

**AGENDA - REGULAR BOARD MEETING
 GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
 WEDNESDAY, FEBRUARY 19, 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 January 15, 2025, Regular Board Meeting minutes](#) 3
 - b. [Approval of the rescheduled dates for the Friends Winter Book Sale](#) 7
- 5) PUBLIC COMMENT
- 6) [COMMUNICATIONS](#) 8
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) COMMITTEE REPORTS - 7:20 p.m.
 - a. Building & Grounds
 - b. [Finance](#) 11
 - c. Marketing
 - d. Plan Commission
 - e. Planning
 - f. Policy & Bylaws
 - g. [Sustainability Task Force](#) 18
 - h. [Technology](#) 20

9)	REPORT OF THE EXECUTIVE DIRECTOR - 7:45 p.m.	
a.	<u>Director's report - from January 16 to February 14, 2025</u>	21
b.	<u>Monthly statistics - January 2025</u>	28
10)	NEW BUSINESS	
a.	<u>Approval of the 2025 Illinois Public Library Annual Report (IPLAR)</u>	33
b.	<u>Approval of the Salary Administration Policy revision</u>	58
c.	<u>Consideration to approve Ordinance 2025-02-19 A - Ordinance Amending the Purpose of the Special Reserve Fund</u>	73
d.	<u>Consideration to approve Ordinance 2025-02-19 B - Ordinance Transferring Funds to the Special Reserve Fund</u>	78
11)	CLOSED SESSION	
12)	ADJOURNMENT	

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JANUARY 15, 2025 – 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, Beth Schencker, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Becky Halcli, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present was Friends Board President Marti Wick and library staff member Jeff D’Anastasio. Also present was Glencoe resident Bob Kimble, and Glencoe residents Barbara and Scott Padiak arrived at 7:10 p.m.

3) ADDITIONS TO THE AGENDA:

President Parfitt requested that the Trustees discuss and name a fundraising committee to guide Director Kim during New Business.

4) CONSENT AGENDA:

- a. Approval of the December 18, 2024, Regular Board Meeting (RBM) minutes
Trustee Fiffer requested clearer wording in 6) Communications: replace “He received assurance from Director Kim that the proposed renovation will provide quiet spaces even when the library is busy” with, “Director Kim responded that in addition to the current Forte Room quiet hours, there is potential for the Hammond room to offer quiet hours” (Board Packet [BP] page 4).
- b. Approval of the Reimbursement of Expenses Policy revision
Besides editorial changes, the revision had one notable change. It was recommended that only the Executive Director pre-approve any requested entertainment expenses.
- c. Consideration to sunset the 3D Printing Policy
Management team members Children’s Services and Public Operations Manager Ann Finstad, Technical Services and Automation Operations Manager Becky Halcli, and Head of Adult Services Dale Heath recommended sunsetting the policy in favor of leaning on guidelines already in place.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Weiss-Ham, TO APPROVE THE DECEMBER 18, 2024, RBM MINUTES AS AMENDED, THE REIMBURSEMENT OF EXPENSES POLICY REVISION AS PRESENTED, AND TO SUNSET THE 3D PRINTING POLICY AS PRESENTED.

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham
Nays: None

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

President Parfitt asked for an update on a Complaint about a patron sleeping in the YA Room. Director Kim provided a summary of the incidents.

The residents arriving at 7:10 p.m. were offered a **PUBLIC COMMENT** opportunity but declined.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that donations to the annual appeal were coming in at a steady rate. On January 28, the Friends will decide whether they will go ahead with their February sale or postpone it until April.

8) COMMITTEE REPORTS:

a. Building & Grounds:

There was no report.

b. Finance:

BP page 17 provided a financial summary for December. Trustee Lin noted that the invoice for the final payment to Skidmore, Owings & Merrill (SOM) was not received in December. Director Kim will work with Lauterbach & Amen to add the expense to 2024 during the annual audit. Total Expenditures for December were \$248,431.83 (BP page 21), the typical amount for a month, while the total in the main bank account was over \$2.9 million at year's end (BP page 19). Two debt service payments were deducted in December, totaling \$9,000 instead of the usual \$4,500 (BP page 21, page 24). Overall, for 2024, there was less total revenue than 2023 (nearly \$3.1 million [Supplement page 1]), but less total expenditure (\$2.988 million [Supplement page 4]). The result was a final Year To Date (YTD) Total Expenditure of 86.1% (Supplement page 4). President Parfitt mentioned that the Friends contributed close to \$40,000 to the library in 2024 (BP page 20).

c. Marketing:

Head of Programs & Communications Grace Hayek informed the Board of a January 29 event from the Yad Vashem World Holocaust Remembrance Center in Israel, "Weddings During the Holocaust." Patrons will be able to watch the event streamed live at the library or from home. Rabbi Lisa Greene of North Shore Congregation Israel will lead a discussion afterwards (BP page 25).

- d. Plan Commission:
BP page 26 provided a summary of the December 18 meeting.
- 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 to the Technology Committee Report memo: introducing the Bambu 3D printers to Children's Services staff, replacing the Circulation staff PCs, and staff training on phishing awareness and safe email practices were the highlights of the report.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim presented the following developments since the December RBM:

The Director congratulated Dale Heath, who celebrated her one-year work anniversary on December 11, and Circulation Associate Joan Schneider, who celebrated her twenty-fifth year with the library on December 13.

Head of Circulation Services Danny Burdett hired a new Circulation team member, Sabrina Nizzi, who will begin working shifts later in January.

Technology Librarian Matthew Byrd submitted a proposal to launch a video game collection, which was reviewed by the Director and members of the management team.

Becky Halcli prepared an update on the library changing its main book vendor from Baker & Taylor to Ingram (BP page 30).

Next month's business items include the 2024 Illinois Public Library Annual Report (IPLAR), and a scheduled review of the Salary Administration Policy. The management team is also working on the Implementation Plan. Discussions with President Parfitt and Trustee Lin about the first deposit into the Special Reserve Fund are also planned.

The "Glencoe Public Library Statistical Report—December 2024" (BP pages 31-35) drew several comments from Trustees. Trustee Fiffer remarked on a 12% drop in Adult Circulation compared to December 2023 (BP page 33). He requested that the Director highlight any significant statistics in future reports to aid the Board's interpretation of the data. Trustee Lin suggested a Memo of notable details be attached each month to the

Statistical Report. Trustee Weiss-Ham asked whether demographic information could be included with the numbers where relevant.

10)NEW BUSINESS:

- a. Approval of the Illinois State Library Per Capita Grant application and Expenditures Report

BP page 41 shares twelve immediate goals after reviewing SOP 4.0, including renovation funding, the realignment project, updating the building safety checklist, optimizing e-content expenses and access, formalizing a communications plan.

Trustee Fiffer recommended several wording changes to the Grant application that Director Kim captured and will incorporate into the application prior to delivery.

A MOTION was made by Trustee Schencker, and seconded by Trustee Fiffer, **TO APPROVE THE ILLINOIS STATE LIBRARY PER CAPITA GRANT APPLICATION AND EXPENDITURES REPORT AS AMENDED.**

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

Ayes: Fiffer, Krafcisin, Lin, Parfitt, Pope, Schencker, Weiss-Ham
Nays: None

- b. Establishment of a subcommittee for renovation fund-raising

President Parfitt requested the formation of one or two Board subcommittees for renovation fundraising. He noted that there had already been expressed interest from Board members to serve in this capacity. The initial task will be to assist the Director in identifying potential fundraising consultants. Trustees Lin and Pope agreed to serve on the first of the anticipated two subcommittees.

11)CLOSED SESSION:

There was no Closed Session.

12)ADJOURNMENT:

President Parfitt adjourned the meeting at 7:57 p.m.

Respectfully submitted by Jeff D'Anastasio

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: The Friends of the Glencoe Public Library
Date: February 14, 2025
Re: Approval of the rescheduled dates for the Friends Winter Book Sale

Originally scheduled for February 21-24, 2025, the Friends of the Glencoe Public Library request board approval to reschedule their Winter Book Sale to April 4-7, 2025.

Approval of the sale dates will require the library building to remain open until 6:30 p.m. on April 4 and to open at noon on April 6. Patron services will not be available during these additional hours. All other sale times are in line with normal library hours.

Sale attendees will not be permitted in any area of the building other than the Friends Room after the library closes.

Sale Date	Sale Hours	Library Hours
Friday, April 4	4:30 – 6:30 p.m.	9:00 a.m. – 6:00 p.m.
Saturday, April 5	9:00 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.
Sunday, April 6	12:00 – 5:00 p.m.	1:00 – 5:00 p.m.
Monday, April 7	9:00 a.m. – 12:00 p.m.	9:00 a.m. – 9:00 p.m.

January 2025: Comments Logged in Gimlet

Compliments

Program	1/2/2025	I want to thank you for arranging the terrific collage program. I had a ton of fun and it was clear that everyone else in the class enjoyed it too. The teacher provided so much material for us to pick over, her instructions were succinct and the examples of her own art were helpful. I certainly appreciate the variety of programs the Library offers. Thanks so much.
Reference	1/2/2025	You guys have the best displays!
Children's	1/6/2025	Parent asked if we had Yoto cards. Here's her response, "Wow, this is amazing! You have so many. My daughter is going to be so excited. She likes to listen to books while she builds with her Legos. I am sending a picture of your large collection to my aunt who bought her a Yoto Player."
Children's	1/8/2025	Granddaughter and I enjoyed your recommendation of gravity maze from your stem kit collection. Best of all, granddaughter asked to play the game instead of requesting screen time.
Children's	1/13/2025	daughter really liked the new book about flamingos (flamingos are pretty funky), thanks for recommending
Reference	1/13/2025	Email from a patron whom was sent a link for Andrew Lloyd Webber program "[We] loved every minute of this presentation. We can't wait for the second half. You never disappoint us!
Children's	1/15/2025	"Writers is very excited about the library now. They are getting their own library cards and love the Library of Things." Writer's program person's comment after meeting with Children's Program Coordinator.
Reference	1/15/2025	patron called inquiring if there was a group he could contact who, like him, was interested in the history of Checker Cabs.
Children's	1/16/2025	Grandmother came to pick up a Dragon Masters Book Club To-Go kit and was raving about how much she has loved the other book club kits, how much her grandkids enjoy the activities, and how they continue to use the materials in the kits again and again.
Reference	1/17/2025	A response to the 1/16 email blast about the new BiblioPicks service - "This is perfect. I've been reading and/or listening to everything on Libby, which is awesome. Thanks for letting me know."

Children's	1/27/2025	new patrons, gave quick tour of children's and gave January and February calendar. as they were leaving after playing they said this was a nice library and they would be back
Reference	1/28/2025	"Good night, Glencoe Library. I love this library."
Reference	1/29/2025	patron bought a book from our library from thrift books, wanted to make sure it wasn't stolen!
Children's	1/29/2025	Dad came in to bring home more books for his three year old and shared, " He loved the Wall in the Middle of the book... he keeps having us read it over and over and he keeps pretending to read it. His nanny told me that he like to come in to get attention from you and the other adults rather than play with the kids." I put more Agee books on hold for them and found more books that are nf but mostly pictures.

Complaints

Reader's Advisory	1/26/2025	Patron said chairs in the Johnson room are very uncomfortable for older people, people with back issues, and people who are on the short side. The wingback chairs we use to have were wonderful, and if they were falling apart, we should have replaced them with new wingbacks, not with the hard-to-get-out-of, uncomfortable chairs that now fill the room.
Reference	1/28/2025	As she was leaving the library, a patron complained that a tutor and student are sitting at the back table in the YA room talking quietly, but the talking still bothered the patron while she was at the computer.
Children's	1/29/2025	Patron who left movie, Weddings During the Holocaust early commented to us, " Not good. You could not hear the man's voice. Very low voice, very strong accent. I am very disappointed. I maybe heard 10% of what was said and I couldn't see the captions.'
Reference	1/31/2025	It's so hot in the Johnson Room right now, any way we can make it cooler?

Program Survey Feedback

Program	1/10/2025	Written survey for the 1/10 Adult Craft Class: DIY Potholder - "Useful project. Thank you! Lots of fun."
Program	1/10/2025	Written survey for the 1/10 Adult Craft Class: DIY Potholder - "Love it, very creative. Keep up the great work."
Program	1/10/2025	Written survey for the 1/10 Adult Craft Class: DIY Potholder - "Great for those that only have a little experience sewing. Love the Adult Crafting program! Thanks so much."
Program	1/10/2025	Written survey for the 1/10 Adult Craft Class: DIY Potholder - "The instructions were easy to follow and allowed a new way to make an object without a sewing machine."
Program	1/10/2025	Written survey for the 1/10 Adult Craft Class: DIY Potholder - "Love it, love it! Natalie always teaches such great classes, she is so kind and patient with the attendees! :) Great classes, very grateful for this special library and for Natalie."
Program	1/10/2025	Multiple participants (all Glencoe residents) commented about how relaxing/calming the craft classes are, and what a nice break it is from busy lives. One patron even said "it's like medication for my soul, I love it."
Program	1/13/2025	Written survey for the 1/13 Adult Craft Class: DIY Potholder - "I love that I can use this right away. Thank you!"
Program	1/13/2025	Written survey for the 1/13 Adult Craft Class: DIY Potholder - "So cool and had a great time learning a new skill/craft. Natalie was so patient and helpful for a new/inexperienced sewer."
Program	1/17/2025	Excellent lecture. Thank you so much! (in response to 1/16 American Impressionists Zoom lecture)
Program	1/17/2025	Wonderful presentation (in response to 1/16 American Impressionists Zoom lecture)
Program	1/17/2025	Thanks, Jeff. I always learn so much from your presentation. One of my favorite presenters! (in response to 1/16 American Impressionists Zoom lecture)
Program	1/27/2025	Patron needed help finding a former GPL presenter. "You're awesome! Another reason to love the librarians. Thank you!"
Program	1/29/2025	(re Weddings During the Holocaust program) How can I get the recording this presentation? It was really good. Thank you for all of the wonderful events you organize.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin, Finance Committee
Date: February 14, 2025
Re: Finance Committee report

The following is a summary of finances for January 2025.

Combined Balance Sheet

There is no report.

