

**AGENDA - REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, APRIL 15, 2026 - 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 March 18, 2026, Regular Board Meeting minutes](#) 3
 - b. [Approval of the Investment Policy revision](#) 8
- 5) PUBLIC COMMENT
- 6) [COMMUNICATIONS](#) 16
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) REPORT OF THE GLENCOE PUBLIC LIBRARY FOUNDATION
- 9) COMMITTEE REPORTS - 7:30 p.m.
 - a. [Building & Grounds](#) 19
 - b. [Building Renovation](#) 21
 - c. [Capital Campaign](#) 22
 - d. [Finance](#) 23
 - e. Marketing
 - f. [Plan Commission](#) 34
 - g. Planning

h. Policy & Bylaws	
i. Sustainability Task Force	35
j. Technology	36
10) REPORT OF THE EXECUTIVE DIRECTOR - 7:xx p.m.	
a. Director's report - from March 14 to April 10, 2026	37
b. Monthly statistics - March 2026	39
11) NEW BUSINESS (ACTION)	
a. Consideration to approve the purchase of a Microform Reader	44
12) CLOSED SESSION	
13) ADJOURNMENT	

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, MARCH 18, 2026 – 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 7:02 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Linda Lin, Roger Parfitt, and Nan Weiss-Ham. Present were library management team members Ann Finstad, Grace Hayek, Dale Heath, Hope Kramer, and Andrew Kim, Executive Director. Also present were Library Foundation Vice President Kathy Doyle, Friends President Marti Wick, and library staff member Jeff D’Anastasio. Absent: Michael Pope.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of February 18, 2026, Regular Board Meeting (RBM) minutes
Trustee Lin provided a clarification for 9) i.: remove “has replaced Management Analyst Jeff Mawsdley” and insert “is temporarily filling in” (Board Packet [BP] page 5).

A MOTION was made by Trustee Fiffer, and seconded by Trustee Lin **TO APPROVE FEBRUARY 18, 2026, RBM MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Pope

- b. Approval of the Sale or Disposal of Property Policy revision
The proposed wording changes for the revision are summarized on BP page 8. Trustee Krafcisin recommended adding the Glencoe Public Library Foundation to the groups that receive “no favoritism” in receiving, buying, or bidding on library property (BP pages 11-12).

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Weiss-Ham **TO APPROVE THE SALE OR DISPOSAL OF PROPERTY POLICY REVISION AS AMENDED.**

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

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

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

Director Kim noted the positive Program Feedback (BP page 14).

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Friends continue to prepare for the April 10-13 Book Sale. Ahead of the sale, the donation bins in the library will be closed on March 27.

President Parfitt thanked the Friends for their support of the March 17 library referendum.

8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

Library Foundation Vice President Kathy Doyle stated that the capital campaign had raised a total of nearly \$1.9 million in funds and pledges, with \$20,000 received in the past month. Work continued with the Foundation's mission statement, and more news would be anticipated from the March 19 meeting.

President Parfitt thanked the Foundation for their efforts in the capital campaign and for their support of the March 17 library referendum.

9) COMMITTEE REPORTS:

a. Building & Grounds:

The memo from Facilities Supervisor Juan Rodriguez detailed Completed, Scheduled and Ongoing services and projects (BP pages 15-16).

b. Building Renovation Committee (BRC):

Recaps of the February 19 Village Board Special Use Permits meeting and the February 25 Plan Commission Exterior Appearance Review were provided (BP page 17).

c. Capital Campaign:

The library website was updated to include a more robust Frequently Asked Questions (FAQ) section and additional information on the renovation plan and referendum. A postcard mailer with referendum information was received by residents on or around March 5.

Bookmarks with information on the renovation plan and a QR code linking to RenewGPL.org were inserted into Hold items and given to patrons at checkout.

The March 1 Library Renovation Open House had seven attendees. The Director thanked President Parfitt and Trustees Fiffer, Kimble, and Krafcisin for representing the Board at the event.

d. Finance:

Trustee Kimble stated that a proposed transfer to the Special Reserve Fund (SRF) would be discussed by President Parfitt in 11) a. NEW BUSINESS.

He noted that Operating Expenditures were at 14.4%, which was \$77,165 below expected spending (BP page 21, Supplement page 4).

Finally, he thanked the Friends for their recent donation of \$11,180 to library programs.

e. Marketing:

Head of Programs & Communications Grace Hayek described recent adjustments to book discussion group names (BP page 29).

f. Plan Commission:

Administrative Professional Jeff D'Anastasio's notes of the Plan Commission's February 25 Exterior Appearance Review were included (BP pages 31-34).

g. Planning:

There was no report.

h. Policy & Bylaws:

There was no report.

i. Sustainability Task Force (STF):

Trustee Lin reported that the requirements of the new Illinois law mandating battery recycling were proving to be too cumbersome for the Village to follow. Big box retailers in the surrounding area were places to take batteries to recycle.

Trustee Krafcisin summarized the progress of the Village's Sustainability Action Plan (SAP) committee ahead of its final May 5 meeting.

j. Technology:

President Parfitt inquired if the phone issue was resolved (BP page 36). Director Kim stated that intermittent issues were still occurring. Questions arose from President Parfitt and Trustee Weiss-Ham about the possibility of a new searchable app for the forthcoming BiblioCore library catalog, which Director Kim and Head of Adult Services Dale Heath addressed.

10)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided the following updates since the February RBM:

- Thank you to the Friends for their continued support. The Friends approved \$11,180 in new funding at their February 26 meeting.
- The Director met with Trustees Fiffer and Parfitt on March 11 to discuss initial goals and planning for staff realignment and reorganization.
- Audit fieldwork was conducted on March 16-17. Thank you to Jeff D'Anatasio for working with the onsite auditor.
- The Director thanked the Board and staff for giving retiring Technical Services and Automation Operations Manager Becky Halcli a wonderful sendoff on February 25.
- Welcome to new Head of Technical Services Hope Kramer, who started in her role on March 2. And congratulations to Children's Services Professional Carly Merdinger for her 1-year work anniversary on February 4.
- Along with the Director, Children's Services and Public Operations Manager Ann Finstad, Head of Programs and Communications Grace Hayek, Technology Librarian Matthew Byrd, and Circulation Associate Remy Brown will attend the Public Library Association (PLA) Conference April 1–3 in Minneapolis, Minnesota.
- For April 15 RBM, Trustee Fiffer and the Director will review the Investment Policy to determine if a revision is required, and Dale Heath will present a proposal for a new microform reader.

11)NEW BUSINESS:

- a. Consideration to adopt Ordinance 2026-03-18—Ordinance Transferring Funds to the SRF

Director Kim referred the Board to a memo that looked at last year's Net Operating Change in comparison to the previous five years (BP page 44).

By the end of Calendar Year (CY) 2025, the library received just over \$1.4 million in property taxes. In the first two months of 2026, the library received \$1.38 million, totaling 89% Year To Date (YTD) or 90% YTD when the \$40,000 in Property Tax Reserve is included.

As of February 28, the total cash balance was over \$2.7 million.

To observe the Fund Balance Policy, the Board must maintain an amount equal to three months of operating expenses. When dividing the Total Revenues (\$3,475,466) by 12, the average available funds per month is \$289,622. Following the Policy, the Board must maintain a minimum of \$868,866.

Director Kim also referred to calculations prepared by President Parfitt to support his recommendation to transfer \$400,000 to the SRF (Supplement). Trustee Kimble of the Finance Committee supports President Parfitt's recommendation and expressed optimism that the property tax revenue issues at the county level will be fixed.

After consideration of these details, the Board agreed to transfer \$250,000 to the SRF now and will consider the option of transferring an additional \$150,000 to the SRF in September.

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Kimble, **TO APPROVE THE ADOPTION OF ORDINANCE 2026-03-18—ORDINANCE TRANSFERRING FUNDS TO THE SRF AS AMENDED.**

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

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

Nays: None

Absent: Pope

- b. Consideration to approve Friends Room Alternate as part of the Master Space Plan

President Parfitt acknowledged the concerns expressed by Ann Finstand and Juan Rodriguez that the proposed Friends Room alternates for the renovation plan had significant consequences for Facilities and staff space on the Lower Level (Supplements). He urged returning the matter to the architecture team at Skidmore, Owings & Merrill (SOM) for further consideration of alternatives to the Plan Option A and Plan Option B presented in the Memo (Supplement page 1-5). President Parfitt also recommended that the concerns raised in the staff supplements be communicated to SOM and supported with as much specific measurement detail as possible.

Marti Wick requested that SOM meet with the Friends, Juan Rodriguez, and Ann Finstad to discuss options.

12)CLOSED SESSION:

There was no Closed Session.

13)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:03 p.m.

