a larger object into components for printing

If no such modifications are desired, then submitters may indicate so in the notes field of the submission form. Without some of these modifications, it may not be possible to produce an object.

### **Liability**

The Library is not responsible for any damage, loss of data, or security issue that arises from or is related to the use of the Library's 3D printers, computers, or network.

The Library is not responsible for the functionality or quality of 3D objects printed using library equipment or for any injuries or damages that result from use of printed objects.

### **Procedure**

Only designated and trained library staff will operate the 3D printers. Patrons are welcome to observe the 3D printers in operation and may make arrangements with library staff if they wish to view their specific item being printed.

Completed 3D requests must be picked up by the person or persons who submitted them or by their designees.

The Library at this time does not assess a material or production fee for 3D printing, with the understanding that the service is only available to library cardholders. The Library reserves the right to impose reasonable charges in the future.

Completed 3D print requests not picked up within 30 days of notification of completion will become the property of the Library. The Library reserves the right to manage the disposition of unclaimed 3D print requests at its discretion.

### **Appeal Process**

If a 3D print request has been denied by library staff for production, and the requestor would like to appeal this decision, then the requestor may:

- Discuss with the Network & Digital Services Librarian for reconsideration
- If not satisfied, complete the Appeal a Denied 3D Print Request form and discuss with the Executive Director, and
- If not satisfied, request to add the appeal to the next Regular Board Meeting agenda for investigation by the Library Board of Trustees

Adopted	January 31, 2017
Reviewed	
Revised	January 15, 2020; January 18, 2023

## December 2024: Comments Logged in Gimlet

### Compliments

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Children's	12/3/2024	Many, many enthusiastic comments from families about Kerfuffle Theatre program. Adjectives included, " amazing", "wonderful", "beautiful", "We loved it." said multiple times. One of the two-year-olds when asked if it was fun, said "Yes, fun."
Reference	12/3/2024	"This is a great library. In fact, this is the best library."
Children's	12/7/2024	loved pete the cat book club to go, excited about elephant and piggie, said thank you for making them
Children's	12/7/2024	four eyes graphic novel series - patron lives in Chicago, will get there, is just visiting. said she loves this library and thinks we have a great selection of books
Reference	12/11/2024	patron called to say how much she enjoyed the Elvis program and the speaker
Reader's Advisory	12/19/2024	patron delighted with Paris art book she just checked out
Children's	12/26/2024	"Much fun. Sister said, I'm going to make a room in it where I can read. Brother made a very tall, double stacked roof. 'I want to stand in it.' We are getting the big car to take our house home!" shared mom." [regarding the Not-A-Box program]
Children's	12/31/2024	"Thank you for having the scavenger hunts. They are great. We always need interesting things to do and the scavenger hunt gives us a chance to work as a team and work on being patient. Patience is always a challenge with my toddler."

### Complaints

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Reader's Advisory	12/16/2024	Patron signed up with comment "disappointed" that [program] was not being recorded
Reference	12/28/2024	This comment is a reference, by a regular patron, to the homeless man who was stretched out sleeping yesterday, with his shoes and socks off, in the window seat in the YA Room yesterday. He did this when we did not renew his 90 minutes on the computers. He was there all afternoon. The patron asked, "Do we allow people to lay down and sleep in the library?"





## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Lin, Finance Committee  
Date: January 10, 2025  
Re: Finance Committee report

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The following is a financial summary for December 2024.

### Combined Balance Sheet

There is no report.

### Operating Revenues

- The library received a net of \$2,837.71 in Property Taxes. Revenues totaled over \$4,700, but Refunds totaled nearly \$2,000.
- Property Taxes – Current Year finished at 95.7% YTD.
- Personal Property Replacement Taxes YTD fell well below its projection. Moving into 2025, the Director will monitor the account's performance and adjust spending if necessary.
- The library received a boon of monetary donations in December doubling the revenue projection.
- Overall, Total Revenues finished at 89.2% YTD (\$375,816 less).

