

**AGENDA - ANNUAL BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, MAY 21, 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 April 14, 2025, Committee of the Whole minutes](#) 3
  - b. [Approval of April 16, 2025, Regular Board Meeting minutes](#) 4
  - c. [Approval of the Friends Fall Book Sale dates](#) 8
- 5) PUBLIC COMMENT
- 6) [ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY ELECTED  
AND RE-ELECTED TRUSTEES - 7:15 p.m.](#) 9
  - a. Robert Kimble
  - b. George Krafcsin
  - c. Michael Pope
  - d. Nan Weiss-Ham
- 7) RECESS
- 8) CALL TO ORDER - 7:30 p.m.
- 9) ROLL CALL
- 10) ADDITIONS TO THE AGENDA

11) <a href="#">COMMUNICATIONS</a>	10
12) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY	
13) COMMITTEE REPORTS - 7:45 p.m.	
a. <a href="#">Building &amp; Grounds</a>	13
b. <a href="#">Capital Campaign</a>	14
c. <a href="#">Finance</a>	15
d. <a href="#">Marketing</a>	24
e. Plan Commission	
f. Planning	
g. Policy & Bylaws	
h. <a href="#">Sustainability Task Force</a>	25
i. <a href="#">Technology</a>	26
14) REPORT OF THE EXECUTIVE DIRECTOR	
a. <a href="#">Director's report - from April 17 to May 16</a>	27
b. <a href="#">Monthly statistics - April 2025</a>	31
15) <a href="#">RESOLUTION IN HONOR OF RETIRING TRUSTEE BETH SCHENCKER (ACTION) - 8:00 p.m.</a>	36
16) NEW BUSINESS	
a. <a href="#">Presentation of the Slate of Board Officers and Committee Rosters</a>	38
b. <a href="#">Presentation of First Quarter updates of the 2025-2026 Implementation Plan</a>	40
17) CLOSED SESSION	
18) ADJOURNMENT	

**COMMITTEE OF THE WHOLE  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
MONDAY, APRIL 14, 2025 – 5:30 P.M.  
FORTE ROOM  
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER:**

President Parfitt called the meeting to order at 5:36 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 Andrew Kim, Executive Director, Lisa Acker and Nancy Kohn, Just Cause Consulting, and Glencoe resident Bob Kimble.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) PUBLIC COMMENT:**

There were no public comments.

**5) BOARD TRAINING SESSION WITH JUST CAUSE CONSULTING:**

Just Cause Principals Lisa Acker and Nancy Kohn provided training to the Trustees for capital campaigning purposes.

**6) CLOSED SESSION:**

There was no Closed Session.

**7) ADJOURNMENT:**

President Parfitt adjourned the meeting at 7:38 p.m.

Respectfully submitted by Andrew Kim

**REGULAR BOARD MEETING  
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, APRIL 16, 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 7:00 p.m.

**2) ROLL CALL:**

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Becky Halcli, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present were Glencoe resident, Bob Kimble, Friends Board President Marti Wick, and library staff member Jeff D’Anastasio. Absent: Beth Schencker.

**3) ADDITIONS TO THE AGENDA:**

There were no additions to the agenda.

**4) CONSENT AGENDA:**

- a. Approval of March 19, 2025, Regular Board Meeting (RBM) minutes  
Director Kim noted that the “Next month’s business items” section needed two adjustments (Board Packet [BP] page 5): add the scheduled review of the Public Relations Policy and remove the “presentation of the preliminary Slate of Board Officers and Committee Chairs.”
- b. Approval of Photography & Recording Policy revision  
The recommended revision includes expanding the policy’s reach by including audio recordings, hence the policy name change to “Photography & Recording” (BP page 8).
- c. Approval of the Public Relations Policy revision  
The revision proposes changes to the “Media Contact” and “Crisis Communications” sections. It is recommended that the Head of Programs & Communications be the sole contact for media requests and the Director will fill the role in that position’s absence. The Director will determine the response to any crisis issue with the approval of the President (or Vice President in the President’s absence). If the crisis involves the Director, then the President will lead response planning (BP pages 8-9).

Trustees recommended rewording the last part of the “General” section to read “and establishes procedures for interacting with the media” (BP page 15).

**A MOTION** was made by Trustee Lin, and seconded by Trustee Fiffer, **TO APPROVE THE MARCH 19, 2025, RBM MINUTES AS AMENDED, THE PHOTOGRAPHY & RECORDING POLICY REVISION AS PRESENTED, AND THE PUBLIC RELATIONS POLICY REVISION AS AMENDED.**

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

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

Nays: None

Absent: Schencker

**5) PUBLIC COMMENT:**

There were no public comments.

**6) COMMUNICATIONS:**

There were no comments about Communications.

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

President Wick informed the Board that the Friends Book Sale (April 4-7) raised \$9,000. The door count amounts for customers that the Friends tracked at the library's request had the following totals: Friday 52; Saturday 390; Sunday 220; Monday 48. She thanked many library staff members for their help with the promotion and set up of the Sale, including Head of Programs & Communications Grace Hayek, Programs & Communications Coordinator Natalie Brottman, Technical Services & Automation Operations Manager Becky Halcli, Technology Librarian Matthew Byrd, Interim Facilities Supervisor Juan Rodriguez, and Interim Facilities Associate Damian Castro.

**8) COMMITTEE REPORTS:**

a. Building & Grounds:

There was no report.

b. Finance:

For the March financial highlights (BP page 18), Trustee Lin contrasted the amount of Property Tax Revenue received (\$800,447) with the Total Expenditures for the month (\$225,133) (BP page 23). With the receipt of the Property Tax Revenue, the MaxSafe account held nearly \$3.2 million as of March 31 (BP page 20). Compared to last year at this time, the amount of Current year Property Tax Revenue received to date is \$18,000 less (Supplement page 1). For the newly added Special Reserve Fund, the initial deposit of \$352,900 earned \$513.92 in interest (BP page 18).

c. Fundraising:

The Director and the Fundraising Committee will begin reporting news from fundraising. An immediate change will be to rename the Committee to "Capital Campaign" to align with the language used by Just Cause Consulting.

- d. Marketing:  
The RenewGPL.org website debuted on March 24. The website has received 142 visits to date. Sixteen people have registered to receive updates. Programs & Communications will promote the website with a full-page ad in the next issue of *Inside Glencoe*.
- e. Plan Commission:  
There was no report.
- f. Planning:  
There was no report.
- g. Policy & Bylaws:  
There was no report.
- h. Sustainability Task Force (STF):  
There was no report. The agenda for the March 18 meeting was included on BP page 27.
- i. Technology:  
Trustee Weiss-Ham referred the Board to the Technology Committee Report memo on BP page 28, with updates concerning the installation of an additional security camera to monitor the Johnson room and fiction stacks, reviews of potential vendors for copier services, and adjustments to the 3D Printing procedures limiting one print per week per patron.

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

Director Kim provided a summary of the following since the March RBM (BP pages 29-30):

From Reaching Across Illinois Libraries (RAILS): On March 31, federal funding for the Institute of Museum and Library Sciences (IMLS) was suspended and staff were placed on administrative leave. Though the library does not receive federal funding directly, a small portion of the operating funds originate from federal support. The new Administration's actions are damaging to many rural and underfunded public libraries that depend on federal and state support. RAILS and the Illinois Library Association (ILA) encourage library professionals and Board members to contact their elected officials to challenge these actions.

Four staff members celebrated their work anniversaries in March: Grace Hayek – 11 years; Youth Program Coordinator Michelle Litchman – 6 years; Circulation Assistant Nick Rumas – 11 years, and Head of Circulation Danny Burdett – 26 years.

There were also updates on the Seed Library and the second year of participating in Ready, Set, Library Crawl! with Wilmette and Winnetka-Northfield Libraries (BP page 30).

The Director created a Statistics Supplement Handout which the Board and management team members referred to in answering questions raised by President Parfitt days before the meeting. Grace Hayek and Danny Burdett confirmed that program offerings, and community group use of library spaces, were restricted based on lack of space. The Board found the Statistics Supplement Handout useful, and the President requested that the Director include a highlight memo to help the Board interpret the monthly Statistical Report going forward.

**10)NEW BUSINESS:**

Trustee Fiffer shared his perspectives on April 14 Just Cause Consulting capital campaign training. Some Board members echoed his concerns about the timeline and expectations regarding fundraising. The Director explained that the role of Just Cause was to coordinate the campaign, and that any concerns about timing and Trustee roles would be addressed.

**11)CLOSED SESSION:**

There was no closed session.

**12)ADJOURNMENT:**

President Parfitt adjourned the meeting at 8:04 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: May 16, 2025  
Re: Approval of the Friends Fall Book Sale dates

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The Friends of the Glencoe Public Library requests board approval to hold their Fall Book Sale from Friday, September 26 to Monday, September 29, 2025.

Approval of the sale dates will require the library building to remain open until 6:30 p.m. on September 26 and to open at noon on September 27. 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, September 26	4:30 – 6:30 p.m.	9:00 a.m. – 6:00 p.m.
Saturday, September 27	9:00 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.
Sunday, September 28	12:00 – 5:00 p.m.	1:00 – 5:00 p.m.
Monday, September 29	9:00 a.m. – 12:00 p.m.	9:00 a.m. – 9:00 p.m.



## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Andrew Kim, Executive Director  
Date: May 16, 2025  
Re: Administration of the Oath of Office to the Newly Elected and Re-elected Trustees

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The newly elected and re-elected Trustees will take the Oath of Office in the following order:

- Robert Kimble
- George Krafcisin
- Michael Pope
- Nan Weiss-Ham

Each Trustee will be asked to stand at their seat and recite the Oath of Office raising the right hand. After the Oath is recited by the Trustees, President Parfitt will call a short recess. He will then call the meeting back into order with the new Library Board seated at the tables.

The following is the Oath of Office:

*I, (Trustee name), having been elected to the office of Public Library Trustee in the Village of Glencoe in the County of Cook, aforesaid, do solemnly swear, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Public Library Trustee according to the best of my ability.*

## April 2025: Comments Logged in Gimlet

### Compliments

Children's	4/8/2025	Register for Papermaking. "We love your events. The one with the sloth was super fun."
Reader's Advisory	4/10/2025	"You saved my day with the printing. I thought it was going to be a whole ordeal, but it was really easy" "This is the most darling library in the world, I hope you won't change the outward appearance and charm"
Reference	4/10/2025	"Wow, this is so cozy" [about the whole main level, not the ladies room]
Reference	4/17/2025	Thank you so much for helping me find a Financial Times article last week. It really helped with my research project!
Children's	4/18/2025	I recommended Rose's Secret Life of Squirrels to child with nanny who always wants baby beanie books since we had no baby beanie books. " This was wonderful! Thank you so much. We loved it."
Reference	4/18/2025	Thank you for doing the Seed Library-this is such a great program!
Circulation	4/21/2025	A patron called this evening saying what a great job Rachel did on her ZOOM class (Streaming Options) and to let her know how wonderful it was!
Reference	4/22/2025	Patron was very happy with last night's Streaming Services Class =)
Reference	4/22/2025	"What a cool library"
Reference	4/22/2025	Many thanks for the VERY informative and excellent presentation. Your resource materials are also very helpful. You addressed many of my questions and desire to not subscribe to numerous streaming services but find a multi-functional bundle that will meet our needs.
Children's	4/24/2025	"We usually use the Highland Park Library, and even though that library is bigger, this children's section is so much better"
Reference	4/26/2025	Winnetka patron stopped by the desk to say how much she enjoyed the Friends' book sale. She also said she loves the Johnson Room because it feels like a home.  I thanked her for her kind words and pointed out the always-available used book shelves. She left happy!
Reader's Advisory	4/26/2025	Overheard at Circ: "It is so cool that you have a Library of Things. I can try out this drawing pad to see if it's something I would like to buy."