Respectfully submitted by Jeff D'Anastasio

Memorandum

To: Glencoe Public Library Board of Trustees
 Cc:
 From: Trustee Fiffer, Policy & Bylaws Committee; Trustee Kimble and Trustee Parfitt, Finance Committee
 Date: April 10, 2026
 Re: Approval of the Investment Policy revision

The library’s Investment Policy (Policy) explains the Glencoe Public Library Board of Trustees’ (Board) reasonable-return, low risk investment of public funds that are in line with the Illinois Sustainable Investment Act.

Adopted in October 1999, the Policy was last revised in April 2023. The key revision was rewriting the opening paragraph to accurately reflect the Policy’s content. Additional changes included minor grammatical edits throughout the other policy sections.

The Policy & Bylaws Committee worked with the Finance Committee to review the Policy. Results from the review include the following proposed changes:

Policy Section	Revision
Investment Objectives, 2 nd bullet point	Change “principle” to “principal”
Investment Objectives, 5 th bullet point	Grammatical changes to improve the Policy’s clarity
Delegation of Authority, 1 st paragraph	Grammatical changes to improve the Policy’s clarity
Ethics and Conflicts of Interest	Include that the Director must disclose to the Board of any personal business activity that would conflict with the library’s investments
Maximum Maturities	Grammatical changes to improve the Policy’s clarity

The revision included in the April 15, 2026, Regular Board Meeting packet is recommended for approval by the Policy & Bylaws Committee and Finance Committee.



INVESTMENT POLICY

It is the policy of the Glencoe Public Library (Library) to invest public funds in a manner which provides a reasonable return based on current market conditions, while not incurring unreasonable risk. In addition, and consistent with the Illinois Sustainable Investment Act, material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Library, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

Scope

This Investment Policy (Policy) applies to the investment activities of all funds of the Library. The Illinois Compiled Statutes will take precedence except where this Policy is more restrictive, in which case this Policy will take precedence.

Prudence

The standard of prudence to be used by the investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

Investment officials of the Library acting in accordance with this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

Investment Objectives

The primary objectives, in order of priority, shall be:

- **Legality:** The investment activities of the Library will conform to federal, state, and local legal requirements.
- **Safety:** The preservation of capital and protection of investment ~~principle-principal~~ shall be the primary concern of the investment officials in selecting depositories or investments.
- **Liquidity:** The investment portfolio shall maintain sufficient liquidity to meet operating requirements.
- **Return on Investment:** The investment officials shall seek to obtain a reasonable rate of return throughout budgetary and economic cycles, taking into account risk constraints, cash flow, and legal restrictions or investments.

- The portfolio should be reviewed ~~periodically~~ not less frequently than ~~one~~ once a year as to its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification, and its general performance.

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Library's Executive Director who shall be responsible for all transactions undertaken. The Treasurer of the Library Board of Trustees (Board) working in conjunction with members of the Finance Committee of the ~~Library Board of Trustees~~ shall be responsible for overseeing the investment activities of the Executive Director.

The Executive Director is responsible for establishing written procedures for the operation of the investment program, including reference to safekeeping, wire transfers, banking service contracts, and collateral/depository agreements.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Such officers and employees shall disclose to the Executive Director (or in the case of the Executive Director to the Board) any material financial interests in financial institutions that conduct business with the Library.

Authorized Financial Institutions

The Executive Director shall only utilize the services of financial institutions approved by the Library Board of Trustees.

Authorized and Suitable Investments

The Library may invest in any of the types of securities allowed by the Public Funds Investment Act (30 ILCS 235/). Investments shall be made that reflect the cash flow needs of the fund for which investments are being made.

Collateralization

Funds on deposit (checking accounts, money market accounts, certificates of deposit, etc.) in excess of FDIC insurance limits must be secured by some form of collateral, witnessed by a written agreement, and held in the name of the Library at an independent third-party institution.

Diversification

The Library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds.

Maximum Maturities

~~The Library's Investment~~ This Policy attempts to match ~~its~~ investments with anticipated cash flow requirements. For investment purchases made after the adoption date of this Policy, maturities are generally not to exceed two years from the settlement date.

With regard to the investment of reserve funds, it might be beneficial for a security's maturity to exceed two years. In order for a security's maturity to exceed two years, ~~both the Executive Director and Treasurer of the Library Board or~~ the Executive Director and ~~members of~~ the Finance Committee must agree in writing to the longer maturity. In no event should an investment maturity exceed five years.

Operational Procedures/Internal Control

~~The investments~~Investments shall be reviewed each month, noting when ~~the each~~ investments ~~are is~~ maturing and what the cash needs are within each fund established by the Library. The ~~Treasurer and/or members of the~~ Finance Committee and Executive Director shall discuss periodically the cash needs within the respective funds and project investment or reinvestment in accordance with this Policy. The recommendations will be presented to the ~~Library Board of Trustees~~. No monies from any library accounts are to be transferred to any accounts other than those accounts belonging to the Library. Bank confirmations are to be received on all investment transactions and all transfers between funds.

The Executive Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Library are protected from loss, theft, or misuse.

Performance Standards

The portfolio should obtain a competitive rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to a benchmark of similar maturity, liquidity, and credit quality as the portfolio.

Reporting

~~The A~~ monthly financial report(s) as shall be prepared by the ~~Library's accounting service will be reviewed by the Executive Director monthly with any recommendation for change being brought to the Library Board of Trustees. Finance Committee and presented for discussion at each Regular Board Meeting.~~ An annual report shall ~~also~~ be provided to the ~~Library Board by an independent auditing firm of Trustees~~ in a format suitable for review by the general public.

Investment Policy Adoption

~~The Investment Policy shall be adopted by the Library Board of Trustees.~~ The Policy shall be reviewed by the Executive Director and Policy & Bylaws Committee no less frequently than every three years. over a three year cycle, with any recommendations for change being brought to the Library Board of Trustees.

Adopted	October 20, 1999
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Reviewed	July 11, 2018
Revised	January 17, 2006; October 21, 2015; April 15, 2020; April 19, 2023



GLENCOE PUBLIC LIBRARY

INVESTMENT POLICY

It is the policy of the Glencoe Public Library (Library) to invest public funds in a manner which provides a reasonable return based on current market conditions, while not incurring unreasonable risk. In addition, and consistent with the Illinois Sustainable Investment Act, material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Library, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

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Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

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Reporting

A monthly financial report shall be prepared by the Finance Committee and presented for discussion at each Regular Board Meeting. An annual report shall be provided to the Board by an independent auditing firm in a format suitable for review by the general public.

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The Policy shall be reviewed by the Executive Director and Policy & Bylaws Committee no less frequently than every three years.

Adopted	October 20, 1999
Reviewed	July 11, 2018
Revised	January 17, 2006; October 21, 2015; April 15, 2020; April 19, 2023

March 2026: Comments Logged in Gimlet

Compliments

Reference	3/5/2026	Patron said we are best library on the North Shore. We look like a library, not a game room. And we have the best staff.
Reference	3/7/2026	Doi you have this book? + Long discussion about libby and it's uses + "I always come here because you guys are so great"
Children's	3/11/2026	That was a fantastic activity today, we so enjoyed it (K9 reading buddies)
Reference	3/14/2026	Little one has been asking if "Miss Linda will be there" on the way to the library. When he saw her staffing the seed library, he was very excited and asked if she "walks to the library" and was "the boss of the library"
Reader's Advisory	3/14/2026	I love your display walls. It allows patrons a wide variety of choices.
Children's	3/14/2026	This place is so cute! I should bring my kids more often
Reader's Advisory	3/16/2026	I found some great recipes in these two cookbooks! (patron was pointing to two new cookbooks from the marketplace)
Children's	3/17/2026	"I like this library. And I like you too."
Reference	3/19/2026	Finding books on puppets and puppet making "You're being so helpful (Haley) the other person at Park Ridge just gave me a website to look at"
Reference	3/21/2026	"It's so beautiful in here!"
Reference	3/21/2026	"We live in Evanston but we always come up here, we love this library."

Complaints

Children's	3/19/2026	Patron looking for Easter books. Then questioned why we had Passover books and Ramadan "religious" books, but only secular Easter books. Also unhappy that our Duplo Lego did not fit on our Duplo table. (They do)
Reference	3/19/2026	Overheard conversation: "They have a library of things, I think it's kind of stupid"

Program Feedback

Program 3/20/2026 A comment on the video recording of the 4/10/24 program on "Streamline Moderne" - "This is a phenomenal lecture. Very well done."

Renovation Feedback

Reference 3/1/2026 "What's going on in the Forte Room? Oh, referendum info. Did it pass? Not yet? Do I have any questions about it? No, they're gonna do what they're gonna do."

Reference 3/16/2026 What will the library do if the referendum doesn't pass?

