

**AGENDA - REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 16, 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 August 19, 2026, Regular Board Meeting minutes](#) 3
 - b. [Approval of the Gift and Fundraising Policy revision](#) 8
 - c. [Approval of the Naming and Recognition Policy and Gift Agreement revisions](#) 19
 - d. [Approval of the Hamil Conference Room Policy revision](#) 30
 - e. [Approval of the Unattended Property/Lost and Found Policy revision](#) 35
- 5) PUBLIC COMMENT
- 6) [COMMUNICATIONS](#) 38
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION
- 9) COMMITTEE REPORTS - 7:40 p.m.
 - a. [Building & Grounds](#) 40
 - b. [Building Renovation](#) 42

c. Finance	50
d. Marketing	63
e. Plan Commission	64
f. Planning	
g. Policy & Bylaws	
h. Sustainability Task Force	65
i. Technology	66
10) REPORT OF THE EXECUTIVE DIRECTOR - 7:55 p.m.	
a. Director's Report - from August 20 to September 11, 2026	67
b. Monthly Statistics - August 2026	69
11) NEW BUSINESS	
a. Consideration to Adopt Ordinance 2026-09-16 - Ordinance Transferring Funds to the Special Reserve Fund	74
12) CLOSED SESSION	
13) ADJOURNMENT	

REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, AUGUST 19, 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 7:01 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Roger Parfitt, Michael Pope, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Dale Heath, Ann Finstad, Deputy Director, 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: Linda Lin.

3) ADDITIONS TO THE AGENDA:

There were no Additions to the Agenda. **NEW BUSINESS item 11) b.** was postponed to the September Regular Board Meeting (RBM).

4) CONSENT AGENDA:

- a. Approval of July 15, 2026, RBM minutes

A MOTION was made by Trustee Krafcisin, and seconded by Trustee Fiffer **TO APPROVE THE JULY 19, 2026, RBM MINUTES AS PRESENTED.**

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

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

Nays: None

Absent: Lin

- b. Approval of the July 29, 2026, Special Board Meeting (SBM) minutes
Director Kim noted a typo, removing “and” between items 4. and 5. (Board Packet [BP] page 9).

A MOTION was made by Trustee Weiss-Ham, and seconded by Trustee Kimble **TO APPROVE THE JULY 29, 2026, SBM MINUTES AS AMENDED.**

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

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

Nays: None

Absent: Lin

c. Approval of the Capitalization of Assets Policy revision
The memo on Board Packet page 10 summarized the revisions.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Krafcisin **TO APPROVE THE CAPITALIZATION OF ASSETS POLICY REVISION AS PRESENTED.**

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

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

d. Approval of the Social Media and Video-Conferencing Policy revision
The memo on Board Packet page 11 summarized the revisions.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Pope **TO APPROVE THE SOCIAL AND VIDEO-CONFERENCING POLICY REVISION AS PRESENTED.**

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

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

e. Approval of the Friends Fall Book Sale dates
The memo on Board Packet page 23 listed the proposed extended hours for the Friends Fall Book Sale from Friday, October 2, 2026, to Monday, October 5, 2026.

A MOTION was made by Trustee Fiffer, and seconded by Trustee Weiss-Ham **TO APPROVE THE FRIENDS FALL BOOK SALE DATES AS PRESENTED.**

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

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

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick reported that the Save the Date email for the October 2 to October 5 Fall Book Sale would be sent to supporters on August 20. The donation bins will be closed on

September 18. And she was pleased to report that the Friends had donated \$50,000.00 to the Glencoe Public Library Foundation (via the Library to transfer to the Foundation).

8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

Vice President Doyle updated the Trustees on the Foundation's assets as of August 10, reporting a total of over \$1.8 million. In other Foundation news, Board member Beth Schencker resigned her position. The Foundation currently has two openings for Board members. On August 5, the Foundation published its first newsletter. Preparations were underway for Lemon-Aid Stand Day on August 29. Finally, Vice President Doyle acknowledged a recent Hudson-Grace shopping day that donated twenty percent of proceeds to the Foundation.

9) COMMITTEE REPORTS:

a. Building & Grounds:

The Memo from Facilities Supervisor Juan Rodriguez summarized completed and upcoming maintenance activities for the month of August (BP pages 26-27).

b. Building Renovation Committee (BRC):

On August 11, the contracts were signed for the library to work with Bulley and Andrews and Skidmore, Owings & Merrill (SOM) on the pre-construction phase of the renovation project.

c. Finance:

Trustee Kimble referred the Board to the Finance Committee report (BP page 29). Property Tax distribution reports remain unavailable from Cook County. Overall, Library Services expenditures are 5% below Year To Date (YTD), personnel expenditures 3.3 % below, and Facilities well below at 38.6%. Overhead and Other expenditures remain in line with anticipated spending. Trustee Kimble noted that unanticipated July expenses included two SOM invoices and an IMRF payment for past additional contributions owed by the library.

d. Marketing:

The Marketing Committee report provided details on the first two online programs offered through the library's new partnership with Library Speakers Consortium (LSC) [BP page 42].

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.

- i. Technology:
Trustee Fiffer asked if an experienced third party would work on network configurations for temporary locations during the renovation. Director Kim confirmed that the library would use on-site assistance from Sikich for network setups.

10)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim reported on library news and events since the July RBM:

As of August 16, Ann Finstad is officially the Deputy Director, the first ever for the library. As Deputy Director, Ann will supervise and work with the public service departments. The next steps will be to hire a new Head of Children's Services and to reconfigure the Programs & Communications team.

Three staff work anniversaries in July: Adult Services Librarian Haley Kedzierski (1 year); Deputy Director Ann Finstad (12 years); Facilities Associate Damian Castro (3 years).

The Foundation will host Lemon-Aid Stand Day 2026 on Saturday, August 29. There will be six locations this year, and the event will be held for four hours. Stands will be set up at Melvin Berlin Park, Friends Park, the library, Duke Park, the Grand, and Shelton Park. Many families who volunteered last year are returning, along with new ones.

For the September RBM, the Director will present a preliminary overview of the levy and 2027 operating budget; a potential fund transfer to the Special Reserve Fund; reviews of the four policies listed on Board Packet page 46; and the Entry and Lobby Welcome Area agreement.

In the "Glencoe Public Library Statistical Report—July 26" (BP pages 47-51), President Parfitt noted that Physical Materials Circulation was down 5% from the previous year, and Total Circulation down 1% (BP page 49). Trustee Fiffer mentioned the declines recalled a recent *Atlantic* article, "The End of Reading Is Here." Finally, Trustee Weiss-Ham noted the increase in TikTok Follower and Views (BP page 51).

Trustee Pope questioned why there was no mention in the reports of the Board Packet, nor in recent library newsletters, of the September 23 program featuring a bestselling author. Director Kim explained that planning was ongoing and more details and promotion would be forthcoming.

11)NEW BUSINESS:

- a. Consideration to approve the transfer of accounts to First Bank Chicago
The benefits of transferring the library's savings accounts to First Bank Chicago (FBC) from Wintrust were outlined in the memo on Board Packet pages 52-53. Overall, FBC's proposal of services (BP pages 54-56) offers the library a more modernized means of banking.

The Finance Committee requested a comparison of the FBC proposal to other banking institutions, including Wintrust, to ensure that the Board votes based on financial savings and improved service types. The Director thanked Administrative Professional Jeff D'Anastasio for compiling the information that was distributed ahead of the meeting (Supplement).

After questions and discussion, the Board requested more information and agreed to postpone consideration of approving the transfer of accounts to a future RBM.

12)CLOSED SESSION:

There was no Closed Session.

13)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:18 p.m.

Respectfully submitted by Jeff D'Anastasio

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee
Date: September 11, 2026
Re: Approval of the Gift and Fundraising Policy revision

A revision of the Gift and Fundraising Policy (Policy) is being presented for board approval.

The Policy was adopted by the Library Board in September 1999, and last revised in August 2023. The last revision included updates to policy sections and editorial changes. The main goal of the 2023 revision was to strengthen the Naming Opportunities section to further protect the library's interests when there is a potential naming rights donation.

The revision being presented also includes several editorial changes, but also includes the major changes as follows:

General

- Include statement, "This policy applies only to gifts which are not subject to the provisions of the paragraph below regarding Special Fundraising Campaigns."

Purpose: to explicitly state that there may be different guidelines and requirements for special fundraising campaigns.

Types of Contributions

Bequests

- Change, "donor's original intent" to, "donor's original charitable intentions when selecting an alternate use."

Purpose: to strengthen the statement to ensure donors that the library will do their best to honor the original intent of their donation if the circumstances become difficult.

The purpose of this revision is repeated in the *Endowments* and *Pledge Gifts* sections.

Rename "Naming of Library Facilities and Programs" to "Naming Opportunities."

- Remove "or return the gift" from the last paragraph

Rename "Ownership" to "Disposal or Replacement."

Special Fundraising Campaigns

- Item b) include mention of the Glencoe Public Library Foundation
- Item d) remove Memorandum of Understanding



GLENCOE PUBLIC LIBRARY

~~REDLINED.~~

GIFT AND FUNDRAISING POLICY

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General

Financial contributions and other gifts (collectively, “gifts”) help the Glencoe Public Library (Library) fulfill its mission of being a vital and welcoming community partner that encourages personal connection and lifelong learning. The Library benefits from the generosity of its community.

~~This policy applies only to gifts which are not subject to the provisions of the paragraph below regarding Special Fundraising Campaigns.~~

~~Gifts to the Library may be tax deductible under section 170(c)(1) of the Internal Revenue Code.~~

The Library encourages donors to seek professional advice prior to making a gift. The Library cannot provide advice directly to a donor, as that would pose a conflict of interest.

The Executive Director, with the consent of the Library Board of Trustees (Board), may decline a gift for any reason.

Donor Recognition

All gifts will be acknowledged by the Executive Director. Gifts exceeding \$100 in value will also be recognized in the quarterly newsletter while respecting requests for anonymity. Donor information will not be shared with other organizations.

Types of Contributions

- **Cash**
Unrestricted gifts of cash typically will be used to fund high priority needs that are not funded by the operating budget.

Restricted gifts of cash will be reviewed by the Executive Director and the Board to assure that restrictions are consistent with the best interests of the Library and this policy. The terms of the gift will be documented in a Memorandum of Understanding.

- **Securities**
The Library accepts gifts of securities traded on the New York Stock Exchange and NASDAQ Stock Market.

The Library encourages donors to seek professional financial advice before making a gift of securities.

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- *Bequests*

Bequests are welcomed as a source of enduring support for the Library. Unrestricted bequests allow the Library to use the bequest to respond to the changing needs of the Library.

Restricted bequests will be reviewed by the Executive Director and the Board to assure that restrictions are consistent with the best interests of the Library and this policy. The terms of the bequest will be documented in a Memorandum of Understanding.

If circumstances make it impossible, impractical, or inadvisable to use a restricted bequest in a manner that is consistent with the donor's wishes or the terms of a will or trust, the Library reserves the right to use the gift for another purpose, being mindful of the donor's original ~~intent~~ charitable intentions when selecting an alternate use.

A bequest form is available on the library website (www.glencoeLibrary.org).

- *In-kind Donations*

This section of the policy applies to ~~any space, program, or~~ tangible articles including, but not limited to, those identified below.

The Library accepts gifts of books with the understanding that only those useful to the Library's collection will be retained.

The Library does not accept magazines/periodicals, encyclopedias, medical, legal, or similar texts.

Donations of art or other materials will be accepted with the approval of the Executive Director based on the Library's needs.

Donations will not be kept in perpetuity. The Library reserves the right to sell or dispose of any donated items.

Generally, the Library is not responsible for any costs associated with the upkeep, repair, or servicing of the donated items unless provisions are ~~made in~~ agreement documented with a Memorandum of Understanding ~~between the donor and the Library~~ prior to finalizing the donation.

~~All gifts to the Library are tax deductible to the extent of the law.~~ The Library cannot appraise the value of a donation of materials or art. The Library will issue the donor a letter acknowledging the donation. It is the donor's decision whether he ~~or~~ she or ~~they~~ will determine the value of the donation or utilize an independent appraiser.

- *Endowments*

Endowments are welcomed as a source of enduring support for the Library. The terms of an endowment will be reviewed by the Executive Director and the Board to assure consistency with the best interests of the Library and this policy. The terms of an endowment will be documented in a Memorandum of Understanding.

If circumstances make it impossible, impractical, or inadvisable to use a restricted endowment ~~for the purpose described in a manner that is consistent with the donor's wishes or the terms of a will or trust~~, the Library reserves the right to use the gift for another purpose, ~~being~~. ~~The Library will be~~ mindful of the donor's original charitable intentions when selecting an alternate use.

- *Pledge Gifts*

Pledge gifts will be reviewed by the Executive Director and the Board to assure consistency with the best interests of the Library and this policy. The terms of such pledge gifts will be documented in a Memorandum of Understanding.

If circumstances make it impossible, impractical, or inadvisable to use a restricted gift for the purpose described, the Library reserves the right to use the gift for another purpose. The Library will be mindful of the donor's original charitable intentions when selecting an alternate use.

~~If the gift is pledged over a period of time, the pledge payments will be held in the Library's bank account until the pledge is fulfilled. Any interest accrued will be added to the gift total. Any funds already received from an unfulfilled pledge will revert to the Library.~~

~~The Library will not start any construction, program, or service or incur any expenses relating to the pledge until the pledge is fulfilled.~~

If circumstances make it impossible, impractical, or inadvisable to use a restricted gift for the purpose described, the Library reserves the right to use the gift for another purpose. The Library will be mindful of the donor's original charitable intentions when selecting an alternate use.

~~Naming of Library Facilities and Programs~~ Opportunities

The Board, in its sole discretion, may approve the naming ~~or renaming~~ of a facility, space, program, or tangible ~~article-item~~ associated with a gift, whether such gift is unrestricted or restricted. In all such cases, the Executive Director and the Board will review the naming or renaming opportunity to assure consistency with the best interests of the Library and this policy.

~~If a naming or renaming is approved, the gift must be paid in full before the Library fulfills the naming opportunity.~~

Naming will not be offered in perpetuity; rather, the duration of the naming rights will be commensurate with what the Library deems the life span of the space, program, or tangible article.