### Operating Expenditures

- Downloadable Content exceeded budget by \$28,430. Most of the overage was absorbed by the surplus in Books (\$27,000).
- Bookkeeping exceeded budget by \$11,260. The Fiscal Year 2025 budget has an improved forecast for this account's expenses.
- The final payment to Skidmore, Owings & Merrill was not received and remitted in December. Because it is not ideal for the payment to be expensed to 2025, I have reached out to ATA Group for guidance.
- Total Expenditures for December were slightly below the monthly average for 2024.

### Restricted Fund

The library received the \$7,449.49 in new gift funds from the Friends.

**GLENCOE PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**DECEMBER 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 DEC 31, 2024	AS OF NOV 30, 2024 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	36,680.40	58,667.43	-21,987.03
1-000-10102 Cash-Operating	370.00	380.00	-10.00
1-000-10118 CC Deposits-NS Bank	19,784.38	18,916.72	867.66
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	2,787,686.53	2,973,897.20	-186,210.67
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	48,396.47	44,102.89	4,293.58
3-000-10202 Cash Maxsafe (Pension Fund)	74,857.73	74,857.73	0.00
<b>Total Cash</b>	<b>2,967,850.51</b>	<b>3,170,896.97</b>	<b>-203,046.46</b>
<b>Total Bank Accounts</b>	<b>\$2,967,850.51</b>	<b>\$3,170,896.97</b>	<b>\$ -203,046.46</b>
Other Current Assets			
1-000-11010 Petty Cash Clearing	356.00	366.00	-10.00
<b>Total Other Current Assets</b>	<b>\$356.00</b>	<b>\$366.00</b>	<b>\$ -10.00</b>
<b>Total Current Assets</b>	<b>\$2,968,206.51</b>	<b>\$3,171,262.97</b>	<b>\$ -203,056.46</b>
<b>TOTAL ASSETS</b>	<b>\$2,968,206.51</b>	<b>\$3,171,262.97</b>	<b>\$ -203,056.46</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
<b>Total Liabilities</b>			<b>\$0.00</b>
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	311,500.23	514,556.69	-203,056.46
<b>Total Equity</b>	<b>\$2,968,206.51</b>	<b>\$3,171,262.97</b>	<b>\$ -203,056.46</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,968,206.51</b>	<b>\$3,171,262.97</b>	<b>\$ -203,056.46</b>

# Glencoe Public Library

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

	TOTAL	
	DEC 2024	JAN - DEC 2024 (YTD)
<b>Revenue</b>		
1-911-30150 Property Taxes-Prior Years	-1,948.07	-28,556.33
1-911-30151 Property Taxes-Current Year	1,510.01	2,888,985.16
1-911-30205 Property Tax Interest	3,275.77	3,275.77
1-911-30705 Personal Property Replacement Tax		24,338.53
1-911-31955 Copier Fees	28.00	540.90
1-911-34405 Fines & Fees	179.22	1,815.01
1-911-37110 Money Market Interest	11,977.32	163,121.79
1-911-38215 Miscellaneous Grants		6,767.72
1-911-38220 Per Capita Grant		13,140.77
1-911-38305 Miscellaneous Income	121.98	3,106.35
1-911-38550 Unrestricted Gifts	5,516.85	17,507.02
2-908-38551 Restricted Gifts-From Friends	7,445.49	39,863.04
2-908-38552 Restricted Gifts-B.C.Takiff Fund		8,200.00
3-950-30150 Property Taxes-Prior Years (Pension Fund)		34,582.82
3-950-30151 Property Taxes-Current Year (Pension Fund)	17,268.80	170,833.38
<b>Total Revenue</b>	<b>\$45,375.37</b>	<b>\$3,347,521.93</b>
<b>GROSS PROFIT</b>	<b>\$45,375.37</b>	<b>\$3,347,521.93</b>
<b>Expenditures</b>		
<b>900 Young Adult</b>		
1-900-60149 Program Supplies & Other		33.84
1-900-60151 Books	486.56	5,339.54
<b>Total 900 Young Adult</b>	<b>486.56</b>	<b>5,373.38</b>
<b>902 Adult Services</b>		
1-902-50705 Membership Dues	210.00	773.00
1-902-50850 Meeting Fees		347.00
1-902-50851 Travel		1,254.74
1-902-60120 Supplies	74.81	1,343.35
1-902-60151 Books	7,726.24	73,575.75
1-902-60152 Audio Books	255.92	6,038.90
1-902-60153 Periodicals	48.73	18,574.67
1-902-60155 Automated Resources	600.00	59,610.85
1-902-60156 Audio		1,154.85
1-902-60157 Video	1,209.92	7,566.01
1-902-60158 Downloadable Content	7,687.18	112,710.45
1-902-60159 Library of Things	284.02	1,020.85
<b>Total 902 Adult Services</b>	<b>18,096.82</b>	<b>283,970.42</b>