Reader's Advisory	4/26/2025	Patron asked how many seed packets we have give out this year (over 800 in 4 weeks!), and he said his wife took several packets this year and last year (which grew great). Said the Seed Library was a wonderful and important thing the library is doing.
Reference	4/29/2025	"What a beautiful library this is."

## Complaints

Reference	4/15/2025	computer pass; patron complained that it was hard to work here in the afternoon because two patrons had bad odors and one was yelling to himself
Reference	4/16/2025	<p>Patron was upset that someone was talking in the YA room. We asked the patron to move and she did. Same patron was unhappy that we no longer carry print encyclopedias (said "it's ridiculous"). He also asked for a print dictionary.</p> <p>I told the patron about our online resources and offered to assist him with accessing them. He refused and continued to complain, so I offered him our print guide to online resources so he could see all that we offer, and he declined. I offered the print dictionary but he didn't want the ready reference one. I told him the print dictionaries are in the 423's and I would be happy to go get one, but he continued to complain that we no longer have a reference room. He then went to circ and told them he would only pay for 30 of his 60 copies because someone was talking and disturbing him. Just generally unhappy</p>
Reference	4/17/2025	"Oh, here's this guy who makes me not want to be here again." (patron referring to ----, who was talking loudly to himself in front of Circ about the helicopters he owns.)

## Program Feedback

Program	4/1/2025	Thank you Jeff for another great presentation! (In response to Women of Abstract Expressionism Zoom lecture, 3/31)
Program	4/1/2025	Thank you for talking about women artists that I did not know about! (In response to Women of Abstract Expressionism Zoom lecture, 3/31)
Program	4/3/2025	Longtime patron now based in Chicago had nice things to say about our adult programming and the enewsletter. A Glencoe native, she was at

age 11 an assistant in the children's department (when it was in the Forte Room) and says that that first work experience positively shaped her career (which included being a talk show host!).

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Program	4/3/2025	(re Carrie Hoza event) She has a very compelling - personal story to share. The audience questions were interesting too.
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Program	4/15/2025	I loved the program and am inspired to play “ Some Enchanted Evening” on the piano as soon as I finish this email . Thanks for a great program and a chance to see Rudy, Ezio, and Bing. In response to American Musical Theater Legends program 4/14.
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Program	4/22/2025	Three separate patrons coming out of Big Books commented that they like the book much more now that they've discussed it in class.
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## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Parfitt and Trustee Lin, Building & Grounds Committee; Juan Rodriguez, Facilities Supervisor  
Date: May 16, 2025  
Re: Building & Grounds Committee Report

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Beginning with this report, Facilities Supervisor Juan Rodriguez will include lists of completed and in-progress tasks/projects in the Building & Grounds Committee's monthly reports. This will be in addition to any specific project that the Trustees should be aware of.

### Completed Tasks

- April 14 – Chimney shut down until fall 2025
- April 20 – Sno-Melt System disabled, and salt stored away until winter 2025
- April 24 – The library's landscaping contractors replaced boxwoods and seeded the front lawn
- April 27 – Dehumidifiers were inspected and turned on through fall 2025
- April 29 – Director's Office storm windows removed, window AC unit calibrated, and ready for use
- April 30 – The library's outdoor sprinkler vendor inspected and turned on the library's sprinkler system to be in use through fall 2025
- May 1 – Painted the Elevator Control Room
- May 1 – Annual drain tile rodding was completed
- May 3 – Monthly cleaning of the staff refrigerator and water dispenser were completed
- May 5 – The library's HVAC contractor inspected all cooling units
- May 8 – Monthly elevator service completed
- May 8 – Annual spring cleaning completed

### Scheduled Tasks

- May 29 – Monthly pest control inspection

## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Lin & Trustee Pope, Capital Campaign Committee  
Date: May 16, 2025  
Re: Capital Campaign update

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The Capital Campaign Committee has weekly meetings with Just Cause Consulting. Meeting agendas and documents are available on the Trustee Web Portal. Please notify Director Kim if you need assistance in accessing the Portal.

The following are updates on elements of the Campaign:

### **Glencoe Public Library Foundation**

After discussions with Just Cause and the library's attorney, the goal is to form a foundation board consisting of 3-5 members who support the mission, vision, and values of the library as well as support the planned renovation.

Per the library's attorney, current Board Trustees may sit on the foundation board but should be limited to one. Director Kim has been in contact with some prospective candidates and will report back to the Capital Campaign Committee and Just Cause.

The library's attorney will draft bylaws for the foundation board as well as any necessary policies.

### **Capital Campaign Advisory Council**

Trustees Lin and Pope and Just Cause have identified several prospective council members and will meet with them in the upcoming weeks. The goal is to recruit up to 20 members for the Council.

### **Naming Guidelines**

Just Cause has requested that the Library Board finalize the list of naming opportunities ahead of meeting with prospective donors.

### **Gift Agreement**

Under the guidance of the Committee and Just Cause, Director Kim will work with the library's attorney to revise the current Gift & Fundraising Policy to include more robust guidelines for naming rights, pledges, and other forms of donating to the library.

## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Lin, Finance Committee  
Date: May 16, 2025  
Re: Finance Committee Report

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The following is a financial information report for April 2025.

### **Combined Balance Sheet**

\$1,270 was earned as interest for the Special Reserve Fund. A total of \$1,784 in interest has been earned since the fund was opened.

### **Operating Revenues**

- The library received a net of \$107,460 in Property Tax Revenues.
- The library received a \$5,000 donation from the Life Tract Foundation.

### **Operating Expenditures**

- Total Library Services is 2% over YTD. The management team will monitor expenditures moving forward and adjust if needed.
- The next quarterly payment was made to CCS in April.

### **Restricted Fund**

There is no report.

**GLENCOE PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**APRIL 30, 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 APR 30, 2025	AS OF MAR 31, 2025 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	69,223.83	52,670.49	16,553.34
1-000-10102 Cash-Operating	90.00	660.00	-570.00
1-000-10118 CC Deposits-NS Bank	20,686.21	19,576.10	1,110.11
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	3,055,034.86	3,191,819.52	-136,784.66
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	46,946.83	49,547.99	-2,601.16
3-000-10202 Cash-Maxsafe (Pension Fund)	74,857.73	74,857.73	0.00
4-000-10301 Cash-Maxsafe (Special Reserve)	354,684.46	353,413.92	1,270.54
<b>Total Cash</b>	<b>3,621,598.92</b>	<b>3,742,620.75</b>	<b>-121,021.83</b>
<b>Total Bank Accounts</b>	<b>\$3,621,598.92</b>	<b>\$3,742,620.75</b>	<b>\$ -121,021.83</b>
Other Current Assets			
1-000-11010 Petty Cash Clearing	556.00	6.00	550.00
<b>Total Other Current Assets</b>	<b>\$556.00</b>	<b>\$6.00</b>	<b>\$550.00</b>
<b>Total Current Assets</b>	<b>\$3,622,154.92</b>	<b>\$3,742,626.75</b>	<b>\$ -120,471.83</b>
<b>TOTAL ASSETS</b>	<b>\$3,622,154.92</b>	<b>\$3,742,626.75</b>	<b>\$ -120,471.83</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
<b>Total Liabilities</b>			<b>\$0.00</b>
Equity			
Beginning of Year Fund Balances			
1-000-28105 General Fund Balance	2,844,952.31	2,844,952.31	0.00
2-000-28105 Restricted Gift Fund Balance	48,396.47	48,396.47	0.00
3-000-28105 Pension Fund Balance	74,857.73	74,857.73	0.00
<b>Total Beginning of Year Fund Balances</b>	<b>2,968,206.51</b>	<b>2,968,206.51</b>	<b>0.00</b>
Retained Earnings	0.00	0.00	0.00
Net Revenue	653,948.41	774,420.24	-120,471.83
<b>Total Equity</b>	<b>\$3,622,154.92</b>	<b>\$3,742,626.75</b>	<b>\$ -120,471.83</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,622,154.92</b>	<b>\$3,742,626.75</b>	<b>\$ -120,471.83</b>

# Glencoe Public Library

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

	TOTAL	
	APR 2025	JAN - APR, 2025 (YTD)
<b>Revenue</b>		
1-911-30150 Property Taxes-Prior Years	-9,065.76	-18,171.48
1-911-30151 Property Taxes-Current Year	116,525.82	1,518,824.43
1-911-30205 Property Tax Interest		185.59
1-911-30705 Personal Property Replacement Tax		3,985.90
1-911-31955 Copier Fees	36.00	145.00
1-911-34405 Fines & Fees	417.89	863.40
1-911-37110 Money Market Interest	11,857.12	44,606.39
1-911-38215 Miscellaneous Grants		1,329.10
1-911-38305 Miscellaneous Income	-189.00	286.96
1-911-38550 Unrestricted Gifts	6,601.00	9,367.62
2-908-38551 Restricted Gifts-From Friends		8,726.00
3-950-30151 Property Taxes-Current Year (Pension Fund)	16,797.46	65,855.14
4-950-37110 Money Market Interest - Special Reserve	1,287.89	1,801.81
<b>Total Revenue</b>	<b>\$144,268.42</b>	<b>\$1,637,805.86</b>
<b>GROSS PROFIT</b>	<b>\$144,268.42</b>	<b>\$1,637,805.86</b>
<b>Expenditures</b>		
900 Young Adult		
1-900-60149 Program Supplies & Other	19.98	19.98
1-900-60151 Books	294.10	1,034.79
<b>Total 900 Young Adult</b>	<b>314.08</b>	<b>1,054.77</b>
902 Adult Services		
1-902-50705 Membership Dues		360.00
1-902-60120 Supplies	263.13	356.06
1-902-60151 Books	5,854.20	22,867.65
1-902-60152 Audio Books	126.00	1,577.13
1-902-60153 Periodicals	13,996.15	13,996.15
1-902-60155 Automated Resources	8,710.09	27,376.38
1-902-60156 Audio	50.59	207.66
1-902-60157 Video	423.27	2,664.46
1-902-60158 Downloadable Content	8,034.25	44,974.76
1-902-60159 Library of Things	335.85	1,282.44
<b>Total 902 Adult Services</b>	<b>37,793.53</b>	<b>115,662.69</b>
903 Children's Services		
1-903-50705 Membership Dues		39.99
1-903-50850 Meeting Fees		260.00
1-903-50851 Travel	4.90	327.46
1-903-51650 Program		950.00
1-903-60120 Supplies	14.46	63.86