Reader's
Advisory 3/18/2026 How did the referendum do? --

It passed, but we are waiting for the vote to be certified

Congratulations, make it pretty!

Reference 3/18/2026 What were the results of the referendum?

Reader's
Advisory 3/19/2026 "We are so excited about the library renovation!" - Mom and Son

Reader's
Advisory 3/19/2026 2 patrons looking at plans

Reference 3/19/2026 one person looking at renovation photos

Reference 3/19/2026 two little boys looking at renovation photos, mom reading the descriptions to them

Reference 3/20/2026 renovation questions, are you saving the design?

Reader's
Advisory 3/20/2026 2 Glencoe patrons had questions about the renovation and said that the plans look great!

Reference 3/21/2026 Answered several questions about the renovation for a patron

Patron expressed concerns about heating on the 1st floor with the wide glass windows shown in the renderings.

Reference 3/21/2026 Questions about the Renovation

Patron was concerned about maintaining the facade of the Park Ave entrance.

Reference	3/21/2026	Renovation questions
Reference	3/22/2026	What's going to happen to the library during construction?
Reader's Advisory	3/22/2026	With the large glass windows, have you thought about making sure birds aren't attracted? Discussed that this has come up and is definitely part of the plan. Patron is really looking forward to the new spaces
Reader's Advisory	3/22/2026	[about the renovation renderings] "This is very dramatic! I'm glad I voted for it!"
Reference	3/23/2026	Congratulations on the renovation!
Reference	3/23/2026	How much of the building is going to be torn down?
Reference	3/23/2026	When will construction start? How long do 3d prints take?
Reference	3/23/2026	Renovation questions
Reference	3/26/2026	questions about construction, weather
Reference	3/30/2026	Are they going to change the front of the building? "I'm excited!"
Reader's Advisory	3/30/2026	renovation questions
Reader's Advisory	3/30/2026	that's nice that the referendum passed

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Parfitt and Trustee Krafcisin, Building & Grounds Committee; Juan Rodriguez, Facilities Supervisor
Date: April 10, 2026
Re: Building & Grounds Committee report

During the month of April, the Facilities team will continue its efforts to maintain a safe, clean, and well-functioning environment for staff members and patrons. Preventative maintenance, seasonal preparation, vendor services, and Internet support projects were completed or scheduled to ensure building systems remain compliant and operating efficiently.

Completed and Scheduled Services

- April 2: Elevator service company performed the monthly elevator preventative maintenance. The same day, the annual State elevator inspection passed successfully.
- April 3: Plumbing service company completed the yearly drain inspection and rodding to maintain proper drainage through the building.
- April 7: Hopper, the library's book bike, will be taken in for its seasonal tuneup and maintenance.
- April 10-13: The Facilities team will assist with preparation and set-up for the Friends Book Sale.
- April 13: The library's fireplaces will be turned off for the spring and summer.
- April 14: Pest control service will perform the monthly pest control inspection.
- April 25: The Facilities team will perform the monthly staff refrigerator cleaning.
- April 30: Sprinkler service will set up the irrigation system in preparation for spring and summer.

Staffing Update

Facilities Substitute Jerry Sawyer has stepped down. Jerry's last day was March 28. Staff thanked Jerry for his contributions and support to the team.

Ongoing Maintenance

- The Facilities team will continue routine cleaning and maintenance throughout the building.
- Regular air duct cleaning will continue.
- Preventative maintenance and seasonal preparations will continue.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Krafcisin and Trustee Fiffer, Building Renovation Committee
Date: April 10, 2026
Re: Building Renovation Committee report

Temporary Location

The Building Renovation Committee (Committee), Urban-Resolve, and Director Kim continue to investigate options for a temporary location during construction. The team has identified a handful of options that have already been shared with the Board. Trustee Fiffer and Director Kim will join Managing Director Erin Cabonargi to tour the vacancies in the Hubbard Woods Plaza on Green Bay Road on April 13, and Ms. Cabonargi has contacted the lessors of 347 Park Avenue.

Bond Sequencing

Ms. Cabonargi and Director Kim met with the Village Manager and Deputy Village Manager/Chief Financial Officer on April 8 to discuss bond issuance, sequencing, and general planning.

The library's bond will adhere to the Village's current bond issuance timeline as the Village has its own bond issuance in the summer. It is the Village's desire to issue bonds in bundles with an initial \$4 million in bonds up for sale in mid-June. Funds would then be available to the library as early as July 2.

Ms. Cabonargi will work with Skidmore, Owings & Merrill (SOM), as well as other project partners to sequence invoicing to align with the bond schedule.

Site Surveys

Soil boring will begin as early as the week of April 13, and SOM will partner with TEM Environmental to map the areas in the building that have hazardous materials to guide construction phasing.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin and Trustee Pope, Capital Campaign Committee
Date:
Re: Capital Campaign Update

Campaign

As of this report, total pledges and contributions are \$1.913 million. Trustee Lin is working with the Foundation Board to begin invoicing those that have pledged contributions to the campaign.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Kimble and Trustee Parfitt, Finance Committee
Date: April 10, 2026
Re: Finance Committee report

The following is a summary of the financial statements for March 2026.

Combined Balance Sheet

The library continues to receive prior year property taxes. The MaxSafe account balance was \$2.541 million as of March 31, 2026, compared to \$2.155 on February 28, 2026.

Operating Revenues

As of March 31, 2026, prior year property tax receivables total \$3,493,801, which is 11.4% more than the \$3,135,666 estimate. Because Cook County continues to delay the delivery of distribution statements that complement deposits, ATA Group cannot completely determine what receipts are prior year versus current year.

Operating accounts are performing at or near estimates, but Statutory and Other accounts have underperformed overall for the quarter.

Operating Expenditures

Library Services, Personnel, Facilities, and Other accounts are performing as expected through the first quarter. Overhead expenditures reporting is 19.6% over year-to-date since the library's Property & Casualty Insurance premium payments are reported on a cash basis in lieu of accrual.

Restricted Fund

There is no report.

GLENCOE PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
MARCH 31, 2026

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 MAR 31, 2026	AS OF FEB 28, 2026 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	137,774.45	56,251.76	81,522.69
1-000-10102 Cash-Operating	937.01	240.00	697.01
1-000-10118 CC Deposits-NS Bank	20,076.97	20,298.27	-221.30
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	2,541,945.51	2,155,451.97	386,493.54
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	46,987.55	38,292.17	8,695.38
3-000-10202 Cash-Maxsafe (Pension Fund)	74,857.73	74,857.73	0.00
4-000-10301 Cash-Maxsafe (Special Reserve)	368,396.09	367,185.61	1,210.48
Total Cash	3,191,050.31	2,712,652.51	478,397.80
Total Bank Accounts	\$3,191,050.31	\$2,712,652.51	\$478,397.80
Other Current Assets			
1-000-11010 Petty Cash Clearing	3.99	721.00	-717.01
Total Other Current Assets	\$3.99	\$721.00	\$ -717.01
Total Current Assets	\$3,191,054.30	\$2,713,373.51	\$477,680.79
TOTAL ASSETS	\$3,191,054.30	\$2,713,373.51	\$477,680.79
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
Beginning of Year Fund Balances			
-4-000-28105 Special Reserve Fund Balance	364,986.06	364,986.06	0.00
1-000-28105 General Fund Balance	1,295,352.44	1,295,352.44	0.00
2-000-28105 Restricted Gift Fund Balance	43,777.43	43,777.43	0.00
3-000-28105 Pension Fund Balance	74,857.73	74,857.73	0.00
Total Beginning of Year Fund Balances	1,778,973.66	1,778,973.66	0.00
Retained Earnings	0.00	0.00	0.00
Net Revenue	1,412,080.64	934,399.85	477,680.79
Total Equity	\$3,191,054.30	\$2,713,373.51	\$477,680.79
TOTAL LIABILITIES AND EQUITY	\$3,191,054.30	\$2,713,373.51	\$477,680.79