	TOTAL	
	DEC 2024	JAN - DEC 2024 (YTD)
<b>903 Children's Services</b>		
1-903-50705 Membership Dues	55.00	857.00
1-903-50850 Meeting Fees	179.31	1,254.24
1-903-50851 Travel	32.16	196.27
1-903-51650 Program		1,644.00
1-903-60120 Supplies	17.00	1,387.06
1-903-60149 Program Supplies & Other	355.32	2,808.73
1-903-60151 Books	2,056.72	23,026.33
1-903-60152 Audio Books		4,327.78
1-903-60153 Periodicals		819.35
1-903-60155 Automated Resources		1,919.00
1-903-60158 Downloadable Content	804.74	7,218.46
1-903-60159 Learning Kits	30.88	281.58
<b>Total 903 Children's Services</b>	<b>3,531.13</b>	<b>45,739.80</b>
<b>904 Technical Services</b>		
1-904-50705 Membership Dues		325.00
1-904-50751 O.C.L.C.	139.81	7,001.49
1-904-50851 Travel		91.79
1-904-60120 Supplies	550.40	5,919.31
<b>Total 904 Technical Services</b>	<b>690.21</b>	<b>13,337.59</b>
<b>905 Administration</b>		
1-905-40105 Salaries	131,628.32	1,586,724.33
1-905-40132 Medical Insurance	15,540.66	205,527.17
1-905-40705 Unemployment Insurance	73.95	4,196.31
1-905-50205 Photocopier Service	757.78	9,364.94
1-905-50315 Postage	503.16	2,348.88
1-905-50325 Phone Service	1,078.90	12,678.53
1-905-50410 Contractual Services		71,691.96
1-905-50590 Auditing Services		1,800.00
1-905-50595 Bookkeeping Services	2,061.93	26,758.67
1-905-50630 Legal Counsel-Other		3,262.50
1-905-50705 Membership Dues	410.00	3,009.90
1-905-50805 Training	908.94	2,562.04
1-905-50850 Meeting Fees	311.98	4,703.10
1-905-50851 Travel	28.01	2,840.65
1-905-51106 Trustee Expenses	55.00	390.00
1-905-51110 Recruitment		987.49
1-905-51505 Property & Casualty Insurance		37,301.00
1-905-51651 CCS, Operating Expenses		54,124.69
1-905-51652 Library Svc & Resource Development		946.04
1-905-60120 Supplies	34.49	3,217.64
1-905-60150 Furniture	320.58	29,616.55
1-905-60163 Professional Collection Supplies		204.00
1-905-70105 Debt Service	9,000.92	53,586.67
<b>Total 905 Administration</b>	<b>162,714.62</b>	<b>2,117,843.06</b>