If at any time the donor or his, her or their name or, if applicable, the name of a named facility, space, program, or tangible item may compromise the public trust or the reputation of the Library, including acts of moral turpitude, the Library, with the approval of the Board ~~of Trustees~~, has the right to remove the name ~~or return the gift~~.

~~Ownership~~ Disposal or Replacement

Because of the changing needs of the Library and because objects may wear out or otherwise outlive their usefulness to the Library, the Library reserves the right to dispose of or replace any article which has been donated or purchased as a gift or bequest.

Special Fundraising Campaigns

- a) Periodically the Library, under the direction of the ~~Library~~ Board ~~of Trustees~~, may raise philanthropic funds for special purposes such as capital improvements or services associated with program enhancements.
- b) The Library may partner with other non-profits or businesses to actively fundraise, including with the Glencoe Public Library Foundation.
- c) The Library may establish a subcommittee of the ~~Library~~ Board ~~of Trustees~~ consisting of one or two Trustees, or appoint a special committee consisting of Trustees, library staff, or private citizens, to fundraise on behalf of the Library.
- d) All fundraising partners supporting the efforts of the Library to raise funds will operate under the direction of the ~~Library~~ Board ~~of Trustees~~ to assure coordination of fundraising efforts and consistency of fundraising communication. A Memorandum of Understanding between the fundraising partners and the Library will define the partnership.
- e) In the event that the Library engages in a Special Fundraising Campaign, certain provisions of this policy may be modified or supplemented, or a new policy will be generated to specifically address gifts received in connection with such campaign.

Adopted	September 15, 1999
Reviewed	June 16, 2018
Revised	March 15, 2000; February 21, 2007; October 20, 2010; October 21, 2015; May 20, 2020; May 17, 2023; August 16, 2023



GLENCOE PUBLIC LIBRARY

GIFT AND FUNDRAISING POLICY

General

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The Library encourages donors to seek professional advice prior to making a gift. The Library cannot provide advice directly to a donor, as that would pose a conflict of interest.

The Executive Director, with the consent of the Library Board of Trustees (Board), may decline a gift for any reason.

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Types of Contributions

- *Cash*

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A bequest form is available on the library website (www.glencoelibrary.org).

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Generally, the Library is not responsible for any costs associated with the upkeep, repair, or servicing of the donated items unless provisions are documented with a Memorandum of Understanding prior to finalizing the donation.

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If circumstances make it impossible, impractical, or inadvisable to use a restricted gift for the purpose described, the Library reserves the right to use the gift for another purpose. The Library will be mindful of the donor's original charitable intentions when selecting an alternate use.

Naming Opportunities

The Board, in its sole discretion, may approve the naming of a facility, space, program, or tangible item associated with a gift, whether such gift is unrestricted or restricted. In all such cases, the Executive Director and the Board will review the naming or renaming opportunity to assure consistency with the best interests of the Library and this policy.

Naming will not be offered in perpetuity; rather, the duration of the naming rights will be commensurate with what the Library deems the life span of the space, program, or tangible article.

If at any time the donor or his, her or their name or, if applicable, the name of a named facility, space, program, or tangible item may compromise the public trust or the reputation of the Library, including acts of moral turpitude, the Library, with the approval of the Board, has the right to remove the name.

Disposal or Replacement

Because of the changing needs of the Library and because objects may wear out or otherwise outlive their usefulness to the Library, the Library reserves the right to dispose of or replace any article which has been donated or purchased as a gift or bequest.

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- b) The Library may partner with other non-profits or businesses to actively fundraise, including with the Glencoe Public Library Foundation.
- c) The Library may establish a subcommittee of the Board consisting of one or two Trustees, or appoint a special committee consisting of Trustees, library staff, or private citizens, to fundraise on behalf of the Library.
- d) All fundraising partners supporting the efforts of the Library to raise funds will operate under the direction of the Board to assure coordination of fundraising efforts and consistency of fundraising communication.
- e) In the event that the Library engages in a Special Fundraising Campaign, certain provisions of this policy may be modified or supplemented, or a new policy will be generated to specifically address gifts received in connection with such campaign.

Adopted	September 15, 1999
Reviewed	June 16, 2018
Revised	March 15, 2000; February 21, 2007; October 20, 2010; October 21, 2015; May 20, 2020; May 17, 2023; August 16, 2023

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee
Date: September 11, 2026
Re: Approval of the Naming and Recognition Policy and Gift Agreement revisions

A revision of the Naming and Recognition Policy (Policy) and Gift Agreement are being presented for board approval.

The Policy and Gift Agreement were adopted by the Library Board in August 2025 for the “Rooted in History, Building for Tomorrow” Capital Campaign.

The revision includes several editorial changes. The most significant revisions are made to the **Removal of Name** section to improve its alignment and consistency with the Gift and Fundraising Policy.

The Gift Agreement was also revised to improve its clarity.



GLENCOE PUBLIC LIBRARY

REDLINED

"ROOTED IN HISTORY, BUILDING FOR TOMORROW" CAPITAL CAMPAIGN NAMING AND RECOGNITION POLICY

Overview

The Glencoe Public Library ("~~GPL~~Library") wishes to recognize the generosity of donors who make monetary gifts to the "Rooted in History, Building for Tomorrow" campaign. The following guidelines describe the procedure for acknowledging the generosity of such donors by offering naming opportunities for gifts at various levels.

The guidelines also seek to ensure consistency and the fair and equitable distribution of donor recognition so as to:

1. Best represent the interests of the donor;
2. Guide recognition discussions with prospective donors, and
3. Reflect the best interests of the Library and this policy.

Naming Guidelines

1. **Naming Opportunities.** A list of naming opportunities for facilities and spaces will be determined by the Glencoe Public Library Board of Trustees (Board). Any changes to the approved list of naming opportunities must be approved by the Board.
2. In no event shall the Library be renamed.
3. **Type of Gift.** Naming opportunities will be awarded in recognition of both lump sum gifts and gifts paid over a period of time not to exceed three years.
4. **Gift Agreement.** The donor and ~~GPL~~Library will enter into a gift agreement in the form of Exhibit A to this Policy. The donor and ~~GPL~~Library, ~~or the Foundation where applicable,~~ will each receive an original executed copy. ~~GPL's~~The Library's Executive Director is responsible for the safekeeping and administration of all gift agreements.
5. **Duration of Named Facilities or Spaces.** The period of time a donor's name will be attached to a facility or space will be determined at the time the gift is made. Naming will not be offered in perpetuity, ~~;~~ rather the duration of the naming rights generally will be commensurate with what ~~GPL~~the Library deems the life span of the facility or space.

In general, this period will be for 36 years or as long as the use of the facility or space remains substantially the same as specified at the time of the naming, whichever is shorter.

In the event of demolition, rebuilding, or substantial renovation of the named facility or space before completion of the established duration of the naming rights, ~~GPL~~the Library may transfer the existing name to the new or renovated facility or space or create a plaque to indicate that the new facility or space occupies the site of a facility or space previously known by the donor's name.

6. **Removal of Name.** If the donor does not fulfill the terms of the gift agreement upon which the naming was approved, ~~GPL the Library, with the approval of the Board,~~ reserves the right to remove the previously approved name and allow the facility or space to be renamed.

~~In the event that~~ If at any time the donor, his, her, or their name, or the name associated designated for with a facility or space may compromise the public trust or reputation of ~~GPL the Library including acts of moral turpitude, GPL the Library, with the approval of the Board,~~ reserves has the right to remove and/or rename the previously approved name. Any such determination must be made and approved by the Board. In the event of such renaming or removal of a name, GPL shall have ~~no~~ Under no circumstances shall the Library have any financial responsibility to the donor, despite anything that may be stated or implied to the contrary.

Other Donor Recognition

Donor recognition outside of naming opportunities will be offered to those who donate gifts that are below the monetary threshold for naming. Recognition may include bricks and/or a recognition display on the interior of the building in a centralized location. Recognition may vary according to the level of respective support.

All donors, whether they obtain naming rights or other forms of recognition may choose to remain anonymous.

Adopted	August 20, 2025
Reviewed	
Revised	21



GLENCOE PUBLIC LIBRARY

“ROOTED IN HISTORY, BUILDING FOR TOMORROW” CAPITAL CAMPAIGN NAMING AND RECOGNITION POLICY

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The Glencoe Public Library (Library) wishes to recognize the generosity of donors who make monetary gifts to the “Rooted in History, Building for Tomorrow” campaign. The following guidelines describe the procedure for acknowledging the generosity of such donors by offering naming opportunities for gifts at various levels.

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2. In no event shall the Library be renamed.
3. **Type of Gift.** Naming opportunities will be awarded in recognition of both lump sum gifts and gifts paid over a period of time not to exceed three years.
4. **Gift Agreement.** The donor and Library will enter into a gift agreement in the form of Exhibit A to this Policy. The donor and Library will each receive an original executed copy. The Library’s Executive Director is responsible for the safekeeping and administration of all gift agreements.
5. **Duration of Named Facilities or Spaces.** The period of time a donor’s name will be attached to a facility or space will be determined at the time the gift is made. Naming will not be offered in perpetuity; rather the duration of the naming rights generally will be commensurate with what the Library deems the life span of the facility or space.

In general, this period will be for 36 years or as long as the use of the facility or space remains substantially the same as specified at the time of the naming, whichever is shorter.

In the event of demolition, rebuilding, or substantial renovation of the named facility or space before completion of the established duration of the naming rights, the Library may transfer the existing name to the new or renovated facility or space or create a plaque to indicate that the new facility or space occupies the site of a facility or space previously known by the donor’s name.

6. **Removal of Name.** If the donor does not fulfill the terms of the gift agreement upon which the naming was approved, the Library, with the approval of the Board, reserves the right to remove the previously approved name and allow the facility or space to be renamed.

If at any time the donor, his, her, or their name, or the name designated for a facility or space may compromise the public trust or reputation of the Library including acts of moral turpitude, the Library, with the approval of the Board, has the right to remove the name. Under no circumstances shall the Library have any financial responsibility to the donor.

Other Donor Recognition

Donor recognition outside of naming opportunities will be offered to those who donate gifts that are below the monetary threshold for naming. Recognition may include bricks and/or a recognition display on the interior of the building in a centralized location. Recognition may vary according to the level of respective support.

All donors, whether they obtain naming rights or other forms of recognition may choose to remain anonymous.

Adopted	August 20, 2025
Reviewed	
Revised	23

Naming and Recognition Policy
Exhibit A – Gift Agreement

~~REDLINED~~

GIFT AGREEMENT

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THIS AGREEMENT, by and between _____ (“Donor”) and the
Glencoe Public Library (“~~GPL~~Library”) located at 320 Park Avenue, Glencoe, Illinois 60022 is
to support the “Rooted in History, Building for Tomorrow” Capital Campaign.

It is understood and agreed that ~~GPL~~the Library will make commitments based on this
~~pledge~~Agreement, and Donor agrees to fulfill ~~the pledged amount~~all conditions hereof.

It is agreed that:

- **Donor Commitment.** Donor agrees to contribute a total of \$_____.
(the “Gift”)
- **Donor Purpose.** It is understood and agreed that the Gift will support the Glencoe
Public Library Capital Campaign, “Rooted in History, Building for Tomorrow.”
- **Payment.** It is further understood and agreed that the Gift will be paid ~~in full on or~~
~~before~~ _____~~.out as follows:~~

~~Or paid out as follows:~~

- ☐ One-time, lump sum payment, ~~payable~~ _____
- ☐ Annually over _____ years

\$ _____ \$ _____ \$ _____
Year 1 Year 2 Year 3

- ☐ Quarterly over _____ years
- ☐ Monthly over _____ years
- ☐ Other _____

Start Date: _____
End Date: _____

- **Naming Terms and Conditions.** Unless Donor has informed ~~GPL~~the Library in writing
of Donor’s wish to remain anonymous, and in appreciation of the Gift, ~~GPL~~the Library
will name the _____ the
_____ (the “Naming”).

Both before and after the Naming is erected/affixed, Donor will make timely
payments in accordance with Donor’s Donation Pledge Form and this
Agreement.

Naming and Recognition Policy
Exhibit A – Gift Agreement

REDLINED

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The period of time Donor's name will be attached to this space is __ years.

In the event of demolition or substantial renovation of the facility or space before completion of the established duration of the naming rights, ~~GPL the~~ Library reserves the right to transfer the existing name to the new or renovated facility or space, if any, or create a plaque to indicate that the new facility or space occupies the site of a facility or space previously known by Donor's name.

- Donor will be referred to as _____ in any recognition of donors, including a plaque in the library and/or print, broadcast, and online media, unless Donor has chosen to remain anonymous.
- **Termination of Agreement/Naming.** In addition to any rights and remedies available at law, the Glencoe Public Library Board of Trustees ("Board") may terminate this Agreement and all rights and benefits of Donor hereunder, including terminating the Naming (if any) and renaming the facility or space:
 - a. In the event of any default in payment of the Gift as provided in this Agreement, or
 - b. In the event the Board determines Donor or his ~~/her/their, her, or their~~ name or the name designated for the facility or space may compromise the public trust or the institution's reputation, including acts of moral turpitude.

Upon any such termination of this Agreement and/or the Naming hereunder, the Board, ~~GPL the~~ Library, and the Glencoe Public Library Foundation shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The Board, however, may in its sole and absolute discretion determine alternative recognition for the portion of the Gift already received.

- **Modification of Gift Because of Financial Hardship.** In the event of a material and sustained change in Donor's financial circumstances that makes it impossible or unreasonably burdensome to fulfill the full amount of the Gift, Donor may request a modification of ~~the pledge amount~~ this Agreement. Donor agrees to promptly notify ~~GPL the~~ Library in writing of such a change in circumstances. Thereafter, ~~GPL the~~ Library and Donor shall meet in good faith to discuss an appropriate modification ~~to the pledge~~. Any agreed upon modification shall be documented in writing and shall form part of this Agreement as an addendum.
- This is the ~~final and~~ entire Agreement between the parties with respect to the Gift and, except as set forth herein ~~and in Donor's Donation Pledge Form~~, there are no

Naming and Recognition Policy
Exhibit A – Gift Agreement

~~REDLINED~~

promises, representations, or understandings between the parties of any kind with respect to the Gift. ~~Should modifications of this Agreement be necessary, they shall be made in writing and signed by the parties.~~ Interpretations of this Agreement will be subject to the laws of the State of Illinois.