Glencoe Public Library

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

	TOTAL	
	MAR 2026	JAN - MAR, 2026 (YTD)
Revenue		
1-911-30150 Property Taxes-Prior Years	706,449.10	2,088,870.88
1-911-30705 Personal Property Replacement Tax		2,560.15
1-911-31955 Copier Fees	26.00	85.00
1-911-34405 Fines & Fees	180.97	521.95
1-911-37110 Money Market Interest	7,366.93	18,248.90
1-911-38300 Foundation Reimbursements		7,465.80
1-911-38305 Miscellaneous Income	407.00	1,105.44
2-908-38551 Restricted Gifts-From Friends	11,180.00	11,280.00
3-950-30150 Property Taxes-Prior Years (Pension Fund)	19,873.45	56,216.16
4-950-37110 Money Market Interest - Special Reserve	1,217.83	3,432.08
Total Revenue	\$746,701.28	\$2,189,786.36
GROSS PROFIT	\$746,701.28	\$2,189,786.36
Expenditures		
900 Young Adult		
1-900-60151 Books	186.06	310.82
Total 900 Young Adult	186.06	310.82
902 Adult Services		
1-902-50705 Membership Dues	365.00	365.00
1-902-50851 Travel	387.28	387.28
1-902-60120 Supplies	123.50	383.29
1-902-60151 Books	5,350.46	16,461.97
1-902-60152 Audio Books	98.96	730.79
1-902-60153 Periodicals	159.56	159.56
1-902-60155 Automated Resources	19,096.93	26,719.21
1-902-60156 Audio	52.31	296.28
1-902-60157 Video	270.71	1,986.68
1-902-60158 Downloadable Content	15,646.11	37,162.02
1-902-60159 Library of Things	463.14	463.14
1-902-60160 Video Games	27.56	599.19
Total 902 Adult Services	42,041.52	85,714.41
903 Children's Services		
1-903-50705 Membership Dues		55.00
1-903-50850 Meeting Fees	40.00	40.00
1-903-50851 Travel	2.90	93.98
1-903-51650 Program	167.50	978.00
1-903-60120 Supplies	136.14	258.07
1-903-60149 Program Supplies & Other	114.66	296.05
1-903-60151 Books	2,173.13	4,879.11
1-903-60152 Audio Books	307.38	933.26

	TOTAL	
	MAR 2026	JAN - MAR, 2026 (YTD)
1-903-60155 Automated Resources	2,550.00	2,550.00
1-903-60157 Video		121.98
1-903-60158 Downloadable Content	1,106.89	2,366.99
1-903-60159 Library of Things	479.91	546.67
Total 903 Children's Services	7,078.51	13,119.11
904 Technical Services		
1-904-50705 Membership Dues	43.59	258.59
1-904-50751 O.C.L.C.		1,821.54
1-904-50850 Meeting Fees		399.00
1-904-60120 Supplies	259.90	789.51
Total 904 Technical Services	303.49	3,268.64
905 Administration		
1-905-40105 Salaries	140,607.60	397,134.17
1-905-40132 Medical Insurance	15,870.69	50,878.56
1-905-40705 Unemployment Insurance	653.68	2,407.10
1-905-50205 Photocopier Service	489.40	710.42
1-905-50315 Postage	314.93	1,045.94
1-905-50325 Phone Service	1,094.88	3,285.00
1-905-50410 Contractual Services	16,000.00	32,000.00
1-905-50595 Bookkeeping Services	2,357.66	8,629.22
1-905-50630 Legal Counsel-Other		895.00
1-905-50705 Membership Dues	299.00	1,039.00
1-905-50805 Training	526.75	1,778.94
1-905-50851 Travel	9.00	961.81
1-905-51110 Recruitment	103.43	643.22
1-905-51505 Property & Casualty Insurance	-593.00	36,092.00
1-905-51651 CCS, Operating Expenses		13,437.31
1-905-51652 Library Svc & Resource Development		200.00
1-905-60120 Supplies	1,177.50	1,930.72
1-905-60163 Professional Collection Supplies		179.00
1-905-68300 Foundation Expenses		1,005.00
1-905-70105 Debt Service	4,500.56	13,501.68
4-905-50595 Bookkeeping Services (SR)	7.35	22.05
Total 905 Administration	183,419.43	567,776.14
906 Facilities		
1-906-50105 Building Maintenance	4,063.57	11,596.08
1-906-50110 Equipment Repair	791.04	791.04
1-906-50150 Grounds Maintenance	233.90	233.90
1-906-50192 Water/Rubbish Repair & Maintenance	582.76	2,130.93
1-906-50193 Elevator Repair & Maintenance	556.00	556.00
1-906-60120 Supplies	284.80	2,278.89
Total 906 Facilities	6,512.07	17,586.84
907 IMRF		
3-907-40460 Social Security	8,618.90	24,325.79
3-907-40465 Medicare	2,015.71	5,689.10
3-907-40505 Illinois Municipal Retirement Fund	9,238.86	26,201.29
Total 907 IMRF	19,873.47	56,216.18

	TOTAL	
	MAR 2026	JAN - MAR, 2026 (YTD)
908 Restricted		
2-908-90350 Restricted Gift Expense-Friends	2,206.17	6,414.10
2-908-90351 Restricted Gift Expense-Takiff Fund	278.45	1,655.78
Total 908 Restricted	2,484.62	8,069.88
909 Circulation Services		
1-909-60120 Supplies	128.66	128.66
Total 909 Circulation Services	128.66	128.66
910 Digital Services		
1-910-50215 Computer Hardware/Software	4,818.55	14,440.41
1-910-50321 Website Design/Hosting	675.00	675.00
1-910-50325 Internet Access	817.65	2,692.95
1-910-50332 Digital 3D Printing	16.14	32.33
1-910-50750 Digital-Device Subscriptions	49.97	334.90
1-910-60305 Computer Supplies	154.38	3,970.70
Total 910 Digital Services	6,531.69	22,146.29
916 Programs & Communication		
1-916-50330 Communications		1,075.10
1-916-51650 Program	450.00	1,952.50
1-916-60149 Program Supplies & Other	10.97	341.15
Total 916 Programs & Communication	460.97	3,368.75
Total Expenditures	\$269,020.49	\$777,705.72
NET OPERATING REVENUE	\$477,680.79	\$1,412,080.64
NET REVENUE	\$477,680.79	\$1,412,080.64

Glencoe Public Library

Supplementary Information - Combined Statements of Revenues and Expenses Compared to Budget - Modified Cash Basis - All Funds - Exhibit C - See Accountant's Compilation Report

January - March, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
1-911-30150 Property Taxes-Prior Years	2,088,870.86		2,088,870.86	
1-911-30151 Property Taxes-Current Year		3,302,926.00	-3,302,926.00	
1-911-30705 Personal Property Replacement Tax	2,560.15	26,000.00	-23,439.85	9.85 %
1-911-31955 Copier Fees	85.00	400.00	-315.00	21.25 %
1-911-34405 Fines & Fees	521.95	2,000.00	-1,478.05	26.10 %
1-911-37105 Interest On Investments		115,000.00	-115,000.00	
1-911-37110 Money Market Interest	18,248.90		18,248.90	
1-911-38215 Miscellaneous Grants		3,500.00	-3,500.00	
1-911-38220 Per Capita Grant		13,140.00	-13,140.00	
1-911-38300 Foundation Reimbursements	7,465.80		7,465.80	
1-911-38305 Miscellaneous Income	1,105.44		1,105.44	
1-911-38550 Unrestricted Gifts		12,500.00	-12,500.00	
2-908-38551 Restricted Gifts-From Friends	11,280.00		11,280.00	
3-950-30150 Property Taxes-Prior Years (Pension Fund)	56,216.18		56,216.18	
4-950-37110 Money Market Interest - Special Reserve	3,432.08		3,432.08	
Total Revenue	\$2,189,786.36	\$3,475,466.00	\$ -1,285,679.64	63.01 %
GROSS PROFIT	\$2,189,786.36	\$3,475,466.00	\$ -1,285,679.64	63.01 %
Expenditures				
900 Young Adult				
1-900-60149 Program Supplies & Other		500.00	-500.00	
1-900-60151 Books	310.82	3,600.00	-3,289.18	8.63 %
Total 900 Young Adult	310.82	4,100.00	-3,789.18	7.58 %
902 Adult Services				
1-902-50705 Membership Dues	365.00	750.00	-385.00	48.67 %
1-902-50850 Meeting Fees		1,000.00	-1,000.00	
1-902-50851 Travel	387.28	2,000.00	-1,612.72	19.36 %
1-902-60120 Supplies	383.29	1,000.00	-616.71	38.33 %
1-902-60151 Books	16,461.97	81,000.00	-64,538.03	20.32 %
1-902-60152 Audio Books	730.79	6,750.00	-6,019.21	10.83 %
1-902-60153 Periodicals	159.56	16,500.00	-16,340.44	0.97 %
1-902-60155 Automated Resources	26,719.21	63,000.00	-36,280.79	42.41 %
1-902-60156 Audio	296.28	750.00	-453.72	39.50 %
1-902-60157 Video	1,986.68	7,500.00	-5,513.32	26.49 %
1-902-60158 Downloadable Content	37,162.02	119,000.00	-81,837.98	31.23 %
1-902-60159 Library of Things	463.14	3,500.00	-3,036.86	13.23 %
1-902-60160 Video Games	599.19	4,000.00	-3,400.81	14.98 %
Total 902 Adult Services	85,714.41	306,750.00	-221,035.59	27.94 %
903 Children's Services				
1-903-50705 Membership Dues	55.00	1,260.00	-1,205.00	4.37 %
1-903-50850 Meeting Fees	40.00	1,390.00	-1,350.00	2.88 %
1-903-50851 Travel	93.98	2,771.00	-2,677.02	3.39 %
	29			