Operating Revenues

- It is a slow start for receiving in 2025. 71% of the total monthly revenues (\$15,125) are from Interest Income (\$10,776)

Operating Expenditures

- There were no expenditures from January that were unanticipated.
 - The *Hardware/Software* account exceeded 8.3% January projection due to paying for an annual subscription to KnowBe4 (\$1,212), the software product that trains employees to identify phishing attempts and other types of cyberattacks, and hardware purchases (\$4,359)
 - The entire amount due to renew the library's insurance policies was paid in January (\$35,910)
 - The final payment to Skidmore, Owings & Merrill was made in January (\$16,150)

Restricted Fund

There is no report.

GLENCOE PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JANUARY 31, 2025

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 JAN 31, 2025	AS OF DEC 31, 2024 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	29,362.60	36,680.40	-7,317.80
1-000-10102 Cash-Operating	100.00	370.00	-270.00
1-000-10118 CC Deposits-NS Bank	19,446.48	19,784.38	-337.90
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	2,556,116.03	2,787,686.53	-231,570.50
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	44,965.78	48,396.47	-3,430.69
3-000-10202 Cash Maxsafe (Pension Fund)	58,441.74	74,857.73	-16,415.99
Total Cash	2,708,507.63	2,967,850.51	-259,342.88
Total Bank Accounts	\$2,708,507.63	\$2,967,850.51	\$ -259,342.88
Other Current Assets			
1-000-11010 Petty Cash Clearing	606.00	356.00	250.00
Total Other Current Assets	\$606.00	\$356.00	\$250.00
Total Current Assets	\$2,709,113.63	\$2,968,206.51	\$ -259,092.88
TOTAL ASSETS	\$2,709,113.63	\$2,968,206.51	\$ -259,092.88
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
1-000-28105 Fund Balance-General	2,844,952.31	2,533,566.63	311,385.68
2-000-28105 Restricted Gift Fund Balance	48,396.47	48,281.92	114.55
3-000-28105 Pension Fund Balance	74,857.73	74,857.73	0.00
Retained Earnings	0.00	0.00	0.00
Net Revenue	-259,092.88	311,500.23	-570,593.11
Total Equity	\$2,709,113.63	\$2,968,206.51	\$ -259,092.88
TOTAL LIABILITIES AND EQUITY	\$2,709,113.63	\$2,968,206.51	\$ -259,092.88

Glencoe Public Library

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

	TOTAL	
	JAN 2025	JAN 2025 (YTD)
Revenue		
1-911-30151 Property Taxes-Current Year	2,621.03	2,621.03
1-911-30205 Property Tax Interest	185.59	185.59
1-911-30705 Personal Property Replacement Tax	1,090.76	1,090.76
1-911-31955 Copier Fees	31.00	31.00
1-911-34405 Fines & Fees	78.87	78.87
1-911-37110 Money Market Interest	10,776.20	10,776.20
1-911-38305 Miscellaneous Income	172.00	172.00
1-911-38550 Unrestricted Gifts	170.00	170.00
Total Revenue	\$15,125.45	\$15,125.45
GROSS PROFIT	\$15,125.45	\$15,125.45
Expenditures		
900 Young Adult		
1-900-60151 Books	194.61	194.61
Total 900 Young Adult	194.61	194.61
902 Adult Services		
1-902-60151 Books	4,794.06	4,794.06
1-902-60152 Audio Books	292.88	292.88
1-902-60155 Automated Resources	4,518.00	4,518.00
1-902-60157 Video	901.96	901.96
1-902-60158 Downloadable Content	7,661.95	7,661.95
Total 902 Adult Services	18,168.85	18,168.85
903 Children's Services		
1-903-50705 Membership Dues	39.99	39.99
1-903-50850 Meeting Fees	260.00	260.00
1-903-50851 Travel	322.56	322.56
1-903-60149 Program Supplies & Other	14.92	14.92
1-903-60151 Books	1,371.45	1,371.45
1-903-60152 Audio Books	887.14	887.14
1-903-60155 Automated Resources	795.00	795.00
1-903-60158 Downloadable Content	640.09	640.09
Total 903 Children's Services	4,331.15	4,331.15
905 Administration		
1-905-40105 Salaries	120,104.02	120,104.02
1-905-40132 Medical Insurance	18,365.32	18,365.32
1-905-40705 Unemployment Insurance	883.82	883.82
1-905-50205 Photocopier Service	768.46	768.46
1-905-50325 Phone Service	1,078.90	1,078.90
1-905-50410 Contractual Services	16,150.00	16,150.00
1-905-50595 Bookkeeping Services	2,247.20	2,247.20
1-905-50630 Legal Counsel-Other	450.00	450.00

	TOTAL	
	JAN 2025	JAN 2025 (YTD)
1-905-50705 Membership Dues	225.00	225.00
1-905-50805 Training	97.82	97.82
1-905-50851 Travel	14.84	14.84
1-905-51110 Recruitment	22.00	22.00
1-905-51505 Property & Casualty Insurance	35,910.00	35,910.00
1-905-51651 CCS, Operating Expenses	14,832.69	14,832.69
1-905-60120 Supplies	22.25	22.25
1-905-60163 Professional Collection Supplies	179.00	179.00
Total 905 Administration	211,351.32	211,351.32
906 Facilities		
1-906-50105 Building Maintenance	2,982.76	2,982.76
1-906-50150 Grounds Maintenance	357.06	357.06
1-906-50192 Water/Rubbish Repair & Maintenance	463.88	463.88
1-906-50193 Elevator Repair & Maintenance	519.00	519.00
Total 906 Facilities	4,322.70	4,322.70
907 IMRF		
3-907-40460 Social Security	7,308.68	7,308.68
3-907-40465 Medicare	1,709.29	1,709.29
3-907-40505 Illinois Municipal Retirement Fund	7,398.02	7,398.02
Total 907 IMRF	16,415.99	16,415.99
908 Restricted		
2-908-90350 Restricted Gift Expense-Friends	2,720.69	2,720.69
2-908-90351 Restricted Gift Expense-Takiff Fund	710.00	710.00
Total 908 Restricted	3,430.69	3,430.69
910 Digital Services		
1-910-50215 Computer Hardware/Software	9,369.01	9,369.01
1-910-50321 Website Design/Hosting	270.00	270.00
1-910-50325 Internet Access	790.00	790.00
1-910-50750 Digital-Device Subscriptions	85.94	85.94
1-910-60305 Computer Supplies	3,049.39	3,049.39
Total 910 Digital Services	13,564.34	13,564.34
916 Programs & Communication		
1-916-50705 Membership Fees	210.00	210.00
1-916-50851 Travel	13.30	13.30
1-916-51650 Program	1,850.00	1,850.00
1-916-60120 Supplies	320.00	320.00
1-916-60149 Program Supplies & Other	45.38	45.38
Total 916 Programs & Communication	2,438.68	2,438.68
Total Expenditures	\$274,218.33	\$274,218.33
NET OPERATING REVENUE	\$ -259,092.88	\$ -259,092.88
NET REVENUE	\$ -259,092.88	\$ -259,092.88

Glencoe Public Library
Schedule of Changes in Restricted Gift Funds
For the Month Ending January 31, 2025

<u>Fund</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Friends of the Glencoe Library	\$ 11,983.34		\$ 2,720.69	\$ 9,262.65
Bobette Cohen Takiff Fund	16,375.63		710.00	15,665.63
Janet Hauser Memorial Fund	136.00			136.00
Louis Bobby Slotkin Memorial Fund	19,901.50			19,901.50
Total All Funds	<u>\$ 48,396.47</u>	<u>\$ -</u>	<u>\$ 3,430.69</u>	<u>\$ 44,965.78</u>



BOND STATEMENT

CUSIP: GLNCPL024
 STATEMENT DATE: 1/7/2025
 CURRENT BALANCE: \$463,045.74
 PAYMENT DUE DATE: 02/01/2025

AMOUNT DUE: 4,500.56

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

CUR BAL: \$463,045.74 INT RATE: 5.25%	AMOUNT
02/01/2025 - Principal Payment General Obligation GLNCPL017 Maturity Date 06/01/2031	2,474.74
02/01/2025 - Interest Payment General Obligation GLNCPL017 Maturity Date 06/01/2031	2,025.82
TOTAL	4,500.56

PREVIOUS STATEMENT ACTIVITY: (YTD)

DATE	PRINCIPAL	INTEREST	ENDING BALANCE
01/01/2025	2,463.96	2,036.60	463,045.74
TOTAL TO DATE:	\$2,463.96	\$2,036.60	

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 Lin, Glencoe Sustainability Task Force
Date: February 14, 2025
Re: Glencoe Sustainability Task Force Report

Trustee Lin will share a report from the Glencoe Sustainability Task Force's (STF) most recent meeting at the February 19, 2025, Regular Board Meeting. The January 28, 2025, STF meeting agenda is on the following page.

Additionally, Grace Hayek will present an annual summary of the library's program collaborations with STF in February moving forward. The 2024 summary is as follows:

- **January 10 – Electrifying Your Home**

Live (Zoom) attendance: 19 YouTube views: 141

Advice on switching heating, cooling, water heating, laundry, and cooking appliances to all-electric power sources. Presented by Bruce Mainzer of the Climate Reality Project. With STF and the Highland Park Public Library.

- **March 19 – An Epic Year for Cicadas**

Live (Zoom) attendance: 174 YouTube views: 382

The rare double hatch of 2024, presented by Dr. Gene Kritsky of Mount St. Joseph University. With STF and the Friends of the Green Bay Trail.

- **May 8 – All About Compost**

Live attendance: 21 YouTube views: 47

Panel of speakers celebrating Illinois Compost Awareness Week. With STF.

- **June 13 – Bicycling the North Shore**

Live attendance: 13 YouTube views: 82

Bicycling options presented by Doug Hoffman, president of the Evanston Bicycle Club. With STF and the Friends of the Green Bay Trail.

- **August 8 – Jens Jensen, O.C. Simonds, and Today's Native Gardens**

Live attendance: 42 YouTube views: 78

Presentation on the Prairie Style landscape designers by Dr. Bob Grese of the School for Environmental and Sustainability at the University of Michigan. With STF and the Friends of the Green Bay Trail.



**AGENDA
VILLAGE OF GLENCOE
SUSTAINABILITY TASK FORCE
REGULAR MEETING**



**Village Hall Morris Conference Room
675 Village Court
Tuesday, January 28, 2025, 7:00 p.m.**

- 1. CALL TO ORDER AND ROLL CALL**
Brad Levison, Co-Chair
Laurie Tuchman, Co-Chair
Georgia Mihalopoulos, Village Board Representative
Bob Breisblatt
Barney Gallagher
Jaimie Fishman
Helyn Latham
Linda Lin
- 2. CONSIDERATION OF DECEMBER 3, 2024 MEETING MINUTES**
- 3. VILLAGE STAFF LIAISON REPORT**
- 4. TASK FORCE LEADERSHIP REPORT**
- 5. SUBCOMMITTEE UPDATES**
A. Carbon Reduction
B. Eco-Landscape
C. Public Awareness
D. Recycling and Waste Reduction
E. Sustainable Business
F. Water, Ravines and Trees
- 6. HOME RULE IN GLENCOE AND IMPACTS ON SUSTAINABILITY - MEETING WITH VILLAGE LEADERSHIP RECAP**
- 7. VILLAGE CY 2025 BUDGET PRESENTATION**
- 8. 2025 STF BUDGET ALLOCATION**
- 9. GLENCOE GOLF CLUB CONSTRUCTION UPDATE**
- 10. SUSTAINABILITY PLAN CONSULTANT REQUEST FOR PROPOSALS UPDATE**
- 11. OTHER BUSINESS**
- 12. PUBLIC COMMENT TIME**
Individuals interested in addressing the Sustainability Task Force on non-agenda items may do so at this time.
- 13. CLOSING AND ADJOURN**

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Weiss-Ham, Technology Committee
Date: February 14, 2025
Re: Technology Committee Report

The main public printer, which had previously been in use in the Adult Services Office before it was deployed to replace the previous public printer, developed an unfixable leak in the toner handling system. The backup printer was used as a stopgap until a replacement could be delivered and installed, which took a few business days. The new printer has, as of this report, been running for about three weeks so far without difficulty.

Matthew and Justin have been setting up KnowBe4, a training tool for 1) training staff to better recognize phishing and other malicious communications, and 2) providing an easier way for staff to report suspicious communications to Matthew and Justin so appropriate action can be taken. Matthew is currently preparing a presentation on that resource for an upcoming staff meeting, as well as some exercises.

**Report of the Executive Director
From January 11 to February 14, 2025**

RAILS

With the recent events surrounding the Immigration and Customs Enforcement (ICE) actions, RAILS worked with their legal counsel (Ancel Glink) to update its guidance and share it with member libraries. The memo from Ancel Glink follows this report.

CCS

The February 12, 2025, Governing Board meeting was rescheduled to March due to concerns about board members traveling with the inclement weather.

Administration

January 17 – I met with Adam Semel from Skidmore, Owings & Merrill and Erin Cabonargi of Urban-Resolve to discuss the potential of hiring her firm to help with the fundraising phase of the renovation project.

January 22 – I met Adam, and Lisa Acker and Nancy Kohn of Just Cause Consulting to also discuss the potential of hiring their firm to help with the fundraising phase.

January 27 – I met with Trustees Lin and Pope to provide updates on fundraising.

January 28 – I met with Wintrust representatives to discuss opening two new MaxSafe accounts: one for Special Reserve Fund, and another for renovation fundraising receipts.

January 29 – Becky Halcli, Justin Franklin, and I met with representatives from Weblinx about building the renovation website.

January 30 – Ann Finstad and I met Trustee Fiffer to discuss the Salary Administration Policy and our recommended changes.

February 3 – I met with Lauren Chilvers, a fundraising consultant recommended by the RAILS Associate Executive Director.

February 7 – I met with Trustees Lin and Pope to provide updates on fundraising.

Staff

The library had two staff members who celebrated their work anniversaries in January. Maya Whiteman, one of our Children’s Shelves, celebrated her two-year anniversary, and Rachel Geddes, one of our Children’s staff members, celebrated her one-year anniversary.

The library also welcomed new Children’s Professional, Carly Merdinger. Carly has worked in education and will work as part of Ann’s team.

Continuing Education & Networking

There is no report.

Collections & Services

There is no report.