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ACCEPTED AND AGREED TO:

DONOR NAME(S):

GLENCOE PUBLIC LIBRARY:

SIGNATURE(S):

DATE:

DATE:

This agreement may be signed in duplicate and each duplicate will be considered a valid original Agreement. The authorized signatures above indicate the parties' acceptance of these understandings.

GIFT AGREEMENT

THIS AGREEMENT, by and between _____ (“Donor”) and the Glencoe Public Library (“Library”) located at 320 Park Avenue, Glencoe, Illinois 60022 is to support the “Rooted in History, Building for Tomorrow” Capital Campaign.

It is understood and agreed that the Library will make commitments based on this Agreement, and Donor agrees to fulfill all conditions hereof.

It is agreed that:

- **Donor Commitment.** Donor agrees to contribute a total of \$ _____.
(the “Gift”)
 - **Donor Purpose.** It is understood and agreed that the Gift will support the Glencoe Public Library Capital Campaign, “Rooted in History, Building for Tomorrow.”
 - **Payment.** It is further understood and agreed that the Gift will be paid out as follows:
 - ☐ One-time, lump sum payment, payable _____
 - ☐ Annually over _____ years
 - \$ _____
Year 1

\$ _____
Year 2

\$ _____
Year 3
 - ☐ Quarterly over _____ years
 - ☐ Monthly over _____ years
 - ☐ Other _____
- Start Date: _____
End Date: _____
- **Naming Terms and Conditions.** Unless Donor has informed the Library in writing of Donor’s wish to remain anonymous, and in appreciation of the Gift, the Library will name the _____ the _____ (the “Naming”).

Both before and after the Naming is erected/affixed, Donor will make timely payments in accordance with Donor’s Donation Pledge Form and this Agreement.

The period of time Donor’s name will be attached to this space is ____ years.

Naming and Recognition Policy
Exhibit A – Gift Agreement

In the event of demolition or substantial renovation of the facility or space before completion of the established duration of the naming rights, the Library reserves the right to transfer the existing name to the new or renovated facility or space, if any, or create a plaque to indicate that the new facility or space occupies the site of a facility or space previously known by Donor's name.

- Donor will be referred to as _____ in any recognition of donors, including a plaque in the library and/or print, broadcast, and online media, unless Donor has chosen to remain anonymous.
- **Termination of Agreement/Naming.** In addition to any rights and remedies available at law, the Glencoe Public Library Board of Trustees ("Board") may terminate this Agreement and all rights and benefits of Donor hereunder, including terminating the Naming (if any) and renaming the facility or space:
 - a. In the event of any default in payment of the Gift as provided in this Agreement, or
 - b. In the event the Board determines Donor or his, her, or their name or the name designated for the facility or space may compromise the public trust or the institution's reputation, including acts of moral turpitude.

Upon any such termination of this Agreement and/or the Naming hereunder, the Board, the Library, and the Glencoe Public Library Foundation shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The Board, however, may in its sole and absolute discretion determine alternative recognition for the portion of the Gift already received.

- **Modification of Gift Because of Financial Hardship.** In the event of a material and sustained change in Donor's financial circumstances that makes it impossible or unreasonably burdensome to fulfill the full amount of the Gift, Donor may request a modification of this Agreement. Donor agrees to promptly notify the Library in writing of such a change in circumstances. Thereafter, the Library and Donor shall meet in good faith to discuss an appropriate modification. Any agreed upon modification shall be documented in writing and shall form part of this Agreement as an addendum.
- This is the entire Agreement between the parties with respect to the Gift and, except as set forth herein, there are no promises, representations, or understandings between the parties of any kind with respect to the Gift. Interpretations of this Agreement will be subject to the laws of the State of Illinois.

Naming and Recognition Policy
Exhibit A – Gift Agreement

ACCEPTED AND AGREED TO:

DONOR NAME(S):

GLENCOE PUBLIC LIBRARY:

SIGNATURE(S):

DATE:

DATE:

This agreement may be signed in duplicate and each duplicate will be considered a valid original Agreement. The authorized signatures above indicate the parties' acceptance of these understandings.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee; Library Management Team
Date: September 11, 2026
Re: Approval of the Hamil Conference Room Policy revision

A revision of the Hamil Conference Room Policy (Policy) is being presented for board approval.

The Policy was adopted by the Library Board in February 2013 to honor former Library Director Peggy Hamil for her years of service to the Village of Glencoe and Library. The Policy was last revised in September 2023 that included several editorial changes to reflect then-current procedures.

The revision being presented also includes editorial changes, but has the following major changes:

- The library management team requests removing the application and waiver requirements to use the Hamil Conference Room.

Reasons: the application and waiver are unnecessary steps in requesting use of the room and poses difficulties in retaining and organizing them. The necessary patron information is collected and documented electronically making the application and waiver redundant.

- The library management team also requests to remove the timeframes when a non-resident may use the room.

Reason: limiting use of the Hamil Conference Room to non-residents, especially when not in use or reserved, significantly reduces the service impact of having the room.



GLENCOE PUBLIC LIBRARY

~~REDLINED~~

HAMIL CONFERENCE ROOM POLICY

General

The Hamil Conference Room is named in honor of Peggy Hamil, Glencoe Public Library's sixth Executive Director, who retired in 2013. It has a maximum capacity of six (6) persons. It is furnished with a meeting table, six (6) chairs, a pull-down screen, whiteboard, and markers. Use of the conference room is free of charge. All users of the conference room must ~~complete the application for use and a liability waiver, as well as~~ comply with the Conditions of Use below. ~~Application and waiver forms are available on the Library's website or may be completed in person at the Reference Desk.~~

Conditions of Use

1. The conference room is available to Glencoe organizations, businesses, and residents on the following conditions:
 - The conference room may be reserved for any time during regular library hours.
 - Reservations may be submitted by calling (847) 835-5056, on the website (www.glencoeilibrary.org), by email to gckref@glencoeilibrary.org, or in person at the Reference desk. ~~These are considered on a first come, first served basis. Reservations are deemed effective only upon receipt of a signed application and waiver.~~
 - Reservations are considered on a first come, first served basis.
 - The conference room may be booked up to one (1) month in advance, but a group or individual may have only one (1) reservation in advance at any time.
2. The conference room is available to non-residents, ~~whether organization, business, or individual Monday-Friday from 9:00 a.m. to 3:00 p.m.~~ on a walk-in basis only. ~~Receipt of a signed application and waiver from the non-resident is required upon approval of the request for use.~~
3. The conference room is to be used for study, small group meetings and for services such as tutoring, interviews, and depositions. Activities not approved for use in this room include but are not limited to direct sales of merchandise or services, personal care services and social events. Patrons reserving the conference room for services must provide the name and affiliation of the person providing the service.
4. Use of the conference room must end no later than 15 minutes before closing.
- 5.1. ~~The conference room may be booked up to one (1) month in advance, but a group or individual may have only one (1) reservation in advance at any time.~~

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~~6-5.~~ ~~The Residents may reserve the~~ conference room ~~may be reserved~~ for a maximum of two (2) hours. If there is no upcoming reservation at the end of the reserved time, use may continue for an additional two (2) hours or until the room is requested by another party. If the reservation is not claimed within 20 minutes after the starting time, the conference room will become available for use by others.

~~7-6.~~ Users of the conference room are prohibited from stacking conference room time through multiple consecutive reservations, such that they bypass the conditions stated in this policy.

~~8-7.~~ Attendance in excess of room capacity (six people) is not permitted nor may any additional furniture be brought into the conference room.

~~9-8.~~ Only covered beverages are allowed in the conference room. Food is not allowed. Groups using the conference room must clean up afterwards and leave it in good order.

~~10-9.~~ The Library is not responsible for equipment, supplies, materials, or any personal possessions users bring into the conference room.

~~11-10.~~ Any damage which may occur to the conference room, equipment or furniture is assumed by the party who signs the application for use.

~~12-11.~~ All Village of Glencoe ordinances and Glencoe Public Library policies and regulations must be strictly observed. Use that interferes with or disrupts normal library activities due to noise or other disturbance will not be permitted. If there are any questions regarding security, the Library may consult the Glencoe Public Safety Department ~~may be consulted~~.

~~13-12.~~ Library personnel reserve the right to revoke permission to use the conference room any time there is noncompliance with this policy or any ~~of the Library's policies and regulations~~ other Library policy.

~~14-13.~~ By granting permission to an individual or group to use the conference room, no inference shall be made that the Library subscribes to or endorses the views or opinions of such individual or group.

These conditions of use are subject to change at the sole discretion of the Library.

Adopted	February 20, 2013
Reviewed	
Revised	September 19, 2017; September 16, 2020, September 20, 2023



GLENCOE PUBLIC LIBRARY

HAMIL CONFERENCE ROOM POLICY

General

The Hamil Conference Room is named in honor of Peggy Hamil, Glencoe Public Library's sixth Executive Director, who retired in 2013. It has a maximum capacity of six (6) persons. It is furnished with a meeting table, six (6) chairs, a pull-down screen, whiteboard, and markers. Use of the conference room is free of charge. All users of the conference room must comply with the Conditions of Use below.

Conditions of Use

1. The conference room is available to Glencoe organizations, businesses, and residents on the following conditions:
 - The conference room may be reserved for any time during regular library hours.
 - Reservations may be submitted by calling (847) 835-5056, on the website (www.glencoe图书馆.org), by email to gckref@glencoe图书馆.org, or in person at the Reference desk.
 - Reservations are considered on a first come, first served basis.
 - The conference room may be booked up to one (1) month in advance, but a group or individual may have only one (1) reservation in advance at any time.
2. The conference room is available to non-residents on a walk-in basis only.
3. The conference room is to be used for study, small group meetings and for services such as tutoring, interviews, and depositions. Activities not approved for use in this room include but are not limited to direct sales of merchandise or services, personal care services and social events. Patrons reserving the conference room for services must provide the name and affiliation of the person providing the service.
4. Use of the conference room must end no later than 15 minutes before closing.
5. Residents may reserve the conference room for a maximum of two (2) hours. If there is no upcoming reservation at the end of the reserved time, use may continue for an additional two (2) hours or until the room is requested by another party. If the reservation is not claimed within 20 minutes after the starting time, the conference room will become available for use by others.
6. Users of the conference room are prohibited from stacking conference room time through multiple consecutive reservations, such that they bypass the conditions stated in this policy.
7. Attendance in excess of room capacity (six people) is not permitted nor may any additional furniture be brought into the conference room.

8. Only covered beverages are allowed in the conference room. Food is not allowed. Groups using the conference room must clean up afterwards and leave it in good order.
9. The Library is not responsible for equipment, supplies, materials, or any personal possessions users bring into the conference room.
10. Any damage which may occur to the conference room, equipment or furniture is assumed by the party who signs the application for use.
11. All Village of Glencoe ordinances and Glencoe Public Library policies and regulations must be strictly observed. Use that interferes with or disrupts normal library activities due to noise or other disturbance will not be permitted. If there are any questions regarding security, the Library may consult the Glencoe Public Safety Department.
12. Library personnel reserve the right to revoke permission to use the conference room any time there is noncompliance with this policy or any other Library policy.
13. By granting permission to an individual or group to use the conference room, no inference shall be made that the Library subscribes to or endorses the views or opinions of such individual or group.

These conditions of use are subject to change at the sole discretion of the Library.

Adopted	February 20, 2013
Reviewed	
Revised	September 19, 2017; September 16, 2020, September 20, 2023

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee; Library Management Team
Date: September 11, 2026
Re: Approval of the Unattended Property/Lost and Found Policy revision

A revision of the Unattended Property/Lost and Found Policy is being presented for board approval.

The Policy was adopted by the Library Board in October 2006 and last revised in August 2024. Changes included the new policy name (formerly “Lost and Found Policy”).

The revision being presented includes the following:

The opening paragraph is revised to remove the statement that leaving belongings unattended is prohibited, and state that patrons that leave personal belongings unattended do so at their own risk. It also states that anything left unattended for more than 30 minutes will be assumed lost or abandoned.

The second paragraph includes a statement that library staff are authorized to contact Glencoe Public Safety to remove any unattended item if they feel it poses a danger or hazard.

The third paragraph’s changes:

- Now includes “personal electronic devices” as a “valuable” that will be held in a secure location
- Remove “estimated value in excess of \$100”
- Remove “Found items will be held no longer than 30 days”



GLENCOE PUBLIC LIBRARY

REDLINED

UNATTENDED PROPERTY/LOST AND FOUND POLICY

~~The Glencoe Public Library (Library) is not responsible for personal items left in the Library by patrons (see Use of the Library Policy). Patrons are prohibited from leaving their belongings unattended while using the Library. Items that are left unattended on library property (building and grounds) for extended periods will be assumed lost or abandoned. Patrons who leave personal items unattended at the Glencoe Public Library (Library) do so at their own risk. Items that are left unattended for more than 30 minutes anywhere on library property (building or grounds) will be assumed lost or abandoned. The Library is not responsible for items left unattended.~~

Reasonable efforts will be made by library staff to identify the owner of a found item and contact them as soon as possible. Hazardous and perishable items will be discarded immediately. Staff are authorized to call Glencoe Public Safety to remove any unattended items whose contents are unknown and/or may pose a danger/hazard to staff and patrons.

Cash, wallets, credit cards, personal electronic devices, and other items valuables with an estimated value in excess of \$100 will be held in a secure location at the Circulation Desk. Other items are will be held at the Reference Desk. ~~Found items will be held no longer than 30 days.~~

If the owner satisfactorily describes or identifies a found item, it will be returned to them. Library staff reserves the right to ask for personal identification before an individual may claim a lost item.

Unclaimed items other than currency will be discarded after 30 days, donated to charity or otherwise disposed of as appropriate. Found currency will be donated to the Friends of the Glencoe Public Library.

Adopted	October 18, 2006
Reviewed	
Revised	October 17, 2018; August 18, 2021; August 21, 2024



GLENCOE PUBLIC LIBRARY

UNATTENDED PROPERTY/LOST AND FOUND POLICY

Patrons who leave personal items unattended at the Glencoe Public Library (Library) do so at their own risk. Items that are left unattended for more than 30 minutes anywhere on library property (building or grounds) will be assumed lost or abandoned. The Library is not responsible for items left unattended.