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-903-51650 Program	978.00	2,400.00	-1,422.00	40.75 %
1-903-60120 Supplies	258.07	1,500.00	-1,241.93	17.20 %
1-903-60149 Program Supplies & Other	296.05	3,500.00	-3,203.95	8.46 %
1-903-60151 Books	4,879.11	27,000.00	-22,120.89	18.07 %
1-903-60152 Audio Books	933.26	5,540.00	-4,606.74	16.85 %
1-903-60153 Periodicals		950.00	-950.00	
1-903-60155 Automated Resources	2,550.00	2,000.00	550.00	127.50 %
1-903-60157 Video	121.98	250.00	-128.02	48.79 %
1-903-60158 Downloadable Content	2,366.99	10,500.00	-8,133.01	22.54 %
1-903-60159 Library of Things	546.67	800.00	-253.33	68.33 %
Total 903 Children's Services	13,119.11	59,861.00	-46,741.89	21.92 %
904 Technical Services				
1-904-50705 Membership Dues	258.59	1,000.00	-741.41	25.86 %
1-904-50751 O.C.L.C.	1,821.54	9,500.00	-7,678.46	19.17 %
1-904-50850 Meeting Fees	399.00	1,000.00	-601.00	39.90 %
1-904-50851 Travel		2,236.00	-2,236.00	
1-904-60120 Supplies	789.51	7,000.00	-6,210.49	11.28 %
Total 904 Technical Services	3,268.64	20,736.00	-17,467.36	15.76 %
905 Administration				
1-905-40105 Salaries	397,134.17	1,729,000.00	-1,331,865.83	22.97 %
1-905-40132 Medical Insurance	50,878.56	230,000.00	-179,121.44	22.12 %
1-905-40705 Unemployment Insurance	2,407.10	9,600.00	-7,192.90	25.07 %
1-905-50205 Photocopier Service	710.42	12,700.00	-11,989.58	5.59 %
1-905-50315 Postage	1,045.94	3,300.00	-2,254.06	31.70 %
1-905-50325 Phone Service	3,285.00	13,200.00	-9,915.00	24.89 %
1-905-50410 Contractual Services	32,000.00	156,000.00	-124,000.00	20.51 %
1-905-50590 Auditing Services		1,900.00	-1,900.00	
1-905-50595 Bookkeeping Services	8,629.22	29,000.00	-20,370.78	29.76 %
1-905-50630 Legal Counsel-Other	895.00	12,500.00	-11,605.00	7.16 %
1-905-50705 Membership Dues	1,039.00	3,600.00	-2,561.00	28.86 %
1-905-50805 Training	1,778.94	4,000.00	-2,221.06	44.47 %
1-905-50850 Meeting Fees		2,000.00	-2,000.00	
1-905-50851 Travel	961.81	1,200.00	-238.19	80.15 %
1-905-51106 Trustee Expenses		1,000.00	-1,000.00	
1-905-51110 Recruitment	643.22	1,000.00	-356.78	64.32 %
1-905-51505 Property & Casualty Insurance	36,092.00	40,000.00	-3,908.00	90.23 %
1-905-51651 CCS, Operating Expenses	13,437.31	55,150.00	-41,712.69	24.37 %
1-905-51652 Library Svc & Resource Development	200.00	20,000.00	-19,800.00	1.00 %
1-905-60120 Supplies	1,930.72	2,500.00	-569.28	77.23 %
1-905-60150 Furniture		10,000.00	-10,000.00	
1-905-60163 Professional Collection Supplies	179.00	200.00	-21.00	89.50 %
1-905-68300 Foundation Expenses	1,005.00		1,005.00	
1-905-70105 Debt Service	13,501.68	53,000.00	-39,498.32	25.47 %
1-905-80206 Special Reserve Fund		50,000.00	-50,000.00	
4-905-50595 Bookkeeping Services (SR)	22.05		22.05	
Total 905 Administration	567,776.14	2,440,850.00	-1,873,073.86	23.26 %
906 Facilities				
1-906-50105 Building Maintenance	11,596.08	70,000.00	-58,403.92	16.57 %
1-906-50110 Equipment Repair	30 791.04	1,000.00	-208.96	79.10 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-906-50129 Wiring & Electrical		6,000.00	-6,000.00	
1-906-50150 Grounds Maintenance	233.90	12,000.00	-11,766.10	1.95 %
1-906-50190 Plumbing Repair & Maintenance		12,000.00	-12,000.00	
1-906-50191 Alarm Repair & Maintenance		5,400.00	-5,400.00	
1-906-50192 Water/Rubbish Repair & Maintenance	2,130.93	8,800.00	-6,669.07	24.22 %
1-906-50193 Elevator Repair & Maintenance	556.00	7,500.00	-6,944.00	7.41 %
1-906-50420 HVAC Maintenance		15,000.00	-15,000.00	
1-906-60120 Supplies	2,278.89	25,000.00	-22,721.11	9.12 %
Total 906 Facilities	17,586.84	162,700.00	-145,113.16	10.81 %
907 IMRF				
3-907-40460 Social Security	24,325.79	127,500.00	-103,174.21	19.08 %
3-907-40465 Medicare	5,689.10		5,689.10	
3-907-40505 Illinois Municipal Retirement Fund	26,201.29	111,000.00	-84,798.71	23.60 %
Total 907 IMRF	56,216.18	238,500.00	-182,283.82	23.57 %
908 Restricted				
2-908-90350 Restricted Gift Expense-Friends	6,414.10		6,414.10	
2-908-90351 Restricted Gift Expense-Takiff Fund	1,655.78		1,655.78	
Total 908 Restricted	8,069.88		8,069.88	
909 Circulation Services				
1-909-50705 Membership Dues		250.00	-250.00	
1-909-50850 Meeting Fees		750.00	-750.00	
1-909-50851 Travel		3,092.00	-3,092.00	
1-909-60120 Supplies	128.66	1,800.00	-1,671.34	7.15 %
Total 909 Circulation Services	128.66	5,892.00	-5,763.34	2.18 %
910 Digital Services				
1-910-50215 Computer Hardware/Software	14,440.41	102,679.00	-88,238.59	14.06 %
1-910-50320 IT Consulting		47,500.00	-47,500.00	
1-910-50321 Website Design/Hosting	675.00	5,000.00	-4,325.00	13.50 %
1-910-50325 Internet Access	2,692.95	16,650.00	-13,957.05	16.17 %
1-910-50332 Digital 3D Printing	32.33	700.00	-667.67	4.62 %
1-910-50750 Digital-Device Subscriptions	334.90	2,200.00	-1,865.10	15.22 %
1-910-60305 Computer Supplies	3,970.70	10,500.00	-6,529.30	37.82 %
Total 910 Digital Services	22,146.29	185,229.00	-163,082.71	11.96 %
916 Programs & Communication				
1-916-50330 Communications	1,075.10	19,950.00	-18,874.90	5.39 %
1-916-50705 Membership Fees		650.00	-650.00	
1-916-50850 Meeting Fees		650.00	-650.00	
1-916-50851 Travel		2,000.00	-2,000.00	
1-916-51650 Program	1,952.50	23,098.00	-21,145.50	8.45 %
1-916-60120 Supplies		1,500.00	-1,500.00	
1-916-60149 Program Supplies & Other	341.15	3,000.00	-2,658.85	11.37 %
Total 916 Programs & Communication	3,368.75	50,848.00	-47,479.25	6.63 %
Total Expenditures	\$777,705.72	\$3,475,466.00	\$ -2,697,760.28	22.38 %
NET OPERATING REVENUE	\$1,412,080.64	\$0.00	\$1,412,080.64	0.00%
NET REVENUE	\$1,412,080.64	\$0.00	\$1,412,080.64	0.00%

Glencoe Public Library
Schedule of Changes in Restricted Gift Funds
For the Month Ending March 31, 2026

<u>Fund</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Friends of the Glencoe Library	\$ 6,828.31	\$ 11,180.00	\$ 2,206.17	\$ 15,802.14
Bobette Cohen Takiff Fund	11,507.74		278.45	11,229.29
Janet Hauser Memorial Fund	54.62			54.62
Louis Bobby Slotkin Memorial Fund	<u>19,901.50</u>			<u>19,901.50</u>
Total All Funds	<u><u>\$ 38,292.17</u></u>	<u><u>\$ 11,180.00</u></u>	<u><u>\$ 2,484.62</u></u>	<u><u>\$ 46,987.55</u></u>