Events & Programs

February 1 – Thank you to Trustees Fiffer and Lin for representing the Library Board at the Boards & Bites event at the Weinberg Family Recreational Center.

Building & Maintenance

There is no report.

Marketing

There is no report.

Next Board Meeting

Scheduled business items for the March 19, 2025, Regular Board Meeting include scheduled review of the Hammond Room Policy and the presentation of the 2025 Implementation Plan.

Dates

February 25	All-staff Meeting
February 26	Friends Board Meeting
February 28	Director – Personal Day
March 4	Glencoe Administrators Meeting
March 10	Library Directors Forum
March 12	CCS Governing Board Meeting



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MEMORANDUM

To: Monica Harris, Executive Director, RAILS

From: Julie Tappendorf
Katie Nagy

Subject: Libraries and Immigration and Customs Enforcement Questions

Date: January 30, 2025

Pursuant to your request, we updated the guidance we provided to RAILS in 2017 that responded to questions raised by RAILS member libraries regarding how they should interact with Immigrations and Customs Enforcement (“*ICE*”) officials. While much of our previous advice is still valid, there are a few responses that have changed because of the current presidential administration’s recent orders and regulations. We also added additional guidance based on recent questions that we have received.

In providing this guidance, we want to provide a significant caveat at the outset because we do not yet know the scope and nature of additional and future changes the current administration may make in the coming months, whether by law or executive order, to try to supersede state law, whether that be the Illinois Trust Act or even the Library Records Confidentiality Act. We say that because the U.S. Department of Justice recently issued a memorandum directing federal agencies to identify state and local laws and policies inconsistent with the current administration’s immigration initiatives and to take legal action to challenge those laws. As a result, we do expect there may be additional follow-up as we learn more about how the federal government intends to conduct their proposed ICE operations.

Question - What information is a library required to provide ICE if it requests patron records?

Illinois public libraries are bound by the provisions of the Library Records Confidentiality Act (“*LRCA*”). Under the LRCA, all registration and circulation records of a library are confidential information, and may not be published or made available to the public. 75 ILCS 70/1.

However, there are two exceptions under the LRCA when a library is allowed to release patron registration and circulation information: (1) when required to do so under a court order; and (2) when a law enforcement officer represents that it is impractical to secure a court order as a result of an emergency where there is probable cause to believe that there is an imminent danger of physical harm.

The LRCA does not define “law enforcement officer” for purposes of the “imminent danger” exception of the LRCA. ILCS 70/1(2). However, the Illinois TRUST Act (which prohibits local law enforcement from enforcing federal civil immigration laws) defines law enforcement officials independently from immigration agents. 5 ILCS 805/15. Because the LRCA does not expressly include “immigration agents” under the “imminent danger” law enforcement officer exception, we think it is reasonable to interpret the Act to allow disclosure of registration and circulation records to ICE officials **only** under the other exception, which requires a court order.

The LRCA defines “registration records” as any information a library requires a person to provide in order for that person to become eligible to borrow books or other materials. This would likely encompass a library patron’s name, address, phone number, and similar information. The LRCA defines “circulation records” as all information identifying the individual borrowing particular books or materials. This would include a patron’s internet browsing history on a library computer.

If a library is contacted by ICE, and ICE requests information contained within protected registration or circulation records, the library should explain that they are prohibited from releasing such information under the LRCA without a court order. If ICE does present a court order for a library patron’s registration or circulation information, the library should immediately contact their legal counsel so that legal counsel can review the order or warrant to ensure its validity and its scope, and assist the library with complying.

Question - Does ICE have to produce a warrant when requesting patron records?

ICE must have a judicially signed warrant or court order to lawfully review a library patron’s registration or circulation records. ICE may produce an *administrative* warrant; these are warrants prepared and issued by ICE officials rather than warrants reviewed and issued by a judge. Administrative warrants do not hold the same weight as a judicial warrant or court order and legal counsel should be contacted to review any warrant or court order provided by ICE before releasing records protected by the LRCA.

Question - Can ICE obtain records under the Patriot Act?

No, ICE may not obtain records under the Patriot Act. The Patriot Act, and the additional Acts that reauthorized many of the provisions of the Patriot Act, provide enhanced authority for the FBI to conduct surveillance activities relating to international terrorism or clandestine intelligence activities. This enhanced surveillance authority was only provided to the FBI, not to ICE. Although the provisions of the Patriot Act that allowed the FBI to conduct these enhanced surveillance activities were somewhat limited by the 2015 USA

Freedom Act, the FBI does still have the authority to compel a library to turn over records if they obtain the necessary court order. However, under the 2015 USA Freedom Act, any FBI application for an order requiring the release of library circulation records or library patron lists must be approved by the Deputy Director of the FBI or the Executive Assistant Director for National Security, a much higher level of approval than was previously required under the Patriot Act.

Question - How quickly does a library have to respond to a warrant or court order?

This will generally depend on the specifics of the warrant or court order that is presented by ICE or other law enforcement officials. If ICE or other law enforcement appears with a warrant, the library should contact their legal counsel immediately so that legal counsel can review the warrant and advise the library on how to comply.

Question - Can ICE enter our building to conduct a search for illegal immigrants?

Yes, ICE may enter a public library and conduct a search for illegal immigrants. Generally, ICE should present a search warrant to the library showing their authorization to conduct the search. However, the majority of a public library will be considered a public place, and ICE officers have the same rights to enter public places as everyone else does. In fact, ICE officers are authorized under the Code of Federal Regulations to enter any area of a business or other activity to which the general public has access without a warrant, consent, or any particularized suspicion in order to question any person whom the ICE officer believes to be an undocumented immigrant concerning his or her right to be in the United States. 8 C.F.R. §287.8(f)(4).

It is important to note that prior to the current executive administration taking office, ICE operated under a 2011 policy titled “Enforcement Actions at or Focused on Sensitive Locations.” Under that policy, ICE would refrain from conducting arrests, searches, surveillance, and interviews at or near sensitive locations including, but not limited to (1) schools, colleges, universities, and other institutions of learning; (2) hospitals; (3) churches, synagogues, mosques, and other institutions of worship; (4) funerals, weddings, or other public religious ceremonies; and (5) a site during the occurrence of a public demonstration such as a rally or march. While public libraries were not expressly included in this list, given the nature of a public library and its similarities to some of the enumerated locations, it was likely that libraries would fall under the sensitive locations policy and ICE would refrain from taking any enforcement actions within a public library.

However, the Acting Department of Homeland Security Secretary recently repealed the sensitive locations policy. As a result, there are currently no limitations for ICE officials to

take enforcement action within sensitive locations. The current administration's policy repeal is likely to signify an increased presence of ICE officials at sensitive locations, which might include libraries.

As with any contact from law enforcement, a library may want to reach out to its legal counsel for assistance in determining whether a warrant or court order is required.

Question - Can ICE enter meeting rooms and registration-required program rooms?

As stated above, ICE officials have the same rights to enter public places as everyone else. So, ICE can enter and access the areas of the library that are open to members of the public.

However, if a library has non-public areas where registration-only programs take place, it is not likely that those non-public areas would qualify as the type of public space that ICE has the right to access without a criminal warrant or court order.

Whether a library meeting room is considered a "non-public" area is a fact-specific analysis that may depend on how the library treats those spaces. These considerations might include, for example (1) Whether meeting rooms are secured or have signs limiting access; (2) whether access to meeting rooms require library assistance and/or approval; (3) whether access to meeting rooms is restricted to attendees who have signed in or pre-registered; or (4) whether the library has a policy that requires all meeting rooms to be open to the public. If libraries require persons to receive approval, register, sign in, or take some other action to use a library's meeting room, that meeting room is likely not a "public space" as it is not open to everyone.

If, on the other hand, a library's meeting room has been made open to the public without pre-registration or pre-approval, they generally would not be treated as non-public areas.

Question - Can ICE or other law enforcement demand patrons provide proof of citizenship?

Technically, yes, ICE may question a library patron concerning their citizenship or other legal status to be present in the United States, which would likely include a request to show identification or proof of citizenship. 8 C.F.R. §287.8(f)(4). However, an ICE officer must have some basis to believe that the patron is an undocumented immigrant, and ICE still must comply with all of the constitutional limitations placed on law enforcement with regards to impermissible searches and seizures. Library patrons also have rights when being questioned by ICE, such as the right to refuse a search without a warrant, the right to remain silent, and the right to simply leave the library unless they are placed under arrest.

Question - Can ICE demand that a library provide proof of citizenship for its staff?

Yes, ICE may require the library (as an employer) to provide proof of citizenship for its employees by presenting completed I-9 forms for inspection. No subpoena or warrant is required for ICE to review a library's I-9 forms. However, ICE must provide the library with 3 business days' notice prior to inspecting a library's I-9 forms, unless ICE presents a warrant or subpoena for the records. 8 C.F.R. §274a.2(b)(2)(ii). If a library receives a request to review I-9 forms, it may want to reach out to its legal counsel for assistance.

Question - Can ICE collect passport applications a library may have on file?

No, ICE may not demand that the library turn over or allow them to review the library's passport applications on file unless ICE presents a judicial warrant or other court order requiring the library to release those records.

Question - How should libraries process records requests from ICE?

A public body should generally treat all requestors the same, including requests made by ICE or other federal agents. When records responsive to a FOIA request contain exempt information, a public body may redact the exempt information and disclose the remaining non-exempt information. A common redaction under FOIA is private and personal information including without limitation: residential address, race, date of birth, social security number, immigration status, personal phone number, private email address, driver's license number, private medical records, private financial records, etc, and, of course information in registration and circulation records that are protected by the LRCA. However, a public employee's name, position, schedule, and salary is generally considered public information subject to disclosure.

Question - Should libraries keep records of interactions with ICE?

Yes, best practices for libraries would be to track and retain the following information:

- (1) Request identification from ICE officers or agents and photocopy that identification;
- (2) Request the order or warrant presented by ICE and photocopy that document;
- (3) Take notes of ICE's requests or purposes for being present in the library and consult with legal counsel if necessary.

Collections and Meeting Rooms



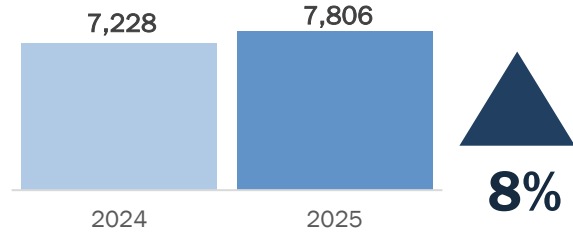
Visitors and Borrowers

Current Month

Visitors to Library	7,806
Unexpired Cards	4,125
New Registrations	49

* note - as of 2025, we have begun tracking unexpired cards only instead of all registered borrowers

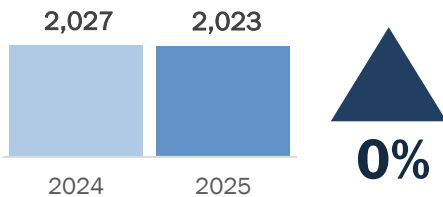
Total Visitors | YTD



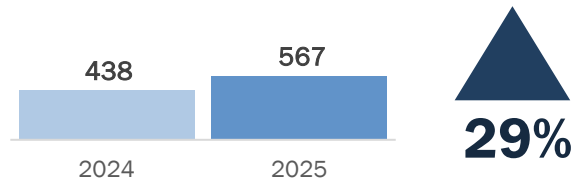
Public Internet Use

Current Month

Wireless Connections 2,023



Internet PC Sessions 567



Librarian Engagement

Current Month

Service Point Questions

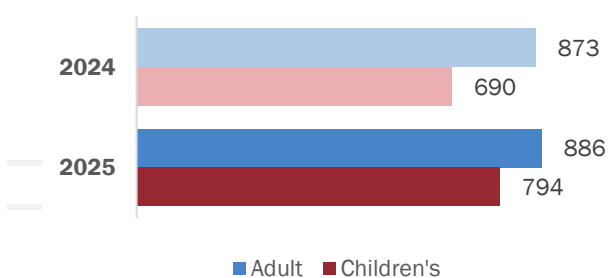
1,680 ▲ 7%

Current Month

One on Ones

2 ▼ -33%

Questions - YTD Comparison



One on Ones - YTD comparison



A one on one is a scheduled patron tutorial, often covering technology or a library service

Collections and Meeting Rooms

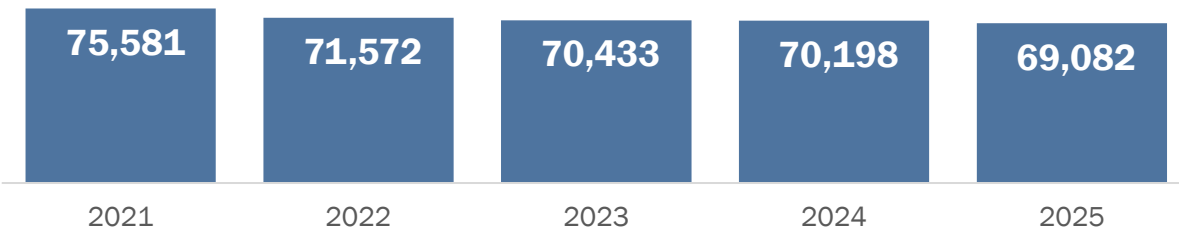
Physical Collection Size - Current Month & Historical

 **56,785 Books**

 **4,852 Audio**

 **8,412 Video**

Adult Collection	44,445
Teen Collection	2,551
Youth Collection	22,086

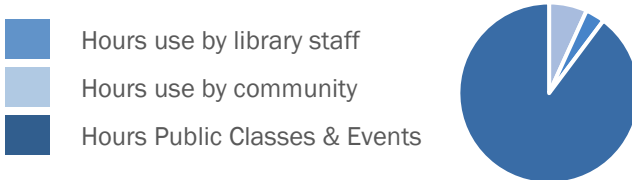


Historical collection size is based on the average size across each year

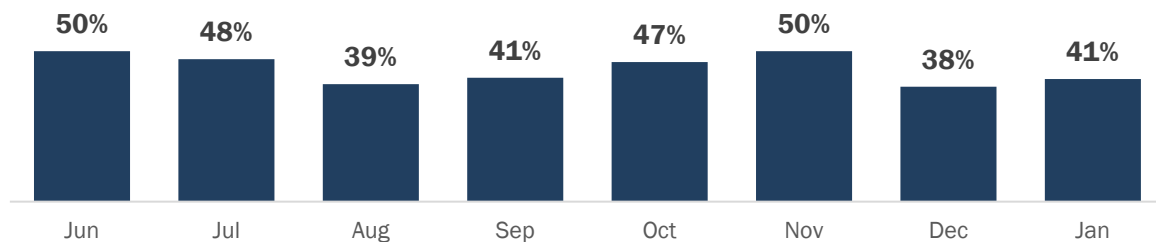
Meeting Room Use

Room	Count	Hours
Hamil Room		
All Use	64	94
Patron & staff use		

Room	Count	Hours
Hammond Room		
Library Internal Use	5	8
Community Use	4	4
Library Program Use	41	109
Total Utilization	50	121