Reasonable efforts will be made by library staff to identify the owner of a found item and contact them as soon as possible. Hazardous and perishable items will be discarded immediately. Staff are authorized to call Glencoe Public Safety to remove any unattended items whose contents are unknown and/or may pose a danger/hazard to staff and patrons.

Cash, wallets, credit cards, personal electronic devices, and other valuables will be held in a secure location at the Circulation Desk. Other items will be held at the Reference Desk.

If the owner satisfactorily describes or identifies a found item, it will be returned to them. Library staff reserves the right to ask for personal identification before an individual may claim a lost item.

Unclaimed items other than currency will be discarded after 30 days, donated to charity or otherwise disposed of as appropriate. Found currency will be donated to the Friends of the Glencoe Public Library.

Adopted	October 18, 2006
Reviewed	
Revised	October 17, 2018; August 18, 2021; August 21, 2024

August 2026: Comments Logged in Gimlet

Compliments

Children's	8/15/2026	this library is so beautiful
Children's	8/18/2026	These are awesome choices. I am not familiar with these titles or series. Perfect. We're are taking the whole pile. Thank you!
Reference	8/20/2026	"You have some great books here. It's a wonderful library."
Children's	8/21/2026	Mom was profusive about how good we are at finding the right books. "You are amazing. We laughed so much at the story and will read it over and over. You all are great. Where else can you find just the right book for us no matter how specific the subject is."

Complaints/Constructive Criticism

Reference	8/18/2026	Facilities let me know that they were beginning setup for today's 1pm performance program. I went into the Johnson room and let patrons know that setup was beginning soon. Two patrons commented that they didn't know about the closure, with one woman saying that we should have told everyone in advance. I pointed out the signs on each table, and she rightly pointed out that the signs say the room would close at 10:30, and it was just before 10:15. She also said we should have a sign on the door stating that part of the building is unavailable today. I apologized and offered to show her to the Forte room where she could continue working, but she declined and left the building.
Reference	8/21/2026	Whenever I come into the library, there are people talking on their phones outside the library. They think that just because there's a taboo against talking on a phone in the library that they can just talk outside the library? Yes, people on phones outside the library is preferable to inside the library? Remark came from same patron who announced at a board meeting that he would begin issuing citations to people who are too noisy in the library.

Program Feedback

None reported

Renovation Feedback

Reference	8/8/2026	"I love this library. I love the coziness of it and hope it doesn't change."
Reference	8/11/2026	patron asked to see reno images
Reference	8/12/2026	What's going to happen to the pine trees in Wyman Green near the windows during the renovation?
Reference	8/24/2026	renovation: timeline and temp location
Children's	8/26/2026	patron request to update the checkout system to not have to check each one out individually during the renovation
Children's	8/28/2026	When will the renovation begin? Will you still serve children?

Social Media Comments

Virtual	8/18/2026	Wait do y'all let patrons borrow the switch?
Virtual	8/18/2026	That's awesome! The library I work at also has a switch but it's for in house use only!

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Parfitt and Trustee Krafcisin, Building & Grounds Committee; Juan Rodriguez, Facilities Supervisor
Date: September 11, 2026
Re: Building & Grounds Committee report

Overview

September marks the beginning of the Facilities Department's seasonal preparation for the fall and winter months. The team will be focusing on preparing and weatherizing the building, pest-proofing exterior areas, maintaining HVAC and ventilation systems, and completing routine preventative maintenance. Along with these seasonal projects, the Facilities Department will continue supporting daily library operations, program setups, and maintenance work orders.

Completed Projects & Services

September 3 – Annual Fire Alarm and Detector Inspection

Fox Valley was onsite to perform the library's annual fire alarm and detector inspection. A technician from American Hoist was also onsite assisting with the inspection and performing the monthly preventative maintenance (PM) on the elevator. The annual fire alarm inspection was completed successfully. All devices and alarms passed the inspection and were confirmed to be in good operating condition.

September 4 – Automatic Door Troubleshooting

A technician from Automatic Door Authority was onsite to troubleshoot the front door opening mechanism and perform the fall preventative maintenance service on the automatic door system.

September 8 – Monthly Pest Control Service

A technician from Aerex Pest Control was onsite to perform the library's monthly pest control inspection and preventative maintenance service.

Scheduled Maintenance & Building Activities

September 11 – MEP Building Walk-Through

The SOM MEP team will be visiting the library to conduct a building walk-through and review the facility's mechanical, electrical, and plumbing systems.

September 18 – Friends Book Drop Closure The Friends Book Drop will be permanently closed on September 18. At that time, the Friends will also stop accepting book donations. The Facilities Department will assist with any necessary building preparation and support related to the permanent closure of the donation drop.

September 24 – Annual Chimney Inspection Lindemann will be onsite to perform the library's annual chimney inspections and prepare the chimney systems for the upcoming fall and winter seasons.

September 26 – Staff Refrigerator Cleaning

Jeff Rausa will complete the monthly cleaning of the staff refrigerator. A courtesy reminder email will be sent to staff during the week of the scheduled cleaning to remind everyone to remove personal items.

September 28 – Sprinkler System Seasonal Shut-Off Advance Sprinkler will be onsite to shut off the building's sprinkler system for the season and prepare the system for the upcoming winter months.

Fall & Winter Building Preparation

September is an important month for the Facilities Department as the team begins preparing the library for colder weather and the upcoming winter season. Seasonal preventative maintenance will include:

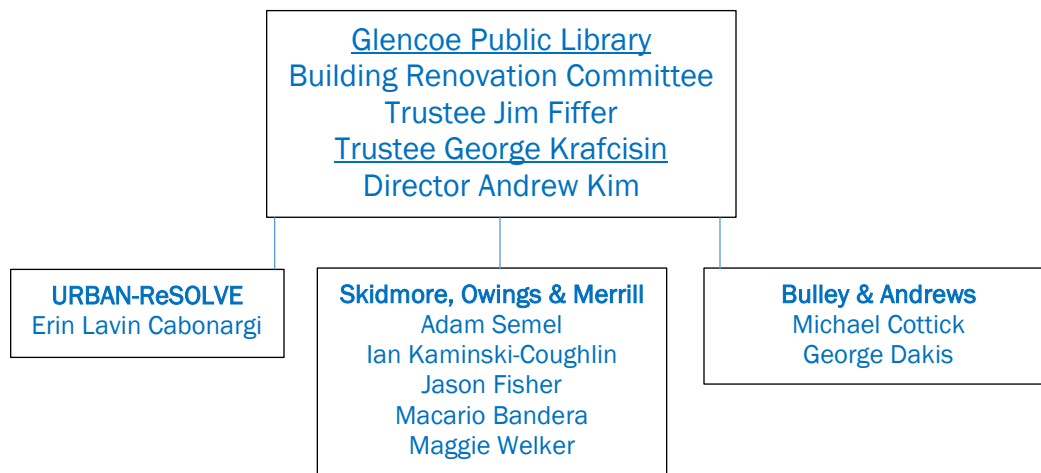
- Weatherizing areas around the building to prepare for colder temperatures and winter weather.
- Pest-proofing the building and addressing potential entry points to help prevent pest intrusion.
- Inspecting exterior areas and building openings for potential weather-related concerns.
- Preparing building systems and equipment for seasonal changes.
- Continuing to clean and maintain air ducts and HVAC vents to support good indoor air quality.
- Monitoring HVAC systems and addressing maintenance needs as they arise. Ongoing Facilities Operations In addition to the scheduled inspections and seasonal projects, the Facilities Department will continue supporting daily library operations through:
 - Responding to and completing maintenance work orders.
 - Performing routine building inspections.
 - Completing preventative maintenance tasks.
 - Assisting with program and meeting room setups.
 - Maintaining the building's cleanliness, safety, and appearance.
 - Continuing general building upkeep and addressing maintenance needs as they arise.

The Facilities Department remains committed to proactive maintenance and seasonal preparation to ensure the library is safe, comfortable, and ready for the upcoming fall and winter months.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Krafcisin and Trustee Fiffer, Building Renovation Committee
Date: September 11, 2026
Re: Building Renovation Committee report

Project Team

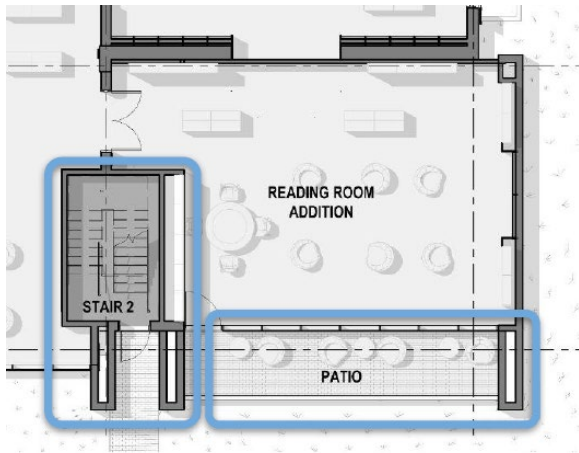


Schematic Design Phase

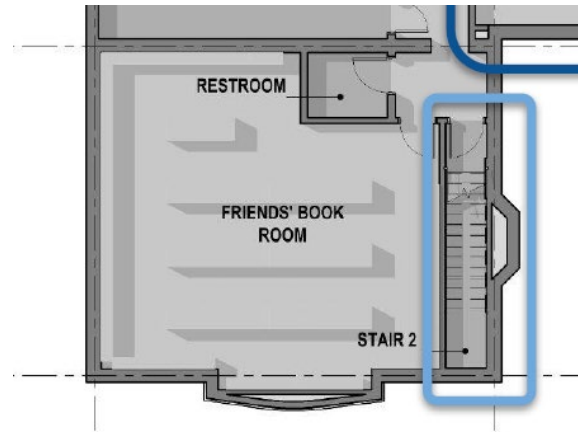
August 20 Meeting:

Ground Level

- The south stairwell has been redesigned and fully integrated into the overall design. The redesign provides more space for the Friends Room. The redesign will provide the Friends with 840-930 square feet.
- The southeast addition will include an enclosed outdoor patio accessible to patrons from the interior only.



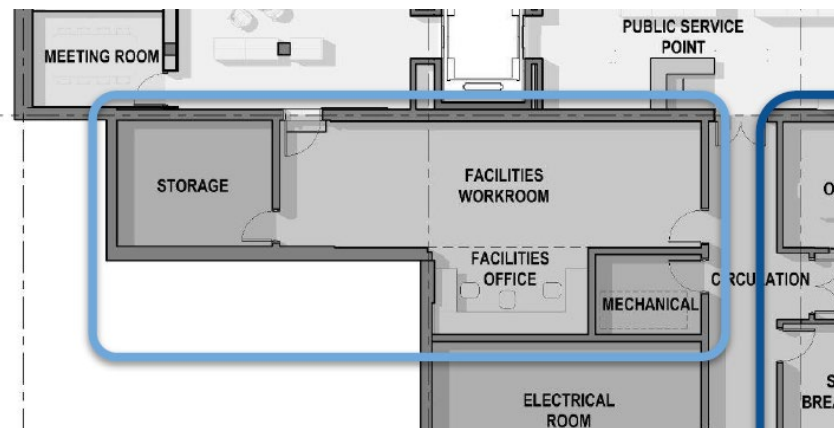
Ground Level – South Stairwell and Outdoor Patio



Lower Level – South Stairwell

Lower Level

- The extra collection space will be repurposed. It will be part of the Facilities Team's space which will require three components: office/workspace, storage, and workshop.
- Per Facilities Supervisor Juan Rodriguez, the space will require proper ventilation and a 42" access door.



Lower Level – Facilities Team Space

Upper Level

- The proposed rooftop garden is no longer feasible due to the need for HVAC equipment in that space. The library will reach out to the potential donor and propose alternatives including a ground level garden that will act as a natural barrier for the enclosed outdoor patio.

Elevator

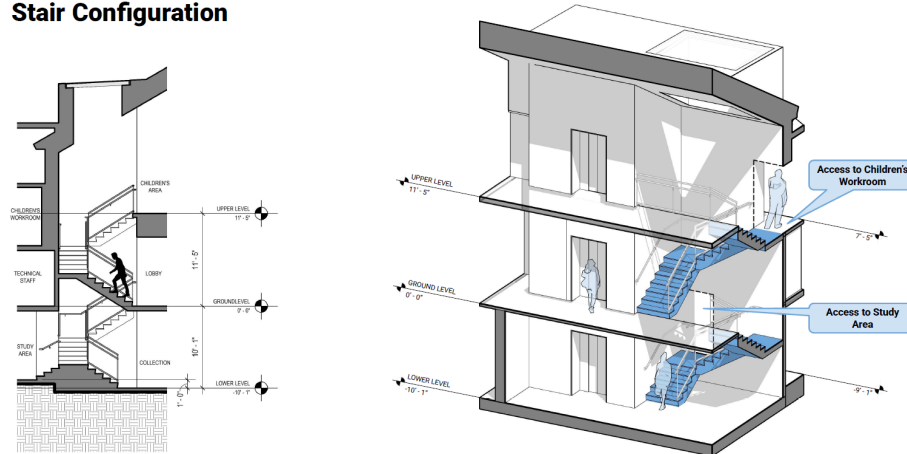
The proposed elevator configuration includes a 4,000 lb. capacity and speed of 200 feet per minute (FPM). The existing elevator has a 2,500 lb. capacity and speed of 100 FPM. The proposed elevator will provide public facing entry/exit only on the Ground and Lower Levels. This is due to the floor-to-floor height restriction on the Ground Level (due to the mezzanine)

and the impracticality of having the elevator touch each grade of the Lower Level which is less than two feet apart in height.

Main Stair

The main stair configuration was accepted by the project team. The skylight will be angled. The Building Renovation Committee (Committee) requested that Skidmore, Owings & Merrill (SOM) study how to mitigate snow coverage blocking the skylight as well as water mitigation and maintenance.

Stair Configuration



Exterior

The Building Renovation Committee confirmed that the landscape aesthetic along the north and east should remain. The Committee requested that SOM study the visibility of the existing steps to the main entrance at night. SOM will also continue to study the ramps to comply with ADA standards.