BOND STATEMENT

CUSIP: GLNCPL024
 STATEMENT DATE: 03/09/2026
 CURRENT BALANCE: \$427,396.66
 PAYMENT DUE DATE: 04/01/2026

AMOUNT DUE: 4,500.56

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

CUR BAL: \$427,396.66 INT RATE: 5.25%	AMOUNT
04/01/2026 - Principal Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	2,630.70
04/01/2026 - Interest Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	1,869.86
TOTAL	4,500.56

PREVIOUS STATEMENT ACTIVITY: (YTD)

DATE	PRINCIPAL	INTEREST	ENDING BALANCE
01/01/2026	2,596.48	1,904.09	432,623.75
02/01/2026	2,607.84	1,892.72	430,015.91
03/01/2026	2,619.25	1,881.31	427,396.66
TOTAL TO DATE:	\$7,823.57	\$5,678.12	

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 Pope, Village of Glencoe Plan Commission
Date: April 10, 2026
Re: Plan Commission report

The Village Plan Commission met on March 25, 2026, to discuss the following business items:

- Continued discussion of the development of a planned development ordinance

1. PLAN COMMISSION CALL TO ORDER AND ROLL CALL

*Bruce Huvad, Chairperson, Public-at-Large Representative
Georgia Mihalopoulos, Vice Chairperson, Village Board Representative
MacAdam Glinn, Public-at-Large Representative
Gary Hazan, Glencoe Park District Representative
Scott Novack, Zoning Board of Appeals Representative
Michael Pope, Glencoe Public Library Representative
Brooke Semel, School District 35 Representative
James Thompson, Public-at-Large Representative
Greg Turner, Public-at-Large Representative
Peter Van Vechten, Preservation Commission Representative*

2. CONSIDERATION OF THE FEBRUARY 25, 2026 PLAN COMMISSION MEETING MINUTES

3. PLAN COMMISSION PUBLIC COMMENT

Individuals interested in addressing the Plan Commission on non-agenda items may do so during this time.

4. CONTINUED DISCUSSION OF THE DEVELOPMENT OF A PLANNED DEVELOPMENT ORDINANCE

5. STANDING COMMITTEE REPORTS/ANNOUNCEMENTS

6. ADJOURN

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin, Glencoe Sustainability Task Force
Date: April 10, 2026
Re: Glencoe Sustainability Task Force report

The Glencoe Sustainability Task Force (STF) met on March 24, 2026. The following is the agenda from that meeting.

1. **CALL TO ORDER AND ROLL CALL**
Brad Levison, Co-Chair
Laurie Tuchman, Co-Chair
Michael Rosenblat Village Board Representative
Bob Breisblatt
Barney Gallagher
Thomas Geraghty
Helyn Latham
Linda Lin
David Singer
2. **SAVE GLENCOE HISTORIC HOMES PROGRAM OVERVIEW**
3. **CONSIDERATION OF JANUARY 27, 2025, MEETING MINUTES**
4. **VILLAGE STAFF LIAISON REPORT**
 - A. New Battery Law and Glencoe's Program
 - B. Westly Road Buckthorn Removal
 - C. Park District Small Business Shredding Station
 - D. Compost Awareness Week Proclamation
 - E. Go Green Reads – 3rd Monday & Go Green Winnetka Tours – Recycling 4/15, Compost 5/6
 - F. Arbor Day Celebration at Central School April 23
 - G. Library Referendum
 - H. Sustainability Action Plan
5. **TASK FORCE LEADERSHIP REPORT**
6. **2026 DONATE AND RECYCLE DAY COORDINATION**
7. **PLANNING FOR 10TH ANNIVERSARY COMMEMORATION**
8. **COMPOST AWARENESS WEEK MAY 3-9, 2026**
9. **WILMETTE GREEN HOMES INCENTIVE DISCUSSION**
10. **SOCIAL MEDIA MESSAGING PLANNING (APRIL AND MAY) AND 2026 COMMUNICATIONS PLANNING**
11. **OTHER BUSINESS**
12. **PUBLIC COMMENT TIME**
Individuals interested in addressing the Sustainability Task Force on non-agenda items may do so at this time.
13. **CLOSING AND ADJOURN**

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Weiss-Ham, Technology Committee; Justin Franklin, Network and Digital Services Librarian
Date: April 10, 2026
Re: Technology Committee report

Technology Librarian Matthew Byrd attend the Public Library Association (PLA) Conference and returned with items for further consideration, including but not limited to:

- AI usage policy/statement for the library
- Possible upgrades to the self-check stations (Meescan) which would allow for the use of RFID
- A configuration change for the remote printing system, which has been implemented

Justin is working on plans for cabling as part of the renovations, and procuring additional hardware requested by the Technical Services, Adult Services, and Facilities teams.

**Report of the Executive Director
From March 14 to April 10, 2026**

RAILS

RAILS announced the launch of RAILS Academy, a new online learning platform designed to support the professional development of staff at RAILS member libraries. Staff of member libraries must verify their employment to have access to tutorials, curated learning pathways, and recorded RAILS webinars.

RAILS is also supporting the Illinois Library Association's (ILA) advocacy in supporting HB 5236, the Digital Library Protection Act. ILA and RAILS are asking all library supporters to contact their elected officials to urge them to support this legislation.

CCS

CCS is seeking member input for its Member Engagement Survey which will help develop its Member Engagement Plan. CCS is seeking feedback from staff across all departments, roles, and experience levels.

Administration

Audit fieldwork was completed on March 17. Administrative Professional Jeff D'Anastasio acted as the primary contact to the auditor on site and provided all the necessary information for the library's upcoming annual financial report.

Staff

The first 2026 All-Staff Meeting was held on March 30. Along with the department updates, staff listened to a brief overview of the next steps for the renovation after the community voted in favor of the library's advisory bond referendum question.

Head of Technical Services Hope Kramer announced that Justin Davis was hired as the new Acquisitions & Receiving Professional. Justin's first day was April 6. Justin's most recently worked as the Processor at the Niles-Maine Library District.

Four staff members celebrated their work anniversaries in March:

- March 1 – Grace Hayek, Head of Programs & Communications – 12 years
- March 8 – Michelle Litchman, Children's Program Coordinator – 7 years
- March 14 – Andy Kim, Director – 10 years
- March 29 – Danny Burdett, Head of Circulation Services – 27 years

Continuing Education & Networking

Staff who attended the 2026 Public Library Association Conference will share their respective continuing education reports in May 20, 2026, Regular Board Meeting packet.

Collections & Services

There is no report.

Events & Programs

There is no report.

Building & Maintenance

There is no additional information to report.

Marketing

There is no report.

Next Board Meeting

There are no key scheduled business items for the May 20, 2026, Regular Board Meeting. All standing agenda items will have reports or new information to share with the Board.

Dates

April 10-13	Friends Book Sale
April 13	Hubbard Woods Plaza tour
April 16	Owner's meeting
April 17	CCS Bylaws & Policy Committee meeting
April 23	Owner's meeting
April 30	Owner's meeting
May 1	Statement of Economic Interests filing deadline
May 5	Glencoe Administrators meeting
May 13	CCS Governing Board meeting