Hammond Room Occupation Rate (relative to open hours)



Collections and Meeting Rooms

Physical & Digital Format Combined

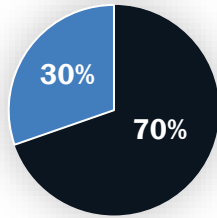
Monthly Circ Snapshot

13,128

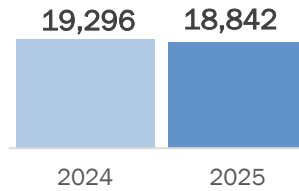
Physical Materials

5,714

Digital Materials



Total Circulation | YTD All



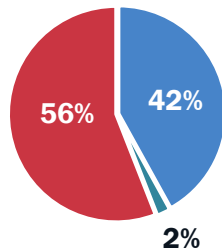
-2%

Physical Materials Circulation - By Demographic

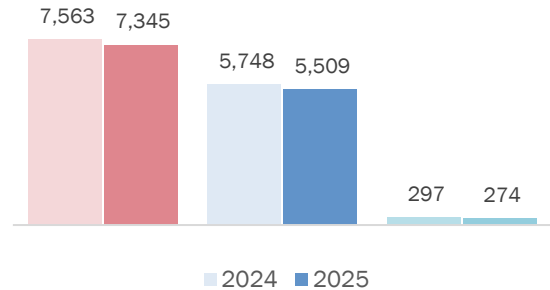
Current Month

ADULT	5,509
TEEN	274
YOUTH	7,345
Total	13,128

Circ % by Audience Current Month



Total Circulation | YTD by Demographic



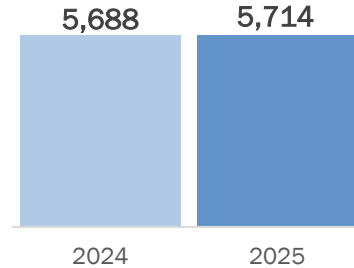
Digital Materials Circulation



Popularity by Service - current month

Overdrive (eBooks & eAudio)	5,688
Hoopla	1,000
Kanopy	500
eMagazines	1,000
Comics Plus	500
Freegal + Freading	500

Digital Circulation | YTD



0%

Interlibrary Loan

YOY Sent	2024	2025
	-1,648	-1,707



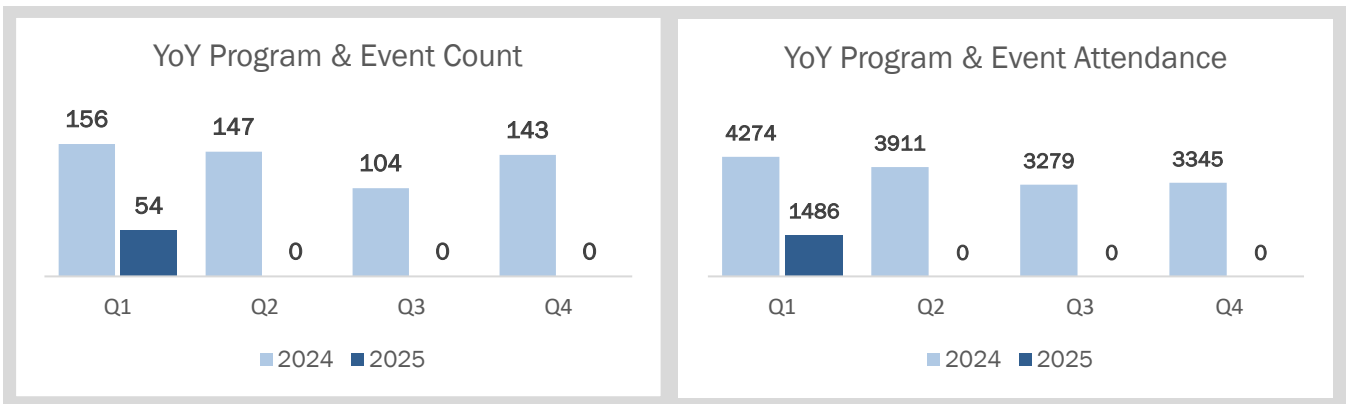
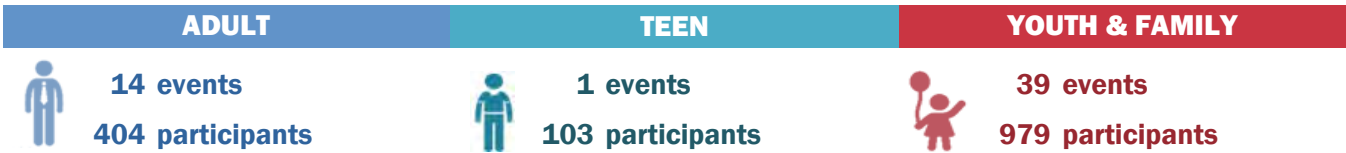
YOY Received

Collections and Meeting Rooms

Synchronous Events & Programs

Year to Date Count **54** **YTD Attendance** **1,486**

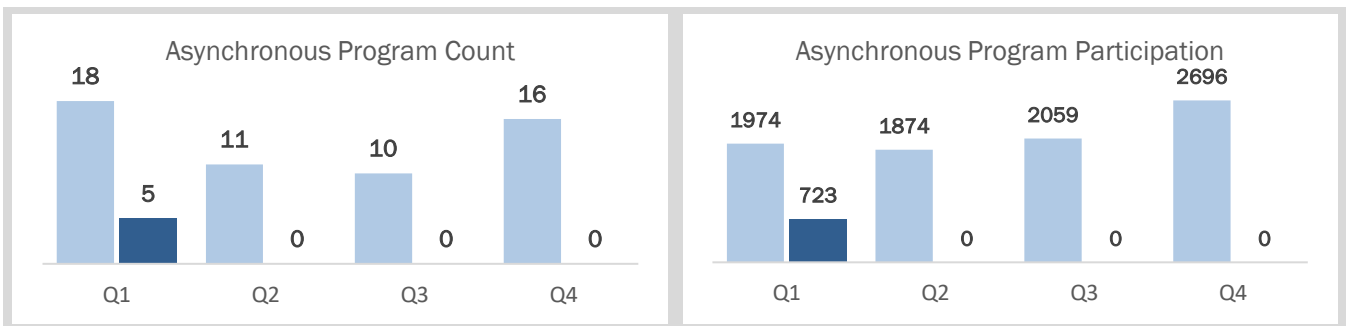
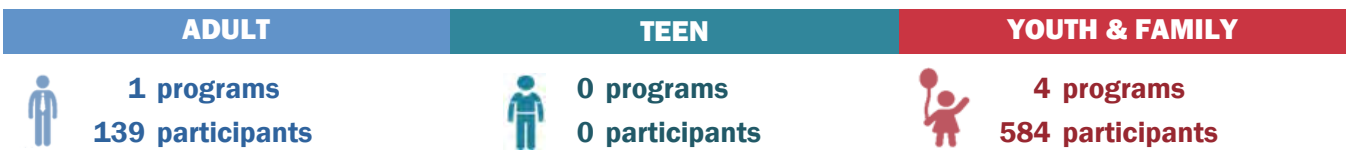
Adult events include virtual presentations on Chicago Pizza and American Impressionists, as well as a hybrid program on Weddings during the Holocaust, plus in-library book clubs, adult crafts, and other events. Library staff participated in 8th grade Career Exploration day at Central School. Youth programs include ongoing storytimes and classes, the Winter Reading Club Skating Party, preschool and Kids Club outreach visits, and a Hansel and Gretel performance.



Asynchronous (Passive) Programs & Offerings

Year to Date Count **5** **YTD Participation** **723**

Asynchronous programs include participation in the annual Winter Reading Club, as well as the Scavenger Hunt, Dragon Masters Book Club to Go kit, and Tiny Art Kits.



Marketing and Continuing Ed



eNewsletter

Last 12 months

Subscribers	3,313	
Open Rate	65%	

Subscription rate is consistent with 1-2% variance. Open rate ranges from 57-61%



Website

Last 12 months

Users	3,468	
New Users	3,071	
Sessions	6,685	
Page Views	8,193	
Catalog Sessions	4,493	
Calendar Views	4,638	

The library's previous calendar software counted the staff login page as a page view. The library's new calendar software, LibCal, does not.

Social Media

Jan

Last 12 months



Facebook Followers	1,266	
Facebook Reach	606	

The library's Facebook followers remain steady, and Reach continued to decline somewhat.



TikTok Followers	521	
TikTok Views	161	

TikTok followers and views both increased this month.



Instagram Followers	1,332	
Instagram Reach	1,201	

Instagram followers and Reach both increased slightly.

YouTube



Subscribers - General	539	
Subscribers - Kids	871	
Views - General	955	
Views - Kids	3,499	

Subscribers continue to rise on both YouTube channels. The general channel's view count declined somewhat, and the Kids channel saw a slight rise in views.

Staff Development / Continuing Education

In January, staff reported participating in sessions on youth programming, marketing your library during a renovation, summer reading topics, preventing and managing disruptive behaviors, and music play.

5

12

14.25

Memorandum

To: Glencoe Public Library Board of Trustees
 Cc:
 From: Library Management Team
 Date: February 14, 2025
 Re: Approval of the 2025 Illinois Public Library Annual Report (IPLAR)

The Illinois State Library is required to compile, preserve, and publish public library statistical information as an annual report to the State Librarian. To do so, all Illinois public libraries must prepare an annual report and submit it to the State Library no later than 60 days after the fiscal year end. Our deadline is March 1, 2025.

The IPLAR is compiled by the management team. Each team member is assigned sections in the report that are within their scope of responsibilities. The data is entered by the Executive Director, which includes clarifications of large statistical variances in comparison to the prior year’s report.

IPLAR Acronyms

ALA-MLS	American Library Association- Master’s in Library and Information Sciences
FSCS	Federal-State Cooperative System is a program whose data is received by the Institute of Museum and Library Services (IMLS)
FTE	Full-time equivalent
ILCS	Illinois Compiled Statutes
ISL	Illinois State Library
LTSA	Library Services and Technology Act
MBps	Megabits per second
PLS	Public Library Survey

This memorandum will summarize any significant changes in data from the previous year’s IPLAR.

IPLAR Sections

Sections 1.1 – 6.3b consist of administrative, governance, and basic service data and information regarding facilities.

[1.1 – 1.31 Identification](#) – No change from previous year’s report

[2.1 – 2.16 Service Outlets](#) – No change from previous year’s report

[3.1 – 3.7 Annual Report Data](#) – No change from previous year’s report

4.1 – 4.7 Referenda – No change from previous year’s report

5.1 – 5.13 Current Library Board – No change from previous year’s report

6.1 – 6.3b Facility/Facilities

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
6.2	Total number of times meeting room(s) used by the public during the fiscal year	74 ¹	39	58
6.3b	Total number of times study room(s) used by the public during the fiscal year	440 ²	569	764 ³

Sections 7.1 – 12.7 consist of the library’s financial data including assets, liabilities, revenues, and expenditures.

7.1 – 7.3 Assets and Liabilities – Minimal to no change

8.1 – 8.21 Operating Receipts by Source

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
8.1	Local Government	\$2,010,027	\$3,080,402	\$2,888,985
8.4	Personal Property Replacement Tax	\$46,540	\$41,515	\$24,338
8.5	Other State Government funds received ⁴	\$7,532	\$7,986	\$6,767
8.13	Monetary Gifts and Donations	\$12,916	\$13,745	\$17,507
8.14	Other receipts intended to be used for operating expenditures	\$91,689	\$120,453	\$171,859
8.17	Total Receipts	\$2,181,756	\$3,277,153	\$3,122,596

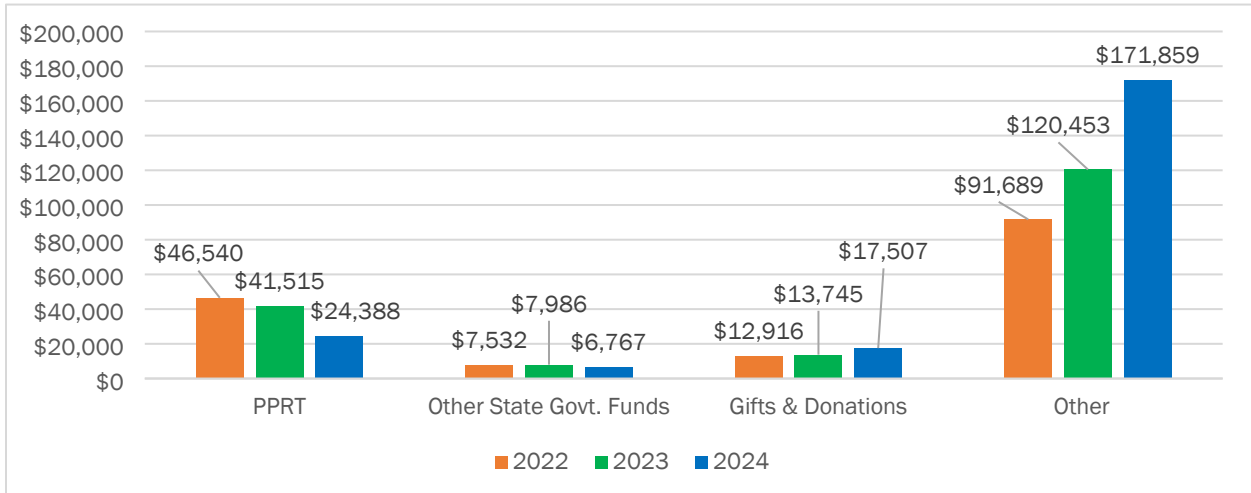
Though there has been issues at the County level with property tax receipts in the past few fiscal years, the outlook for 2025 has improved with no anticipated delays. Regarding total revenues, it is promising to see an increase in unrestricted gifts and donations. There was a 27% increase from 2023 to 2024.