	TOTAL	
	APR 2025	JAN - APR, 2025 (YTD)
1-903-60149 Program Supplies & Other	242.47	612.03
1-903-60151 Books	2,328.23	8,605.32
1-903-60152 Audio Books	49.36	2,283.95
1-903-60153 Periodicals	758.38	758.38
1-903-60155 Automated Resources		795.00
1-903-60156 Audio	106.96	122.25
1-903-60158 Downloadable Content	933.53	3,376.37
1-903-60159 Learning Kits	63.34	152.31
<b>Total 903 Children's Services</b>	<b>4,501.63</b>	<b>18,346.92</b>
904 Technical Services		
1-904-50751 O.C.L.C.	1,717.99	1,717.99
1-904-50851 Travel		33.60
1-904-60120 Supplies	577.22	1,449.26
<b>Total 904 Technical Services</b>	<b>2,295.21</b>	<b>3,200.85</b>
905 Administration		
1-905-40105 Salaries	125,270.04	488,262.32
1-905-40132 Medical Insurance	17,022.41	72,094.65
1-905-40705 Unemployment Insurance	358.66	2,563.39
1-905-50205 Photocopier Service	1,016.47	3,300.49
1-905-50315 Postage	506.31	1,043.68
1-905-50325 Phone Service	1,078.97	4,315.81
1-905-50410 Contractual Services	12,225.00	28,375.00
1-905-50595 Bookkeeping Services	3,370.36	9,425.65
1-905-50630 Legal Counsel-Other	1,125.00	1,575.00
1-905-50705 Membership Dues		700.00
1-905-50805 Training	221.45	319.27
1-905-50850 Meeting Fees	439.17	519.00
1-905-50851 Travel	1,677.89	1,721.57
1-905-51106 Trustee Expenses	174.72	174.72
1-905-51110 Recruitment	110.82	132.82
1-905-51505 Property & Casualty Insurance		38,029.00
1-905-51651 CCS, Operating Expenses	13,114.70	27,947.39
1-905-60120 Supplies	137.52	478.89
1-905-60150 Furniture		6,395.40
1-905-60163 Professional Collection Supplies		179.00
1-905-70105 Debt Service	4,500.46	13,501.38
4-905-50595 Bookkeeping Services (SR)	17.35	17.35
<b>Total 905 Administration</b>	<b>182,367.30</b>	<b>701,071.78</b>
906 Facilities		
1-906-50105 Building Maintenance	6,669.91	17,579.82
1-906-50150 Grounds Maintenance	233.90	590.96
1-906-50191 Alarm Repair & Maintenance		768.00
1-906-50192 Water/Rubbish Repair & Maintenance	548.49	2,611.93
1-906-50193 Elevator Repair & Maintenance	804.00	1,473.00
1-906-60120 Supplies	967.90	3,114.62
<b>Total 906 Facilities</b>	<b>9,224.20</b>	<b>26,138.33</b>

	TOTAL	
	APR 2025	JAN - APR, 2025 (YTD)
907 IMRF		
3-907-40460 Social Security	7,630.73	29,724.18
3-907-40465 Medicare	1,784.61	6,951.63
3-907-40505 Illinois Municipal Retirement Fund	7,382.12	29,179.33
<b>Total 907 IMRF</b>	<b>16,797.46</b>	<b>65,855.14</b>
908 Restricted		
2-908-90350 Restricted Gift Expense-Friends	2,098.00	8,350.09
2-908-90351 Restricted Gift Expense-Takiff Fund	503.16	1,825.55
<b>Total 908 Restricted</b>	<b>2,601.16</b>	<b>10,175.64</b>
909 Circulation Services		
1-909-60120 Supplies	219.40	311.62
<b>Total 909 Circulation Services</b>	<b>219.40</b>	<b>311.62</b>
910 Digital Services		
1-910-50215 Computer Hardware/Software	6,124.30	21,487.29
1-910-50321 Website Design/Hosting	103.95	6,343.10
1-910-50325 Internet Access	790.00	3,400.00
1-910-50332 Digital 3D Printing	56.14	81.10
1-910-50750 Digital-Device Subscriptions	179.93	617.73
1-910-60305 Computer Supplies	431.50	4,334.10
<b>Total 910 Digital Services</b>	<b>7,685.82</b>	<b>36,263.32</b>
916 Programs & Communication		
1-916-50330 Communications		1,362.44
1-916-50705 Membership Fees		210.00
1-916-50851 Travel		13.30
1-916-51650 Program	750.00	3,100.00
1-916-60120 Supplies		388.80
1-916-60149 Program Supplies & Other	190.46	701.85
<b>Total 916 Programs &amp; Communication</b>	<b>940.46</b>	<b>5,776.39</b>
<b>Total Expenditures</b>	<b>\$264,740.25</b>	<b>\$983,857.45</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -120,471.83</b>	<b>\$653,948.41</b>
Other Revenue		
4-980-9900 Interfund Transfer In		352,900.00
<b>Total Other Revenue</b>	<b>\$0.00</b>	<b>\$352,900.00</b>
Other Expenditures		
1-980-9900 Interfund Transfers Out		352,900.00
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$352,900.00</b>
<b>NET OTHER REVENUE</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET REVENUE</b>	<b>\$ -120,471.83</b>	<b>\$653,948.41</b>

**Glencoe Public Library**  
**Schedule of Changes in Restricted Gift Funds**  
**For the Month Ending April 30, 2025**

<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
Friends of the Glencoe Library	\$ 14,457.25		\$ 2,098.00	\$ 12,359.25
Bobette Cohen Takiff Fund	15,053.24		503.16	14,550.08
Janet Hauser Memorial Fund	136.00			136.00
Louis Bobby Slotkin Memorial Fund	19,901.50			19,901.50
<b>Total All Funds</b>	<b>\$ 49,547.99</b>	<b>\$ -</b>	<b>\$ 2,601.16</b>	<b>\$ 46,946.83</b>



# BOND STATEMENT

CUSIP: GLNCPL024  
 STATEMENT DATE: 4/7/2025  
 CURRENT BALANCE: \$455,588.99  
 PAYMENT DUE DATE: 05/01/2025

AMOUNT DUE: 4,500.56

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

<b>CUR BAL: \$455,588.99 INT RATE: 5.25%</b>	<b>AMOUNT</b>
05/01/2025 - Principal Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	2,507.36
05/01/2025 - Interest Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	1,993.20
<b>TOTAL</b>	<b>4,500.56</b>

## PREVIOUS STATEMENT ACTIVITY: (YTD)

<b>DATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>ENDING BALANCE</b>
01/01/2025	2,463.96	2,036.60	463,045.74
02/01/2025	2,474.74	2,025.82	460,571.00
03/01/2025	2,485.57	2,015.00	458,085.43
04/01/2025	2,496.44	2,004.12	455,588.99
<b>TOTAL TO DATE:</b>	<b>\$9,920.71</b>	<b>\$8,081.54</b>	

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



## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Schencker, Marketing Committee  
Date: May 16, 2025  
Re: Marketing Committee Report

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The Programs & Communications Team is trying out “swaps” this year. On May 17, the library hosted a houseplant and seedling swap and in August and September, the library will host produce swaps. A November gift wrap swap and a craft supplies swap are also under consideration.

Programs & Communications also contributed to the updating of the 2024-2025 GPL Partnerships Report.



## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Lin, Glencoe Sustainability Task Force  
Date: May 16, 2025  
Re: Glencoe Sustainability Task Force report

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Trustee Lin will share a report of the Glencoe Sustainability Task Force's (STF) most recent meeting at May 21, 2025, Annual Board Meeting. The following is the agenda from STF's meeting on April 22, 2025.



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



**Village Hall Morris Conference Room  
675 Village Court  
Tuesday, April 22, 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*  
*Thomas Geraghty*  
*Jaimie Fishman*  
*Helyn Latham*  
*Linda Lin*  
*David Singer*
- 2. CONSIDERATION OF MARCH 18, 2025 MEETING MINUTES**
- 3. VILLAGE STAFF LIAISON REPORT**
  - A. Sustainability Action Plan Consultant Search Update
  - B. Donate and Recycle Drop-off Event Planning Update
  - C. Coal Tar Ban Ordinance
- 4. TASK FORCE LEADERSHIP REPORT**
  - A. Village Board
  - B. Reusable Bag Distribution Program
- 5. SUBCOMMITTEE UPDATES**
  - A. Carbon Reduction
  - B. Landscapes
  - C. Public Awareness
  - D. Recycling and Waste Reduction
  - E. Sustainable Business
- 6. HEFTY RENEW PLASTIC RECYCLING PROGRAM**
- 7. PLASTIC BAG USAGE DATA GATHERING UPDATE**
- 8. SOCIAL MEDIA POST TOPIC PLANNING**
- 9. GREEN BAY TRAIL DAY BOOTH ACTIVITY IDEAS (JULY 26, 2025)**
- 10. OTHER BUSINESS**
- 11. PUBLIC COMMENT TIME**

Individuals interested in addressing the Sustainability Task Force on non-agenda items may do so at this time.
- 12. MEETING RECAP AND ADJOURN**

## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Weiss-Ham, Technology Committee  
Date: May 16, 2025  
Re: Technology Committee Report

---

From Network & Digital Services Librarian Justin Franklin:

One of the candidates for a replacement copier has provided a demonstration unit that is currently set up in the Technical Services Department for the next week. Staff are encouraged to try out the copier and provide feedback on the experience.

A third 3D printer has been purchased to increase production capacity, as due to Matthew's efforts, demand has skyrocketed. The third printer will be operated out of Technical Services.

The Roku players, which the library circulates as part of the Library of Things, have been reorganized. Each device now has one specific streaming service installed. Previously, there were fewer devices, and each device had all the services activated. This was done to reduce the number of subscriptions needed to keep all the devices active (each service has different allowances for how many devices can be used at a given time). It will also allow us to see which individual services are getting the most use.

**Report of the Executive Director  
From April 12 to May 16, 2025**

**RAILS**

According to a recent update, the Illinois State Library (ISL) has directed library systems like RAILS to submit plans at level funding for Fiscal Year 2026. This means that ISL is planning for a financial year that closely resembles the current financial year.

On May 1, federal judge Richard Leon issued a temporary restraining order blocking the current administration from further dismantling the Institute of Museum and Library Sciences (IMLS) until the court can more fully rule on the merits of the American Library Association's (ALA) motion for a preliminary injunction.