Visitors and Borrowers



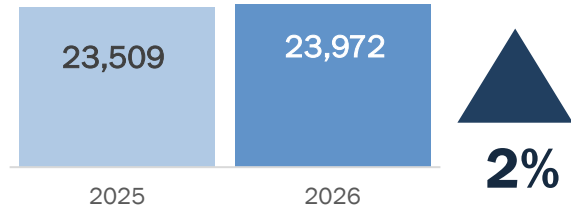
Visitors and Borrowers

Current Month

Visitors to Library	8,351
Unexpired Cards	4,334
New Registrations	43

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

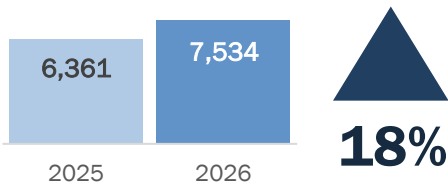
Total Visitors | YTD



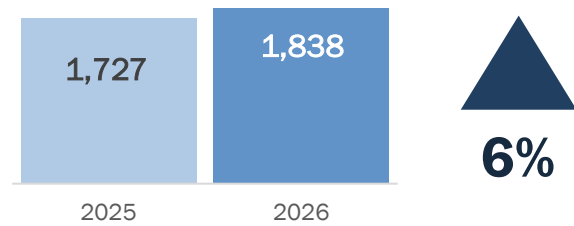
Public Internet Use

Current Month

Wireless Connections 2,473



Internet PC Sessions 687



Librarian Engagement

Current Month

Service Point Questions

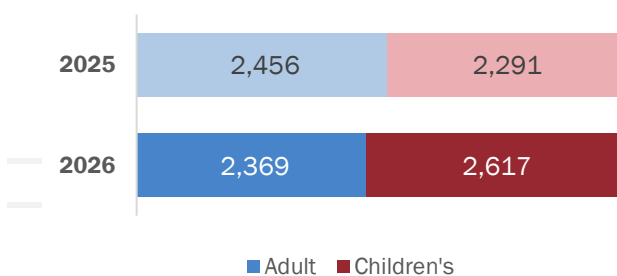
1,811 ▲ **5%**

Current Month

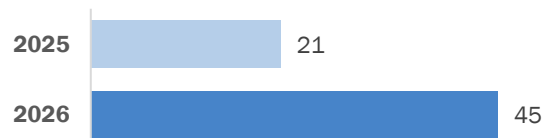
One on Ones

18 ▲ **114%**

Questions - YTD Comparison



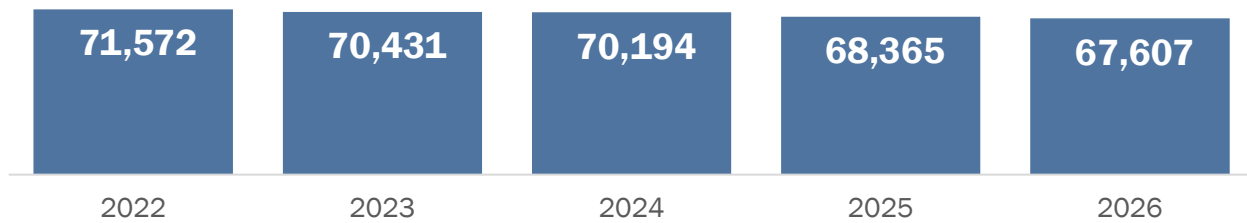
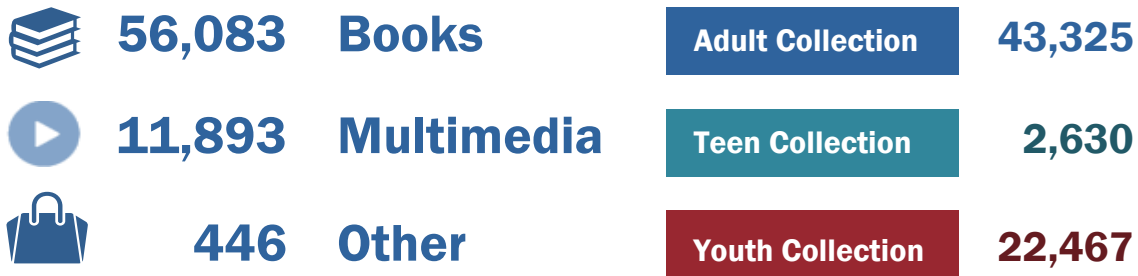
One on Ones - YTD comparison



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

Collections and Meeting Rooms

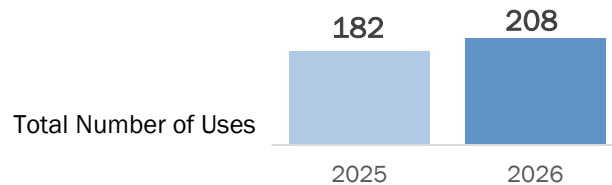
Physical Collection Size - Current Month & Historical



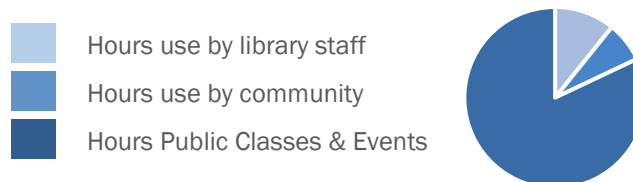
As of the March 2026 statistics, we are reporting numbers based on database counts, not manual tracking. As a result, collection sizes are slightly higher than previous reporting. As we work on database cleanup, collection totals are expected to balance out to match more closely with previous levels. Also new: reporting the "Other" category. This includes items like the Library of Things, Children's Discovery Packs and other Kits, and library bags.

Meeting Room Use

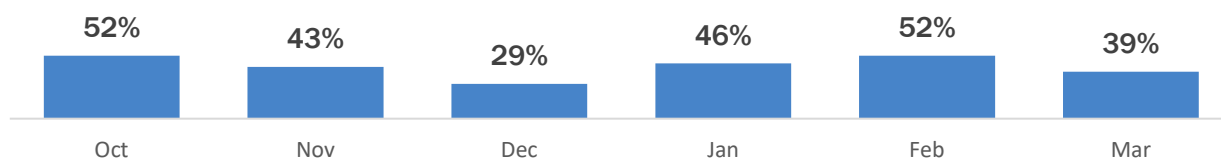
Hamil Room	Count	Hours
Patron Use	55	85
Staff Use	16	33
Total Use	71	118



Hammond Room	Count	Hours
Library Internal Use	7	13
Community Use	4	9
Library Program Use	37	97
Total Utilization	48	118