¹ The 2022 total includes both Hamil Room and Hammond Room usage to correctly reply to that year’s IPLAR instructions.

² Hamil Room only

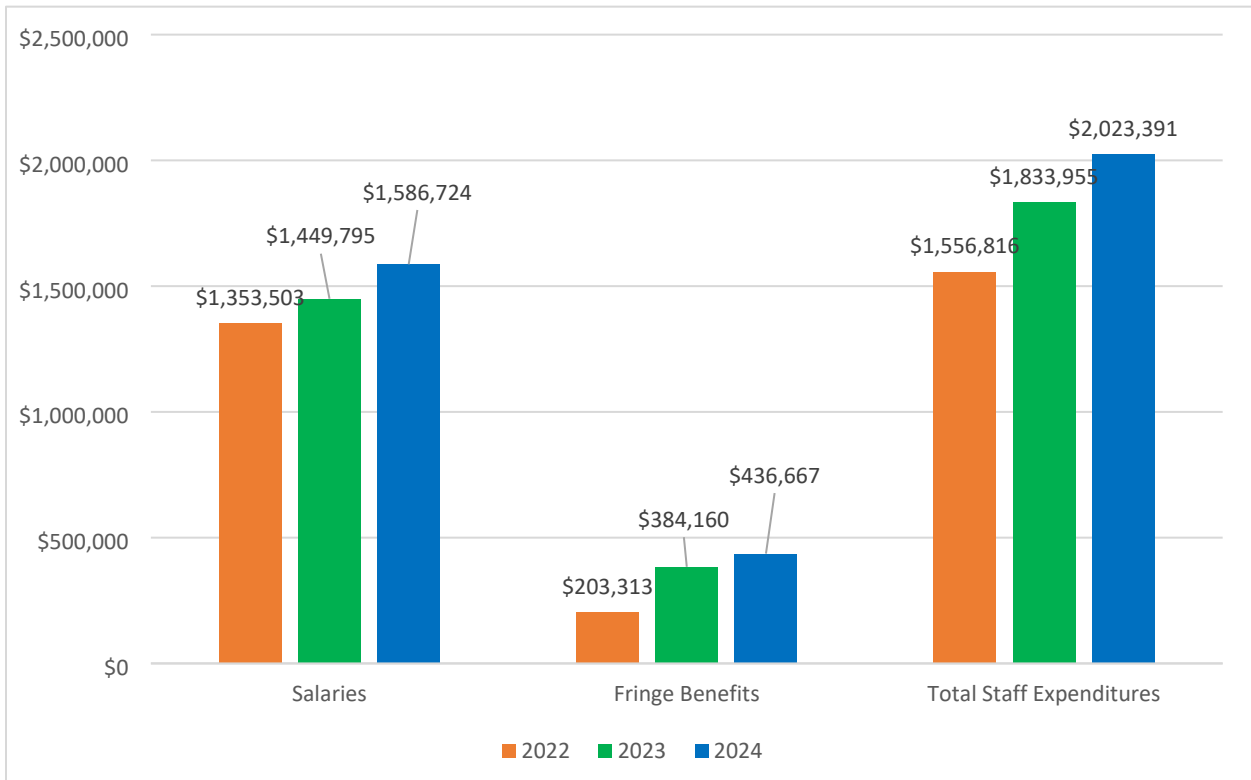
³ The 2024 total includes all meeting room reservations. The library migrated to a new calendar/reservation system in spring 2024 that does not separate staff use from patron use.

⁴ The library’s portion of the RAILS LLSAP Grant awarded to CCS, of which the library is a member.



9.1 - 9.3 Staff Expenditures

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
9.1	Salaries and wages for all library staff	\$1,353,503	\$1,449,795	\$1,586,724
9.2a	Fringe Benefits	\$203,313	\$384,160	\$436,667
9.3	Total Staff Expenditures	\$1,556,816	\$1,833,955	\$2,023,391

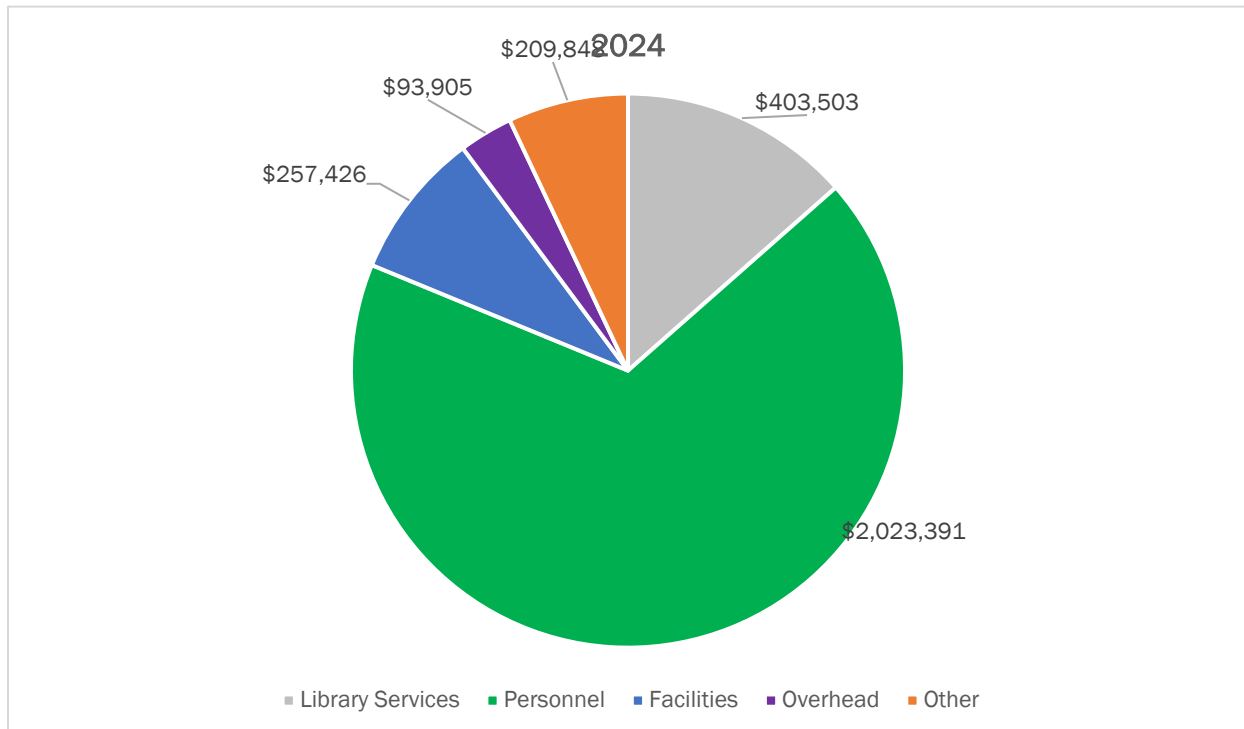


10.1 – 10.4 Collection Expenditures

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
10.2	Electronic Content Expenditures	\$157,066	\$157,299	\$188,320

11.1 – 11.2 Other Operating Expenditures

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
11.1	All other operating expenditures not included above	\$515,072	\$548,017	\$632,825
11.2	Total operating expenditures	\$2,381,485	\$2,687,082	\$2,988,073

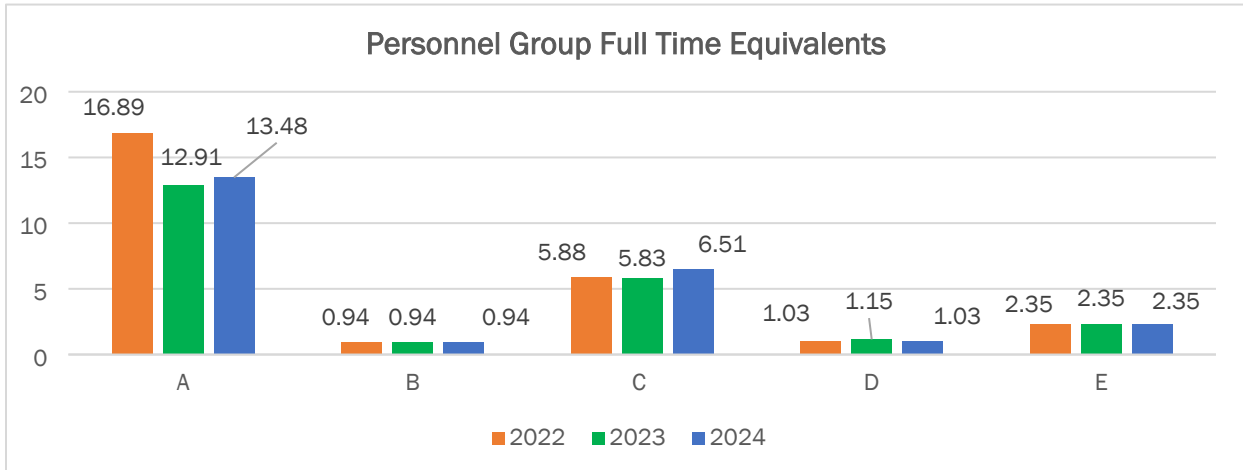


12.1 – 12.7 Capital Revenue and Expenditures – No change from previous year’s report

13.1 – 13.46 Personnel

These sections consist of personnel data with the following group breakdown:

- A. Librarians with a master’s degree from an ALA accredited program of Library and Information Sciences
- B. Librarians with other types of library education or paid to do work that usually require professional training and skills in theoretical or scientific aspects of library work
- C. Administrative support specialists
- D. Shelves
- E. Building maintenance



Sections 14.1 – 19.2 consist of patron usage of the library data (visits, programs, circulation, etc.)

14.1 Total Annual Visits

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
14.1	Total Annual Visits	74,695	88,928	99,508

As a point of reference, the library had 114,063 visits in 2019.

15.1 – 15.38 Programs, Activities, and Attendance

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
Children 0-5	Synchronous Programs	150	189	217
	Attendance	2,766	5,603	7,040
	Self-directed Activities	15	1	1
	Participants	630	65	50
Children 6-11	Synchronous Programs	92	109	98
	Attendance	1,585	1,375	1,276
	Self-directed Activities	4	3	4
	Participants	91	898	1,611
YA 12-18	Synchronous Programs	4	5	27
	Attendance	22	44	464
	Self-directed Activities	7	6	6
	Participants	167	87	308
Adults 19+	Synchronous Programs	151	174	150
	Attendance	4,447	3,808	2,791
	Self-directed Activities	22	22	23
	Participants	4,161	2,349	3,027

General Interest	General Interest	28	45	60
	Attendance	933	1,982	3,017
	Self-directed Activities	21	25	19
	Participants	3,589	4,018	3,614
	TOTAL Synchronous Programs	425	522	552
	TOTAL Attendance	9,753	12,812	14,588
	TOTAL Self-directed Activities	69	53	53
	TOTAL Participants	8,638	7,417	8,610

16.1 Total Number of Unexpired Resident Cards

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
16.1	Total number of unexpired resident cards	3,371	3,782	4,096

There was an 8.3% increase in unexpired resident cards between 2023 and 2024.

17.1 – 17.25 Resources Owned

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
17.1	Print Materials	58,331	57,323	57,214
17.3	Total Print Materials	58,535	57,452	57,341
17.7	Total Physical Items in Collection	71,826	71,329	70,452

18.1 – 18.19 Use of Resources

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
18.1	Circulation of Adult Physical Material	94,137	119,885	64,250
18.2	Circulation of Young Adult Physical Material	4,992	3,021	2,984
18.3	Circulation of Children’s Physical Material	93,169	94,402	92,663
18.4	Total number of physical materials loaned	192,298	215,308	159,897

This section’s instructions were updated for this year’s reporting to only share physical material circulation. That is why there is a significant discrepancy between 18.1’s 2023 and 2024 counts.

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
18.16	Use of Electronic Materials	37,009	51,239	61,084
18.17	Total Circulation of Materials	192,298	215,308	220,987
18.18	Interlibrary Loans Provided TO Other Libraries	15,979	5,563	17,348
18.19	Interlibrary Loans Received FROM Other Libraries	8,994	3,314	9,029

E-material checkouts increased by 19.2% from 2023.

19.1 – 19.2 Patron Services

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
19.1	Total Annual Reference Transactions	15,210	17,108	19,042
19.2	Total Annual One-on-One Tutorials	12	45	39

Sections 20.1 – 22.3 consist of automation and technology data.

20.1 – 20.5 Automation – Minimal to no change

21.1 – 21.9 Internet

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
21.5	Number of Uses (Sessions) of Public Internet Computers Per Year	4,372	4,566	5,762
21.6	Wireless Sessions Per Year	20,063	22,948	23,375

22.1 – 22.3 E-Rate – No change from previous year’s report

23.1 – 23.3 Staff Development & Training

		2022	2023 Prior Year IPLAR	2024 Current IPLAR
23.1	How much money did your library spend on staff development and training this fiscal year?	\$15,210	\$17,766	\$20,539
23.3	How many hours of training did employees receive this year?	382	387	299.25

Expenditures for the Public Library Association Conference in 2023 were expensed in 2023 and 2024.

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30307
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0210
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Glencoe Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	320 Park Avenue
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Glencoe
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60022
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	320 Park Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Glencoe
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60022
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8478355056
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8478355648
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.glencoeilibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Andrew Kim
1.15 Title	Executive Director
1.16 Library Director's E-mail	akim@glencoeilibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
----------------------------------	--

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a	County in which the administrative entity is located [PLSC 161]	Cook
1.21b	If the administrative entity's county has changed, then enter the updated answer here.	
1.22a	Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b	IF YES, indicate the reason for the boundary change	
1.23a	Population residing in tax base (Use the latest official federal census figure) [PLS 208]	8,849
1.23b	If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c	Documentation of legal population change	
1.24	If the population has changed from the prior year's answer, then indicate the reason.	
1.25a	This library is currently a member of what Illinois library system?	RAILS
1.25b	If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27	Does this library have paid staff?	Yes
1.28	Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30	Is this library supported in whole or in part with public funds?	Yes
1.31	Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a	Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b	Total number of branch libraries [PLS 210]	0
2.2a	Are any of the branch libraries a combined public and school library?	No
2.2b	If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
GLENCOE P.L.			