**CCS**

The Governing Board's Long Range Planning Committee recommended a five-year strategic plan at the May 14 meeting. As part of the recommended plan, the Committee proposed updated mission and vision statements:

	<b>Current</b>	<b>Proposed</b>
<b>Mission</b>	Provide effective, high-quality, and future-focused library technology to members to promote resource sharing, facilitate knowledge sharing, and improve the patron experience	Enhance each cooperative member's capacity to serve their patrons through optimized resource sharing, a community of continuous learning, and strategic cost-sharing
<b>Vision</b>	CCS is on the forefront of library technology and adapts to changing needs and environments	CCS members are thriving – empowered by collaboration and technology to meet the diverse needs of their communities

The Plan consists of four initiatives:

<b>Initiative</b>	<b>Goal</b>	<b>Potential Activities</b>
Amplify the impact of member libraries	Member libraries have the support they need to deliver powerful services to their patrons	<ul style="list-style-type: none"> <li>• Implement a system-wide analytics platform to support strategic decision-making</li> <li>• Integrate operational reports with documentation and procedures</li> <li>• Design and introduce centralized cataloging services to support libraries undergoing attrition</li> </ul>

Improve the patron experience	Library users have frictionless experiences using public-facing resources	<ul style="list-style-type: none"> <li>• Implement a modern, accessible discovery layer</li> <li>• Investigate digital resource sharing models to identify an optimal solution for CCS members</li> <li>• Evaluate the feasibility of a system-wide mobile application</li> </ul>
Deliver value to all CCS members	CCS consistently delivers high-quality services that maximize member libraries' return on investment	<ul style="list-style-type: none"> <li>• Renegotiate the CCS/Polaris contract with a focus on member value</li> <li>• Strategically expand CCS membership to enhance cost-sharing</li> <li>• Identify new opportunities for member savings</li> <li>• Review member fee formula to ensure consistency with CCS mission and vision</li> </ul>
Model operational excellence	CCS runs efficiently, communicates effectively, and strives for excellence	<ul style="list-style-type: none"> <li>• Research potential savings of moving to nonprofit status</li> <li>• Assess employment policies, compensation, and benefits to remain competitive in a changing economy</li> <li>• Audit CCS web tools for accessibility and usability</li> </ul>

Additionally, the Governing Board's Budget and Finance Committee presented the Fiscal Year 2025-2026 Operating Budget for approval. There is an 8.3% projected increase in operating income (\$2.5 million from \$2.3 million).

### Administration

I met with representatives from the Libraries of Illinois Risk Agency (LIRA) on April 30 to begin an insurance cost and coverage analysis. Though there is no current project to review the library's current insurance policies, it was a good opportunity to take preliminary steps for future considerations.

April 14 – Committee of the Whole  
 April 16 – Capital Campaign Committee and Just Cause  
 April 16 – Trustee Orientation with Robert Kimble  
 April 21 – Capital Campaign Committee and Just Cause

April 23 – Audit Review with Trustees Lin and Parfitt  
April 24 – Just Cause and Tracy Marks, Marketing Specialist  
April 28 – Capital Campaign Committee and Just Cause  
May 5 – Just Cause and Adam Semel  
May 6 – Glencoe Administrators  
May 8 – Capital Campaign Committee and Just Cause  
May 12 – Capital Campaign Committee and Just Cause  
May 14 – CCS Governing Board

### **Staff**

There is no report.

### **Continuing Education & Networking**

The library was asked to participate in a promotional video for the Glencoe Park District. The Park District was recently named a Gold Medal finalist, one of the highest honors for recreational agencies.

### **Collections & Services**

There is no report.

### **Events & Programs**

The library has committed to acting as a cosponsor for Writers Theatre's Glencoe Al Fresco event series this summer. The management team will prepare offerings and information for the events that will primarily focus on new services and collections, and the capital campaign and renovation. I will reach out to the Trustees soon to seek volunteers for each date. The dates are July 11, 18, and 25 from 5-7:00 p.m.

### **Building & Maintenance**

The Facilities Team is preparing the building for warmer months. The sprinkler system has been tested and readied for use, and the landscaping service has been instructed on weekly maintenance needs. Facilities Supervisor Juan Rodriguez has also worked with the HVAC service to turn the system over to air conditioning. Facilities Associate Damian Castro worked with the plumbing service for the annual drain tile rodding and sump pump checks.

### **Marketing**

There is no report.

### **Next Board Meeting**

The scheduled business items for June 18, 2025, Regular Board Meeting include the approval of the Slate of Board Officers and Committee Rosters, scheduled reviews of the Readers Advisory Policy and Reference Services Policy, and the presentation of the 2024 Annual Financial Report by Lauterbach & Amen.

**Dates**

May 19	Glencoe Golf Club Clubhouse Groundbreaking Event
May 20	Capital Campaign Committee and Just Cause
May 21	Annual Board Meeting
May 23	Village President, Village Manager, Library Board President Meeting
May 27	Friends Board Meeting
May 28	All-Staff Meeting
June 2	Capital Campaign Committee and Just Cause
June 3	Glencoe Administrators Meeting
June 4	Management Team Meeting
June 9	Capital Campaign Committee and Just Cause
June 14	Boards & Bites (at the library)

# Visitors and Borrowers



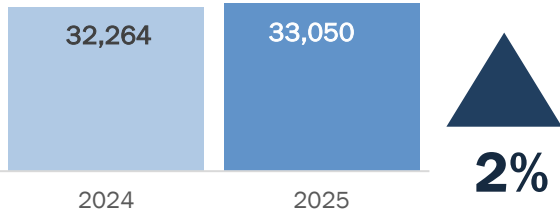
## Visitors and Borrowers

### Current Month

Visitors to Library	9,541
Unexpired Cards	4,168
New Registrations	40

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

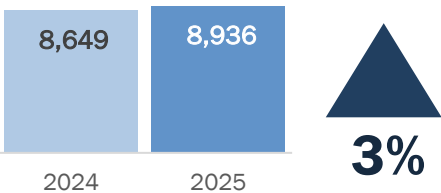
### Total Visitors | YTD



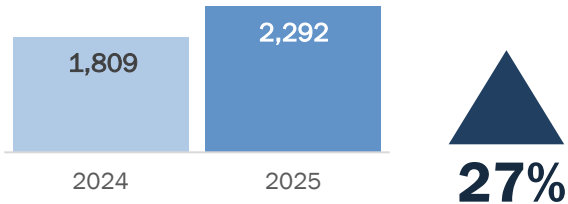
## Public Internet Use

### Current Month

Wireless Connections 2,575



Internet PC Sessions 565



## Librarian Engagement

### Current Month

Service Point Questions

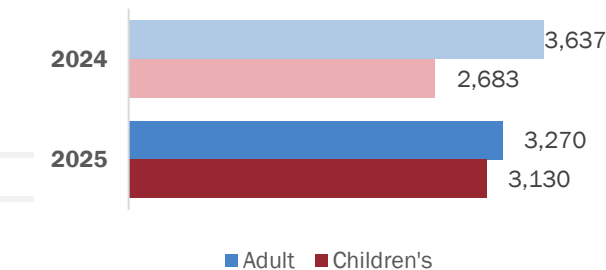
1,653 ▲ 1%

### Current Month

One on Ones

29 ▲ 355%

### 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

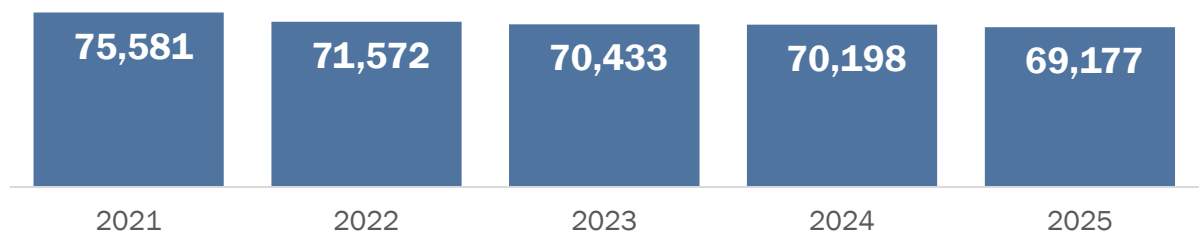
## Physical Collection Size - Current Month & Historical

 **56,851 Books**

 **4,740 Audio**

 **8,075 Video**

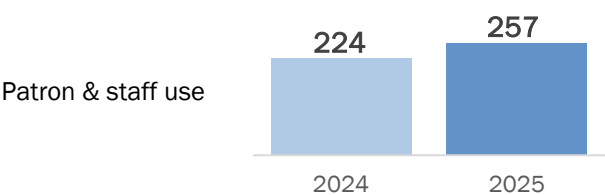
Adult Collection	44,300
Teen Collection	2,609
Youth Collection	22,173



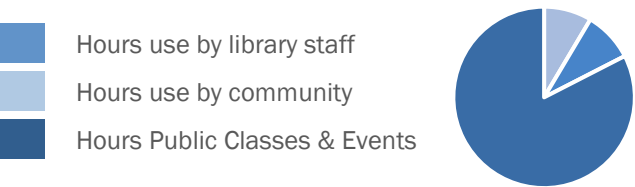
Historical collection size is based on the average size across each year

## Meeting Room Use

Hamil Room	Count	Hours
All Use	75	118



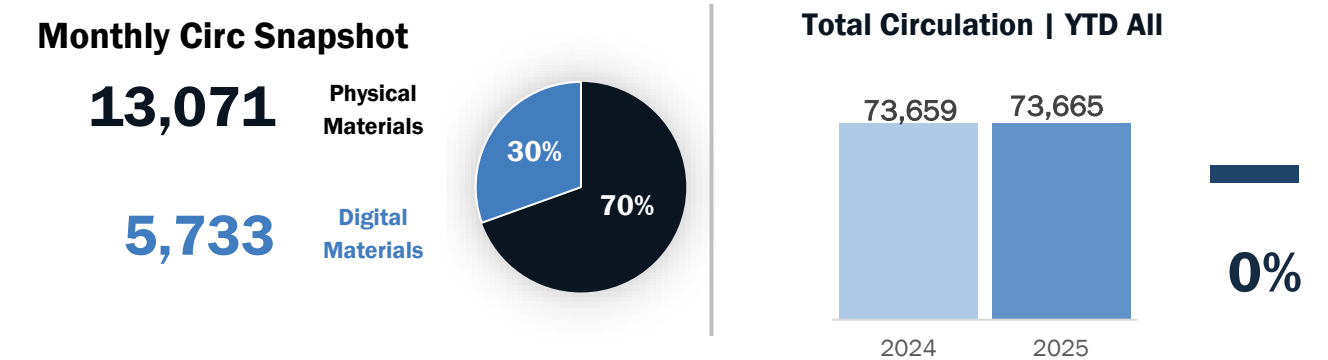
Hammond Room	Count	Hours
Library Internal Use	5	11
Community Use	5	12
Library Program Use	44	106
Total Utilization	54	129