Administration and Technical Services

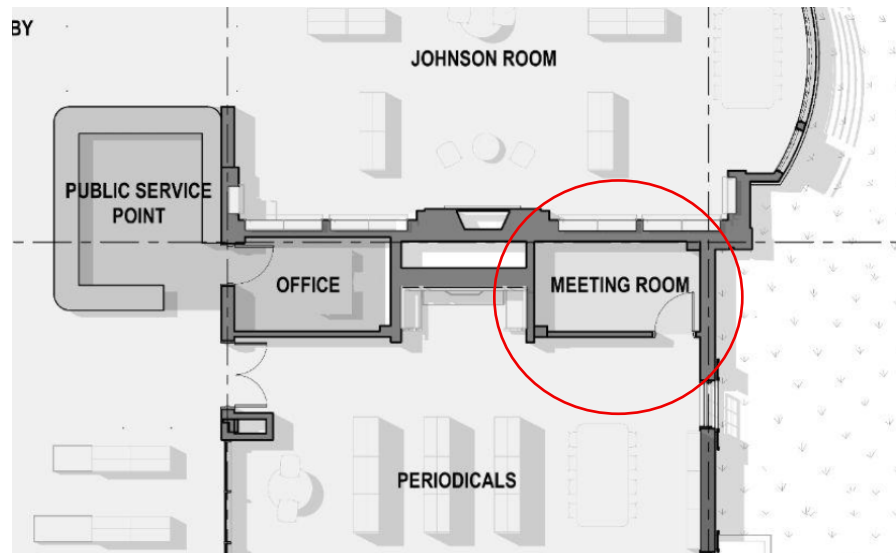
The Committee and President Parfitt approved Director Kim's request for Administration and Technical Services to "swap" workspaces. SOM will begin designing this with a planned presentation on September 17.

Moving Technical Services to the Ground Level offers several practical benefits. Circulation and Technical Services are complementary departments that are responsible for the life cycle of physical materials. Being on the Ground Level also eases Technical Services procedures such as receiving deliveries.

Administration requires a smaller building footprint. Reducing the size of the existing Technical Services Department for Administration will provide a strong opportunity to increase the size of the Staff Breakroom.

Deputy Director's Office

The proposed Ground Level Meeting/Study Room will be repurposed and become the Deputy Director's Office. As Deputy Director,



September 3 Meeting:

East Façade

SOM introduced a screen element to mask views of the rooftop mechanical units. Materials, appearance, and functionality will be further studied. Additionally, the Committee requested that SOM investigate if the existing chimney stack is necessary; if so, to investigate potential mechanical and aesthetic solutions.



East Façade – Green Bay Road-side

West Façade

SOM introduced a modified window configuration that aligns with the existing glass black openings. This carries potential cost and construction benefits.



West Façade – Village Court-side

South Façade

Ms. Lavin Cabonargi raised concerns regarding site re-grading around the mature trees on the southwest side of the building. SOM will investigate.

Additionally, the project team discussed potential materials for the walking path. The existing path is gravel and constantly degrades throughout the year.

Finally, SOM will further study the emergency stairwell egress door for safety, security, and access.



South Façade – Large Program & Community Room (Village Court-side)



South Façade – Center/South Entrance



South Façade – Southeast Addition (Green Bay Road-side)

Glazing, Overhangs, and Timber Shading Strategies

- SOM provided diagrams outlining shading strategies proposed for each of the three south-facing facades. These strategies include fixed interior venetian blinds in upper gabled portions, operable venetian blinds in lower portions, and exterior horizontal sun shading fins.
- The desire for optimal AV conditions in the large program room was confirmed by Director Kim. The inclusion of blackout shades or the potential to close the upper fixed venetian blinds was proposed and will be studied further.
- The practicality of cleaning both fixed and operable blinds was discussed. The SOM team confirmed the ability of blinds to be cleaned and agreed the aesthetic appeal of warm wooden shading elements is desirable.
- Trustee Krafcisin raised questions regarding glazing performance and bird safe technology. Bird collision resistant, high-performance Low-E glazing confirmed with selection and requirements to be confirmed.
- Director Kim confirmed the Upper Level Children's Addition will not have any specific lighting requirements related to programming. Due to the deep overhangs, shading



GLENCOE PUBLIC LIBRARY

strategies in the Southeast Addition will be further investigated for necessity and cohesion with the other facades.

- The children's area balcony guardrail height is currently set to 42" to meet Code requirements but can be raised if deemed desirable or necessary.

SOM provided visualization of a diagrammatic timber structure model. The timber system is to include a combination of timber portal frames, cross-laminated timber (CLT) wall panels, and sloped CLT roof panels.

Pre-Construction Phase

August 18 Kickoff Meeting

Bulley & Andrews (B&A) will lead all pre-construction meetings which will be attended by the Committee, Director Kim, Ms. Lavin Cabonargi, and SOM.

August 27 Meeting

- The project team reviewed the design milestone schedule provided by B&A in its proposal. B&A will update the preconstruction schedule to include budget milestones.
- The project team communicated with Engage Civil to discuss site and utility design items, potential schedule impact due to the possible necessity of Metropolitan Water Reclamation District of Greater Chicago (MWRD) permitting.
- Ms. Lavin Cabonargi will schedule a meeting with the Civil design team to begin the review of site and landscaping design and potential impact on phasing and occupancy.
- SOM will discuss HVAC equipment design and placement with the dbHMS, the mechanical engineering subcontractor, as it relates to phasing and occupancy.
- Members of the project team met with members of the Village staff to discuss the permitting process and timeline, potential water service design, and logistics such as contractor parking and Park Avenue and Village Court closures. Additionally, the library's Special Use Permit (SUP) expires on March 19, 2027, if construction activity has not yet begun. The project team is targeting a one-year extension of the SUP in October or November 2026.
- Ms. Lavin Cabonargi will lead the potential contracting of library shelving which will be expensed to the library itself or as an item under the construction contract.
- SOM provided B&A with building plan markups for field investigation to inform structural design. Exploratory work has been tentatively scheduled for September 22 – 24 with Facilities Supervisor Juan Rodriguez and point-person.
- Ms. Lavin Cabonargi has pursued soil boring proposals for bearing testing and will share with B&A for comment. B&A recommends soil contamination testing also be included at this time.
- The Committee approved a proposal from Davey Utility Services for dry utility coordination. This includes electrical, Internet, and phone services.

September 10 Meeting

- The project team discussed the need to prioritize decision-making regarding phasing, occupancy during construction and shutdown duration. The project team will meet with library leadership (management team, Juan Rodriguez, Damian Castro, and Jeff D'Anastasio) on September 16 in person to begin identifying phasing options.
- SOM will meet with Engage Civil to determine what is required for MWRD's determination process. Ms. Lavin Cabonargi also proposed that SOM work toward developing a proposed routing of the data service line.
- The project team discussed the aspirational goal of all-electric equipment design, which will need to be balanced against cost and functionality.
- The project team has scheduled a kickoff meeting with Davey for September 14.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Kimble and Trustee Parfitt, Finance Committee
Date: September 11, 2026
Re: Finance Committee report

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

Combined Balance Sheet

There was a net \$167,465 reduction in Total Assets comparing July to August 2026.

Operating Revenues

The library received \$35,030 in Property Taxes in August.

The library also received its Per Capita Grant award from the Illinois Secretary of State's Office - \$15,043.

Operating Expenditures

Noting that August YTD is 66.7%:

- Library Services – 64%
- Personnel – 62.3%
- Overhead – 68.4%
- Other – 84.5%

Total Overhead is slightly skewed by the library paying its insurance premiums in full in Q1. Total Other's YTD is mainly affected by paying for 2025 invoices from Skidmore, Owings & Merrill.

Restricted Fund

There is no report.

GLENCOE PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
AUGUST 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 AUG 31, 2026	AS OF JUL 31, 2026 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	31,107.68	21,842.27	9,265.41
1-000-10102 Cash-Operating	539.91	652.50	-112.59
1-000-10118 CC Deposits-NS Bank	18,974.90	19,176.31	-201.41
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	2,121,455.30	2,297,979.54	-176,524.24
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	36,798.01	38,788.99	-1,990.98
3-000-10202 Cash-Maxsafe (Pension Fund)	74,857.73	74,857.73	0.00
4-000-10301 Cash-Maxsafe (Special Reserve)	628,050.20	626,044.75	2,005.45
Total Cash	2,911,858.73	3,079,417.09	-167,558.36
Total Bank Accounts	\$2,911,858.73	\$3,079,417.09	\$ -167,558.36
Other Current Assets			
1-000-11010 Petty Cash Clearing	401.09	308.50	92.59
Total Other Current Assets	\$401.09	\$308.50	\$92.59
Total Current Assets	\$2,912,259.82	\$3,079,725.59	\$ -167,465.77
TOTAL ASSETS	\$2,912,259.82	\$3,079,725.59	\$ -167,465.77
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	1,133,286.16	1,300,751.93	-167,465.77
Total Equity	\$2,912,259.82	\$3,079,725.59	\$ -167,465.77
TOTAL LIABILITIES AND EQUITY	\$2,912,259.82	\$3,079,725.59	\$ -167,465.77

Glencoe Public Library

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

	TOTAL	
	AUG 2026	JAN - AUG, 2026 (YTD)
Revenue		
1-911-30150 Property Taxes-Prior Years		1,481,191.84
1-911-30151 Property Taxes-Current Year	35,030.33	1,607,275.52
1-911-30705 Personal Property Replacement Tax		12,234.67
1-911-31955 Copier Fees	46.25	356.95
1-911-34405 Fines & Fees	229.57	1,557.90
1-911-37110 Money Market Interest	7,335.39	61,462.58
1-911-38220 Per Capita Grant	15,043.30	15,043.30
1-911-38300 Foundation Reimbursements	51,500.00	58,965.80
1-911-38305 Miscellaneous Income	274.01	2,650.97
1-911-38550 Unrestricted Gifts		5,000.00
2-908-38551 Restricted Gifts-From Friends		20,917.00
2-908-38556 Restricted Gifts-Children's Program Sponsorship		1,650.00
3-950-30150 Property Taxes-Prior Years (Pension Fund)		56,216.18
3-950-30151 Property Taxes-Current Year (Pension Fund)	17,476.32	95,869.57
4-950-37110 Money Market Interest - Special Reserve	2,012.80	13,122.94
Total Revenue	\$128,947.97	\$3,433,515.22
GROSS PROFIT	\$128,947.97	\$3,433,515.22
Expenditures		
900 Young Adult		
1-900-60149 Program Supplies & Other		255.43
1-900-60151 Books	290.32	1,235.03
Total 900 Young Adult	290.32	1,490.46
902 Adult Services		
1-902-50705 Membership Dues		580.00
1-902-50850 Meeting Fees		1,080.00
1-902-50851 Travel		460.32
1-902-60120 Supplies	20.01	925.13
1-902-60151 Books	10,089.30	50,398.89
1-902-60152 Audio Books	414.49	1,766.67
1-902-60153 Periodicals		15,123.85
1-902-60155 Automated Resources	5,697.31	48,544.32
1-902-60156 Audio	35.26	613.17
1-902-60157 Video	1,145.06	7,017.39
1-902-60158 Downloadable Content	8,877.45	82,885.16
1-902-60159 Library of Things		892.48
1-902-60160 Video Games	937.54	2,769.19
Total 902 Adult Services	27,216.42	213,056.57

	TOTAL	
	AUG 2026	JAN - AUG, 2026 (YTD)
903 Children's Services		
1-903-50705 Membership Dues	215.00	395.00
1-903-50850 Meeting Fees		610.00
1-903-50851 Travel		1,878.50
1-903-51650 Program		978.00
1-903-60120 Supplies	85.23	894.81
1-903-60149 Program Supplies & Other	186.52	1,591.38
1-903-60151 Books	2,532.19	14,650.55
1-903-60152 Audio Books	410.90	2,027.83
1-903-60153 Periodicals		808.67
1-903-60157 Video		121.98
1-903-60158 Downloadable Content	580.39	5,529.16
1-903-60159 Library of Things	11.00	568.15
Total 903 Children's Services	4,021.23	30,054.03
904 Technical Services		
1-904-50705 Membership Dues		570.59
1-904-50751 O.C.L.C.		4,033.92
1-904-50850 Meeting Fees		1,229.00
1-904-50851 Travel		79.59
1-904-60120 Supplies	588.31	5,463.11
Total 904 Technical Services	588.31	11,376.21
905 Administration		
1-905-40105 Salaries	126,563.15	1,087,752.30
1-905-40132 Medical Insurance	16,744.22	133,962.17
1-905-40705 Unemployment Insurance	156.78	3,751.59
1-905-50205 Photocopier Service	495.00	3,836.50
1-905-50315 Postage	305.11	2,130.91
1-905-50325 Phone Service	1,098.46	8,761.84
1-905-50410 Contractual Services	8,062.72	243,455.13
1-905-50590 Auditing Services		1,800.00
1-905-50595 Bookkeeping Services	2,606.00	20,688.19
1-905-50630 Legal Counsel-Other	130.00	4,386.50
1-905-50705 Membership Dues	471.00	3,340.00
1-905-50805 Training	613.04	2,865.83
1-905-50850 Meeting Fees	350.00	510.99
1-905-50851 Travel		1,955.30
1-905-51106 Trustee Expenses	10.00	37.79
1-905-51110 Recruitment		691.22
1-905-51505 Property & Casualty Insurance		36,086.00
1-905-51651 CCS, Operating Expenses		42,761.23
1-905-51652 Library Svc & Resource Development		100.00
1-905-60120 Supplies	322.86	3,044.56
1-905-60163 Professional Collection Supplies		179.00
1-905-68300 Foundation Expenses	51,500.00	55,178.00
1-905-70105 Debt Service	4,500.56	36,004.48
4-905-50595 Bookkeeping Services (SR)	7.35	58.80
Total 905 Administration	213,936.25	1,693,338.33