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
GLENCOE P.L.		

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?

GLENCOE P.L.	
Address	
Location	2.7a City [PLS 704] 2.7b If the outlet's city has changed, then enter the updated answer here.
GLENCOE P.L.	2.8a Zip Code [PLS 705] 2.8b If the outlet's zip code has changed, then enter the updated answer here.

County & Phone	
Location	2.9a County [PLS 707] 2.9b If the outlet's county has changed, then enter the updated answer here.
GLENCOE P.L.	2.10a Telephone [PLS 708] 2.10b If the outlet's phone number has changed, then enter the updated answer here.

Square Feet	
Location	2.11a Square Footage of Outlet [PLS 711] 2.11b If the facility's square footage has changed, then enter the updated answer here.
GLENCOE P.L.	20,600

IDS	
Hours and Attendance	
Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713] 2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714] 2.14 Total annual attendance/visits in the outlet
GLENCOE P.L.	13,291 52 99,508

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Andrew Kim
3.5 Telephone Number of Person Preparing Report	847-835-5056
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	akim@glencoelibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1						
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation	4.7 Referendum ballot language documentation

Referendum 2						
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	-1 Not Applicable
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	James Fiffer
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	[REDACTED]
5.10 Home Address	Glencoe
5.11 City	IL
5.12 State	60022
5.13 Zip Code	

Second member

5.5 Name	George Krafcsin
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	[REDACTED]
5.10 Home Address	Glencoe
5.11 City	IL
5.12 State	

5.13 Zip Code 60022

Third member

5.5 Name Linda Lin
 5.6 Trustee Position Treasurer
 5.7 Present Term Ends (mm/year) 05/2027
 5.8 Telephone Number [REDACTED]
 5.9 E-mail Address [REDACTED]
 5.10 Home Address Glencoe
 5.11 City IL
 5.12 State
 5.13 Zip Code 60022

Fourth member

5.5 Name Roger Parfitt
 5.6 Trustee Position President
 5.7 Present Term Ends (mm/year) 05/2027
 5.8 Telephone Number [REDACTED]
 5.9 E-mail Address [REDACTED]
 5.10 Home Address Glencoe
 5.11 City IL
 5.12 State
 5.13 Zip Code 60022

Fifth member

5.5 Name Michael Pope
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 05/2025
 5.8 Telephone Number [REDACTED]
 5.9 E-mail Address [REDACTED]
 5.10 Home Address Glencoe
 5.11 City IL
 5.12 State
 5.13 Zip Code 60022

Sixth member

5.5 Name Beth Schencker
 5.6 Trustee Position Secretary
 5.7 Present Term Ends (mm/year) 05/2025
 5.8 Telephone Number [REDACTED]
 5.9 E-mail Address [REDACTED]
 5.10 Home Address Glencoe
 5.11 City IL
 5.12 State
 5.13 Zip Code 60022

Seventh member

5.5 Name Nan Weiss-Ham
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 05/2025
 5.8 Telephone Number [REDACTED]
 5.9 E-mail Address [REDACTED]

5.10 Home Address
 5.11 City
 5.12 State
 5.13 Zip Code

Glencoe
 IL
 60022

Eighth member

5.5 Name
 5.6 Trustee Position
 5.7 Present Term Ends (mm/year)
 5.8 Telephone Number
 5.9 E-mail Address
 5.10 Home Address
 5.11 City
 5.12 State
 5.13 Zip Code

Ninth member

5.5 Name
 5.6 Trustee Position
 5.7 Present Term Ends (mm/year)
 5.8 Telephone Number
 5.9 E-mail Address
 5.10 Home Address
 5.11 City
 5.12 State
 5.13 Zip Code

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms	1
6.2 Total number of times meeting room(s) used by the public during the fiscal year	58
6.3 Total Number of Study Rooms	1
6.3b Total number of times study room(s) used by the public during the fiscal year ²	764

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

Number of Facilities	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
	0	0	0	0	1	0

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0

1	Electrical systems other than alarms	0	\$0	\$0
1	Plumbing systems	0	\$0	\$0
1	Egress systems (doors, stairs, etc.)	0	\$0	\$0
1	Fire protection (detectors, alarms, etc.)	0	\$0	\$0
1	Asbestos abatement	0	\$0	\$0
1	Security measures	0	\$0	\$0
1	Energy conservation	0	\$0	\$0
1	Repair of sidewalks, curbing, parking areas	0	\$0	\$0
1	Accessibility measures	0	\$0	\$0
1	Technology upgrading	0	\$0	\$0
1	New building construction (construction of a new facility)	0	\$0	\$0
1	Building additions (adding square feet to existing facility)	0	\$17,300,000	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
1	General repair/remodeling	\$0	0	\$0
1	Structural repairs (walls, foundations, etc.)	\$0	0	\$0
1	Roof repair/replacement	\$0	0	\$0
1	Heating/ventilation/air conditioning	\$0	0	\$0
1	Electrical systems other than alarms	\$0	0	\$0
1	Plumbing systems	\$0	0	\$0
1	Egress systems (doors, stairs, etc.)	\$0	0	\$0
1	Fire protection (detectors, alarms, etc.)	\$0	0	\$0
1	Asbestos abatement	\$0	0	\$0
1	Security measures	\$0	0	\$0
1	Energy conservation	\$0	0	\$0
1	Repair of sidewalks, curbing, parking areas	\$0	0	\$0
1	Accessibility measures	\$0	0	\$0
1	Technology upgrading	\$0	0	\$0
1	New building construction (construction of a new facility)	\$0	0	\$0
1	Building additions (adding square feet to existing facility)	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$8,926,801
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? Yes

The Trustees of the Glencoe Public Library Board approved a Fund Balance/Net Asset Policy in 2015, which subsequently was revised in 2024, that states that, "it is the goal of the Board to maintain an amount equal to three (3) months of the current annual fiscal year's operating expenses in the General Fund in case of delays in receiving tax money." On December 19, 2024, the library had \$867,465 reserved for operations.

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

Yes

7.11 IF YES, what is the total amount of the outstanding liabilities?

\$465,510

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

The outstanding balance of a bank loan from 2017 to fund the library's HVAC project completed in 2018. This loan is from lender, North Shore Community Bank & Trust (Wintrust).

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) \$2,888,985

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? Yes

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.) \$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant \$13,140

8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$24,338
8.5 Other State Government funds received	\$6,767
8.6 If Other, please specify	The library's portion of the RAILS LLSAP Grant awarded to CCS, of which the library is a member.
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$44,245

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$17,507
8.14 Other receipts intended to be used for operating expenditures	\$171,859
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$189,366
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$3,122,596
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...", " or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...", " or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Glencoe Public Library 2024 Insurance Program Renewal Summary.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$1,586,724
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$436,667
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,023,391

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$121,335
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$188,320
10.3a Other Physical Materials Expenditures [PLS 355]	\$22,202
10.3b Please list the types of materials purchased in 10.3a	Library of Things collection, Audiobooks, CDs, DVDs, Blu-rays, STEM kits, puzzles, etc.
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$331,857

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$632,825
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$2,988,073

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0

12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLS 405]	\$0
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications. The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	17	76,920,000	48,820	37,500	0037,500
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week		
Executive Director	Library Director	\$76.92	37.50		
Children's Services and Public Operations Manager	Children's Services	\$48.82	37.50		
Technical Services and Automation Operations Manager	Automation/Technology/Systems	\$64.77	37.50		
Head of Programs and Communications	Other Type of Librarian	\$37.69	37.50		
Head of Adult Services	Adult Services	\$38.97	37.50		
Network and Digital Services Librarian	Automation/Technology/Systems	\$31.99	37.50		
Technology Librarian	Adult Services	\$26.52	37.50		
Librarian	Adult Services	\$26.97	37.50		
Librarian	Children's Services	\$28.39	37.50		
Librarian	Adult Services	\$33.92	19.00		
Librarian	Adult Services	\$36.37	17.00		
Librarian	Children's Services	\$26.97	15.00		
Librarian	Adult Services	\$30.27	19.00		
Librarian	Children's Services	\$27.84	37.50		
Librarian	Adult Services	\$29.88	37.50		
Librarian	Children's Services	\$27.54	19.00		

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250] 13.48

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary 1	1	1	46.15000	37.50000
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Department Head	Circulation	Bachelor's Degree: No library science	\$46.15	37.50

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40) 0.94
 13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251] 14.41

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees 260.50
 13.14 Minimum hourly rate actually paid \$17.00
 13.15 Maximum hourly rate actually paid \$29.80
 13.16 Total FTE Group C employees (13.13 / 40) 6.51

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees 41.00
 13.18 Minimum hourly rate actually paid \$14.00
 13.19 Maximum hourly rate actually paid \$18.06
 13.20 Total FTE Group D employees (13.17 / 40) 1.03

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees 94.00
 13.22 Minimum hourly rate actually paid \$18.74
 13.23 Maximum hourly rate actually paid \$36.34
 13.24 Total FTE Group E employees (13.21 / 40) 2.35
 13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252] 9.89
 13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253] 24.30

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained

vacant. Another row will automatically appear once data is entered in the current row.

Summary 1	1	15.00000	52.00000	17.01000	25.52000
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
Receiving Associate	Collection Development Acquisitions	Bachelor's Degree: No library science	52	\$17.01	\$25.52

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary 1	1	37.50000	1	1	1
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
Technology Librarian	Adult Services	Master's Degree (ALA accredited)	37.50	Filled	04/24

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary					
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid
					13.46 Reason Eliminated

52

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	99,508
14.1a Library Visits Reporting Method [PLS 501a] 4	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other

groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	217	7,040	1	50
Children (6-11)	98	1,276	4	1,611
Young Adults (12-18)	27	464	6	308
Adults (19 and older)	150	2,791	23	3,027
General Interest	60	3,017	19	3,614
Total	552	14,588	53	8,610

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	429	10,770
Synchronous In-Person Offsite Program Sessions	88	2,501
Synchronous Virtual Program Sessions	34	1,170
Total	551	14,441

Historic - retired 2021

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	23
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	3,132

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	4,096
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	4,096
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without

monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	57,214
17.2 Current Print Serial Subscriptions	127
17.3 Total Print Materials (17.1+17.2)	57,341
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	4,746
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	8,366
17.6 Other Circulating Physical Items [PLS 462]	126
17.7 Total Physical Items in Collection [PLS 461]	70,452

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	No
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	Yes
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Circulation of Adult Physical Material ⁵	64,250
18.2 Circulation of Young Adult Physical Material	2,984
18.3 Circulation of Children's Physical Material [PLS 549]	92,663
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	159,897

Report circulation, including renewals, by the material types below.

18.5 Books- Physical	135,541
18.6 Videos/DVDs- Physical	12,377
18.7 Audios (include music)- Physical	6,644
18.8 Magazines/Periodicals- Physical	701
18.9 Other Items- Physical [PLS 561]	4,640

18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	159,903
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	22,877
18.13 e-Serial Circulation [PLS 546]	9,298
18.14 e-Audio Circulation [PLS 547]	24,750
18.15 e-Video Circulation [PLS 548]	4,159
18.16 Use of Electronic Materials [PLS 552]	61,084
18.17 Total Circulation of Materials [PLS 550]	220,987
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	17,348
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	9,029

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	19,042
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials **39**

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	51
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	19
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Other (specify)
21.2a What is the maximum speed of your library's Internet connection? (Select one)	500 MBps
21.2b IF Other, please specify	\$790
21.3 What is the monthly cost of the library's internet access?	17
21.4 Number of Internet Computers Available for Public Use [PLS 650]	5,762
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	27,375
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.5b Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651b]	Annual Count
21.6 Reporting Method for Wireless Sessions [PLS 652a]	No
21.6b Reporting Method for Wireless Sessions [PLS 652b]	Yes
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a IF YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 IF NO, why did your library NOT participate in the E-rate program?	There is little benefit to the library for the work that is required for the program.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$20,539
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	299.25

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
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24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1), (c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Andrew Kim	02/19/2025
President	Roger Parfitt	02/19/2025
Secretary	Beth Schencker	02/19/2025

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

1, 2, 12 Closed all day on January 1; March 31; May 26-27; July 4; September 1-2; November 28; December 24-25 for holidays. Shortened hours on November 27 (open 8 hours) and December 31 (open 4 hours). Emergency closings on January 12 and June 3 as well. (0-2025-02-10)

2, 6, 3b The total includes all types of meeting room reservations. The library migrated to a new calendar/reservation system in April 2024 that does not separate staff use from patron use. (0-2025-02-10)

3, The Glencoe Public Library Board of Trustees adopted a master space plan developed by Skidmore, Owings & Merrill at its regular meeting in December 2024. The plan calls for a comprehensive full-building renovation. The master space plan has a total cost estimate of \$17.3 million. (0-2025-02-10)

4, 14, 1a The library uses a system that tracks entries and exits through a sensor mounted at the main entrance. (0-2025-02-03)

5, 18.1 Last year's reported total includes digital materials. This year's does not. (0-2025-02-10)

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee; Ann Finstad, Children's and Public Operations Manager; Andrew Kim, Executive Director
Date: February 14, 2025
Re: Approval of the Salary Administration Policy revision

A revision to the Salary Administration Policy (Policy) is presented for board approval. The Policy was adopted by the Library Board in November 2019 after the library's human resources consultants, HR Source, recommended it as part of the 2019 Salary Benchmarking Project. It was last reviewed in February 2022, but no changes were made.

A major component of a successful staff compensation plan is the development of and compliance with impartial guidelines that each employee's position is classified, and each employee is compensated fairly. Other major components are to identify and act with exceptions, and to correct inconsistencies and inequalities within compensation. These are supported by the Policy.

This policy review is a large undertaking which reshapes how the library will compensate its employees moving forward by offering greater opportunities to increase earnings based on performance.