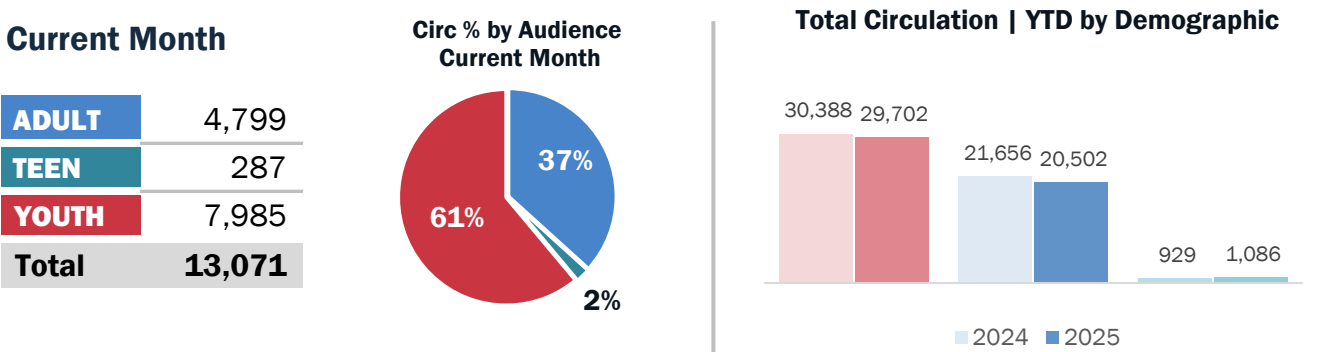


# Circulation

## Physical & Digital Format Combined

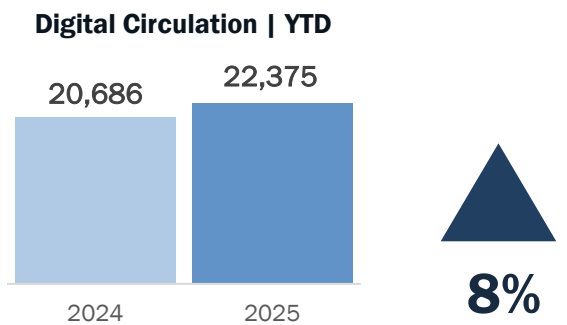
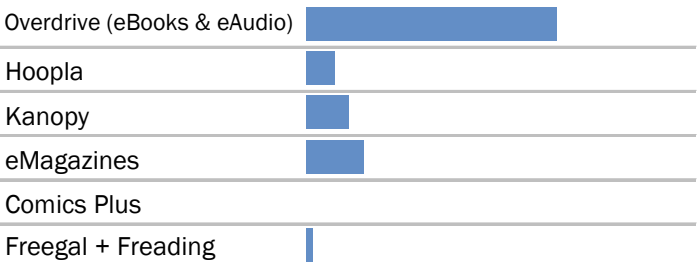


## Physical Materials Circulation - By Demographic



## Digital Materials Circulation

### Popularity by Service - current month



## Interlibrary Loan



# Programs and Events

## Synchronous Events & Programs

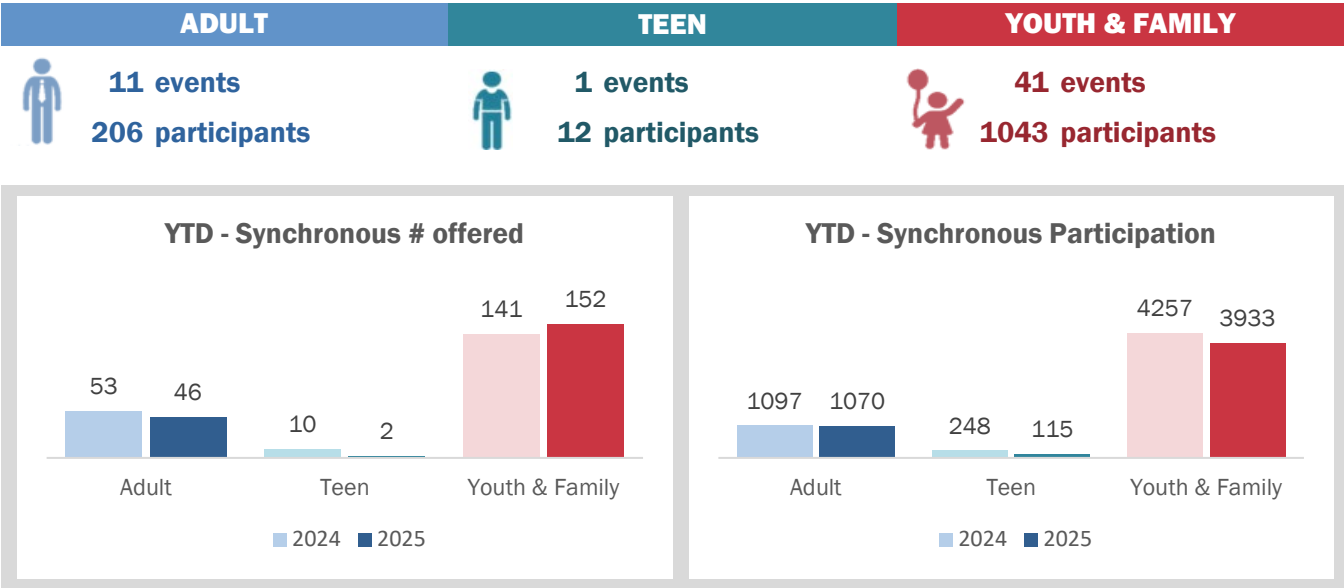
Year to Date Count

200

YTD Attendance

5,118

April classes and events for adults included 2 Embroidered Notebook craft classes, a presentation on cultivating pollinator and wildlife habitat, Big Books, two citizens forums, and more. Young teens from Central School participated in Battle of the Books. Regular youth classes and outreach were ongoing. 90 attended Dan Gogh's Magic and Art Show at the library. Children's staff attended the West School Garden Explorers night.



## Asynchronous (Passive) Programs & Offerings

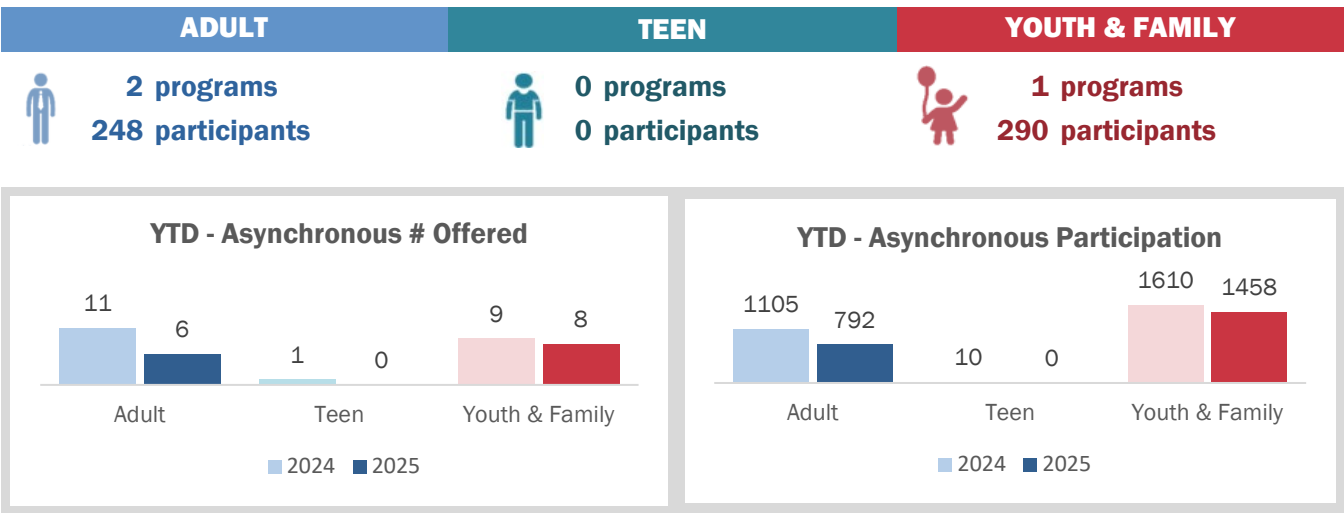
Year to Date Count

14

YTD Participation

2,250

The Scavenger hunt was the only asynchronous program offered in April 2025.



# Marketing and Continuing Ed



## eNewsletter

Last 12 months

Subscribers	3,310	
Open Rate	62%	

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



## Website

Last 12 months

Users	3,973
New Users	3,546
Sessions	6,802
Page Views	8,522
Catalog Sessions	4,323
Calendar Views	3,844

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

Apr

Last 12 months

Facebook Followers	1,263	
Facebook Views	2,186	

The library's Facebook followers remain steady, and Views rebounded to a six-month high.



TikTok Followers	561	
TikTok Views	69	

TikTok followers and views both remained steady.



Instagram Followers	1,368	
Instagram Views	2,298	

Instagram followers were steady while Views significantly improved.

## YouTube



Subscribers - General	561
Subscribers - Kids	914
Views - General	895
Views - Kids	6,136

Subscribers continue to grow on both YouTube channels. View counts tapered off slightly on both channels.

## Staff Development / Continuing Education

In April, staff who hadn't completed the modules in March participated in KnowBe4 Cybersecurity training. Multiple Children's staff members attended a Title Talk presentation featuring upcoming books. Additional training reported included using features of iPage, managing digital collections, 3D printing, and disaster planning.

**12**

**15**

**29.6**

## Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Andrew Kim, Executive Director  
Date: May 16, 2025  
Re: Resolution in Honor of Trustee Beth Schencker

---

A board resolution honoring Beth Schencker will be presented at the Annual Board Meeting on May 21, 2025.

The resolution recognizes Ms. Schencker's years of service, work, and accomplishments in support of the library and on behalf of the residents of the Village of Glencoe.

The resolution will be read aloud by the Director. President Parfitt will then entertain a motion to adopt the resolution as presented. A voice vote will be taken after the motion is seconded.

## **RESOLUTION 2025-05-21**

### **RESOLUTION HONORING RETIRING LIBRARY TRUSTEE BETH SCHENCKER**

**Whereas**, Beth Schencker has served as a Trustee of the Glencoe Public Library from May 19, 2021, until May 21, 2025; and

**Whereas**, she has served as Secretary of the Glencoe Public Library Board from 2023 to 2025; and

**Whereas**, she served as Chair of the Marketing Committee from 2021 to 2025; and

**Whereas**, during her years as Trustee she has provided outstanding public service to our community to help create the 2022 Strategic Plan, the 2023-2028 Strategic Plan, as well as the adoption of the Capital Needs Assessment of 2021, and the Master Space Plan in 2024, and the establishment of the Special Reserve Fund in 2024; and

**Whereas**, she has provided unwavering leadership to the Glencoe Public Library Board and staff during the COVID-19 Pandemic; and

**Whereas**, she helped guide the Executive Director as he continues his tenure as the eighth Director in the history of the Glencoe Public Library by providing good counsel.

**Now Therefore Be It Resolved** that the President and Board of Trustees of the Glencoe Public Library of the Village of Glencoe, Illinois, assembled at the May 21, 2025, Library Board Meeting convey to Beth Schencker their appreciation for this dedicated, loyal, and conscientious service; and

**Be It Further Resolved** that this resolution be noted in the official minutes of this Board and a copy given to Ms. Beth Schencker.

---

Roger Parfitt  
Library Board President

---

Andrew Kim  
Executive Director

# Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Trustee Parfitt, Library Board President  
Date: May 16, 2025  
Re: Presentation of the Preliminary Slate of Library Board Officers and Committees

Trustee Parfitt respectfully puts forth the preliminary slate for discussion. The final slate will be presented at June 18, 2025, Regular Board Meeting for approval. The proposed changes are highlighted.