	TOTAL	
	AUG 2026	JAN - AUG, 2026 (YTD)
906 Facilities		
1-906-50105 Building Maintenance	3,111.03	35,634.93
1-906-50110 Equipment Repair		1,081.00
1-906-50129 Wiring & Electrical	575.50	575.50
1-906-50150 Grounds Maintenance	-5,107.20	2,811.43
1-906-50190 Plumbing Repair & Maintenance		1,100.00
1-906-50191 Alarm Repair & Maintenance		768.00
1-906-50192 Water/Rubbish Repair & Maintenance	2,061.33	7,245.03
1-906-50193 Elevator Repair & Maintenance		1,909.00
1-906-50194 Other Maintenance		21.63
1-906-50420 HVAC Maintenance	5,598.51	6,573.51
1-906-60120 Supplies	1,148.39	7,629.64
Total 906 Facilities	7,387.56	65,349.67
907 IMRF		
3-907-40460 Social Security	7,697.49	66,492.75
3-907-40465 Medicare	1,800.22	15,550.73
3-907-40505 Illinois Municipal Retirement Fund	7,978.61	70,042.27
Total 907 IMRF	17,476.32	152,085.75
908 Restricted		
2-908-90350 Restricted Gift Expense-Friends	1,331.22	25,193.22
2-908-90351 Restricted Gift Expense-Takiff Fund	349.83	2,958.60
2-908-90354 Restricted Gift Expense-Janet Hauser Memorial	14.98	14.98
2-908-90356 Restricted Gift Expense-Children's Program Sponsorship	294.95	1,379.62
Total 908 Restricted	1,990.98	29,546.42
909 Circulation Services		
1-909-60120 Supplies	133.11	566.50
Total 909 Circulation Services	133.11	566.50
910 Digital Services		
1-910-50215 Computer Hardware/Software	8,494.48	56,950.83
1-910-50321 Website Design/Hosting		2,150.00
1-910-50325 Internet Access	3,116.93	8,112.54
1-910-50332 Digital 3D Printing	100.86	545.09
1-910-50750 Digital-Device Subscriptions	51.97	1,271.59
1-910-60305 Computer Supplies	1,789.00	5,906.76
Total 910 Digital Services	13,553.24	74,936.81
916 Programs & Communication		
1-916-50330 Communications		7,652.90
1-916-50705 Membership Fees		220.00
1-916-50851 Travel		1,451.63
1-916-51650 Program	9,820.00	17,223.15
1-916-60120 Supplies		582.44
1-916-60149 Program Supplies & Other		1,298.19
Total 916 Programs & Communication	9,820.00	28,428.31
Total Expenditures	\$296,413.74	\$2,300,229.06
NET OPERATING REVENUE	\$ -167,465.77	\$1,133,286.16

	TOTAL	
	AUG 2026	JAN - AUG, 2026 (YTD)
Other Revenue		
4-980-9900 Interfund Transfer In		250,000.00
Total Other Revenue	\$0.00	\$250,000.00
Other Expenditures		
1-980-9900 Interfund Transfers Out		250,000.00
Total Other Expenditures	\$0.00	\$250,000.00
NET OTHER REVENUE	\$0.00	\$0.00
NET REVENUE	\$ -167,465.77	\$1,133,286.16

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 - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
1-911-30150 Property Taxes-Prior Years	1,481,191.84		1,481,191.84	
1-911-30151 Property Taxes-Current Year	1,607,275.52	3,302,926.00	-1,695,650.48	48.66 %
1-911-30705 Personal Property Replacement Tax	12,234.67	26,000.00	-13,765.33	47.06 %
1-911-31955 Copier Fees	356.95	400.00	-43.05	89.24 %
1-911-34405 Fines & Fees	1,557.90	2,000.00	-442.10	77.90 %
1-911-37105 Interest On Investments		115,000.00	-115,000.00	
1-911-37110 Money Market Interest	61,462.58		61,462.58	
1-911-38215 Miscellaneous Grants		3,500.00	-3,500.00	
1-911-38220 Per Capita Grant	15,043.30	13,140.00	1,903.30	114.48 %
1-911-38300 Foundation Reimbursements	58,965.80		58,965.80	
1-911-38305 Miscellaneous Income	2,650.97		2,650.97	
1-911-38550 Unrestricted Gifts	5,000.00	12,500.00	-7,500.00	40.00 %
2-908-38551 Restricted Gifts-From Friends	20,917.00		20,917.00	
2-908-38556 Restricted Gifts-Children's Program Sponsorship	1,650.00		1,650.00	
3-950-30150 Property Taxes-Prior Years (Pension Fund)	56,216.18		56,216.18	
3-950-30151 Property Taxes-Current Year (Pension Fund)	95,869.57		95,869.57	
4-950-37110 Money Market Interest - Special Reserve	13,122.94		13,122.94	
Total Revenue	\$3,433,515.22	\$3,475,466.00	\$ -41,950.78	98.79 %
GROSS PROFIT	\$3,433,515.22	\$3,475,466.00	\$ -41,950.78	98.79 %
Expenditures				
900 Young Adult				
1-900-60149 Program Supplies & Other	255.43	500.00	-244.57	51.09 %
1-900-60151 Books	1,235.03	3,600.00	-2,364.97	34.31 %
Total 900 Young Adult	1,490.46	4,100.00	-2,609.54	36.35 %
902 Adult Services				
1-902-50705 Membership Dues	580.00	750.00	-170.00	77.33 %
1-902-50850 Meeting Fees	1,080.00	1,000.00	80.00	108.00 %
1-902-50851 Travel	460.32	2,000.00	-1,539.68	23.02 %
1-902-60120 Supplies	925.13	1,000.00	-74.87	92.51 %
1-902-60151 Books	50,398.89	81,000.00	-30,601.11	62.22 %
1-902-60152 Audio Books	1,766.67	6,750.00	-4,983.33	26.17 %
1-902-60153 Periodicals	15,123.85	16,500.00	-1,376.15	91.66 %
1-902-60155 Automated Resources	48,544.32	63,000.00	-14,455.68	77.05 %
1-902-60156 Audio	613.17	750.00	-136.83	81.76 %
1-902-60157 Video	7,017.39	7,500.00	-482.61	93.57 %
1-902-60158 Downloadable Content	82,885.16	119,000.00	-36,114.84	69.65 %
1-902-60159 Library of Things	892.48	3,500.00	-2,607.52	25.50 %
1-902-60160 Video Games	2,769.19	4,000.00	-1,230.81	69.23 %
Total 902 Adult Services	213,056.57	306,750.00	-93,693.43	69.46 %
903 Children's Services				
1-903-50705 Membership Dues	395.00	1,260.00	-865.00	31.35 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-903-50850 Meeting Fees	610.00	1,390.00	-780.00	43.88 %
1-903-50851 Travel	1,878.50	2,771.00	-892.50	67.79 %
1-903-51650 Program	978.00	2,400.00	-1,422.00	40.75 %
1-903-60120 Supplies	894.81	1,500.00	-605.19	59.65 %
1-903-60149 Program Supplies & Other	1,591.38	3,500.00	-1,908.62	45.47 %
1-903-60151 Books	14,650.55	27,000.00	-12,349.45	54.26 %
1-903-60152 Audio Books	2,027.83	5,540.00	-3,512.17	36.60 %
1-903-60153 Periodicals	808.67	950.00	-141.33	85.12 %
1-903-60155 Automated Resources	0.00	2,000.00	-2,000.00	0.00 %
1-903-60157 Video	121.98	250.00	-128.02	48.79 %
1-903-60158 Downloadable Content	5,529.16	10,500.00	-4,970.84	52.66 %
1-903-60159 Library of Things	568.15	800.00	-231.85	71.02 %
Total 903 Children's Services	30,054.03	59,861.00	-29,806.97	50.21 %
904 Technical Services				
1-904-50705 Membership Dues	570.59	1,000.00	-429.41	57.06 %
1-904-50751 O.C.L.C.	4,033.92	9,500.00	-5,466.08	42.46 %
1-904-50850 Meeting Fees	1,229.00	1,000.00	229.00	122.90 %
1-904-50851 Travel	79.59	2,236.00	-2,156.41	3.56 %
1-904-60120 Supplies	5,463.11	7,000.00	-1,536.89	78.04 %
Total 904 Technical Services	11,376.21	20,736.00	-9,359.79	54.86 %
905 Administration				
1-905-40105 Salaries	1,087,752.30	1,729,000.00	-641,247.70	62.91 %
1-905-40132 Medical Insurance	133,962.17	230,000.00	-96,037.83	58.24 %
1-905-40705 Unemployment Insurance	3,751.59	9,600.00	-5,848.41	39.08 %
1-905-50205 Photocopier Service	3,836.50	12,700.00	-8,863.50	30.21 %
1-905-50315 Postage	2,130.91	3,300.00	-1,169.09	64.57 %
1-905-50325 Phone Service	8,761.84	13,200.00	-4,438.16	66.38 %
1-905-50410 Contractual Services	243,455.13	156,000.00	87,455.13	156.06 %
1-905-50590 Auditing Services	1,800.00	1,900.00	-100.00	94.74 %
1-905-50595 Bookkeeping Services	20,688.19	29,000.00	-8,311.81	71.34 %
1-905-50630 Legal Counsel-Other	4,386.50	12,500.00	-8,113.50	35.09 %
1-905-50705 Membership Dues	3,340.00	3,600.00	-260.00	92.78 %
1-905-50805 Training	2,865.83	4,000.00	-1,134.17	71.65 %
1-905-50850 Meeting Fees	510.99	2,000.00	-1,489.01	25.55 %
1-905-50851 Travel	1,955.30	1,200.00	755.30	162.94 %
1-905-51106 Trustee Expenses	37.79	1,000.00	-962.21	3.78 %
1-905-51110 Recruitment	691.22	1,000.00	-308.78	69.12 %
1-905-51505 Property & Casualty Insurance	36,086.00	40,000.00	-3,914.00	90.22 %
1-905-51651 CCS, Operating Expenses	42,761.23	55,150.00	-12,388.77	77.54 %
1-905-51652 Library Svc & Resource Development	100.00	20,000.00	-19,900.00	0.50 %
1-905-60120 Supplies	3,044.56	2,500.00	544.56	121.78 %
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	55,178.00		55,178.00	
1-905-70105 Debt Service	36,004.48	53,000.00	-16,995.52	67.93 %
1-905-80206 Special Reserve Fund		50,000.00	-50,000.00	
4-905-50595 Bookkeeping Services (SR)	58.80		58.80	
Total 905 Administration	1,693,338.33	2,440,850.00	-747,511.67	69.37 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
906 Facilities				
1-906-50105 Building Maintenance	35,634.93	70,000.00	-34,365.07	50.91 %
1-906-50110 Equipment Repair	1,081.00	1,000.00	81.00	108.10 %
1-906-50129 Wiring & Electrical	575.50	6,000.00	-5,424.50	9.59 %
1-906-50150 Grounds Maintenance	2,811.43	12,000.00	-9,188.57	23.43 %
1-906-50190 Plumbing Repair & Maintenance	1,100.00	12,000.00	-10,900.00	9.17 %
1-906-50191 Alarm Repair & Maintenance	768.00	5,400.00	-4,632.00	14.22 %
1-906-50192 Water/Rubbish Repair & Maintenance	7,245.03	8,800.00	-1,554.97	82.33 %
1-906-50193 Elevator Repair & Maintenance	1,909.00	7,500.00	-5,591.00	25.45 %
1-906-50194 Other Maintenance	21.63		21.63	
1-906-50420 HVAC Maintenance	6,573.51	15,000.00	-8,426.49	43.82 %
1-906-60120 Supplies	7,629.64	25,000.00	-17,370.36	30.52 %
Total 906 Facilities	65,349.67	162,700.00	-97,350.33	40.17 %
907 IMRF				
3-907-40460 Social Security	66,492.75	127,500.00	-61,007.25	52.15 %
3-907-40465 Medicare	15,550.73		15,550.73	
3-907-40505 Illinois Municipal Retirement Fund	70,042.27	111,000.00	-40,957.73	63.10 %
Total 907 IMRF	152,085.75	238,500.00	-86,414.25	63.77 %
908 Restricted				
2-908-90350 Restricted Gift Expense-Friends	25,193.22		25,193.22	
2-908-90351 Restricted Gift Expense-Takiff Fund	2,958.60		2,958.60	
2-908-90354 Restricted Gift Expense-Janet Hauser Memorial	14.98		14.98	
2-908-90356 Restricted Gift Expense-Children's Program Sponsorship	1,379.62		1,379.62	
Total 908 Restricted	29,546.42		29,546.42	
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	566.50	1,800.00	-1,233.50	31.47 %
Total 909 Circulation Services	566.50	5,892.00	-5,325.50	9.61 %
910 Digital Services				
1-910-50215 Computer Hardware/Software	56,950.83	102,679.00	-45,728.17	55.46 %
1-910-50320 IT Consulting		47,500.00	-47,500.00	
1-910-50321 Website Design/Hosting	2,150.00	5,000.00	-2,850.00	43.00 %
1-910-50325 Internet Access	8,112.54	16,650.00	-8,537.46	48.72 %
1-910-50332 Digital 3D Printing	545.09	700.00	-154.91	77.87 %
1-910-50750 Digital-Device Subscriptions	1,271.59	2,200.00	-928.41	57.80 %
1-910-60305 Computer Supplies	5,906.76	10,500.00	-4,593.24	56.25 %
Total 910 Digital Services	74,936.81	185,229.00	-110,292.19	40.46 %
916 Programs & Communication				
1-916-50330 Communications	7,652.90	19,950.00	-12,297.10	38.36 %
1-916-50705 Membership Fees	220.00	650.00	-430.00	33.85 %
1-916-50850 Meeting Fees		650.00	-650.00	
1-916-50851 Travel	1,451.63	2,000.00	-548.37	72.58 %
1-916-51650 Program	17,223.15	23,098.00	-5,874.85	74.57 %
1-916-60120 Supplies	582.44	1,500.00	-917.56	38.83 %
1-916-60149 Program Supplies & Other	1,298.19	3,000.00	-1,701.81	43.27 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 916 Programs & Communication	28,428.31	50,848.00	-22,419.69	55.91 %
Total Expenditures	\$2,300,229.06	\$3,475,466.00	\$ - 1,175,236.94	66.18 %
NET OPERATING REVENUE	\$1,133,286.16	\$0.00	\$1,133,286.16	0.00%
Other Revenue				
4-980-9900 Interfund Transfer In	250,000.00		250,000.00	
Total Other Revenue	\$250,000.00	\$0.00	\$250,000.00	0.00%
Other Expenditures				
1-980-9900 Interfund Transfers Out	250,000.00		250,000.00	
Total Other Expenditures	\$250,000.00	\$0.00	\$250,000.00	0.00%
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
NET REVENUE	\$1,133,286.16	\$0.00	\$1,133,286.16	0.00%

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

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Friends of the Glencoe Library	\$ 7,991.24		\$ 1,331.22	\$ 6,660.02
Children's Program Sponsorship	565.33		294.95	270.38
Bobette Cohen Takiff Fund	10,276.30		349.83	9,926.47
Janet Hauser Memorial Fund	54.62		14.98	39.64
Louis Bobby Slotkin Memorial Fund	19,901.50			19,901.50
Total All Funds	\$ 38,788.99	\$ -	\$ 1,990.98	\$ 36,798.01



BOND STATEMENT

CUSIP: GLNCPL024
 STATEMENT DATE: 07/07/2026
 CURRENT BALANCE: \$416,804.60
 PAYMENT DUE DATE: 08/01/2026

AMOUNT DUE: 4,500.56

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

CUR BAL: \$416,804.60 INT RATE: 5.25%	AMOUNT
08/01/2026 - Principal Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	2,677.04
08/01/2026 - Interest Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	1,823.52
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
04/01/2026	2,630.70	1,869.86	424,765.96
05/01/2026	2,642.21	1,858.35	422,123.75
06/01/2026	2,653.77	1,846.79	419,469.98
07/01/2026	2,665.38	1,835.18	416,804.60
TOTAL TO DATE:	\$18,415.63	\$13,088.30	

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 Weiss-Ham, Marketing Committee; Andrew Kim, Executive Director; Ann Finstad, Deputy Director
Date: September 11, 2026
Re: Marketing Committee report

Former Head of Programs & Communications Grace Hayek led efforts to finalize the fall program slate before September 2, her last day at the library. In the interim, Deputy Director Ann Finstad will oversee the department's planning and work with support from the management team and selected staff.