Compensation Philosophy

Adopting a Compensation Philosophy was a goal of the most recent Salary Benchmarking Project. A Compensation Philosophy is a formal statement that summarizes an employer's position and direction on how it chooses to pay employees and provides a framework to ensure its actions are consistent and fair. This policy revision accomplishes that goal.

Revision Items

The following are the changes made to the Policy:

- The **Purpose** section that introduces the Policy was removed
- The **Objectives** section
 - Third bullet point was revised to improve clarity
 - Fourth, fifth, and sixth bullet points were removed
- The **Statements** section was renamed **Terms**
 - All sub-sections were revised to improve clarity

- New sections
 - **Salary Benchmarking and Annual Review** – included language that states the Library Board will conduct a formal salary benchmarking review every two to three years and its key objective
 - **Compensation**
 - **Adjustments** – included language about how salaries can be adjusted (cost-of-living and merit)
 - **Cost-of-Living Increase** – defines this adjustment and what variables factor into its calculation
 - **Merit Increase** - defines this adjustment and what variables factor into its calculation (see Sample Merit Matrix)
 - **Exceptions to Adjustments** – this section explains possible outcomes if an employee’s salary is at or has exceeded the employee’s salary range maximum
 - **Total Compensation Package** – this section includes a summary of other employee benefits (IMRF, health insurance, paid time off)

- The **Salary Progression Requirements** and **Merit Increase** sections were replaced with the new sections mentioned above

- The **Promotional Increase** section was renamed **Promotion**
 - In this section, the recommendation is to move away from the current promotion practice and to adopt the proposed Compensation Philosophy

- The **Salary Adjustments for Demotions** section was replaced with the new **Demotion** section
 - The Demotion section strengthens the current explanation

- The **Position Upgrade, Position Downgrade, and Transfer** sections were revised to improve clarity

- The **Adjustments Above Salary Range Maximums** section was replaced with the **Exceptions to Adjustments** section

- The **New Hires** section was renamed **New Hire Rates**
 - This section was revised to improve clarity

- The **Performance Evaluation** section was removed as its key statements are captured in the new sections

- The **Substitute Pay Rate** section
 - The Substitute position is defined
 - The recommendation is to adopt a policy making Substitutes eligible for annual salary increases if they meet a minimum of 200 hours worked over a 12-month period



- The **Responsibilities** section was removed as it is deemed to be procedural

Ann Finstad worked with the Director and Trustee Fiffer on the policy's review and revision. This revision is being recommended for board approval by Trustee Fiffer.



GLENCOE PUBLIC LIBRARY

REDLINED 2.75

SALARY ADMINISTRATION POLICY

Purpose

~~The purpose of the Salary Administration policy is to provide guidance for the adherence and maintenance of the Employee Classification and Salary Scale, and to define and delineate responsibilities for the Trustees of the Glencoe Public Library Board (Board) and the Executive Director.~~

Objectives

The primary policy objectives shall be:

- ~~Attract and retain proficient personnel.~~
- ~~Provide for recognition of and reward for differences in individual ability and performance.~~
- ~~Establish and maintain~~Provide a framework for maintaining competitive salary ranges consistent with the economic requirements of the Glencoe Public Library (Library) and commensurate with those professions within which the Library operates.
- ~~Relate salaries paid to the current duties and responsibilities of positions to provide stimulus for employee self-improvement and advancement to greater responsibilities.~~
- ~~Maintain a performance evaluation which identifies opportunities for employee development and places compensation rewards on an objective basis.~~
- ~~Provide an effective management control system which will permit and encourage delegation of responsibility within a framework of policy and procedures.~~

Statements/Terms

Job Descriptions

All employment positions shall be defined ~~in terms of their reflective duties~~in a written job description reflecting qualifications and responsibilities.

Employment Classification and Salary Scale

~~The Library shall maintain a competitive salary structure which consists of salary grades and ranges.~~ All employment positions shall be evaluated and classified ~~in order of their relative value, utilizing approved evaluation techniques~~ into the Employment Classification and Salary Scale in order of their relative value, utilizing approved evaluation techniques. ~~The Library shall maintain a competitive salary structure which consists of salary grades and ranges.~~

- Salary grades:
~~All positions shall be classified by salary grade, which indicates the range of their minimum, midpoint, and maximum salary value.~~A salary grade is a numeric assignment for a position based on the credentials, skills, and responsibilities

required for that position. All positions must be assigned to a salary grade. The salary grade determines the range of pay for a specific position.

- **Salary ranges:**
Salary ranges are the means by which the relative value of employment positions is expressed in dollar terms. Salary ranges specifically establish the minimum, midpoint, and maximum salary value for each position within the Library. Salary ranges shall be sufficiently broad to provide salary growth potential for competent personnel. ~~Salary ranges specifically establish the lowest dollar amount generally paid for minimum acceptable performance and the highest dollar amount generally paid for outstanding performance, relative to market value and other library employment positions.~~
- **Maintenance:**
Salary grades and ranges shall be reviewed annually by the Executive Director and with appropriate changes adjustments will be recommended to the ~~Trustees of the~~ Board.

Salary Increase Budget

The Executive Director shall annually evaluate the compensation market in terms of competitive factors, changes in living costs, and the Library's economics and objectives of the Library. A salary increase budget, expressed in percentages, will be developed and presented for approval by the Board as part of the annual property tax levy and drafting of the annual operating fund.

Unique circumstances can significantly influence the way compensation is structured. These circumstances include but are not limited to operating budget constraints, local economic conditions, cost of living, and specific operational goals of the Library.

Salary Benchmarking and Annual Review

The Library seeks to meet its immediate market in compensation and remain competitive with other libraries.

The Library will typically conduct a formal salary benchmarking review every two to three years where it will compare its salaries and wages to the immediate market. The immediate market consists of other Village of Glencoe agencies and neighboring public libraries.

Outside of a formal salary benchmarking review, the Executive Director will regularly monitor the immediate market and recommend any changes deemed urgent to the Board.

Any revisions to the Employee Classification and Salary Scale must be approved by the Board.

Compensation

The Employee Classification and Salary Scale will be presented to each new employee during the orientation process and will remain available to staff.

Adjustments

During each fiscal year, each employee is eligible for a cost-of-living increase if approved by the Board at the end of each fiscal year (effective on January 1 of the following year) and a merit increase at or near the employee’s work anniversary date.

- Cost-of-Living Increase

The Board may approve a cost-of-living increase as part of its budget process. Any cost-of-living increase will be based primarily on these factors:

- Consumer Price Index, Chicago-Naperville-Elgin
- Proposed cost-of-living adjustments of other village agencies and neighboring public libraries
- Library’s current financial position and objectives

- Merit Increase

In addition to a cost-of-living increase, employees may be eligible to receive a merit increase. Merit increase eligibility is determined after completion of a performance review by the employee’s supervisor.

To determine eligibility for and amount of a merit increase, the Library looks at two factors:

- An employee’s current placement in their position’s salary range (known as the compa-ratio)
- An employee’s performance

The highest potential merit increase percentage is reserved for high-performing, low compa-ratio employees, with lower percentages allocated for those who are lower performing, higher compa-ratio, or both.

Sample Merit Matrix

The table below illustrates what eligibility and merit increase percentages may look like in a given year. The percentages listed below are **examples only** and do not reflect the actual merit matrix which may be used in a given year.

	<u>Compa-ratio</u>			
<u>Performance</u>	<u>80-89%</u>	<u>90-99%</u>	<u>100-109%</u>	<u>110-120%</u>
<u>Unacceptable</u>	<u>Not eligible-</u>	<u>-not eligible</u>	<u>-not eligible-</u>	<u>-not eligible</u>
<u>Needs improvement</u>	<u>1 %</u>	<u>-not eligible</u>	<u>-not eligible</u>	<u>-not eligible</u>
<u>Achieves Expectations</u>	<u>3%</u>	<u>2%</u>	<u>1%</u>	<u>0%-not eligible</u>
<u>Exceeds Expectations</u>	<u>5%</u>	<u>4%</u>	<u>3%</u>	<u>2% * not to exceed maximum point of salary range</u>

Exceptions to Adjustments

Pay rates are generally not to exceed salary range maximums. Employees whose rates exceed the salary range maximum for their positions will not receive annual cost-of-living and merit increases provided, however; employees at or above the maximum rate for their

position may receive, at the discretion of the Executive Director, a lump sum amount equivalent to the board-approved cost-of-living increase at the end of the fiscal year.

Employees at or above the maximum rate for their position who demonstrate truly outstanding ability in their present position may be awarded, at the discretion of the Executive Director, a merit bonus at the time of the annual performance evaluation.

Total Compensation Package

In addition to a base salary, the Library provides employees who regularly work 20 or more hours per week with additional benefits of employment. These benefits include enrollment in the Illinois Municipal Retirement Fund and generous paid time off allowances that are comparable to neighboring libraries.

In addition to the benefits granted to employees who work 20 or more hours per week, full-time employees who work 37.5 hours per week also receive health and other expanded benefits as described in the Library's Personnel Manual.

Benefits-eligible employees are provided with a letter annually that details the total monetary value of their compensation package.

While not all employees receive the same benefits package, the Library prides itself on offering the intangible benefits of a pleasant work environment with an emphasis on work-life balance regardless of employment status.

Salary Progression Requirements

An employee can only receive a salary adjustment when the employee's position has been described, evaluated, and assigned a salary grade.

It is the policy of the Library to grant salary adjustments on the basis of individual performance. To this end, all library employees should be reviewed at least annually. This does not mean that salary increases are automatic or annual. Performance, salary increase budget, and position within the salary range are the prime considerations in determining the amount and frequency of salary adjustments.

Merit Increase

If it is provided for in the salary increase budget, a merit increase may be proposed by the employee's immediate supervisor, and approved by the Executive Director. Employees delivering outstanding individual performance are eligible for a merit increase, expressed in percentages. Factors considered in evaluating a potential merit increase may include individual performance, salary increase budget flexibility, and an individual's position within one's salary range.

Promotional IncreasePromotion

A promotion is a permanent reassignment from a position evaluated in a lower salary grade to another position evaluated in a higher grade. Current employees who are promoted to a higher grade position typically will be compensated between the minimum and midpoint of the salary range for that position dependent upon their qualifications and tenure.

~~When an employee is promoted, the new salary shall be set at least at the salary range minimum of the higher salary grade, except:~~

- ~~a. If the salary range minimum for the higher valued position is not at least 10% higher than the employee's current salary, then pay should be increased to an approximate level within the higher salary range by a promotion increase of 5% to 10% of current salary.~~
- ~~b. If the salary range minimum for the higher valued position is more than 10% higher than the employee's current salary, then the employee's initial promotional increase should not exceed 10%. Should the employee's new salary remain below the salary range minimum, then the salary may be increased up to 10% at six month intervals until it reaches the minimum of the new salary range.~~

Demotion

A demotion is a permanent reassignment from a position evaluated in a higher salary grade to another position evaluated in a lower salary grade.

Employees in good standing who assume roles in a lower grade are typically compensated at the midpoint of the new salary range dependent on qualifications and tenure. Under no circumstances will an employee's rate exceed the range maximum for the position regardless of the employee's former rate.

Position Upgrade

An upgrade is a ~~reevaluation-reclassification~~ of an existing employment position to a higher salary grade. ~~The salary increase for an incumbent shall be administered in the same manner as a promotional increase.~~ Incumbents whose rates fall below the salary minimum for the new grade will automatically receive an increase reflecting the new minimum rate for the position. Additionally, incumbents may be eligible to receive a salary increase up to the midpoint of the new salary range for the position dependent upon their current rate, qualifications, and tenure.

Salary Adjustments for Demotions

~~A demotion is a permanent reassignment from a position evaluated in a higher salary grade to another position evaluated in a lower salary grade.~~

Position Downgrade

~~It is not the Library's practice to reduce an employee's salary simply because of position reevaluation into a lower salary grade. This action is not considered a demotion and the employee's existing salary shall continue, if approved by the Board.~~ A downgrade is a reclassification of an existing employment position into a lower salary grade. This action is not considered a demotion, and the employee's current salary shall not be decreased.

Transfer

A transfer is a change from one position to another within the same salary grade. -An employee shall not be transferred to a ~~new or revised~~ different position until the position has been described, evaluated, and classified. -A transfer will not normally ~~be rewarded~~ warrant

~~with a salary adjustment. However, the employee's past performance and salary grade level should be considered for purposes of determining desirable merit increases. Therefore, merit increases may be coincidental with transfers when justified by aforementioned considerations.~~

~~Adjustments Above Salary Range Maximums~~

~~Salaries are generally not to exceed salary range maximums. If no promotional opportunity exists for an employee and said employee has demonstrated truly outstanding ability in the present position, consideration may be given to:~~

- ~~a. other means of compensation as determined by the Executive Director, or to~~
- ~~b. adjusting that employee's salary above the range maximum of the salary grade in which the position is classified but only if:~~
 - ~~i. the employee has not received a salary adjustment in the last 12 months, and~~
 - ~~ii. such adjustment is authorized by the Trustees of the Glencoe Public Library Board, and~~
 - ~~iii. the salary increase will not cause the employee's salary to exceed the range maximum of the next higher salary grade, if applicable.~~

~~New Hire Rates~~

~~A new employee's salary shall not exceed the range minimum, with certain permissible exceptions. Offer rates are typically between the minimum and midpoint of the salary range for a position. The hiring supervisor shall present to the Executive Director an evaluation of the prospective new employee's qualifications that exceeds those normally required. The Executive Director will determine the offer rate. The decision to offer a salary above the range minimum shall be made by the Executive Director.~~

~~Performance Evaluation~~

~~Formal performance evaluations for each employee shall be conducted annually to assist in determining salary adjustments. A standard evaluation form shall be used when evaluating employee performance to ensure accuracy and consistency regarding factors to be appraised and performance level definitions.~~

~~Evaluations are to be made by the immediate supervisor having firsthand knowledge of the employee being evaluated, the circumstances under which they work, and the nature of the work in order to obtain the most accurate results. The evaluation process shall include completion of the evaluation form and a performance evaluation meeting to review the employee's performance to determine progress, potential, areas of opportunity, and goals.~~

~~Upon evaluation of the overall performance of an employee, and in conjunction with the salary increase budget and the employee's position within the salary range, a salary adjustment can be determined by the Executive Director.~~

~~Substitute Pay Rate~~

~~A Substitute is an employee that is not regularly scheduled to work. Substitute staff shall pay shall not exceed be paid up to the midpoint of their designated pay grade. Substitutes are not eligible for annual pay increases or merit increases if they meet the minimum of 200 hours worked over a 12-month period. In the event that the Employee Classification and~~

Salary Scale is adjusted, ~~the substitute pay rate will reflect new midpoint wages~~Substitutes will be assigned a new rate based on their existing compa-ratio.