Hammond Room Occupancy



Circulation

Physical & Digital Format Combined

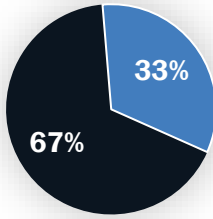
Monthly Circ Snapshot

12,873

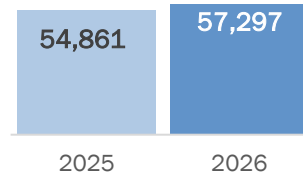
Physical
Materials

6,338

Digital
Materials



Total Circulation | YTD All Formats



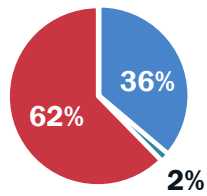
4%

Physical Materials Circulation - By Demographic

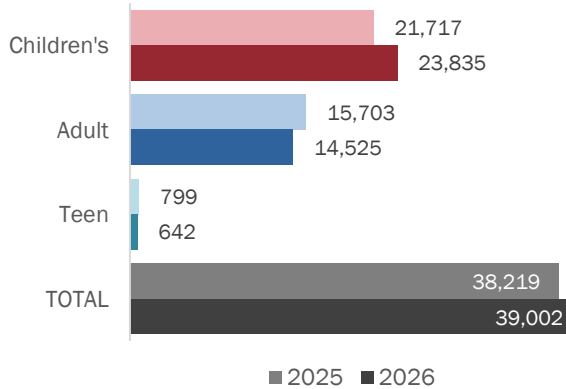
Current Month

ADULT	4,654
TEEN	195
YOUTH	8,024
Total	12,873

Circ % by Audience Current Month

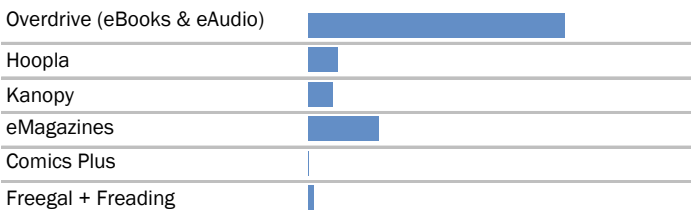


Circulation | YOY YTD by Demographic

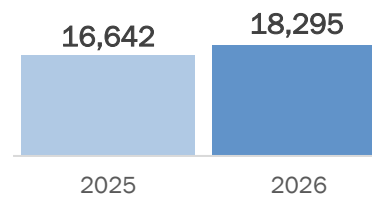


Digital Materials Circulation

Popularity by Service - current month

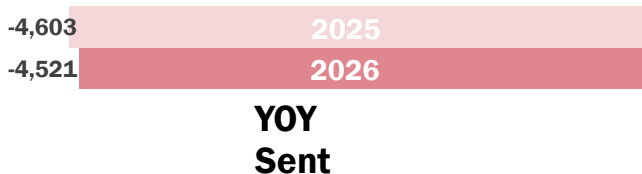


Digital Circulation | YTD

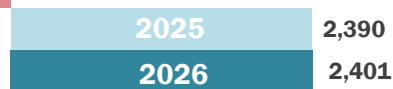


10%

Interlibrary Loan



YOY Received



Special Items Circulation - current month




3D Print Requests	55
Library of Things	40

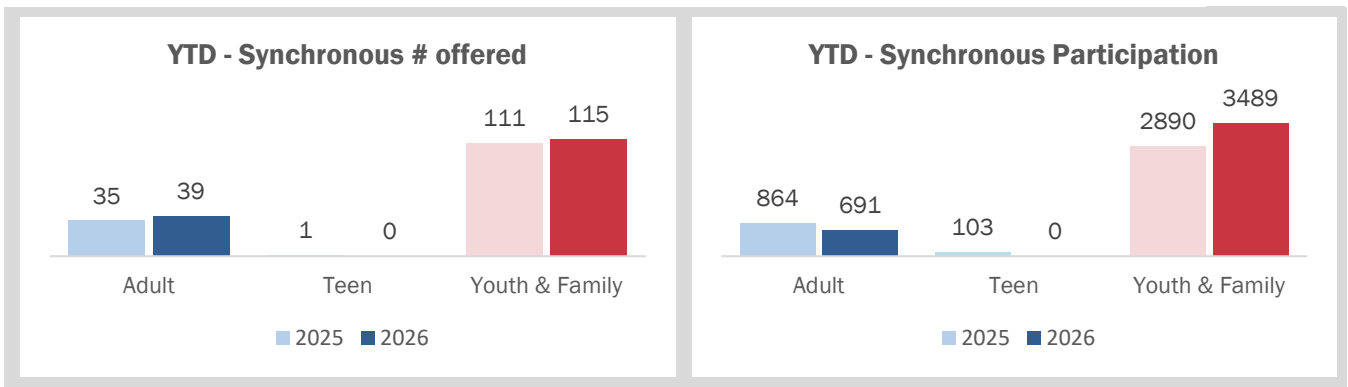
Programs and Events

Synchronous Events & Programs

Year to Date Count **154** **YTD Attendance** **4,180**

In addition to ongoing and recurring classes and events, adults participated in a tea tasting, improved their Libby and media literacy skills, learned about the state of markets, and attended a virtual presentation by author Percival Everett. Kids enjoyed special spring break programming that included a storytime with Princess Elsa and a Jamberly music class. Craft classes for kids included weaving a yarn bookmark and making a beaded plant. Children's partnered with New Trier High School's GForce Club to present a STEM project session for kids.




ADULT	TEEN	YOUTH & FAMILY
 14 events 234 participants	 0 events 0 participants	 41 events 1316 participants

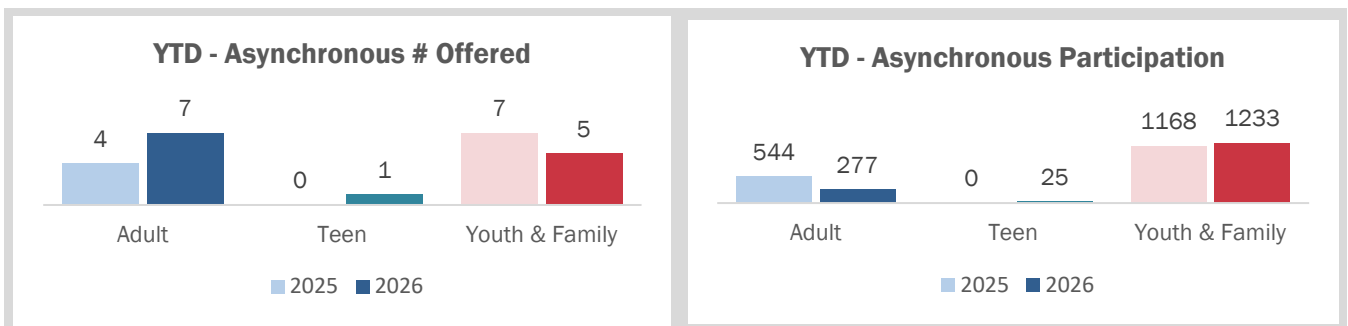


Asynchronous (Passive) Programs & Offerings

Year to Date Count **13** **YTD Participation** **1,535**

Adult programs include 30 day views on recorded videos. Puzzles for teens are now being offered in the YA room, 25 sheets were taken. Youth and Family participate in the monthly Children's Department scavenger hunt.

ADULT	TEEN	YOUTH & FAMILY
 3 programs 132 participants	 1 programs 25 participants	 1 programs 282 participants



Marketing and CE



eNewsletter

Last 12 months

Subscribers	3,255	
Open Rate	0%	

Subscription rate is consistent with 1-2% variance. Open rate ranges from 61-64%



Website

Last 12 months

Users	-	
New Users	-	
Sessions	-	
Page Views	-	
Catalog Sessions	-	
Calendar Views	-	

Social Media

Mar

Last 12 months



Facebook Followers	1,285	
Facebook Views	1,910	

The Facebook views jumped up from the large response to the post announcing the referendum results and thanking the community.



TikTok Followers	717	
TikTok Views	138	

Followers and views increased as a few older posts gained traction. Sharing new TikTok content resumed in April.



Instagram Followers	1,540	
Instagram Views	2,064	

Instagram views increased due to community engagement with the referendum results.

YouTube



Subscribers - General	600	
Subscribers - Kids	1,037	
Views - General	519	
Views - Kids	6,658	

Subscribers continue to grow on both YouTube channels. Views remained roughly steady.

Staff Development / Continuing Education

7

15

28

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Dale Heath, Head of Adult Services
Date: April 10, 2026
Re: Approval for purchase of Microfilm Scanner

As included in this year's budget, the Adult Services Department would like to purchase a digital microfilm scanner, which would enable us to continue to scan and digitize the remaining 366 reels of microfilm covering the Glencoe News from 1978-2014.

Earlier this year, we had the years 1926-1977 (195 reels) scanned by NewspaperArchive through a grant. Unfortunately, the Chicago Tribune/ Pioneer Press will not give us permission to have any reels past 1977 digitized and made available through a commercial vendor. We consider the Glencoe News to be a major source for local history, and we would like to continue to scan the microfilm on our own, with the goal of making the years 1978 – 2014 available to patrons inside the building.

Also, by purchasing a digital microfilm scanner, we will be able to view all of our existing reels of microfilm, clip articles, enhance images, and print pages. The microfilm reader we currently own is unserviceable and has been barely usable (and unable to make copies) for the past several years.

We have a quote from e-Image data (based in Wisconsin) for the ScanPro 2500 microform scanner for a price of \$6,950. A computer and monitor, which we will purchase separately, is estimated to cost approximately \$1,750, for a total cost for the project of \$8,700, which is \$1,300 less than the \$10,000 budgeted.

I've been working closely with the Glencoe Historical Society, and they are very excited to see even more of the Glencoe News digitized. I hope to use volunteers to help scan the film, and this is also a project that can continue when the library is under construction. I urge the board to approve this purchase.

QUOTE

Quote # 21432

e-ImageData

340 Grant St
Hartford, WI 53027
262-673-3476



Contact: Tom Rodzewich 310-482-1066 tomr@e-imagedata.com

Date:	2/16/26
Expires:	4/17/26
Terms:	Net 30 from ship date
	3 % credit card fee

QUOTE TO:	CONTACT:
Glencoe Public Library	Dale Heath
320 Park Ave.	847-582-0945
Glencoe, IL 60022	dheath@glencoeilibrary.org

Item & Description	Qty	Rate	Amount
9872501 ScanPro 2500 Standard 550 , 6.6 megapixel camera (6.6 MP image sensor, largest pixels in the industry, over 7 times larger than the nearest competitor), Super Speed USB 3.0 interface, Word searchable PDF single page with ABBYY® fine reader OCR engine, 5x to 32X Optical Zoom Magnification, UCC 550 Combination fiche/aperture cards and motorized 16/35mm roll film carrier, 1-year factory warranty PowerScan Software is included, is non-expiring, we provide free updates, and includes these features: INCLUDES: -Scan and save file formats: PDF, TIFF, JPEG and more, single and multi-page, single and multi-page OCR -OCR using ABBYY FineReader Engine -scan directly to Google Drive -click to Print -adjust Brightness and Contrast -click to Auto Crop -click to Line Straighten or Manual Straighten -click to rotate image 90°, 180°, 270°, 360°. -click to Magnify -optical Zoom range 5x to 32x, max zoom area 47mm -camera orientation Portrait or Landscape (manual) -click to switch from Negative or Positive film type -click "Scan Mode" to switch from Grayscale or Black and White -customizable user interface from basic to advanced. -Software selectable Resolution: 150 DPI to 2000 dpi, 8-bit grayscale, 1-bit black and white -continual image focus even during optical zoom -upgradeable	1	\$7,550.00	\$7,550.00
Promotional Discount	1	\$ (750.00)	\$ (750.00)
OPTIONAL, not required to operate the ScanPro and all the free software features ScanPro Advantage for 2500 -free three month subscription to evaluate the extra features. (\$265 per year) <i>Unlocks a few extra convenience features found on the ScanPro 3500 except Ultra High Def plus adds AUTOScan PRO, for high speed scanning of both roll film and microfiche. (microfiche needs an autocarrier to autoscan).</i>			
UNLIMITED PHONE SUPPORT, this includes remote setup and training.			
Shipping (directly to customer location)	1	\$150.00	\$150.00
Sales Tax (applicable sales tax will be applied, or please provide tax-exempt form)	1	0.000%	\$0.00
Total			\$6,950.00

Please sign and date as authorization to proceed with order.

Email to: tomr@e-imagedata.com

Signature

Signed By

Date