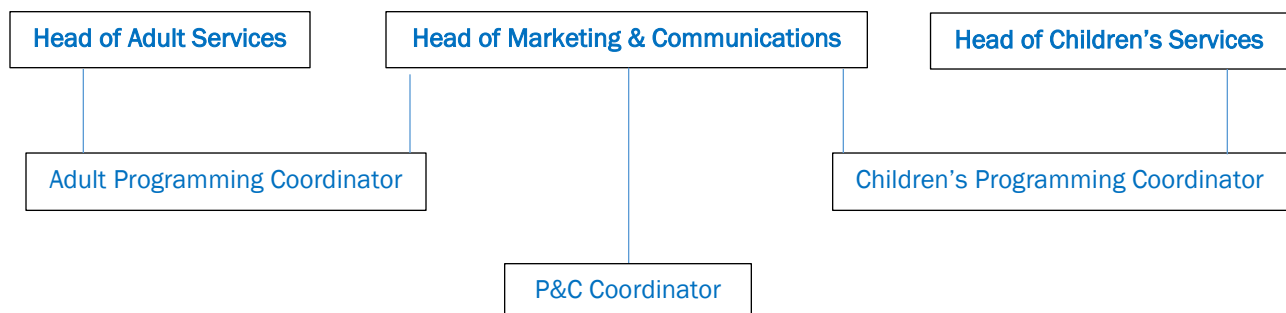
Programs & Communications Personnel Plan

In lieu of hiring a new Head of Programs & Communications, library administration is taking this as an opportunity to realign the department to better serve the community, improve internal procedures, and to expand outreach.

Children's Services has been very successful with a Children's Programming Coordinator, who also shares public service responsibilities with the Children's team. Administration seeks to replicate that success in hiring a counterpart for Adult Services. The Adult Programming Coordinator will be part of the Adult Services team and be supervised by Head of Adult Services Dale Heath. This position will work in partnership with the Children's Programming Coordinator Michelle Litchman and current P&C Coordinator Natalie Brottman. The job opening was posted to the library's website and RAILS' website at the end of August.

In 2027, the goal is finalize the realignment by hiring a Head of Marketing and Communications, and to explore in-house graphic support in Q1.

Potential Department Organizational Chart



Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Pope, Village of Glencoe Plan Commission
Date:
Re: Plan Commission Report

The Village of Glencoe Plan Commission met on August 26, 2026, to discuss the following business items:

- Review and discussion of comprehensive plan and streetscape & parking study implementation priorities

Village Hall
675 Village Court
August 26, 2026
7:00 p.m.

1. PLAN COMMISSION CALL TO ORDER AND ROLL CALL

Scott Novack, Chairperson, Public-at-Large Representative
Georgia Mihalopoulos, Vice Chairperson, Village Board Representative
Sara Elsasser, Zoning Board of Appeals Representative
MacAdam Glinn, Public-at-Large Representative
Gary Hazan, Glencoe Park District 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 JUNE 24, 2026 PLAN COMMISSION MEETING MINUTES

3. INTRODUCTION OF NEW PLAN COMMISSIONER SARA ELSASSER

4. PLAN COMMISSION PUBLIC COMMENT

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

5. REVIEW AND DISCUSSION OF COMPREHENSIVE PLAN AND STREETScape + PARKING STUDY IMPLEMENTATION PRIORITIES

6. STANDING COMMITTEE REPORTS/ANNOUNCEMENTS

7. ADJOURN

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin, Glencoe Sustainability Task Force
Date: September 11, 2026
Re: Glencoe Sustainability Task Force report

The Glencoe Sustainability Task Force (STF) met on August 25, 2026, to discuss the following business items:

1. CALL TO ORDER

*Brad Levison, Co-Chair
Laurie Tuchman, Co-Chair
Michael Rosenblat, Village Board Representative
Bob Breisblatt
Barney Gallagher
Helyn Latham
Linda Lin
David Singer*

2. CONSIDERATION OF MEETING MINUTES

July 28, 2026

3. PUBLIC COMMENT

Those interested in addressing the Sustainability Task Force on non-agenda items may do so at this time.

4. VILLAGE STAFF LIAISON REPORT

- a. Sustainability Action Plan
- b. Waste hauler contract
- c. EV charging stations
- d. 2026 Tree of the Year

5. TASK FORCE LEADERSHIP REPORT

- a. 10th Anniversary Commemoration planning

6. BUDGET

7. EVENTS

- a. Pumpkin Smash with Glencoe Community Garden
- b. Fall Stargazing Event planning

8. COMMUNICATIONS

- c. Social media – October

9. OTHER BUSINESS

10. ADJOURN

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Weiss-Ham, Technology Committee; Justin Franklin, Network and Digital Services Librarian
Date: September 11, 2026
Re: Technology Committee report

Due to sync issues with the current clock system and the manufacturer now requiring paid software to adjust the hardware, Justin is currently replacing the clocks. The new Wi-Fi connected clocks arrived earlier this week and should be in place soon.

Both Justin and Matthew are assembling ideas and documents for upcoming meetings and discussions with the building design consultants.

**Report of the Executive Director
From August 15 to September 11, 2026**

RAILS

There is no report.

CCS

The go live for Rolling Meadows and Wauconda Libraries is October 20. This will require that all CCS libraries go offline on October 17. There should be little effect on patron services during the offline period.

Administration

President Parfitt and I met with the Village Nominating Committee on September 8 for its inaugural meeting. We shared a library update that was heavily focused on the renovation as well as what the Board needs regarding trustee skills and expertise due to its pending vacancy.

Staff

On August 16, 2026, Ann Finstad was officially promoted to Deputy Director, the first ever for our library. She led the search for our next Head of Children's Services. On September 10, the announcement was made that the library has hired Maggie Kutsunis to be our next Head of Children's Services. Maggie's first day is October 7.

Head of Circulation Services Danny Burdett has hired Diana Hakenen as our newest Circulation Associate. Diana has already completed her initial onboarding and will work her first day on September 14.

Four staff members had their work anniversaries in August:

- August 7 - Heidi McGarry, Circulation Shelves (14 years)
- August 9 - Juan Rodriguez – Facilities Supervisor (5 years)
- August 12 - Rache Murray – Adult Services Librarian (2 years)
- August 30 - Jeff D'Anastasio – Administrative Professional (10 years)

Continuing Education & Networking

There is no report.

Collections & Services

There is no report.

Events & Programs

The board of the Glencoe Union Church has agreed to host all library programs during construction. Former Head of Programs & Communications Grace Hayek and I provided a presentation to the board on August 18. I have asked Ancel Glink to prepare an agreement

for this partnership. Additionally, staff will tour Glencoe Union Church as part of the Staff Development Day agenda.

The Glencoe Public Library Foundation led a successful Lemon-Aid Stand Day on August 29. Foundation Vice President Kathy Doyle messaged the volunteer families to thank them for their support and efforts.

The Scott Turow event has been confirmed for September 23. Trustee Pope will emcee the event, and I will lead operations.

Building & Maintenance

There is no report.

Marketing

There is no report.

Next Board Meeting

Scheduled business items for October 21, 2026, Regular Board Meeting include the presentations of the 2027 Regular Board Meeting schedule, 2027 Policy Review schedule, and 2026 Property Tax Levy.

Board and staff members will continue to work on the gift agreement for the Entry and Lobby Welcome Area naming rights, and the research for banking services.

Dates

September 14	Kickoff meeting with Davey Utility Services
	Glencoe Public Library Foundation meeting
September 15	Finance Committee meeting
September 16	Construction Schedule meeting with library leadership team
September 17	Design meeting
September 22 – 24	Bulley & Andrews Building Exploratory Work (onsite)
September 23	Scott Turow event
September 24	Pre-construction meeting
September 25	Staff Development Day (8:30 – 1:00)
October 1	Design meeting
October 2 – 5	Friends Fall Book Sale
October 6-8	Illinois Library Association Conference
October 6	Glencoe Administrators meeting
October 8	Pre-construction meeting
October 14	Management team meeting
October 15	Design meeting

Visitors and Borrowers



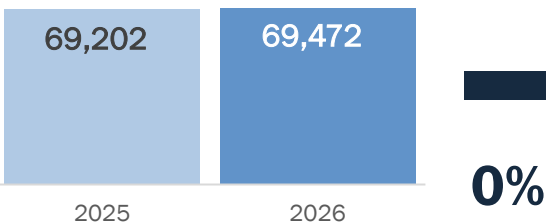
Visitors and Borrowers

Current Month

Visitors to Library	8,980
Unexpired Cards	4,291
New Registrations	57

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

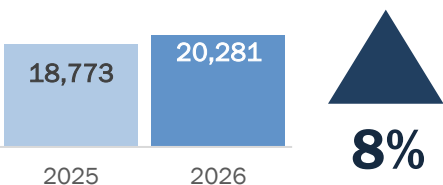
Total Visitors | YTD



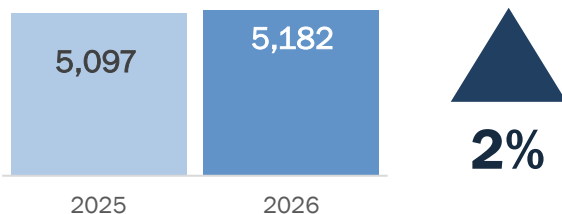
Public Internet Use

Current Month

Wireless Connections 2,703



Internet PC Sessions 809



Librarian Engagement

Current Month

Service Point Questions

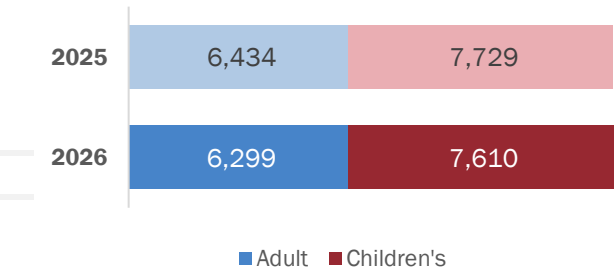
1,677 ▼ -2%

Current Month

One on Ones

18 ▼ -25%

Questions - YTD Comparison



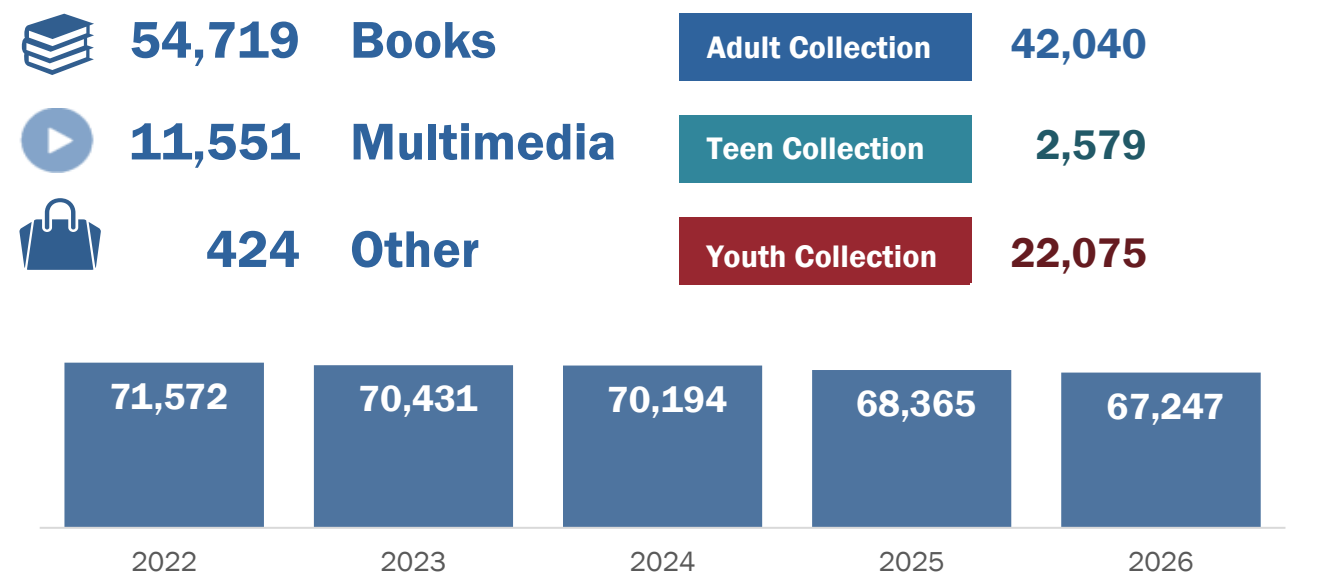
One on Ones - YTD comparison



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

Collections

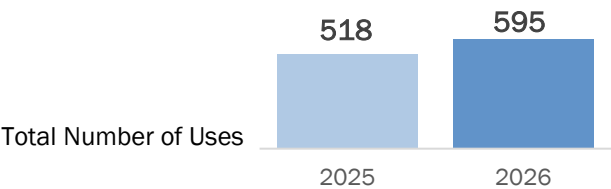
Physical Collection Size - Current Month & Historical