Officers	Current	Nominated
President	Roger Parfitt	Roger Parfitt
Vice President	James Fiffer	James Fiffer
Secretary	Beth Schencker	Nan Weiss-Ham
Treasurer	Linda Lin	Robert Kimble

Committees	Current	Nominated
Building & Grounds	Roger Parfitt (Chair) Linda Lin	Roger Parfitt (Chair) George Krafcsin
Building Renovation	George Krafcsin Roger Parfitt	George Krafcsin Roger Parfitt
Capital Campaign	Linda Lin Michael Pope	Linda Lin Michael Pope
Finance	Linda Lin (Chair) Roger Parfitt	Robert Kimble (Chair) Roger Parfitt
Marketing	Beth Schencker	Nan Weiss-Ham
Personnel	Roger Parfitt James Fiffer	Roger Parfitt James Fiffer
Planning	George Krafcsin	George Krafcsin
Policy & Bylaws	James Fiffer	James Fiffer
Technology	Nan Weiss-Ham	Nan Weiss-Ham

Delegates	Current	Nominated
Plan Commission	Michael Pope	Michael Pope
Sustainability Task Force	Linda Lin	Linda Lin

James Fiffer

- Vice President
- Personnel
- Policy & Bylaws

Robert Kimble

- Treasurer
- Finance

George Krafcisin

- Building & Grounds
- Building Renovation
- Planning

Linda Lin

- Capital Campaign
- Sustainability Task Force

Roger Parfitt

- President
- Building & Grounds
- Building Renovation
- Finance
- Personnel

Michael Pope

- Capital Campaign
- Plan Commission

Nan Weiss-Ham

- Secretary
- Marketing
- Technology

# Memorandum

To: Glencoe Public Library Board of Trustees  
Cc:  
From: Library Management Team  
Date: May 16, 2025  
Re: Presentation of the 2025 First Quarter Updates of the 2025-2026 Implementation Plan

---

The management team is presenting a 2025 First Quarter Update of the 2025-2026 Implementation Plan. The updates are in **purple** text on the following pages.

The Plan items with no first quarter updates are:

## Area 1: Improved Facilities

- Initiative 1: Improve patrons' abilities to use and navigate the building
  - Goal: Design and install floor maps for each building level

## Area 2: Organizational Development

- Initiative 2: Reconsider personnel policies to better support part-time staff
  - **[Completed February 2025]** Goal: Revise the Salary Administration Policy to improve part-time and substitute staff earnings (SOP 4.0, Ch. 3)
- Initiative 3: Evaluate organizational needs to align staff skills with opportunities
  - Goal: Conduct a staff realignment project (SOP 4.0, Ch. 3)
  - Goal: Conduct the annual Staff Survey
- Initiative 4: Ensure staff have access to education and tools to excel at their jobs
  - Goal: Investigate consolidating/recalibrating job-related tools
  - Goal: Investigate creating a prioritization list to salvage materials and items in order of importance as a result of a building emergency (SOP 4.0, Ch. 6)

## Area 3: Enhanced Services and Resources

- Initiative 1: Expand digital resources and improve access to digital materials
  - Goal: Digitize existing microfilm collection of Glencoe News
  - Goal: Develop new methods to promote Youth digital collections in Overdrive
- Initiative 2: Increase building use by offering attractive and innovative in-person events and services
  - Goal: Expand and enhance the Library of Things Collection (SOP 4.0, Ch. 7)
  - Goal: Launch the Video Game Collection (SOP 4.0, Ch. 7)
  - Goal: Promote consortial and statewide services such as Find More Illinois and Illinois Libraries Present (SOP 4.0, Ch. 8)



**Area 4: Expanded Outreach**

- Initiative 1: Explore new opportunities for community outreach
  - Goal: Expand outreach to youth and families
- Initiative 2: Better develop local partnerships to benefit the community
  - Goal: Commit to participating in all local community events when feasible

## Strategic Plan Area 1: Improved Facilities

### First Quarter 2025 Update

#### Initiative 1: Improve patrons' abilities to use and navigate the building

Goal	Lead	Action Steps	Complete By	Target Metrics
Update the front entrance building directory	D. Burdett	Consult with the departments as necessary to determine information accuracy	June 2025 (revised from April 2025)	New directory is current and installed
		Determine viability of the current directory and update if necessary		
		Coordinate with the Facilities Team on installing maps if necessary		
Q1 Head of Circulation Services Danny Burdett has completed all the project’s action steps. The updated building directory will be reinstalled within the next few weeks.				

## Initiative 2: Complete a building-wide renovation by December 2028

Goal	Lead	Action Steps	Complete By	Target Metrics
Seek funding ahead of filing for a bond referendum (SOP 4.0, Ch. 1)	A. Kim	Initial Special Reserve Fund transfer	March 2025	\$352,900 is deposited into the Special Reserve Fund
		Launch a capital campaign	June 2025 (revised from April 2025)	Library Board approves a service contract with the selected firm
		File for a bond referendum to be included in the March 2026 election ballot	December 2025	Library Board approves an ordinance confirming its issuance of a bond referendum with the exact amount
<p><b>Q1</b></p> <p>The Capital Campaign Committee (Trustees Lin and Pope) have been meeting weekly with Just Cause Consulting since the service contract was approved by the Library Board in March. The Committee and Just Cause have and continue to schedule meetings with prospective donors and Advisory Council members.</p> <p>Trustee Parfitt and Director Kim will meet with Village President Howard Roin and Village Manager Phil Kiraly on May 23 to discuss the bond issuance and referendum.</p>				

## Strategic Plan Area 2: Organizational Development

### Initiative 1: Make staff compensation more competitive in the immediate area

Goal	Lead	Action Steps	Completion	Target Metrics
Prepare an annual report on the immediate area's current market	A, Finstad	Collect salary scales from Glencoe agencies and neighboring area libraries	April 2025	Confirm that the library's current salary scale meets the immediate area's current market, or adjust the library's current salary scale to improve the library's position in the immediate area
		Analyze data and present report	June 2025 (revised from May 2025)	
Q1				

Public Operations Manager Ann Finstad and Director Kim collected salary scales from neighboring area libraries and Glencoe agencies and will begin to analyze the data with a revised Complete By deadline of June 2025.

#### Initiative 4: Ensure staff have access to education and tools to excel at their jobs

Goal	Lead	Action Steps	Completion	Target Metrics
Update internal library documentation to better support staff across all departments	A. Finstad and B. Halcli	Continually update LAN documentation	Ongoing	Staff can find the resources they need to answer questions on policies and procedures, and how-to guides for equipment and software
		Update documentation for selectors		
<b>Q1</b> LAN documentation – Procedures have been created and shared on Slab for the most common LAN troubleshooting issues. Documentation creation is ongoing. Technology Librarian Matthew Byrd has also created documentation for public-facing resources such as MyPC, public printing, and the public copier coin box. Documentation creation is ongoing.  Selectors documentation – This project will always be ongoing and doesn't change often. There is current documentation on Slab for how to use the Ingram ordering product, iPage. The library moved to Ingram as its primary materials vendor after experiencing issues with the former primary vendor, Baker & Taylor.				
Subscribe to KnowBe4 to train staff on online security best practices	B. Halcli	Assign project to Matthew Byrd	December 2025	30% of staff failed the first blind phishing test. Through training and more random phishing emails, the goal is to reduce the percentage of failed tests to 15-20%
		M. Byrd creates a set-up plan with KnowBe4 representative		
		M. Byrd sends blind phishing emails to staff to assess baseline for training		
		Assign training videos to staff with deadline		
		Continue to send random phishing emails to assess training effectiveness		

		M. Byrd provides additional training for staff that consistently fail phishing tests		
<b>Q1</b> All staff completed their assigned training by the March 31 deadline. Matthew will be sending out phishing emails on a schedule that he has determined. All staff will not be receiving emails at the same time. Most staff found the KnowBe4 training to be well done and helpful.				

## Strategic Plan Area 3: Enhanced Services and Resources

### Initiative 1: Expand digital resources and improve access to digital materials

Goal	Lead	Action Steps	Completion	Target Metrics
Lower patron wait times for digital materials available through Libby (SOP 4.0, Ch. 7)	D. Heath	Search for cost-per-circ titles to fill hold at least twice per month	Ongoing	Started in FY25 Q1, evaluations of progress from each quarter by measuring the average wait times for materials
		Prioritize the purchases of popular titles with multiple holds and wait lists		
		Purchase more “one user/one copy” titles to prevent having to repurchase expiring metered titles		
<p><b>Q1</b></p> <p>Head of Adult Services Dale Heath has been tracking overall wait times versus consortial wait times with the library’s Overdrive collection. The average wait time for Glencoe patrons peaked in October 2024 at 50.3 days. As of March 2025, that number has dropped to 31.5 days. The waiting time for items within the whole consortium is currently 55.8 days.</p> <p>In late 2024, Ann and Dale began filling holds on a cost-per-circ basis when possible. From January to April, the library has circulated 780 titles on a cost-per-circ basis. Dale is also working on filing or deleting old holds (more than 30 days) that are not likely to be filled by the consortium.</p> <p>Moving forward, Dale will continue to purchase new popular titles on a 4 holds-to-1 copy ratio.</p>				

Add digital offerings beyond Libby and Hoopla	D. Heath	Investigate PressReader for improved access to domestic and international newspapers as well as the The Economist	Ongoing	Increased circulation over 2024
		Promote Comics Plus to lower the overall cost of the library's Hoopla subscription		
<p><b>Q1</b></p> <p>Dale is meeting with multiple vendors for pricing on a tool that would provide staff with an A-to-Z index of all of the library's periodical listings and which database-specific periodicals are available in full text. Currently, patrons would have to check multiple databases which include various Ebsco offerings, Gale Popular Magazines, NexisUni, JSTOR, and Digital Library of Illinois.</p> <p>Flipster is a collection of 10 magazines not available through other databases including the Digital Library of Illinois. Titles offered through Flipster have been updated and featured in the weekly e-newsletter and Excerpts. In 2024, the number of downloaded issues for the entire year was 32. This year, there were 46 downloads from Flipster in March, and 103 downloads between January and April.</p> <p>Dale also attended a webinar on eBooks and eAudiobooks available on the Boundless platform through Baker &amp; Taylor. Though promising, a significant downside to Boundless is that materials cannot be used with Amazon Kindle Paperwhite readers.</p>				
Add programming to highlight databases and digital download options	D. Heath	Offer at least one Zoom class per quarter highlighting databases or digital resources and making recordings that will be available through the library's website	Ongoing	
<p><b>Q1</b></p> <p>Adult Services Librarian Rachel Murray hosted two programs in the spring: <i>Dive Into Databases</i> and <i>Streaming Options</i>. <i>Dive Into Databases</i> on March 5 attracted 17 attendees for the live program and has been streamed on YouTube 49 times since the program date. <i>Streaming Options</i> was attended by 32 people and has been streamed 21 times. Detailed handouts for each program are available to patrons. These programs have been well received by patrons.</p>				

<p>Database usage has increased 72%. The Adult Services Department counts either searches or page views for all the library's resources, and many have climbed steadily since the Dive Into Databases program.</p> <ul style="list-style-type: none"> <li>January – 3,893</li> <li>February – 3,156</li> <li>March – 4,623</li> <li>April – 6,732</li> </ul>
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Initiative 2: Increase building use by offering attractive and innovative in-person events and services

Goal	Lead	Action Steps	Completion	Target Metrics
Expand the Seed Library program (SOP 4.0, Ch. 7)	D. Heath	Offer a greater diversity of seeds	Ongoing	Increased distribution of seed packets over 2024
		Keep more accurate records of the seeds taken by patrons		
		Offer and encourage patrons to return harvested seeds for use in next season's program		
		Coordinate programming to promote and support the Seed Library		

Q1

As of April, more than 1,000 seed packets have been distributed. Staff are keeping better statistics this year and are struggling to keep up with demand. The seeds offered this year are a mix of donated and purchased seeds. Patrons are being encouraged to harvest seeds and to donate them to the library for distribution next year.