	TOTAL	
	DEC 2024	JAN - DEC 2024 (YTD)
<b>906 Facilities</b>		
1-906-50105 Building Maintenance	3,752.52	70,403.81
1-906-50110 Equipment Repair		40.99
1-906-50129 Wiring & Electrical		7,734.99
1-906-50150 Grounds Maintenance	449.21	8,256.14
1-906-50190 Plumbing Repair & Maintenance		8,255.00
1-906-50191 Alarm Repair & Maintenance	14,304.00	16,205.00
1-906-50192 Water/Rubbish Repair & Maintenance	465.00	8,490.82
1-906-50193 Elevator Repair & Maintenance	221.00	5,606.36
1-906-50420 HVAC Maintenance		15,834.09
1-906-60120 Supplies	1,773.33	25,218.87
<b>Total 906 Facilities</b>	<b>20,965.06</b>	<b>166,046.07</b>
<b>907 IMRF</b>		
3-907-40460 Social Security	8,025.34	96,703.93
3-907-40465 Medicare	1,876.89	22,616.22
3-907-40505 Illinois Municipal Retirement Fund	7,366.57	86,096.05
<b>Total 907 IMRF</b>	<b>17,268.80</b>	<b>205,416.20</b>
<b>908 Restricted</b>		
2-908-90350 Restricted Gift Expense-Friends	2,357.86	41,501.13
2-908-90351 Restricted Gift Expense-Takiff Fund	794.05	5,500.09
2-908-90354 Restricted Gift Expense-Janet Hauser Memorial		947.27
<b>Total 908 Restricted</b>	<b>3,151.91</b>	<b>47,948.49</b>
<b>909 Circulation Services</b>		
1-909-60120 Supplies	1,115.97	2,224.73
<b>Total 909 Circulation Services</b>	<b>1,115.97</b>	<b>2,224.73</b>
<b>910 Digital Services</b>		
1-910-50215 Computer Hardware/Software	7,703.57	61,763.61
1-910-50320 IT Consulting	4,900.00	29,499.00
1-910-50321 Website Design/Hosting		2,088.40
1-910-50325 Internet Access	790.00	10,155.00
1-910-50332 Digital 3D Printing	17.99	45.95
1-910-50750 Digital-Device Subscriptions	85.94	1,812.25
1-910-60305 Computer Supplies	787.73	7,816.16
<b>Total 910 Digital Services</b>	<b>14,285.23</b>	<b>113,180.37</b>
<b>916 Programs &amp; Communication</b>		
1-916-50330 Communications	4,485.00	18,924.70
1-916-50705 Membership Fees		208.00
1-916-50850 Meeting Fees		648.00
1-916-50851 Travel	438.62	1,125.30
1-916-51650 Program	735.00	11,776.30
1-916-60120 Supplies	396.92	739.82
1-916-60149 Program Supplies & Other	69.98	1,519.47
<b>Total 916 Programs &amp; Communication</b>	<b>6,125.52</b>	<b>34,941.59</b>
<b>Total Expenditures</b>	<b>\$248,431.83</b>	<b>\$3,036,021.70</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -203,056.46</b>	<b>\$311,500.23</b>
<b>NET REVENUE</b>	<b>\$ -203,056.46</b>	<b>\$311,500.23</b>

**Glencoe Public Library**  
**Schedule of Changes in Restricted Gift Funds**  
**For the Month Ending December 31, 2024**

<u>Fund</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Friends of the Glencoe Library	\$ 6,895.71	\$ 7,445.49	\$ 2,357.86	\$ 11,983.34
Bobette Cohen Takiff Fund	17,169.68		794.05	16,375.63
Janet Hauser Memorial Fund	136.00			136.00
Louis Bobby Slotkin Memorial Fund	19,901.50			19,901.50
<b>Total All Funds</b>	<u>\$ 44,102.89</u>	<u>\$ 7,445.49</u>	<u>\$ 3,151.91</u>	<u>\$ 48,396.47</u>

# BOND STATEMENT

CUSIP: GLNCPL024  
 STATEMENT DATE: 12/06/2024  
 CURRENT BALANCE: \$465,509.70  
 PAYMENT DUE DATE: 01/01/2025

AMOUNT DUE: 4,500.56

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

CUR BAL: \$465,509.70 INT RATE: 5.25%	AMOUNT
01/01/2025 - Principal Payment General Obligation GLNCPL017 Maturity Date 06/01/2031	2,463.96
01/01/2025 - Interest Payment General Obligation GLNCPL017 Maturity Date 06/01/2031	2,036.60
<b>TOTAL</b>	<b>4,500.56</b>

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
08/01/2024	2,410.76	2,089.80	475,258.68
09/01/2024	2,421.31	2,079.26	472,837.37
10/01/2024	2,431.90	2,068.66	470,405.46
11/01/2024	2,442.54	2,058.02	467,962.92
12/01/2024	2,463.96	2,036.60	465,509.70
<b>TOTAL TO DATE:</b>	<b>\$505,211.17</b>	<b>\$19,136.09</b>	

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