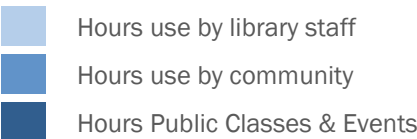
As of the March 2026 statistics, we are reporting numbers based on database counts, not manual tracking. As a result, collection sizes are slightly higher than previous reporting. As we work on database cleanup, collection totals are expected to balance out to match more closely with previous levels. 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	61	82
Staff Use	21	33
Total Use	82	116



Hammond Room	Count	Hours
Library Internal Use	7	18
Community Use	5	11
Library Program Use	12	45
Total Utilization	24	74



Hammond Room Occupancy

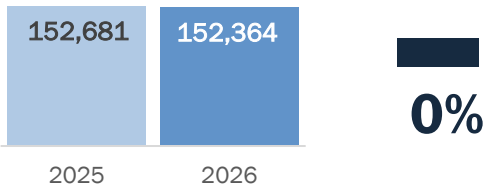


Circulation

Physical & Digital Format Combined



Total Circulation | YTD All Formats

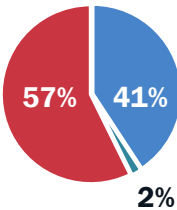


Physical Materials Circulation - By Demographic

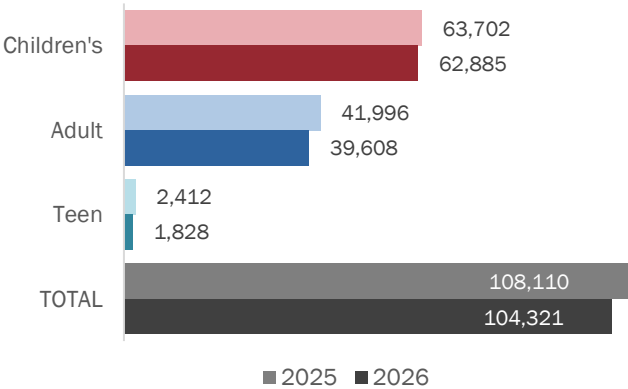
Current Month

ADULT	5,413
TEEN	256
YOUTH	7,606
Total	13,275

Circ % by Audience Current Month

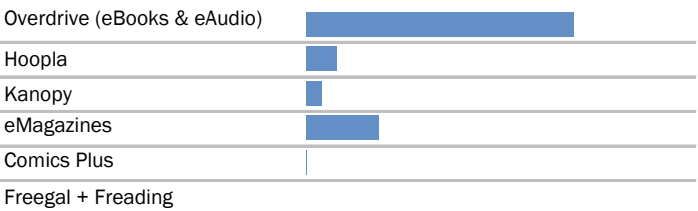


Circulation | YOY YTD by Demographic

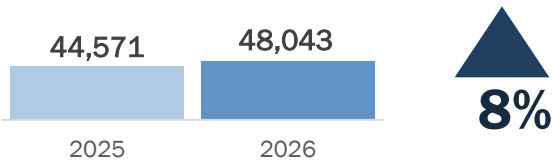


Digital Materials Circulation

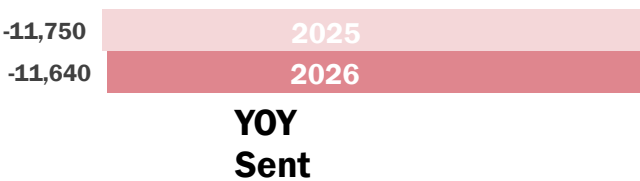
Popularity by Service - current month



Digital Circulation | YTD



Interlibrary Loan



YOY Received

2025	6,140
2026	6,100

Special Items Circulation - current month

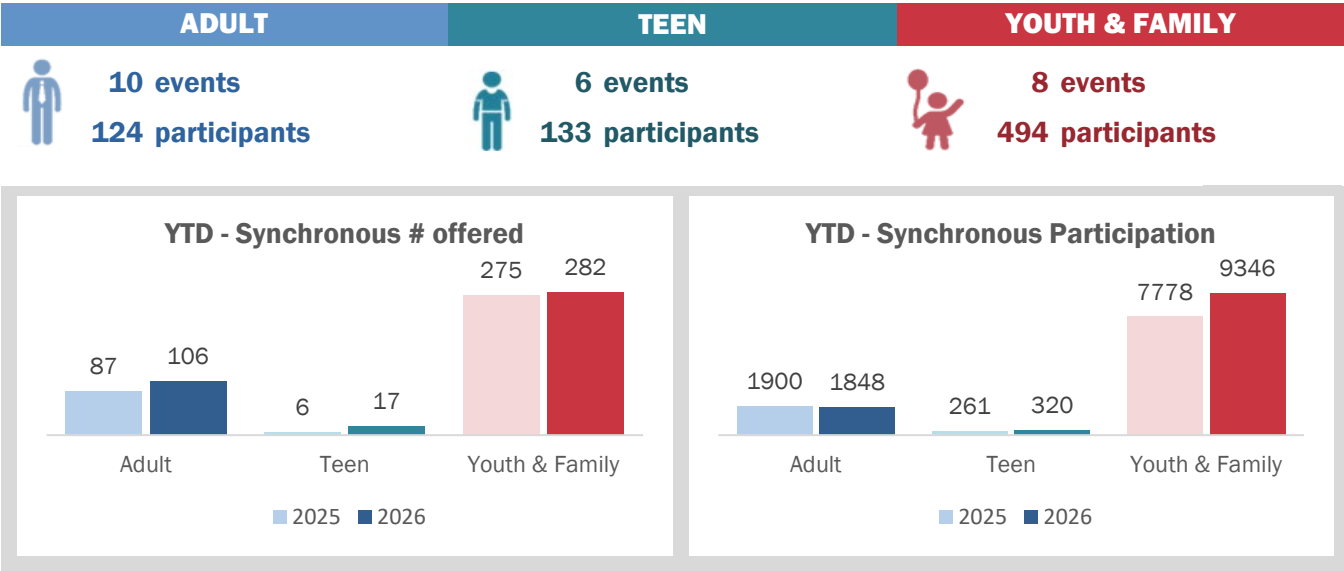
3D Print Requests	30
Library of Things	35

Programs

Synchronous Events & Programs

Year to Date Count	405	YTD Attendance	11,514
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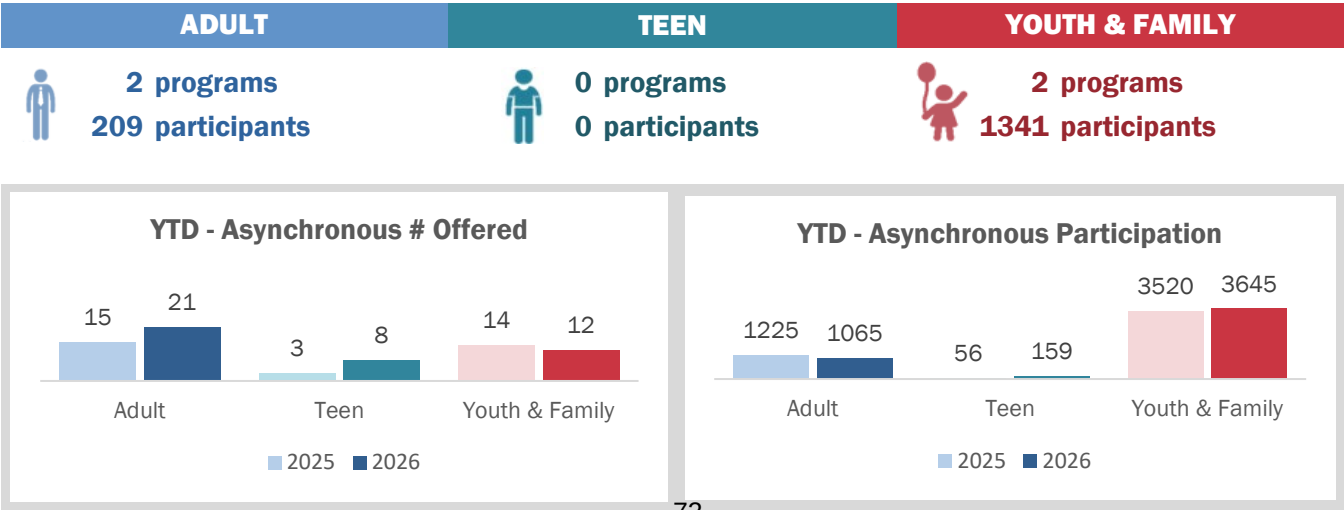
August is typically a lighter programming month for the library. Adult programming features included the *Legacy of Julia Child* , an event on the *BeeGees, Saturday Night Fever, and Disco* , and *Rendevous with Rachel Revere* . Six eighth grade classes at Central School received instruction on using *Novelist K-8 plus*. Youth summer programming wrapped up with a *Tots N Tunes* concert, *Foam Fest*, and *Family Game Weekend*. Community outreach included *Glencoe AI Fresco* and the *PTO New Family Welcome event/Kindergarten Playdate*.



Asynchronous (Passive) Programs & Offerings

Year to Date Count	41	YTD Participation	4,869
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Asynchronous programming consists of Summer Reading Club participation, 30 day program views and the Scavenger Hunt



Marketing and Continuing Education



eNewsletter

Last 12 months

Subscribers	3,306	
Open Rate	59%	

Subscription rate is consistent with slow growth of 3-10 users per month. Open rate ranges from 54-64%



Website

Last 12 months

Users	3,368	
New Users	2,969	
Sessions	6,733	
Page Views	8,713	
Catalog Sessions (PowerPAC)	75,587	
Catalog Sessions (Bibliocore)	4,008	
Calendar Views	4,240	

With the introduction of the new catalog interface, tracking covers both old (PowerPAC) and new (Bibliocore) sessions. Analytics reported unusually high PowerPAC use in August. We have reached out to CCS for clarification; the August count may be updated in future reporting

Social Media

Last 12 months



Facebook Followers	1,304	
Facebook Views	7,015	

Facebook views increased sharply due to increased posting and high engagement with a few posts about staffing changes.



TikTok Followers	1,148	
TikTok Views	9,480	

Views reached a new lifetime high with increased posting, and our follower count continues to increase steadily



Instagram Followers	1,655	
Instagram Views	21,493	

Instagram views jumped up to grew due to increased posting as well as a few Reels going viral.

YouTube



Subscribers - General	615	
Subscribers - Kids	1,076	
Views - General	457	
Views - Kids	9,824	

Subscribers remain steady on both YouTube channels. Views increased slightly for both channels this month.

Staff Development / Continuing Education

Staff reported CE included a safety session with Glencoe community partners, Bibliocore training, the Youth Programmer's meeting, and *From Invisible Labor to Line Items: Budgeting for the Library Work that's Actually Happening*.



Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Kimble and Trustee Parfitt, Finance Committee; Andrew Kim, Executive Director
Date: September 11, 2026
Re: Consideration to Adopt Ordinance 2026-09-16 – Ordinance Transferring Funds to the Special Reserve Fund

Special Reserve Fund

The Board established a special reserve fund as part of the 2024 operating budget. The Board allocates a portion of the library's Total Revenues each calendar year to transfer to the Special Reserve Fund after the calendar year concludes. The Board established the Fund's purpose as financing future capital improvement/development projects. This must be documented with a board-adopted ordinance.

The Special Reserve Fund balance as of August 31, 2026, is \$628,050.20.

The MaxSafe balance as of August 31, 2026, is \$2,121,455.30.

At the March 18, 2026, Regular Board Meeting, the Trustees voted to transfer \$250,000 to the Special Reserve Fund with an eye towards transferring \$150,000 to the Fund in September.

Summary

Calendar Year 2025 ended with a negative Net Operating Change due to Cook County's delay in issuing the second installment for property tax bills. A small amount of property tax revenues has been received since January 2026, but it remains unknown if it is for the current or prior tax year. The County has yet to provide agencies with distribution reports.

Year	Net Operating Change	Note
2025	(\$1,406,072)	Delays issuing property tax bills at the County level
2024	\$105,969	
2023	\$590,070	Delays issuing property tax bills at the County level
2022	(\$207,568)	
2021	\$176,564	
2020	\$535,472	10-month fiscal year (Stub Year)

Calendar Year 2025

	Tax Receipts
2025	\$1,404,930
2026, Jan	\$1,179,458
Feb	\$202,964
Mar	\$706,449
Apr	\$873,080
May	(\$26,340)
June	\$95,028
July	\$22,798
Aug	\$35,030
Total	\$4,493,397

CY25 Prop Tax Budget - \$3,135,666
CY25 Prop Tax Receipts - \$2,787,352

CY25 Prop Tax YTD (%) – 88.9%
CY25 Prop Tax Adjusted YTD (%) – 90.2%

Fund Balance Policy

The Fund Balance Policy (Policy) was revised in May 2024 to include the following:

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

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

Year	Average Total Monthly Expenditures	Highest Total Monthly Expenditures	Lowest Total Monthly Expenditures
2024	\$249,344	\$315,104 (Nov)	\$192,908 (Feb)
2025	\$276,018	\$335,545 (Oct)	\$208,954 (June)
2026	\$289,622		

Calendar Year 2026 Total Revenues is \$3,475,466 (\$289,622 per operating month).

The Board must maintain a minimum of \$868,866 in the General Fund in 2026 to adhere to the Policy. At the end of February, the library’s total cash balance was \$2.7 million.

ORDINANCE NO. 2026-09-16

ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND

Be It Ordained by the Board of Library Trustees of the Glencoe Public Library that, of the unexpended balances of the proceeds received annually from public library taxes (Corporate Fund), the sum of \$150,000 shall be transferred to the Library's Special Reserve Fund.

Passed September 16, 2026, pursuant to roll call vote as follows:

Ayes:

Nay:

Abstain:

Absent:

Roger Parfitt, President
Glencoe Public Library Board of Trustees

ATTEST:

Nan Weiss-Ham, Secretary
Glencoe Public Library Board of Trustees