- 83 seed packets were given out at the West School Garden Explorers Community Partnership Event in April by Glencoe Youth Services.

## Strategic Plan Area 4: Expanded Outreach

### Initiative 3: Increase investments and efforts in marketing

Goal	Lead	Action Steps	Completion	Target Metrics
Create a Communications Plan	G. Hayek		December 2025	New Communications Plan adopted by the end of 2025
<b>Q1</b> With Ann, Head of Programs & Communications Grace Hayek has updated the library's Partnerships Report. The updated report is included in the May meeting packet.				





GLENCOE PUBLIC LIBRARY

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## Partnerships Report Calendar Year 2024/2025

Partnerships with our community organizations are key to the successful operation of the library. Library partnerships detailed in this report were compiled for the current and previous fiscal years based on information provided by Department Heads. Currently, the library has 43 active partners with connections spanning across all departments. Benefits of each partnership were assessed, for both the library and the partner organizations, in order to further classify existing partnerships.

## Partnership Benefits



**Facility or Space Use** - the library or organization receives free or reduced cost use of physical spaces.



**Service or Program** - the library or organization may share the cost of a program, or provide in-kind services related to program presentation.



**Promotional Services** - the library or organization receives formal promotional services and recognition related to the partnership (e.g. mail, poster, digital)



**Monetary or Material Donation** - the library or organization receives funds or a permanent transfer of materials related to the organization's mission.



**Staffing/Volunteers** - the library or organization receives staffing or volunteers related to daily operations or organization mission.

Based on the benefits exchanged, active partnerships were divided into three categories:

- **Partner Organizations** - active partnerships where both the library and organization receive multiple benefits.
- **Organizations receiving outreach services** - these organizations receive library services, but do not offer the library anything in exchange, beyond increasing the visibility of the library to the organization's users.
- **Program Donors** - these organizations donate to the library's Reading Clubs through providing goods or services; the library provides recognition to the organization.

The library's current active partnerships are composed of 23 partner organizations, 4 non-partner organizations receiving outreach services, and 16 program donors.

## List of Partners

### Partner Organizations

Alliance for Early Childhood	Glencoe Junior High Project
Area Libraries	Glencoe Historical Society
Glenview Public Library	Glencoe Park District
Highland Park Public Library	Glencoe Youth Services
Northbrook Public Library	Go Green Wilmette
Vernon Area Public Library District	League of Women Voters Glenview/Glencoe
Wilmette Public Library	New Trier High School
Winnetka-Northfield Public Library District	New Trier Township
The Bookstall	Village of Glencoe
Family Service of Glencoe	Council on Inclusion and Community
Friends of the Green Bay Trail	Sustainability Task Force
WNG Chamber of Commerce	Women's Library Club
Glencoe Community Garden	Writers Theatre
Glencoe District 35	

### Organizations receiving outreach services

Glencoe PTO  
Glencoe Preschools & Childcare  
    Am Shalom  
    Children's Circle (Park District)  
    Early Learning Center (Park District)  
    Glencoe Junior Kindergarten  
    Kids Club (Park District)  
Sacred Heart School

### Program Donors (2024)

An Apple a Day/Meg's Café	Honey Butter Fried Chicken
BlackSheep General Store	Judy's Pizza (Highland Park)
Chase Bank	Mi-Te Print
The Grand/Sunset	North Shore Community Bank
Dunkin Donuts	Portillo's (Deerfield)
The Flower Shop	Starbucks
Foodstuffs	Walgreens
Hometown Coffee & Juice Co.	The Wild Child

## The Alliance for Early Childhood



The Alliance for Early Childhood is a Winnetka-based organization focusing on play-based child development for birth-age 8. They serve the North Shore by providing teacher education and networking, parent education workshops, and by hosting various events promoting play and discovery.

### Partnership Summary

Departments Partnered with: Children's

2 programs in 2024: *Building Community and Connections Booktalk* for educators, *What's New in Children's Literature* for educators.

### Current & Recent Partnerships

- Library staff presents Continuing Education to educators annually at the Preschool-Kindergarten Summit
- Promotion of select library events in the Alliance's seasonal print newsletter and website calendar
- Promotion of Alliance Events on Library bulletin boards
- Children's Services & Public Operations Manager is Advisory Board Member

### Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Free or Reduced Cost Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

### Contacts

Carly Andrews, Director | [carly@theallianceforec.org](mailto:carly@theallianceforec.org)

Paige Goettel, Early Childhood Program Director Coordinator | [pgoettel@comcast.net](mailto:pgoettel@comcast.net)

## Area Libraries

The Library partners with multiple area libraries, frequently for programming, but also to present continuing education. Geographic neighbors such as Highland Park, Winnetka, and Wilmette are frequent collaborators.

## Partnership Summary

Departments Partnered with: Children's, Programs & Communication

### Current & Recent Partnerships

- Children's department staff partners with Wilmette and Winnetka-Northfield librarians to present CE at the Alliance for Early Childhood Preschool-Kindergarten summit
- The annual New Trier Township library crawl is coordinated between the current Youth department heads
- "Citizens Forum with State Officials" April 2025 with Glenview and Northbrook Public Libraries
- "Weddings during the Holocaust" Jan 2025 with Highland Park and Vernon Area Public Libraries
- "'Nobody's Fool: Why We Get Taken In and What We Can Do About It" Sept 2024 with 76 area libraries.
- "Behind the Scenes at Marshall Field's Holiday Traditions" Nov 2024 with Highland Park Public Library
- "An Evening with Adam Kinzinger" Feb 2024 with Highland Park and multiple other public libraries
- "Electrifying Your Home" Jan 2024 with Highland Park Public Library

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Free or Reduced Cost Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

# The Bookstall

The North Shore’s premier independent bookseller, located in Winnetka.



## Partnership Summary

Departments Partnered with: Programs & Communications, Children’s

### Current & Recent Partnerships

- The Bookstall provides a free membership to participants in the annual Library Crawl in April (with Wilmette and Winnetka-Northfield Public Library)
- The Bookstall advertises the library’s fiction and nonfiction book discussions in its monthly enewsletter.

### Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Free or Reduced Cost Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## The Bookstall

Robert McDonald | [events@thebookstall.com](mailto:events@thebookstall.com) | 847-446-8880

## Family Service of Glencoe

The goal of FSG is to promote a stronger community by meeting individual and family needs through services that identify, prevent and resolve social and emotional problems.



### Partnership Summary

Departments Partnered with: Children's, Adult

#### Current & Recent Partnerships

- Use of library meeting spaces for FSG programming
- Annual donation of auction item to fundraising benefit
- May is Mental Health Awareness month book displays and cross-promotion

### Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

### Contacts

Amber Bond, Executive Director | [amber@familyserviceofglencoe.org](mailto:amber@familyserviceofglencoe.org) | 847-835-5111  
Emily Mysel, LCSW | [emily@familyserviceofglencoe.org](mailto:emily@familyserviceofglencoe.org) | 847-835-5111

# Friends of the Green Bay Trail



The Green Bay Trail is a pedestrian and biking path that runs parallel to the Metra Union Pacific North commuter railway from Wilmette to Highland Park. The Trail was created in 1965 on the abandoned right-of-way of the former North Shore Electric Railway. FGBT is a volunteer-managed 501(c)(3) non-profit organization that improves the trail by removing invasive plants and restoring it with native plants and wildflowers.

## Partnership Summary

Departments Partnered with: Children’s, Programs & Communications

### Current & Recent Partnerships

- Co-sponsorship of and publicity for programs related to environment/nature
- Library participation in annual Green Bay Trail Day. In 2024, the library brought the book bike to the event, distributed nature finds kits, and deployed fairy houses built in a children’s class prior to the event. After Trail Day, the library displayed *plein air* paintings created by local artists as part of Trail Day.

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

Stephen Huels, President |  
Meridith Clement, Trustee & chair of Program Committee | [meridith515@gmail.com](mailto:meridith515@gmail.com)



# Glencoe Community Garden

The Glencoe Community Garden is a sustainable, organic-practicing, food-producing mini-farm and compost collaborative established in 2012.



## Partnership Summary

Departments Partnered with: Programs & Communications, Adult Services

### Current & Recent Partnerships

- Occasional co-sponsorship of relevant programs for adults, nothing currently active
- Seed library received seeds from GCG for the initial 2024 offering

**Commented [AF1]:** @Grace Hayek Were any 2024 programs formally cosponsored by GCG, or were any in development for 2025?

**Commented [2R1]:** Nothing in 2024. They've become unresponsive. I am trying to involve them in our plant/seedling swap and late-summer produce swaps, but so far haven't heard back.

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

Vivian Nitzberg | [vivian.b.nitzberg@gmail.com](mailto:vivian.b.nitzberg@gmail.com)

# Glencoe District 35

District 35 is the Glencoe school system and serves the majority of Glencoe residents for grades K-8. (1,202 students, 2023/2024 school year)



## Partnership Summary

The library partners extensively with District 35, with 48 classroom or outreach visits held at both library and district locations in 2024.  
Departments Partnered with: Adult, Children's

## Current & Recent Partnerships

- Educational Library Cards
- Teacher services for Reference & Reader's Advisory
- Research Project Instruction
- Central School 8<sup>th</sup> grade booktalks
- Volunteer Opportunities for Special Education Service Learning Students (Central)
- Summer Reading School Visits/Winter Reading Club promotion
- Cross-promotion of events
- Library representation at District 35's special family events (e.g. Family Belonging Night, Family Literacy Night, Garden Explorers Night)

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

Commented [AF3]: Confirm with Dale

## Contacts

Dr. Catherine Wang, Superintendent | [wangc@glencoeschools.org](mailto:wangc@glencoeschools.org)  
(Multiple additional contacts, please see the Children's Services department for a full list)

# Glencoe Historical Society

Founded in 1937, the Glencoe Historical Society is devoted to the collection, protection and preservation of items related to the village of Glencoe, its residents, and its institutions.