Responsibilities

Board:

- ~~Approve Employee Classification and Salary Scale~~
- ~~Approve Salary Administration Policy~~
- ~~Make disposition of salary range exceptions as presented by the Executive Director~~

Executive Director:

- ~~Develop data to support recommended Employee Classification and Salary Scale~~
- ~~Recommend Salary Administration Policy~~
- ~~Recommend annual salary budget~~
- ~~Recommend salary range exceptions~~
- ~~Provide guidance to management team in development, analysis, and evaluation of employee positions~~
- ~~Audit employee position relationships and salary structure annually~~
- ~~Complete benchmarking a salary structure survey periodically~~

Adopted	November 20, 2019
Reviewed	February 16, 2022
Revised	



SALARY ADMINISTRATION POLICY

Objectives

The primary policy objectives shall be:

- Attract and retain proficient personnel
- Provide for recognition of and reward for differences in individual ability and performance
- Provide a framework for maintaining competitive salary ranges consistent with the economic requirements of the Glencoe Public Library (Library) and commensurate with those professions within which the Library operates

Terms

Job Descriptions

All employment positions shall be defined in a written job description reflecting qualifications and responsibilities.

Employment Classification and Salary Scale

The Library shall maintain a competitive salary structure which consists of salary grades and ranges. All employment positions shall be evaluated and classified into the Employment Classification and Salary Scale in order of their relative value, utilizing approved evaluation techniques.

- **Salary grades**
A salary grade is a numeric assignment for a position based on the credentials, skills, and responsibilities required for that position. All positions must be assigned to a salary grade. The salary grade determines the range of pay for a specific position.
- **Salary ranges**
Salary ranges are the means by which the relative value of employment positions is expressed in dollar terms. Salary ranges specifically establish the minimum, midpoint, and maximum salary value for each position within the Library. Salary ranges shall be sufficiently broad to provide salary growth potential for competent personnel.
- **Maintenance**
Salary grades and ranges shall be reviewed annually by the Executive Director with appropriate adjustments recommended to the Board.

Salary Increase Budget

The Executive Director shall annually evaluate the compensation market in terms of competitive factors, changes in living costs, and the economics and objectives of the Library. A salary increase budget, expressed in percentages, will be developed and presented for

approval by the Board as part of the annual property tax levy and drafting of the annual operating fund.

Unique circumstances can significantly influence the way compensation is structured. These circumstances include but are not limited to operating budget constraints, local economic conditions, cost of living, and specific operational goals of the Library.

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Outside of a formal salary benchmarking review, the Executive Director will regularly monitor the immediate market and recommend any changes deemed urgent to the Board.

Any revisions to the Employee Classification and Salary Scale must be approved by the Board.

Compensation

The Employee Classification and Salary Scale will be presented to each new employee during the orientation process and will remain available to staff.

Adjustments

During each fiscal year, each employee is eligible for a cost-of-living increase if approved by the Board at the end of each fiscal year (effective on January 1 of the following year) and a merit increase at or near the employee's work anniversary date.

- **Cost-of-Living Increase**
The Board may approve a cost-of-living increase as part of its budget process. Any cost-of-living increase will be based primarily on these factors:
 - Consumer Price Index, Chicago-Naperville-Elgin
 - Proposed cost-of-living adjustments of other village agencies and neighboring public libraries
 - Library's current financial position and objectives

- **Merit Increase**
In addition to a cost-of-living increase, employees may be eligible to receive a merit increase. Merit increase eligibility is determined after completion of a performance review by the employee's supervisor.

To determine eligibility for and amount of a merit increase, the Library looks at two factors:

- An employee's current placement in their position's salary range (known as the compa-ratio)

- An employee's performance

The highest potential merit increase percentage is reserved for high-performing, low compa-ratio employees, with lower percentages allocated for those who are lower performing, higher compa-ratio, or both.

Sample Merit Matrix

The table below illustrates what eligibility and merit increase percentages may look like in a given year. The percentages listed below are **examples only** and do not reflect the actual merit matrix which may be used in a given year.

	Compa-ratio			
Performance	80-89%	90-99%	100-109%	110-120%
Unacceptable	Not eligible-	-not eligible	-not eligible-	-not eligible
Needs improvement	1 %	-not eligible	-not eligible	-not eligible
Achieves Expectations	3%	2%	1%	0%-not eligible
Exceeds Expectations	5%	4%	3%	2% * not to exceed maximum point of salary range

Exceptions to Adjustments

Pay rates are generally not to exceed salary range maximums. Employees whose rates exceed the salary range maximum for their positions will not receive annual cost-of-living and merit increases provided, however; employees at or above the maximum rate for their position may receive, at the discretion of the Executive Director, a lump sum amount equivalent to the board-approved cost-of-living increase at the end of the fiscal year.

Employees at or above the maximum rate for their position who demonstrate truly outstanding ability in their present position may be awarded, at the discretion of the Executive Director, a merit bonus at the time of the annual performance evaluation.

Total Compensation Package

In addition to a base salary, the Library provides employees who regularly work 20 or more hours per week with additional benefits of employment. These benefits include enrollment in the Illinois Municipal Retirement Fund and generous paid time off allowances that are comparable to neighboring libraries.

In addition to the benefits granted to employees who work 20 or more hours per week, full-time employees who work 37.5 hours per week also receive health and other expanded benefits as described in the Library's Personnel Manual.

Benefits-eligible employees are provided with a letter annually that details the total monetary value of their compensation package.

While not all employees receive the same benefits package, the Library prides itself on offering the intangible benefits of a pleasant work environment with an emphasis on work-life balance regardless of employment status.

Promotion

A promotion is a permanent reassignment from a position evaluated in a lower salary grade to another position evaluated in a higher grade. Current employees who are promoted to a higher grade position typically will be compensated between the minimum and midpoint of the salary range for that position dependent upon their qualifications and tenure.

Demotion

A demotion is a permanent reassignment from a position evaluated in a higher salary grade to another position evaluated in a lower salary grade.

Employees in good standing who assume roles in a lower grade are typically compensated at the midpoint of the new salary range dependent on qualifications and tenure. Under no circumstances will an employee's rate exceed the range maximum for the position regardless of the employee's former rate.

Position Upgrade

An upgrade is a reclassification of an existing employment position to a higher salary grade. Incumbents whose rates fall below the salary minimum for the new grade will automatically receive an increase reflecting the new minimum rate for the position. Additionally, incumbents may be eligible to receive a salary increase up to the midpoint of the new salary range for the position dependent upon their current rate, qualifications, and tenure.

Position Downgrade

A downgrade is a reclassification of an existing employment position into a lower salary grade. This action is not considered a demotion, and the employee's current salary shall not be decreased.

Transfer

A transfer is a change from one position to another within the same salary grade. An employee shall not be transferred to a different position until the position has been described, evaluated, and classified. A transfer will not normally warrant a salary adjustment.

New Hire Rates

Offer rates are typically between the minimum and midpoint of the salary range for a position. The hiring supervisor shall present to the Executive Director an evaluation of the prospective new employee's qualifications. The Executive Director will determine the offer rate.

Substitute Pay Rate

A Substitute is an employee that is not regularly scheduled to work. Substitute staff pay shall not exceed the midpoint of their designated pay grade. Substitutes are eligible for annual pay increases if they meet the minimum of 200 hours worked over a 12-month period. In the

event that the Employee Classification and Salary Scale is adjusted, Substitutes will be assigned a new rate based on their existing compa-ratio.

Adopted	November 20, 2019
Reviewed	February 16, 2022
Revised	

Memorandum

To: Glencoe Public Library Board of Trustees
 Cc:
 From: Andrew Kim, Executive Director
 Date: February 14, 2025
 Re: Consideration to approve Ordinance 2025-02-19 A – Ordinance Amending the Purpose of the Special Reserve Fund

Consideration to approve Ordinance 2025-02-19 B – Ordinance Transferring Funds to the Special Reserve Fund

As reported at the January 15, 2025, Regular Board Meeting, the Fiscal Year 2024 operating budget has a Net Operating Change of \$105,969.37. This is the total surplus of unused revenues. The Net Operating Change amount has varied since 2020, the start of the COVID-19 pandemic for assorted reasons.

Fiscal Year	Net Operating Change	Note
2024	\$105,969	
2023	\$590,070	Delays in delivering the property tax bills on the County level
2022	(\$207,568)	
2021	\$176,564	
2020	\$535,472	10-month fiscal year (Stub Year)

Fund Balance Policy

The library’s Fund Balance Policy (Policy) was revised in May 2024. The revision included:

- Adding fund balance categories and their respective definitions per the Governmental Accounting Standards Board (GASB) Statement No. 54
- Revising the Fund Balance Levels section of the policy to reflect actual financial practices adopted by the Library Board
- Removing the Other Considerations and Future Actions sections from the policy

Under the Fund Balance Levels section of the policy, it states that, “It is the goal of the Board to maintain an amount equal to three (3) months of the current annual fiscal year’s operating expenses in the General Fund in case of delays in receiving tax money...”

Fiscal Year	Average Total Monthly Expenditures	Highest Total Monthly Expenditures	Lowest Total Monthly Expenditures
2024	\$249,344	\$315,104 (Nov)	\$192,908 (Feb)
2025	\$276,018		

The Fiscal Year 2025 Total Revenue is \$3,312,216 (\$276,018 per operating month).

Based on 2024’s monthly expenditures average, \$748,032 must be maintained per the Policy. Based on 2025’s projected Total Revenues, \$828,054 must be maintained. As of January 31, 2025, MaxSafe’s balance was \$2,659,523.

Fiscal Year	MaxSafe Balance (1/31/25)	Total Monthly Expenditures Average x 3	Remaining MaxSafe Funds
2024	\$2,659,523	\$748,032	\$1,911,491
2025	\$2,659,523	\$828,054	\$1,831,469

Special Reserve Fund

The Library Board adopted a special reserve fund as part of the 2024 operating budget. With it, the Board’s purpose is to allocate a portion of annual property tax revenues each fiscal year for future capital improvement/development projects.

At the December 20, 2023, Regular Board Meeting (RBM), the Library Board approved the first of three required ordinances. Ordinance No. 2023-12-20 Ordinance Establishing a Special Reserve Fund establishes the Special Reserve Fund and defines its purpose.

The second required ordinance will be presented at the February 19, 2025, RBM now that cost estimate for a library renovation is known. The second ordinance will amend the purpose of the Special Reserve Fund.

The third and final ordinance will also be presented at the February 19, 2025, RBM. The third ordinance will present the amount to be transferred into the Special Reserve Fund. The third ordinance will be presented annually to the Library Board so that a predetermined amount can be transferred to the Special Reserve Fund at the end of each fiscal year.

Transfer Amount Options

Option 1 – Total Fiscal Year 2024 Operating Surplus

After transferring \$105,969, the actual MaxSafe Balance is \$2,553,554.

MaxSafe Balance (1/31/25)	\$2,659,523
Minus Total Monthly Expenditures Average x 3	\$748,032
Minus Total Fiscal Year 2024 Operating Surplus	\$105,969
Remaining MaxSafe Funds	\$1,805,522



Option 2 – Fiscal Year 2024 Special Reserve Fund Budget

After transferring \$352,900, the actual MaxSafe Balance is \$2,306,623.

MaxSafe Balance (1/31/25)	\$2,659,523
Minus Total Monthly Expenditures Average x 3	\$748,032
Minus Total Fiscal Year 2024 Special Reserve Fund	\$352,900
Remaining MaxSafe Funds	\$1,558,591

Recommendation

The recommendation is that \$352,900 be transferred to the Special Reserve Fund.

The County has resumed the timely issuance of property tax bills and residents have a long history of paying their property tax bills with little delay. Even with the sizeable transfer, the library will maintain a healthy General Fund balance for operations and in case of future delays at the County level.

ORDINANCE NO. 2025-02-19 A

ORDINANCE AMENDING THE PURPOSE OF THE SPECIAL RESERVE FUND

WHEREAS, the Illinois Local Library Act (the “Act”) authorizes establishment of a special reserve fund (75 ILCS 5/5-8); and

WHEREAS, except for expenditures for emergency repairs, plans for the use of the accumulations in the Special Reserve Fund (and cost estimates for said plans) are required; and

WHEREAS, said plans may be amended from time to time as circumstances require; and

WHEREAS, a Special Reserve Fund was previously established by the Library Trustees (see Ordinance No. 2023-12-20) and funds shall be transferred from time to time into a Special Reserve Fund; and

WHEREAS, the Library Trustees have determined to amend the plan for use of the Special Reserve Fund.

NOW, THEREFORE, be it ordained by the Board of Library Trustees of the Glencoe Public Library as follows:

SECTION 1: Funds which have accumulated, and which may accumulate in the future in the Special Reserve Fund, may be used for one or more of the following purposes:

- a. Facility maintenance, renovations, and improvements consistent with the Master Space Plan prepared for the Library by Skidmore, Owings & Merrill in 2024.

SECTION 2: The estimated cost of the foregoing is approximately \$17,300,000.

SECTION 3: This Ordinance shall be in full force and effect upon passage.

Passed February 19, 2025, pursuant to roll call vote as follows:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

Roger Parfitt, President
Glencoe Public Library Board of Trustees

ATTEST:

Beth Schencker, Secretary
Glencoe Public Library Board of Trustees

ORDINANCE NO. 2025-02-19 B

ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND

Be It Ordained by the Board of Library Trustees of the Glencoe Public Library that, of the unexpended balances of the proceeds received annually from public library taxes (Corporate Fund), the sum of \$352,900 shall be transferred to the Library's Special Reserve Fund.

Passed February 19, 2025, pursuant to roll call vote as follows:

Ayes: _____

Nay: _____

Abstain: _____

Absent: _____

Roger Parfitt, President
Glencoe Public Library Board of Trustees

ATTEST:

Beth Schencker, Secretary
Glencoe Public Library Board of Trustees