## Partnership Summary

Departments Partnered with: Programs & Communications

### Current & Recent Partnerships

- 2024 program “(W)righting a Wrong: The History and Future of Glencoe's Frank Lloyd Wright Cottage Museum”

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

Karen Ettelson, Board Co-President | [kke@ettelsonlaw.com](mailto:kke@ettelsonlaw.com) | 847-835-0040

Patrick Kaniff, Board Co-President | [pjkaniff@gmail.com](mailto:pjkaniff@gmail.com)

Peggy Hamil, Board Secretary | [hamil1649@hotmail.com](mailto:hamil1649@hotmail.com)

# Glencoe Junior High Project

The Glencoe Junior High Project (GJHP) is a parent-led, non-profit organization that has sought to engage Glencoe middle school students into the community since 1973.



## Partnership Summary

Departments Partnered with: Children's

### Current & Recent Partnerships

- Book Buddies, an after-school literacy mentorship program for K-2 and 5-8 graders

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

Cathy O'Toole, Co-president (2024-2025) [jcarotoole08@yahoo.com](mailto:jcarotoole08@yahoo.com)  
Lisa Bell, Co-president (2024-2025) [lisabell12@gmail.com](mailto:lisabell12@gmail.com)

# Glencoe Park District

The Glencoe Park District was established in 1912 and is located in Glencoe, Illinois. The Glencoe Park District enriches lives and creates memorable experiences by providing exceptional services, parks, programs, and facilities.



## Partnership Summary

Park District and Library staff are in regular communication regarding programming and services. The Park District hosted 3 library events in their facilities in 2024 at no cost to the library: Portable Planetarium, Natya Dance Theatre, and the Winter Reading Skating Party.

Departments partnered with: Programs & Communication, Adult, Children's, Circulation

## Current & Recent Partnerships

- Outdoor movie series
- Wednesdays at the Beach - Free Beach Shelter Rental
- Winter Reading Club Skating Party - Free open skate, skate rental, and room use
- Takiff Community Room use for library events (Portable Planetarium, Natya Dance Theatre)
- Outreach to subgroups/classes (Children's Circle, ELC preschool, Kids Club)
- Realtor breakfast
- Equipment loan for Family Game Week

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

Lisa Sheppard, Executive Director |  
(Additional list of contacts for specific programs & events maintained by various departments)

## Glencoe Preschools

The library partners with 4 existing preschool and childcare organizations serving children aged birth - 5 years in the Village: Am Shalom, Children's Circle, Early Learning Center, and Glencoe Junior Kindergarten.

### Partnership Summary

Departments Partnered with: Children's

#### Current & Recent Partnerships

- Teacher Services
- Library, Preschool, & Child Care center visits
- Program Visits

### Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services (informal)	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

Commented [AF4]: Needs updating, contacted Linda

Commented [AF5R4]: @Ann Finstad

## Glencoe Preschools

Karen Lloyd, Children's Circle, Infant and Toddler Classroom Coordinator | [klloyd@glencoe parkdistrict.com](mailto:klloyd@glencoe parkdistrict.com)  
Savannah Martin, Early Learning Center, Early Childhood Assistant Director | [smartin@glencoe parkdistrict.com](mailto:smartin@glencoe parkdistrict.com)  
Laura Vocke, Glencoe Junior Kindergarten Director, Glencoe Junior Kindergarten & Nursery School | [director@glencoe juniorkindergarten.org](mailto:director@glencoe juniorkindergarten.org)  
Jody Benishay, Am Shalom Director, JCC Chicago Early Childhood at Am Shalom | [jbenishay@jccchicago.org](mailto:jbenishay@jccchicago.org)

# Glencoe PTO

A not-for-profit 501 c-3 organization comprised of hundreds of volunteers on an annual basis. Partners with the District 35 Academic Administration to achieve big goals and add tremendous value to the educational experience in Glencoe.



## Partnership Summary

Departments Partnered with: Children’s

### Current & Recent Partnerships

- Library table at annual New Family Welcome Event/Kindergarten Playdate

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services (informal)	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

Lindsay Goldberg, Social Chair | [lindsaybrookegoldberg@gmail.com](mailto:lindsaybrookegoldberg@gmail.com)  
Kerry DeWitt, New Family Welcome Event Chairperson (2024) | [kerorra@gmail.com](mailto:kerorra@gmail.com)

# Glencoe Youth Services

GYS provides recreational, educational, social service and leadership opportunities, in a safe and supportive environment, to middle and high school age youth living in New Trier Township. GYS also operates the Special Needs Adult Pals (SNAP) program, which provides social activities and support for adults with disabilities.

## Partnership Summary

Departments Partnered with: Children’s  
*Note: GYS experienced significant leadership fluctuation in 2024, with 3 different Executive Directors. Although the library remains in communication with GYS leadership, future after school programming partnerships are uncertain.*

### Current & Recent Partnerships

- Library liaison to GYS Board (ended EOY 2024)
- Tuesday afternoon outreach programming at GYS (7 events in 2024)
- GYS participant created art display in Children’s (February 2025)

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services (informal)	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

Katherine Rush | [director@glencoeyouthservices.org](mailto:director@glencoeyouthservices.org)



# Go Green Wilmette

The mission of Go Green Wilmette is to raise environmental awareness, inspire people to take action, and create a more sustainable community.



## Partnership Summary

Departments Partnered with: Programs & Communications

### Current & Recent Partnerships

Occasional publicity support for green/sustainability programs.

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

# League of Women Voters of Glenview/Glencoe

The League of Women Voters of Glenview/Glencoe is a nonpartisan grassroots organization committed to the advocacy of the principles of democracy and the education of citizens about these principles.



## Partnership Summary

Departments Partnered with: Programs & Communications

### Current & Recent Partnerships

- Programs, often in coordination with area libraries. Past programs have included women’s suffrage series, disinformation, public forae for elected officials, program with Adam Kinzinger
- Voter information table events (2024)

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Contacts

Josie Hamilton | [josieham@aol.com](mailto:josieham@aol.com)  
Teresa Grosch | [teresagrosch@hotmail.com](mailto:teresagrosch@hotmail.com)  
Pam Hay | [pamelann12@gmail.com](mailto:pamelann12@gmail.com)  
Debbie DePalma | [ddepalma92@gmail.com](mailto:ddepalma92@gmail.com)

# New Trier High School



## Partnership Summary

Departments Partnered with: Children’s

### Current & Recent Partnerships

- NTHS Geometry and Design classes partnered with the Youth Services department in 2024 to create miniature golf holes for programming use. It was a learning experience, and while the holes were delivered at the end of the year as promised, unfortunately the holes were not usable for programming. We appreciated the creativity and enthusiasm of the students and their teacher and would explore future partnerships if opportunity arose.

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## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

# New Trier Township

## Partnership Summary

Departments Partnered with: Admin, Children's, Tech



### Current & Recent Partnerships

- Occasional library events are promoted through the New Trier township eNewsletter
- Library participation in intra-township networking events
- Table events at library

### Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

### Contacts

Melanie Berman, Outreach & Communications Director | [mberman@newtriertownship.com](mailto:mberman@newtriertownship.com)

## Village of Glencoe

As a Village library, the Library partners with both the Village as a whole and members of its committees and subgroups. Chief among the subgroups are the Plan Commission, Glencoe Council for Inclusion and Community, and the Sustainability Task Force.



This summary does not cover the administrative functions handled by the Village on behalf of the library and focuses instead on elective partnerships that have been cultivated between the Library and Village.

**Plan Commission:** Members of the Plan Commission recommend updates to the Village Board regarding the Comprehensive Plan and Downtown Plan, which are the Village's policy documents for present and future development. Additionally, the Plan Commission reviews and provides recommendations to the Village Board on proposed subdivisions and lot consolidations, reviews and makes recommendations on land use matters at the request of the Village Board

**The Glencoe Council for Inclusion and Community (GCIC):** GCIC acts in an advisory capacity to the Village President and Board of Trustees on diversity, equity and inclusion initiatives within the Village and matters, provides a public forum for diversity, equity and inclusion issues and initiatives; and supports, facilitates and promotes public participation in community dialogue on the issues of racism and social equity.

**Sustainability Task Force (STF):** Since 2016, the Sustainability Task Force (a Village Committee) has focused on raising awareness of sustainability efforts already taking place throughout Glencoe.

## Partnership Summary

Departments Partnered with: Admin, Children's, Programs & Communications

### Current & Recent Partnerships

- Boards & Bites
- Light the Lights
- Wyman Green use (Tots & Tunes, Storytimes, Bubble Wands and more)
- Glencoe AI Fresco (upcoming summer 2025)
- Library Board Delegate to the Plan Commission
- Library Board delegate to the Sustainability Task Force
- Sponsor of Terracycle Marker & Pen recycling box at the library (STF)
- Cosponsorship of programs including: Sustainable Gardening with Roy Diblik, Composting Basics, Cicadas, Film: An Inconvenient Sequel, Going Solar, The Everyday Environmentalist, Electrifying Your Home, Jens Jensen, O. C. Simonds, and Today's Native Gardens, All About Invasive Buckthorn (STF)
- Library display featuring library materials on composting (STF)
- STF provided materials for compost display in Children's last year and sponsored raffle prize to participants

# Winnetka-Northfield-Glencoe Chamber of Commerce

A collection of local businesses and organizations.



## Partnership Summary

Departments Partnered with: Programs & Communications, Adult, Children's

### Current & Recent Partnerships

- Member of the Chamber Board of Directors
- Halloween Hello Downtown Trick-or-Treat

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Winnetka-Northfield Glencoe Chamber of Commerce

Shari Pontillo, Director of Operations | [glencoechamber@yahoo.com](mailto:glencoechamber@yahoo.com) | 847-835-3333

# Women’s Library Club Northshore

WLC offers a variety of educational programs that promote personal growth and lifelong learning and continues the legacy of philanthropy through their annual WLC Community Grant Awards.



## Partnership Summary

Departments Partnered with:

### Current & Recent Partnerships

- Cosponsored (with Writers Theatre) “The Great War and Peace Read-Along of 2024” in October 2024.

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

# Writer’s Theatre

An intimate professional theatre in the heart of Downtown Glencoe, their mission is to create intimate connections through astonishing performances and innovative programs; by activating relationships between artists and community; and by inviting people to gather in our spaces for transformative experiences.



## Partnership Summary

Departments Partnered with: Programs & Communications, Children’s

### Current & Recent Partnerships

- The Great *War and Peace* Read-Along of 2024 (October 2024), The Last Public Space: Libraries as the Cultural Crossroads of America (2023), Evolution of a Salesman (2022)
- Mischief Makers (2024)
- Forts (2025)
- Glencoe *Al Fresco* (Summer 2025)

## Partnership Benefits

Library Receives	Partner Organization Receives
Facility or Space Use	Facility or Space Use
Free or Reduced Cost Service or Program	Service or Program
Promotional Services	Promotional Services
Monetary or material donation	Monetary or material donation
Staffing/Volunteers	Staffing/Volunteers

## Writer’s Theatre

Kristen Hammargren | [khammargren@writerstheatre.org](mailto:khammargren@writerstheatre.org)